



Editorial Manager/ProduXion Manager
Version 17.0 BETA Release Notification



Editorial Manager®



ProduXion Manager®



Commerce Manager



Task Manager

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General Enhancements

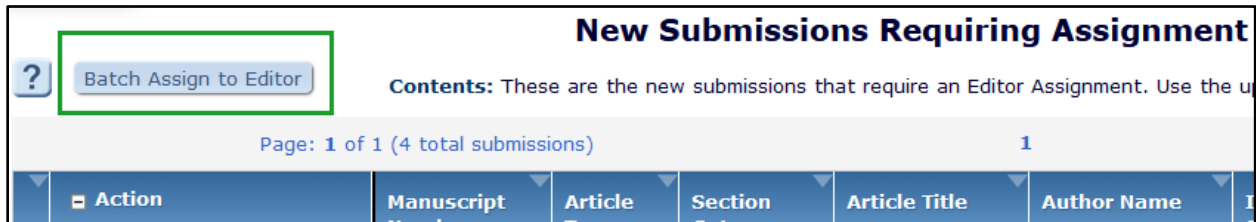
Batch Editor Assignment

Previously in EM, an Editor or editorial office staff member responsible for assigning Editors had to assign each submission individually, which could be time-consuming. New in EM 17.0, an Editor with the applicable RoleManager permission will be able to select multiple submissions and assign them all simultaneously to a specific Editor. Batch assignment capability will be available both for initial assignment/invitation by the Special Relationship Editor and for Editors in the decision chain.

A new RoleManager permission, Allow Batch Assignment (a sub-permission of Assign Editor), provides Editors access to this feature. A Batch Assign to Editor button may be displayed in three Editor folders (depending on the Editor role's other permissions):

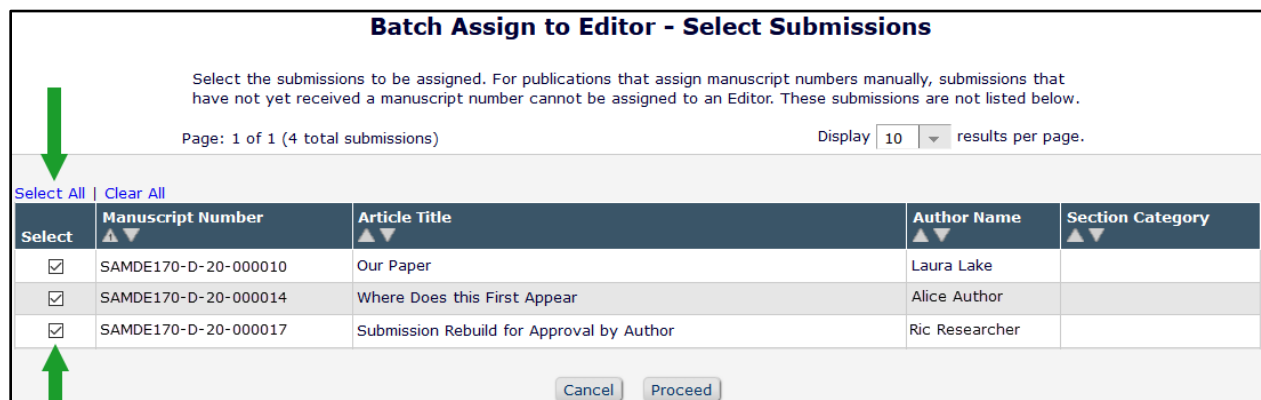
- New Submissions Requiring Assignment: Editor role also has RoleManager permission Receive New Submissions in 'New Submissions Requiring Assignment' Folder.
- Revised Submissions Requiring Assignment: Editor role also has RoleManager permission Receive New Submissions in 'New Submissions Requiring Assignment' Folder.
- New Assignments: Editor role also has RoleManager permission Receive Assignments in 'New Assignments' Folder.

Batch Assign to Editor button may be displayed above the grid in three Editor folders (depending on RoleManager permissions).



Clicking the Batch Assign to Editor button opens the Batch Assign to Editor – Select Submissions page. This page displays all submissions from the folder that are eligible for batch assignment. (On publication sites where manuscript numbers are assigned manually, a manuscript number must be assigned before the submission can be included in batch assignment.) The user may choose submissions individually with checkboxes in the Select column or use the Select All link. A maximum of 50 submissions may be selected per batch.

