CONFIDENTIAL AND PROPRIETARY

Release Notification

em Editorial Manager®

pm ProduXion Manager®

cm Commerce Manager™

Editorial Manager/ProduXion Manager
12.2 Gamma Release Notification
12/08/2015
Draft – Subject to Change

Document Change Log

Date	Version	Change
10/16/15	Beta Release	Beta version
11/23/2015 12/8/2015	Gamma Release	Gamma Version *Updates to screenshots *Clarified text

Editorial Manager/ProduXion Manager 12.2 Gamma Release Notification

GENERAL ENHANCEMENTS

Replace Editor in the Chain

In EM version 12.1, a submission may be passed through several Editors in a 'chain'. The Editor Chain is created when a submission is assigned to an Editor who in turn, assigns the submission to a lower-level Editor. If an error is made during the assignment, each Editor may be unassigned individually in the reverse order in which they were assigned. If there are several Editors assigned below the erroneous Editor, each lower Editor assignment must be unassigned before an Administrator can correct the chain.

New in EM version 12.2, Editors and Administrators with appropriate permissions may replace or remove an Editor located in any position in the current Editor Assignment Chain for the current version of a submission, subject to conditions related to the state of the submission.

Depending on the logged-in user's *RoleManager* permissions, an Editor assignment can be removed from the chain or replaced by an Editor with a different Editor Role where:

The Editor being modified has NOT made or saved a decision AND one of the following applies:

- There are no unprocessed reviews (invitations, open reviews, or reviews that were submitted after the last complete decision was made) and:
    - One "Good Decision" (a complete decision that has not been skipped or terminated) has already been submitted
    - Another Editor in the chain has "Make a Decision" permission
- OR all Reviewer assignments have been processed
- OR there are unprocessed Reviewer Assignments AND there is at least one open Editor Assignment with "Make a Decision" permission.

NOTE: Replacing an Editor in the chain is not dependent on the method by which the Editor was assigned. Publications using Suggest Editor, Assign Editor Chain, individual assignment, individual invitation, and Direct-to-Editor assignments may use this feature.

To achieve this functionality, two new sub-permissions are added to the 'Unassign Myself' permission in Editor *RoleManager*: 'Unassign Subordinate Editors' and 'Replace Editor'.

- ➤ The 'Unassign Subordinate Editors' permission allows an Editor to remove his/her Editor Assignment or the Assignment(s) of lower level Editor(s).
- ➤ The 'Replace Editor' permission allows an Editor to switch his/her own assignment (or that of a lower level Editor if the user also has "Unassign Subordinate Editors" permission) to another Editor.

The existing permissions of 'Unassign Other Editors' in conjunction with the 'Assign Editor' permission will allow users to remover or replace Editors anywhere in the chain (provided the submission is in a state that allows this).

Additionally, the 'Unassign Editor' action link will now be more widely available for Editors with 'Unassign Other Editors' and/or 'Unassign Myself' permission. The link will now display consistently for a submission when the Final Disposition has not been set so long as the logged-in Editor has 'Unassign Other Editors' permission or has 'Unassign Myself' permission and is in the Editor Chain.

NOTE: If the logged-in user meets the above requirements but the submission is being edited, the 'Unassign Editor' action link will not be available.

To replace or remove an Editor from the Editor Chain, the Editor clicks the 'Unassign Editor' Action Link. The Editor is presented with the current Editor Chain and the actions available depend on the logged in user's permissions and the condition of the submission. The instructions on the left sidebar of this page may be customized in *PolicyManager*.

Sample Modify Editor Chain *interface*

From this page, Editors may click the trashcan icon to simply remove an Editor or use the 'Role' and 'New Editor' drop down lists to select a replacement for one or more Editors. Once a valid change to the Editor Chain has been made, the Editor may proceed to send the notification letters. The 'Details' page will show the Editor replacement information:

Partial Details *page, showing Editor replacement information – highlighted in pink text for reference only*

Editors		Top
Name:	John David Smith ▽ [Proxy] (Replaced Sally Editor)	
Role:	Managing Editor	
Date Assigned:	Sep 29 2014 12:25PM	
Date Completed:		
Elapsed Days:	0	
Recommendation:		
Name:	Jackson Browne ▽ [Proxy] (Replaced David Editor who replaced Don Henley)	
Role:	Section Editor	
Date Assigned:	Sep 29 2014 12:25PM	
Date Completed:		
Elapsed Days:	0	
Recommendation:		

A new merge field - **%EDITOR_REPLACEMENT%** - is added for use in Unassign Editor workflows that will insert the name of the Editor being replaced as well as his/her replacement into letters in the 'Invite/Assign/Unassign Editor' letter family.

TO CONFIGURE:
Publications that wish to allow Editors to use the new Editor replacement functionality must enable any of the following permission combinations:

- 'Unassign Other Editors' + 'Assign Editor' – This combination will allow users to unassign and replace unassigned Editors with new selections. Editors with this permission do not need to be in the Editor Chain.
- 'Unassign Myself' + 'Replace Editor' – This combination will allow users to remove their own assignment and replace themselves with another Editor.
- 'Unassign Myself' + 'Unassign Subordinate Editors' + 'Replace Editor' – This combination allows the logged-in user to remove their own assignment and assignments in the chain below him/her and replace the unassigned Editors with new selections.

NOTE: Editors with permission to 'Unassign Myself' and 'Unassign Subordinate Editors' without the 'Replace Editor' permission will only be able to remove their own assignment and assignments below them in the Editor Chain.

Sample Editor RoleManager *showing the new sub-permissions of 'Unassign Myself'*

☐ **Editor Assignment**
    ☑ Receive Assignments in 'New Assignments' Folder
        ◉ Receive Assignments without Invitation
        ○ Receive Invitations for Assignments
    ☐ Always Use Search-based selection for Editor Chain Assignment / Replacement
        (i.e. if not Applied Automatically by System)
    ☑ Assign Editor
    ☑ Redirect to Other Editor (and be removed from Editor Chain)
    ☑ Change Corresponding Editor
    ☑ Blind Editor
    ☑ Unassign Other Editors
    ☑ Unassign Myself
        ☐ Unassign Subordinate Editors
        ☐ Replace Editor

☐ **Reviewer Invitations**
    ☑ Invite Reviewers

To configure the instructions shown on the left sidebar of the 'Modify Editor Chain' page, go to 'Edit Instructions on the Modify Editor Chain Page' link in *PolicyManager.*

Sample part of PolicyManager

After clicking the link, the user will be able to enter custom text to be displayed when an Editor is modifying the Editor Chain:

Proxy Registration Enhancements

In EM/PM version 12.1, the fields presented to Editors when proxy registering a new user are based on the fields configured for self-registration – for example, if a field is configured as "Hidden" for self-registration, it is not displayed to Editors when proxy registering a new user. Also, if a field is defined as "Required" for self-registration, it is displayed during the proxy registration process in red text with an asterisk as if it were required; however, the requirement is not enforced for Editors and they can successfully proxy register a new user without supplying complete information.

New in EM/PM version 12.2, a new 'Configure Proxy Registration' page is added to *PolicyManager* so publications can create a separate set of criteria collected during proxy registration. Additionally, the selected fields configured for proxy registration may be configured to be required so proxy registered users aren't entered into the system with incomplete information.

NOTE: The new 'Configure Proxy Registration' page may not be available for publications that have some of the existing "behind-the-scenes" proxy registration security features in place. Your Aries Account Coordinator will be able to let you know if this feature is applicable.

Additionally, publications can now configure the suppression of the Register and Send Letter button so the Editor does not have the option to send a notification letter to the proxy registered user.

TO CONFIGURE:

Access the new 'Configure Proxy Registration' page in *PolicyManager* under the 'Registration and Login Policies' subheading. Similar to the existing 'Edit Registration Fields', an Administrator may choose which registration fields to require or hide during proxy registration. From this page, the proxy registration instructions may also be customized and the publication can choose whether the 'Register User and Send Letter' button is displayed for 'Register and Select New Reviewer' and 'Register and Invite Author'.

Sample 'Configure Proxy Registration' page in PolicyManager

Configure Proxy Registration

This page is used to configure the 'Proxy Registration', 'Register and Select New Reviewer' and 'Register and Invite New Author' pages. You may configure whether or not the 'Register User and Send Letter' button is displayed, which fields the Editor will be forced to complete and the instructions that are displayed on the page. When you have made your selections please click 'Submit'.

Display 'Register User and Send Letter' Button

Select the checkbox to display the 'Register User and Send Letter' button on the Proxy Registration page. When a checkbox is not selected, the 'Register User and Proceed' button is displayed and when the Editor selects the associated link, the option to send the letter associated with the 'Proxy Register New User' event in ActionManager is no longer available on the proxy registration page.

☑ Register and Select New Reviewer link from the Reviewer Selection Summary Page show the 'Register User and Send Letter' button

☑ Register and Invite New Author link from the Author Selection Summary Page show the 'Register User and Send Letter' button

Configure Fields for Proxy Registration

Please select the fields you would like to present and require during the Proxy Registration process. Required fields will be labelled in red and designated with an asterisk on the 'Proxy Registration', 'Register and Select New Reviewer' and 'Register and Invite New Author' pages. Optional fields will be labelled in blue. Fields in bold text below are required by Editorial Manager and cannot be made optional by the publication.

Required	Hidden	System Field
☐	☐	Title
✓		**Given/First Name**
☐	☐	Middle Name
✓		**Family/Last Name**
☐	☐	Degree
☐	☑	Preferred Name
☐	☑	Telephone Number
☐	☑	Fax Number
☐	☑	Secondary Telephone Number
☐	☑	Secondary Telephone Number is for
✓		**E-mail**
✓		**Preferred Method of Contact**

Complete list of Registration Fields not shown in this figure.

Classifications and Keywords

Access to Personal Classifications (defined by an administrator) and Keywords (typed by the user) can be hidden from Editors when they proxy register a new user. You can set a maximum number of classifications that may be selected or keywords that may be added; making an item required enforces a minimum of at least one.

	Hidden	Optional	Required (Minimum)	Maximum (leave blank for no limit)
Select Personal Classifications	○	⦿	○ [ ]	[ ]
Enter Personal Keywords	⦿	○	○ [ ]	[ ]

Customize Proxy Registration Instructions

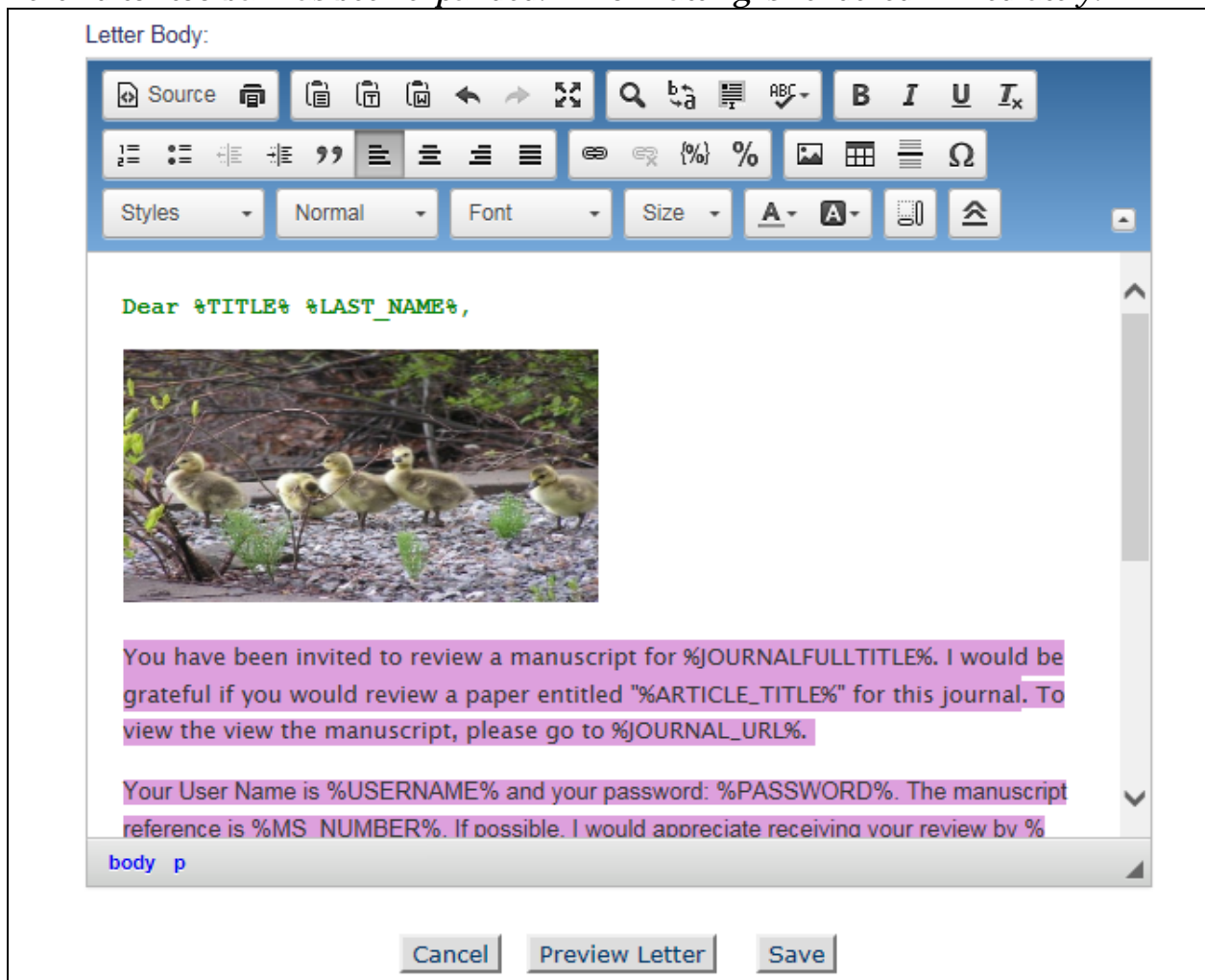| Event	Instructions
Proxy Register New User	Insert Special Character You may register a new user and send that new user a custom Welcome letter, or choose not to send a letter. To begin the Proxy Registration process, please enter the following information: View Default Instructions Revert to Default Instructions
Register and Select New Reviewer	Insert Special Character Please enter key information about the person you are registering as a Reviewer. View Default Instructions Revert to Default Instructions
Register and Invite New Author	Insert Special Character Please enter key information about the person you are registering as an invited Author. View Default Instructions Revert to Default Instructions

Cancel   Submit

Rich Text Management for Letters

In EM/PM version 12.1, letters may be configured to support HTML on the 'Edit Letters' page of *PolicyManager*. HTML tags may be added manually to letter templates and users may see how the markup is rendered by clicking the 'Preview Letter' button. Additionally, previously uploaded images may be entered into HTML letters by clicking the 'Insert Image' link.

In EM/PM version 12.2, publications using HTML letters will now have access to a Rich Text Editor that will aid in letter formatting and will render HTML and images as a user is editing the letter. The Rich Text Editor is added to the Add/Edit HTML letter template interface in *PolicyManager* as well as on the 'Customize Letter' interface throughout the EM/PM system.

NOTE: After upgrade, it would be beneficial to examine any existing Rich Text (HTML) letters that are configured in *PolicyManager* to ensure proper formatting.

Sample Rich Text Editor *interface on the* Edit Letter *template in* PolicyManager, *Rich Text Editor toolbar has been expanded. All formatting is rendered immediately.*

The toolbar uses common icons to show formatting options. Each icon displays hover-over text that provides a short description of what the button does.
Some of the standard EM/PM letter functions have also been added to the Rich Text editor toolbar, replacing the links that appear above the letter body field:

{%} - 'Insert Custom Merge Fields'

% - 'Insert System Merge Fields'

🖼 - 'Insert Image'

As in existing functionality, the user customizing the letter can select from the list of existing uploaded images, but cannot upload new ones when customizing the letter.

Edit Letters

To create a new letter, click 'Add New Letter'. To edit an existing letter click the 'Edit' link next to the letter title. (more...)

Back to PolicyManager

| Add New Letter | Save Changes | Edit Image Files for Letters |

Letter Purpose ▲▼	Letter Family *Group by:* ▲▼	ActionManager Roles and Events	Letter Format			
			Text	Rich Text (HTML)		All Formats
10 day warning for review due	Reviewer Reminder		○ Edit	◉ Edit		Remove | Hide
Accept	Decision	Assistant Editor - Final Disposition - Accept Assistant Editor - Final Disposition - Accept Managing Editor - Final Disposition - Accept Managing Editor (Kopie) - Final Disposition - Accept Managing Editor Type II - Final Disposition - Accept Production Administrator - Final Disposition - Accept	◉ Edit	○ Edit		Remove | Hide
Appeal Reject Decision	Ad Hoc From Author		○ Edit	◉ Edit		Remove | Hide

To edit a letter template using the Rich Text Editor, click the 'Edit' link in the 'Rich Text (HTML)' column of the 'Edit Letters' page. The Rich Text Editor toolbar will also be available on the 'Customize Letter' interface for Rich Text (HTML) letters. The 'maximize' icon in the upper right corner of the toolbar - ⤢ - will expand the display of the letter body to fill the size of the System Administrator window.
The Rich Text toolbar can be expanded to reveal more formatting options or collapsed to show a smaller selection of popular letter formatting tools. The ⤓ icon will expand the toolbar and the ⤒ icon will collapse an expanded toolbar.

Sample Customize Letter *interface for a Rich Text-configured letter. Rich Text Editor toolbar is collapsed.*

Notify Users of Final Disposition - Accept Letter

Mary François Smith (Managing Editor)

Type any desired text into the 'Letter Body' area. Click 'Open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proofread the letter and click the 'Send' button on that page.

| Cancel | Preview Letter | Save |

From:	"DEMO 11.0 Editorial"<trash1@ariessc.com>
To:	Mary François Smith, PhD
Letter Purpose:	Accept
Letter Subject:	Accept

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

☐ ☐ Edward Editor, MD (Editor-in-Chief)

cc:

bcc:

Letter Body: [Open in New Window]

Your manuscript has been accepted and will now go to copy editing. Thank you.

There is a new option to allow Rich Text Editing of letters currently configured as 'Text' on the 'Edit Letters' page. Selecting this option will allow users customizing the text letter prior to sending to use the Rich Text Editor toolbar in the 'Customize Letter' interface by clicking the 'Add Formatting' link above the letter body.

Sample 'Text' letter template showing the new 'Allow sender to add Rich Text (HTML) formatting' option

Sample Customize Reviewer Invitation Letter *interface: This is a Text letter, but the 'Allow sender to add Rich Text (HTML) formatting' option has been selected for the letter template. Clicking 'Add Formatting' will enable the Rich Text toolbar on the page. and sends the letter as an HTML-formatted letter instead of a plain text letter.*

TO CONFIGURE:

The Rich Text Editor toolbar is automatically available for any existing and newly added HTML letter.

To allow the option of using the Rich Text toolbar during letter customization, select the 'Allow sender to add Rich Text (HTML) formatting' checkbox on the Text letter template page in *PolicyManager* > 'Edit Letters'.

Discussion Forum for Reviewers

In EM version 12.1, Editors may be invited to participate in conversations with other invited Editors regarding a submission using EM's Discussion Forum feature.

New in EM version 12.2, Reviewers who have completed a Review for a submission will be able to participate in a Discussion Forum created just for Reviewers and Editors assigned to the submission. This is done by using a new 'Discussion Type' called 'Reviewer Consultation'.

The new Reviewer Discussion Forum feature essentially is just creating a new Discussion Type – the existing Discussion Forum functionality is retained. However, many Editorial Manager configuration pages have been modified to accommodate the new changes.

NOTE: Unlike discussions using the 'Editor Consultation' (existing Discussion Forum functionality), only one 'Reviewer Consultation' may be opened per submission.

Although Editors with 'Initiate and Manage Discussions' permission may manage a 'Reviewer Consultation' discussion, most of the handling of this type of discussion is automated to reduce the workload of Editors. Initiation of a 'Reviewer Consultation' discussion is configured in *PolicyManager* per Article Type on the 'Configure Automatic Discussion Initiation' page. The automated functionality of the 'Reviewer Consultation is as follows:

- ♦ The 'Reviewer Consultation' is opened automatically when the first Editor for a new submission (Revision 0 only) is either assigned or agrees to handle a submission.
- ♦ All Editors and Reviewers assigned to the submission for all versions/revisions are added automatically to the discussion.
- ♦ The 'Reviewer Consultation' discussion remains open throughout all revisions unless an Editor with permission to manage discussions closes it.
- ♦ The 'Reviewer Consultation' discussion is concluded automatically when the Final Disposition is set for the submission.

Sample Reviewer Consultation *Discussion page – Reviewer's view*

Discussion for Manuscript Number: JANETDEV120-D-15-00003
Maney M. Alexander, PhD
"Roses are Red - VIOLETS"

Close

Please participate in the discussion for this submission. (This text is customizable.)

View Submission   View Reviewer Comments

Topic: Editors & Reviewers Forum

View/Print All

Comments:

Post

Participant ▲▼	Comments	Date ▲▼
Twink E. Jonesey, PhD	I will be on sabbatical for 4 months starting Feb 2, 2015	Dec 12 2014 04:45PM
Ginger Rabelais (Reviewer 2)	This a formidable task	Dec 03 2014 11:05AM
Edward Browdy	This Corresponding Author for this submission is going on a research trip to Antarctica starting April 2015 and may be unavailable for periods of time (more...)	Dec 03 2014 11:04AM
Twink E. Jonesey, PhD	Okay, so who wants to take this one on? It's got a very short time span.	Dec 01 2014 03:03PM

Close

NOTE: Editors with permission to manage discussions may invite other Editors to the 'Reviewer Consultation' discussion, even if they are not attached to the submission in any way. Outside Reviewers (not attached to the submission) may not be added to the discussion.

NOTE: If an Editor is unassigned or replaced in the Editor Chain, the unassigned or replaced Editor still remains an active participant in the 'Reviewer Consultation' discussion.

Reviewer Consultation *Discussion – Editor's view. Editor has permission to manage discussions*

Discussion for Manuscript Number: JANETDEV120-D-15-00003R1
Maney M. Alexander, PhD
"Ultraviolet Photons"

[Cancel] [Save and Close] [Conclude Discussion]

Reminding you to please participate in the discussion for this submission. (I am customizable.)

Participant Summary   View Submission   View Reviews and Comments   File Inventory   Add/Edit Submission Flags

Details

Topic:
Editors & Reviewers Confab

Comments:

[View/Print All]

[Post]

Participant ▲▼	Comments	Date ▲▼
Twink E. Jonesey, PhD	That's an excellent suggestion. Who can we get to implement this?	Jan 07 2015 10:49AM
Jack Bauer (Reviewer 1)	I agree with Ginger	Jan 06 2015 06:32PM
Ginger Rabelais (Reviewer 3)	As a frequent reviewer of this kind of article, I recommend...	Jan 06 2015 03:02PM
Twink E. Jonesey, PhD	Big Dog here, perhaps one of the Reviewers has a good idea about this.	Jan 05 2015 01:22PM
Mary Jones, PhD	Okay, what do you think of the current issue, Twinky? AKA Big Dog?	Jan 05 2015 01:02PM

[Add Participants]

⊟ Editor Participants

Editor Participant ▲▼	Role ▲▼	# Posts	Latest Post	Participant Status ▲▼	View Reviews and Comments	Download Files	View Draft Decision Letter	
Edward M. Browdy	Associate Editor	0		Active	☑	☑	☐	Send E-mail
Mary Jones, PhD	Managing Editor	1	Jan 05 2015 01:02PM	Active	✓	✓	✓	Send E-mail
Twink E. Jonesey, PhD	Editor-in-Chief	2	Jan 07 2015 10:49AM	Active	☑	☑	☑	Send E-mail
June Hemmick	Associate Editor	0		Inactive	-	-	-	

⊟ Reviewer Participants

Reviewer Participant ▲▼	Role ▲▼	# Posts	Latest Post	Participant Status ▲▼	Reviewer Number ▲▼	Complete Review Submitted for Versions ▲▼	Status of Most Recent Review Assignment ▲▼	
Jack Bauer	Reviewer	1	Jan 06 2015 06:32PM	Active	Reviewer 1	R0	R0: Review Complete	Send E-mail
Ginger Rabelais	Reviewer	1	Jan 06 2015 03:02PM	Active	Reviewer 3	R0	R1: Agreed to Review	Send E-mail
Ron Raptor	NB Reviewer	0		Active	Reviewer 2	R0, R1	R1: Review Complete	Send E-mail
George Bortnichak	Statistical Reviewer	0		Inactive			R0: Terminated After Agreeing to Review	
Sylvia W. Verdi	Reviewer	0		Inactive			R1: Agreed to Review	

[Cancel] [Save and Close] [Conclude Discussion]

On the Editor's view of the 'Reviewer Consultation' discussion page two grids organize the Editor and Reviewer participants. The Editor participant grid contains actions – submission visibility, participant status, Editor Role, ad hoc e-mail - as the Editor Consultation. The Reviewer Status grid depicts a summary of each Reviewer's status with the submission. Editors with permission to manage discussions may add Editor participants or conclude the discussion before Final Disposition is set.

Any Reviewer who agrees to submit a Review for a submission is automatically added to the 'Reviewer Consultation' discussion, but remains an inactive participant until he or she submits a completed Review. As an inactive participant, a Reviewer who has only agreed or completed part of a Review will not receive notifications of new comments in the discussion.

Once a Reviewer becomes an active participant in a 'Reviewer Consultation' discussion, he or she remains an active participant throughout the life of the submission within EM. Reviewers who are unassigned or terminated from assignment for later Revisions remain included in the Discussion. Similarly, if a Reviewer is not invited to Review the current version of the submission but completed a Review for a previous Revision, that Reviewer remains an active participant in the Discussion.

As noted above, Editors with permission to manage discussions may manually conclude a 'Reviewer Consultation' any time during the life of a submission. Re-opening a concluded 'Reviewer Consultation' discussion will allow an Editor to add Reviewers to the discussion who may have completed Reviews while the discussion was closed. When re-opening a discussion, an Editor may convert the Reviewer Participants from 'Inactive' to 'Active' by ticking the appropriate box in the Reviewer Participants grid.

Sample Re-Open Discussion *interface – red help text under the Reviewer Role emphasizes which Reviewers may be best suited as Active Participants*

Re-Open Discussion for Manuscript Number: JANETDEV120-D-15-00004R1
Maney M. Alexander, PhD
"Bubble Science"

Topic	
Comments	

⊟ Editor Candidates

Page: 1 of 1 (7 total candidates)   Display 25 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	Edward M. Browdy	16	☐	☐	☐	3	1, 2, 3	Yes
☐	Guest Editor (E)	Bella Marcello	0	☐	☐	☐	0		Yes
✓	Editor-In-Chief (This is Editor number 1 of the previous version) (This editor is already assigned to the current submission) (Current participant in the discussion)	Twink E. Jonesey, PhD	61	✓	✓	✓	1	5	Yes
☐	Editor-In-Chief	Karen Mulligan	5	☐	☐	☐	2	2, 3	Yes
☐	Editor-In-Chief	Buttercup Buddy Swatski, CGC	1	☐	☐	☐	2	2, 3	Yes
☐	Associate Editor (E)	Ling Lang	0	☐	☐	☐	0		Yes
✓	Managing Editor (Current participant in the discussion)	Mary Jones, PhD	2	✓	✓	✓	2	4, 5	Yes

Page: 1 of 1 (7 total candidates)   Display 25 results per page.

⊟ Reviewer Candidates

Select	Reviewer Participant	Role	# Posts	Latest Post	Participant Status	Reviewer Number	Complete Review Submitted for Versions	Status of Most Recent Review Assignment
✓	Jack Bauer	Reviewer (Previous participant in the discussion)	1	Jan 06 2015 06:32PM	Active	Reviewer 1	R0	R0: Review Complete
✓	Ginger Rabelais	Reviewer (Previous participant in the discussion)	1	Jan 06 2015 03:02PM	Active	Reviewer 3	R0	R1: Agreed to Review
✓	Ron Raptor	NB Reviewer (Previous participant in the discussion)	0		Active	Reviewer 2	R0, R1	R1: Review Complete
	George Bortnichak	Statistical Reviewer	0		Inactive	Reviewer 4		R0: Terminated After Agreeing to Review
✓	Sylvia W. Massimoto	Reviewer (Potential active participant)	0		Inactive	Reviewer 6	R1	R1: Review Complete
	Louie B. Nice, PhD	Reviewer (This person is inactivated in the system)	0		Inactive	Reviewer 5	R0	R0: Review Complete
✓	Xander Huckenpoehler	Reviewer (Potential active participant)	0		None	Reviewer 7	R1	R1: Review Complete
	Pilar Ramos	Reviewer (Potential inactive participant)	0		None	Reviewer 8		R1: Agreed to Review

Cancel   Add Participants without Sending Letters   Proceed To Customize Letters

A new deep link - **%REVIEWER_DISCUSSION_DEEP_LINK%** - may be added to the 'Reviewer Thank You' letter that is sent to Reviewers after completing a Review. Clicking the deep link from the letter will log the Reviewer into EM completely and automatically navigate the user to the 'Completed Assignments' folder. If the 'Reviewer Consultation' discussion has not been concluded for the submission, the 'Discussion' page will automatically open in a pop-up. If the discussion has been concluded, the Reviewer may access the closed discussion from the 'Discussions' link.

As with the Editor discussions (existing functionality), active participants may receive notifications about new posts that have been contributed to a discussion. The existing

%DISCUSSION_POST% merge field may now be used in Discussion Forum letter family notifications sent to Reviewers.

TO CONFIGURE:
First, a 'Reviewer Consultation' Topic Template must be configured. In the 'Discussion Forums' section of *PolicyManager*, click the 'Configure Discussion Topic Templates' link. On the 'Configure Discussion Topic Templates' page, click the 'Add' button to add a new template.

Sample Configure Discussion Topic Templates *page – a new 'Type' column is added to indicate whether a topic is for Editor or Reviewer discussions*

On the 'Add Discussion Topic Template' page, select 'Reviewer Consultation' from the Discussion Topic Template Type drop down list. Once 'Reviewer Consultation' is selected as the Topic Type, some options that are usually available for Editor Discussions (existing functionality) will be disabled – the initial comments and topic will not be able to be edited when initiating the discussion.

Sample Add Discussion Topic Template *page when 'Reviewer Consultation' has been selected as the type*

Add Discussion Topic Template

There are two types of discussions: Editor Consultation and Reviewer Consultation. The set of configuration options differs slightly for the two types. (more...)

Discussion Topic Template Type   Reviewer Consultation ▼

Open Special Character Palette

Discussion Topic Template Name	Reviewer Forum
'Initiate Discussion' Page Custom Instructions	
Topic	
	☐ *Allow user to modify Topic name when initiating a discussion*
Initial Comments	
	☐ *Allow user to modify Initial Comments when initiating a discussion*
Default Editor Participant Permissions	☑ View Reviews and Comments ☑ Download Files (source and companion) ☐ View Draft Decision Letter
Editor Access to 'Details' Link	☑ Display 'Details' link in Submissions with Active Discussions folder and on Discussion page. Select the Details Page Layout that participants should see if they are not in the Editor chain and do not have RoleManager permission to 'View All Submissions' or 'Search All Manuscripts.' Editorial Kitchen Sink ▼
Editor Discussion Letters	Select the Letter to send asking Editors to participate: Please Participate ▼ Select the notification letter to send to Editors when comments are posted: New Post ▼ ○ Notify discussion initiator only ⦿ Notify all active Editor participants
Reviewer Discussion Letters	Select the Letter to send asking Reviewers to participate: Please Participate ▼ Select the notification letter to send to Reviewers when comments are posted. New Post ▼

☐ **Hide** When you **Hide** a Discussion Topic Template, it will no longer be available for selection on the Initiate Discussion page.

Cancel   Submit

When creating the 'Reviewer Consultation' topic template, users will still be able to select the type of submission access permissions ('View Reviews and Comments',

'Download Files', 'View Draft Decision Letter', and 'Details' page layouts) for Editors who are part of the 'Reviewer Consultation' discussion. As with the Editor Discussions, Administrators will also be able to select the letters and notifications sent to Reviewers. After the 'Reviewer Consultation' template has been created, Administrators will be able to associate the Reviewer template with Article Types on the 'Configure Automatic Discussion' page in *PolicyManager.* From here, Administrators may decide which Article Types use 'Reviewer Consultation' and select which 'Reviewer Consultation' topic template is used.

Sample Configure Automatic Discussion *page – the 'First Editor Confirmed' column contains the 'Reviewer Consultation' configurations*

After the 'Reviewer Consultation' discussion template has been configured for use with the desired Article Type, the discussion will be automatically initiated when the first Editor is confirmed (assigned or agreed to take the assignment).

Further configuration may be done on the 'Configure Discussion Forum Settings' page in *PolicyManager*. Custom instructions may be entered and Administrators may decide the expiration policy on the existing **%DISCUSSION_DEEP_LINK%** and the new **%REVIEWER_DISCUSSION_DEEP_LINK%**.

To grant Editors permission to manage discussions (add Editor participants, conclude discussion), the select the 'Initiate and Manage Discussions' option in Editor *RoleManager*.

Part of Editor RoleManager:

The PowerGrid

In EM/PM version 12.0 a 'Beta Grid' option was added to the 'Search Submissions Selection Criteria' page. This feature was selected by default for all publications and applies an updated, interactive grid interface to Search Submissions Results. Users have the option to hide columns they do not want to use, resize the columns, reorder the columns in the grid, and freeze columns so the information stays in place during horizontal scrolling. Additionally, the column headers are fixed so column information is available during vertical scrolling.

New in EM/PM version 12.2, the 'Beta Grid' is now a formal feature referred to as the 'PowerGrid' and is applied to the following folders on the Editor Main Menu:
- ➢ 'New Submissions'
- ➢ 'Revised Submissions'
- ➢ 'New Submissions Requiring Assignment'
- ➢ 'Revised Submissions Requiring Assignment'
- ➢ 'View All Assigned Submissions'
- ➢ 'View All Assigned Submissions with Editors Invited – None Yet Assigned'

The PowerGrid is turned on by default for all of the folders listed above. An button underneath the 'Quicklinks' menu in the upper left corner of the PowerGrid toggles the user back to the "traditional" EM grid.

Sample New Submissions *folder using PowerGrid*

Also new for the PowerGrid in 12.2 is the ability for a Saved Search to also save the user's layout preference (PowerGrid only). Users accessing a shared search for the first time will have the results loaded into the search creator's layout preference. Users who opt out of the PowerGrid on the 'Search Submissions Selection Criteria' page, however, will see the results in the traditional grid, per their preference.

TO CONFIGURE:

No configuration necessary. The PowerGrid is turned on upon upgrade for the specified folders on the Editor Main Menu.

Automatic Withdrawal of Decline Revisions

In EM version 12.1, an Author may choose to decline to revise a submission. If the Author declines to revise, the submission will remain in the Editor's 'Submissions Out for Revision' folder indefinitely until an Editor either rescinds the decision or manually sets a Final Disposition to 'Withdrawn'. This creates a potentially inefficient and confusing folder, since both declined revisions and legitimate revisions-in-progress are displayed here.

New in EM version 12.2, publications may have the Final Disposition automatically set to 'Withdrawn' after a set number of days on submissions where an Author has declined to revise. When the Final Disposition is set automatically set to 'Withdrawn', the submission moves out of the 'Submissions Out for Revision' folder and into the 'All Submissions with Final Disposition (Withdrawn)' folder, just like when the Final Disposition is set to 'Withdrawn' manually. This is done through a new page in *PolicyManager*: 'Configure Automatic Withdrawal of Declined Revisions'.

TO CONFIGURE:
Go to the new 'Configure Automatic Withdrawal of Declined Revisions' page in *PolicyManager* under the 'Editor Decision Policies' subheading:

Once on the page, select the checkbox and enter the desired amount of time after an Author has declined to revise that the Final Disposition will be automatically set to 'Withdrawn'.

Configure Automatic Withdrawal of Declined Revisions

Use the option below to automatically set the Final Disposition to 'Withdrawn' one or more days after the Author declines to revise the submission. When this feature is enabled, the Final Disposition is automatically set to 'Withdrawn' during the nightly batch process the specified number of days after the Author declines to revise. If there is a very large number of submissions to be withdrawn in a single batch cycle, the process may be spread over two or more batch cycles to ensure optimal performance. If this option is not enabled, submissions remain in the Editor's 'Submissions Out for Revision' folder until the final disposition is manually set to Withdrawn.

Note: If the Editor rescinds the decision or the Author reinstates the submission (after declining to revise), the Final Disposition will not automatically be set to Withdrawn.

☑ Automatically set the Final Disposition to Withdrawn [5] days after the Author declines to revise

[Cancel] [Submit]

Submission Flag History

In EM version 12.1, publications may use Submission Flags to supplement their Editorial and Production workflows. Some publications might use the Submission Flags to mark important milestones in the submission workflow or indicate that a submission may need attention.

In EM version 12.2, Submission Flag History is recorded for each submission (depending on the individual flag configuration). The Flag History will record and show when each flag was turned on and off for the submission. A new *RoleManager* permission – 'View Submission Flag History' – is required to view historical flag information in the interface.

Once enabled, a Submission Flag History section is added to the following pages:
- Correspondence History
- Submission Flags pop-up
- Flag legend pop-up

The Submission Flag History shows each flag icon (and flag description) that has ever been turned on for the manuscript. The following additional information is also shown:
- The revision number of the submission when flag was turned on.
- The date the flag was turned on and the operator who turned it on.
- The date the flag was turned off (if it has been turned off) and the operator name who turned it off.
- The number of days the flag was turned on. If the flag is still being used, the number is displayed in parentheses and in red text to indicate the elapsed number of days.
- Additionally:
  - Only flags configured to 'Display in History' are shown in the interface. However, the flag history is captured in the database for all submission flags once the journal upgrades to version 12.2.
  - If the flag is turned on/off multiple times, each occurrence is captured and displayed in a separate row.
  - Flags that have never been associated with the manuscript are not shown, to avoid cluttering the page.
  - The flag description is written into the Flag History as text, in case the flag description is ever changed in the future.
  - If a user was proxying for another user when turning the flag on or off, it is designated as such in the grid.

Sample Correspondence History page – Submission Flag History has been enabled in **PolicyManager** *and the user has permission to view the flag history*

History for Manuscript Number: ARIES-D-14-57316
"Super Cool Article"

Status History   Correspondence History   Submission Flag History

Switch to Status Type View

[Close]

STATUS HISTORY

Status Date	Document Status	Edit Submission Status	Production Status	Status Days	Role Family	Revision	Operator
Jan 15 2015 2:18PM	Under Review			----	REVIEWER	0	Stacey Lavelle
Jan 15 2015 2:18PM	Decision Rescinded			----	EDITOR	0	Stacey Lavelle
Jan 14 2015 6:26AM	Completed Reject			1	EDITOR	0	Rebecca Klahm
Jan 14 2015 6:26AM	Reject			----	REVIEWER	0	Rebecca Klahm
Jan 14 2015 2:52AM	Under Review			----	REVIEWER	0	Joe Carrino
Jan 14 2015 2:35AM	Decision in Process			----	REVIEWER	0	Joe Carrino
Jan 5 2015 5:19PM	Under Review			8	REVIEWER	0	Joe Carrino
Dec 29 2014 7:35PM	Editor Assigned			6	EDITOR	0	Joe Carrino
Dec 29 2014 7:38AM		Incomplete with Editor		----	EDITOR	0	Ed Office
Dec 22 2014 1:57AM	Manuscript Submitted			7	EDITOR	0	Macy Jackson
Dec 22 2014 1:48AM	Needs Approval			----	AUTHOR	0	Macy Jackson
Dec 22 2014 1:47AM	Building PDF			----	AUTHOR	0	Macy Jackson
Dec 22 2014 1:24AM	Incomplete			----	AUTHOR	0	Macy Jackson

CORRESPONDENCE HISTORY

Correspondence Date	Letter	Recipient	Status	Revision	Operator
Jan 21 2015 12:05AM	Reviewer Reminder - (2) Before Due Date	Viggo Dunst, Ph.D.	Under Review	0	Tara Barcello
Jan 15 2015 2:18PM	Author Notice Decision Rescinded	Macy Jackson	Under Review	0	Stacey Lavelle
Jan 14 2015 6:26AM	Reviewer Notification of Reject Decision	Brian K Hammer, PhD	Completed Reject	0	Rebecca Klahm
Jan 14 2015 6:26AM	Editor Decision - Reject	Macy Jackson	Reject	0	Klahm

SUBMISSION FLAG HISTORY

Flag	Flag Name	Revision	Date Turned On	Operator	Date Turned Off	Operator	Days
X	Subscan Complete	1	Jan 28, 2015 3:35 PM	James Miller, PhD			(6)
!	Potential Subscan Issue	1	Jan 25, 2015 2:00 PM	James Miller, PhD	Jan 28, 2015 11:12 AM	Stacey Lavelle	3
2	Ed Office, Rebecca Bye	1	Jan 25, 2015 11:40 AM	Rebecca Bye			(9)
C	Open subscan discussion	1	Jan 16, 2015 8:29 AM	Xianchun Wang, PhD	Feb 3, 2015 12:00 PM	Xianchun Wang PhD	18
!	Potential Subscan Issue	0	Dec 17, 2014 2:00 PM	James Miller, PhD	Dec 23, 2015 11:12 AM	James Miller, PhD	6
C	Sent Back to Authors	0	Nov 13, 2014 10:13 AM	Rebecca Bye	Nov 18, 2014 11:00 AM	Rebecca Bye	5

[Close]

Status History   Correspondence History   Submission Flag History

Switch to Status Type View

Sample Submission Flags pop-up – user has permission to view Submission Flag History

Submission Flags - Manuscript Number AmyTest-81-10-151R1 "Spec 10.0-38 Round 1 use case 2 test 1"

Submission Flag History

Check the box of the flag(s) you want to display for this submission. (more...)

Cancel | Submit

SET SUBMISSION FLAGS

Display	Flag	Flag Name
☐	▼	2 Purple z
☑	♣	2 Purple Clubs
☑	☺	Forest Green Smiley
☐	✓	Red Check
☐	☣	Black Biohazard
☐	✄	Blue Scissors
☐	◆	Blue Diamond
☐	❋	Red Snowflake
☐	✈	Black AirPlane
☐	➑	Magic 8 Ball
☐	!	My fun flag

SUBMISSION FLAG HISTORY

Flag	Flag Name	Revision	Date Turned On	Operator	Date Turned Off	Operator	Days
♣	2 Purple Clubs	1	2015-06-11 19:34:31	Mary Mary Editor, PhD, MDd			(4)
➑	Magic 8 Ball	1	2015-06-11 19:34:23	Mary Mary Editor, PhD, MDd	2015-06-11 19:34:38	Mary Mary Editor, PhD, MDd	1
☺	Forest Green Smiley	1	2015-06-11 19:34:16	Mary Mary Editor, PhD, MDd			(4)

Cancel | Submit

The 'Submission Flags' pop up interface is accessed by a user with appropriate permission clicking the 'Set Flag' icon (⚐), any flag currently associated with a

submission on the 'Details' page, or the 'Add/Edit Submission Flags' link on the 'Details' page.

The 'Flag Legend' page is available for users who are able to view flags, but do not have permission to turn Submission Flags on or off. If the user also has the new 'View Submission Flag History' permission, they will be able to see historical flag data on the 'Flag Legend' page.

Sample 'Flag Legend' page for user with permission to View Submission Flags and Submission Flag History

The 'Assigned Custom Flags' table (CUSTOM_FLAG_ASSIGNMENT) will record when a flag is turned on or off for reporting purposes.

TO CONFIGURE:
To turn on the Submission Flag History display, each desired Submission Flag must be individually selected to be included. On the 'Add/Edit Customized Submission Flag' page (accessed by clicking the 'Add' button or editing an existing flag on the 'Create

Customized Submission Flags' page in *PolicyManager*), select the 'Display in History' checkbox for the flags you wish to display in the interface.

Sample 'Add Customized Submission Flag' page

To view the Submission Flag History, the user must have the new 'View Submission Flag History' permission enabled in Editor or Publisher *RoleManager.*

Sample Editor RoleManager *(partial)*

Sample **Publisher RoleManager**

Edit Role Definition

Role Name:* [Production Manager]

Check the functions that this role is permitted to perform.

Expand All   Collapse All

⊞ **General Searching and Viewing**
⊟ **Flag Icons**
  ☑ View Submission Flags
  ☑ Turn On Submission Flags
  ☑ Turn Off Submission Flags
  ☐ View Submission Flag History
  ☑ View People Flags
  ☑ Turn On People Flags
  ☑ Turn Off People Flags

⊞ **Transmittal Form**
⊞ **Edit Submission**
⊞ **Cross-Publication Login**
⊞ **ProduXion Manager**

Ad Hoc E-mail Enhancements

In EM/PM version 12.1, users may send ad hoc e-mails to users associated with a submission. The ad hoc e-mails must be configured as templates in 'Edit Letters' prior to sending with defined recipients and senders. To send an ad hoc e-mail, users must click the 'Send E-mail' link and select from a list of the pre-configured letters.

New in EM/PM version 12.2, an envelope icon (✉) is added next to people names on the 'Details' page for Editors & Publishers to give users a more convenient way to send ad hoc letters to people associated with a submission.

After clicking the envelope icon on the 'Details' page, the user will be presented with all letters in the appropriate ad hoc family that have been configured to use the new Recipient option on the 'Edit Letters' page in *PolicyManager*: 'User Selects Recipient using ✉ icon'. If there is only one letter configured for use with this option, the user will be brought to the 'Customize Letter' interface.

NOTE: Letters configured with the 'User Selects Recipient using ✉ icon' may also show in the ad hoc letter drop down list when the 'Send E-mail' action link is clicked in folders. This only applies when there are one or more Recipients options selected in addition to 'User Selects Recipient using ✉ icon'.

NOTE: If 'User Selects Recipient using ✉ icon ' is the only Recipient option selected for a letter, the letter is available via the new icon, but is not available via the 'Send E-mail' link.

Sample 'Details' page – a letter in the Ad Hoc From Editor family has been configured to use the new recipient option

To allow publications to set up a 'blank' letter template (no Subject, empty body) for 'User Selects Recipient using ✉ icon' letters, users are now able to save templates with an empty subject line. The ability to save a letter template without a subject line has been extended to all Letter Families.

Additionally, the 'Ad Hoc from Publisher' letter template page has been enhanced to display a 'Publisher Roles That Can Send This Letter' option. This is a multi-selector box containing all Publisher Roles and similar to the existing 'Editor Roles That Can Send This Letter' selector box available for 'Ad Hoc from Editor' letters. The default at upgrade for existing letters is 'ALL PUBLISHER ROLES', and defaults to 'None Selected' when adding a new letter.

Sample Add 'Ad Hoc From Publisher' Letter' *page*

Add 'Ad Hoc From Publisher' Letter

The Custom Instructions will display to the sender on the page where the letter is sent. To change them, make changes in the 'Custom Instructions' box and click the 'Save' button.

Cancel   Save

Custom Instructions

View Default Instructions   Revert to Default Instructions

Letter Purpose: Ad Hoc from Publisher

Subject: Misc Notification from Publisher

Letter Family: Ad Hoc From Publisher

Publisher Roles That Can Send This Letter
None Selected
ALL PUBLISHER ROLES
Production Team
Printer
Copyeditor
Select All
Clear All

Sender's E-mail Address
◉ Use E-mail address of user triggering the Correspondence
◯ "DEMO 11.0 Editorial" <trash1@ariessc.com>
◯ "DEMO 11.0 Production" <trash2@ariessc.com>

Recipient:
☑ "DEMO 11.0 Editorial" trash1@ariessc.com
☐ User Selects Recipient using ✉ icon
☐ Corresponding Editor
☐ Corresponding Production Editor
☐ Display text box so sender can insert an e-mail address
☐ Display the following e-mail address for the recipient:
(Multiple addresses may be entered, separated by a semicolon)

TO CONFIGURE:

Ad hoc letters must either be in the 'Ad Hoc from Editor' or 'Ad Hoc from Publisher' family to be eligible for use with this feature. Each letter to be used with the ✉ icon must be configured in 'Edit Letters' to use the recipient option 'User Selects Recipient using ✉ icon'. Also, the Editor or Publisher Role must have (existing) permission to 'Send Ad Hoc E-mail'.

Sample 'Ad Hoc from Editor' letter template in PolicyManager>'Edit Letters'

Edit 'Ad Hoc From Editor' Letter

HTML formatting tags may be used. It is not necessary to use the <HTML> or <BODY> tags.

[Cancel] [Preview Letter] [Save]

Custom Instructions

```
Type any desired text into the 'Letter Body' area.
Click 'Open in New Window' if you need extra space to enter
your letter. To send the e-mail, click the 'Preview and
Send' button, proofread the letter and click the 'Send'
button on that page. Note: Any text bounded by % signs is
a 'merge field' which will be populated with the
```

View Default Instructions   Revert to Default Instructions

Letter Purpose: Copyright Transfer Request

Subject: Copyright Transfer Request

Letter Family: Ad Hoc From Editor ▾

Editor Roles That Can Send This Letter
```
None Selected
ALL EDITOR ROLES
Managing Editor
Editor-in-Chief
Associate Editor
```
Select All

Clear All

Sender's E-mail Address
- ⦿ Use E-mail address of user triggering the Correspondence
- ○ "DEMO 11.0 Editorial" <trash1@ariessc.com>
- ○ "DEMO 11.0 Production" <trash2@ariessc.com>

Recipient:
- ☑ "DEMO 11.0 Editorial" trash1@ariessc.com
- ☑ User Selects Recipient using ✉ icon
- ☐ Corresponding Editor
- ☐ Corresponding Production Editor

ActionManager Events Column for Edit Letters

In EM/PM version 12.1, Administrators cannot quickly review how letters have been configured for use with different Roles under *ActionManager;* either they must review the *ActionManager* configuration for each Role in turn, or click the 'Remove' or 'Hide' links in the 'Edit Letters' grid to trigger a warning that lists all *ActionManager* associations.

New in EM/PM version 12.2, a new 'ActionManager Roles and Events' column is added to the 'Edit Letters' grid in *PolicyManager*. The column will list the Roles in *ActionManager* currently using the letter template as well as the event for which the letter is configured. Each Role is displayed as a link to the respective *ActionManager* table. Clicking the link will navigate the user away from the 'Edit Letters' grid and into that Role's *ActionManager* event table.

In this release, only ActionManager Events are listed – the page does not list any Decision Terms that are linked to letters; those can be reviewed in one place under *PolicyManager>Edit Editor Decision Terms.*

Sample 'Edit Letters' grid in PolicyManager

Edit Letters

To create a new letter, click 'Add New Letter'. To edit an existing letter click the 'Edit' link next to the letter title. (more...)

Back to PolicyManager

[Add New Letter]   [Save Changes]   [Edit Image Files for Letters]

Letter Purpose ▲▼	Letter Family Group by: ▲▼	ActionManager Roles and Events	Letter Format		
			Text	Rich Text (HTML)	All Formats
Editor Declines to Handle Assignment	General	Editor - Editor Declines Invitation from an Editor Editor in Chief - Editor Declines Invitation from an Editor Managing Editor - Editor Declines Invitation of New Submission Managing Editor - Editor Declines Invitation from an Editor	◉ Edit	○ Edit	Remove | Hide
Editor Initiate Author Rebuttal	General	Author - Rescind Decision Author - Initiate Rebuttal Managing Editor - Rescind Decision	◉ Edit	○ Edit	Remove | Hide
Editor Invitation	Invite/Assign/Unassign Editor	Editor - Editor Invited for Assignment	◉ Edit	○ Edit	Remove | Hide
Editor Notice All Reviews Complete	General	Editor - Required Reviews Complete Editor in Chief - Required Reviews Complete	◉ Edit	○ Edit	Remove | Hide
Editor Notice an Assignment was Undone	Invite/Assign/Unassign Editor	Editor - Editor Unassigned Notification Editor in Chief - Editor Unassigned Notification Managing Editor - Editor Unassigned Notification	◉ Edit	○ Edit	Remove | Hide
Editor Notice Author Agrees to Assignment	General	Editor - Author Agrees to Invitation Editor in Chief - Author Agrees to Invitation Managing Editor - Author Agrees to Invitation	◉ Edit	○ Edit	Remove | Hide
Editor Notice Author Approve Changes	General	Editor - Author Returns Submission to Publication Editor in Chief - Author Returns Submission to Publication Managing Editor - Author Returns Submission to Publication	◉ Edit	○ Edit	Remove | Hide
Editor Notice Author Declines Assignment	General	Editor - Author Declines Invitation Editor in Chief - Author Declines Invitation Managing Editor - Author Declines Invitation	◉ Edit	○ Edit	Remove | Hide
Editor Notice Completed Review	General	Editor - Late Review	◉ Edit	○ Edit	Remove | Hide
Editor Notice Reviewer Agrees to Review	General	Editor - Reviewer Agree Editor in Chief - Reviewer Agree	◉ Edit	○ Edit	Remove | Hide
Editor Notice Reviewer Declines to Review	General	Editor - Reviewer Decline Editor in Chief - Reviewer Decline	◉ Edit	○ Edit	Remove | Hide
Editor PDF Build Error	General	Editor - Editor PDF Build Error Editor in Chief - Editor PDF Build Error Managing Editor - Editor PDF Build Error	◉ Edit	○ Edit	Remove | Hide

TO CONFIGURE:
No configuration necessary.