Batch Assign to Editor – Select Submissions: This page allows the user to select submissions to be included in the batch assignment.



After selecting submissions, the user proceeds to the Assign Editor for Selected Submissions page. This page displays either a Select Editor list or an Editor Search option, depending on publication site configuration. (If the Editor Search option is enabled, the page presents the search tool and then displays search results in a Select Editor list.) The user selects an Editor and may either customize the notification letter before sending or send the default letter. After the user sends the letter, a confirmation page indicates the number of submissions that were assigned in the batch.

Assign Editor for Selected Submissions: This page displays the Editor selection option configured for the publication, either list or search tool (both shown below).

Assign Editor for Selected Submissions

Designate an Editor to handle the selected submissions.

Click 'View Selected Submissions' to view or update your selections. Submissions for which there is a workflow conflict with the Editor selected are automatically excluded from the assignment.

Select Editor

Select	Editor Role	Editor Name	Current Assignments	Available during next 30 days
<input type="radio"/>	Associate Editor	Dora D. Desert	1	Yes
<input type="radio"/>	Associate Editor	Gloria Glacier	2	Yes
<input type="radio"/>	Editor	Dawn Dev	0	Yes
<input type="radio"/>	Editor	E.E. Editman	0	Yes
<input checked="" type="radio"/>	Editor	Ed Editor, PhD	3	Yes
<input type="radio"/>	Editor	Carl Carrot	1	Yes
<input type="radio"/>	Guest Editor	Flora Fade-Away	5	Yes
<input type="radio"/>	Guest Editor	Sadie Sandbar	0	Yes
<input type="radio"/>	Production Editor	Fran Forest	0	Yes

Cancel
Send Custom Letter
Send Default Letter

View Selected Submissions

Assign Editor for Selected Submissions

Designate an Editor to handle the selected submissions.

Click 'View Selected Submissions' to view or update your selections. Submissions for which there is a workflow conflict with the Editor selected are automatically excluded from the assignment.

2 Select Editor

Select	Editor Role	Editor Name	Current Assignments	Available during next 30 days
<input type="radio"/>	Editor	E.E. Editman	0	Yes
<input checked="" type="radio"/>	Editor	Ed Editor, PhD	3	Yes
<input type="radio"/>	Managing Editor	Emily Editor	0	Yes

Cancel
Send Custom Letter
Send Default Letter

View Selected Submissions

1 Editor Search

Insert Special Character
Value Options

(Criterion	Is/Is not	Selector	Value)
	Last Name	is	Begins With	E	

Add

Clear
Search

Editors receiving the batch of submissions may be either invited or assigned to handle them (based on RoleManager configuration for their role). Assigned Editors will see the batch of submissions in their New Assignments folder. Invited Editors will see the batch of submissions in their New Invitations folder. Invited Editors must use the applicable Action link to accept or decline the invitation for each submission.

TO CONFIGURE:

A new **RoleManager** permission allows Editors to batch-assign submissions: Allow Batch Assignment is a sub-permission of Assign Editor. Select this sub-permission for applicable Editor roles.

Create a letter to inform Editors of the assignments (**PolicyManager** > Email and Letter Policies > Edit Letters). Select Letter Family: Assign/Unassign Editor for Submission Batch. The existing merge field %BATCH_EDITOR_ASSIGNMENT_MS_LIST% will insert a list of all the submissions selected for batch assignment. Each submission is listed in the format:

Manuscript Number: 'Article Title' by Corresponding Author Name (Editorial Status)

Configure elements that the Editor will see during the batch assignment process. Go to **PolicyManager** > Editor Assignment Policies > Configure Batch Editor Assignment Pages. (This page also determines the appearance of Replace Editor for Selected Submissions, the feature that allows for batch transfer of assignments from one Editor to another.)

1. In the Configure Letters section, use the drop-down menu to select the default letter to be sent to an Editor when a batch assignment is made.
2. In the Edit Instructions section, custom instructions may be configured. Enter or edit instructions in the text box for Assign Editor for Selected Submissions.

Note: If multiple batch assignment notification letters are configured, the assigning user will have to click the Send Custom Letter button to open the Batch Assign to Editor – Confirm and Customize Letter page in order to select the appropriate letter from the drop-down list. A publication may have more than one letter, e.g., if some Editors are invited rather than assigned to handle submissions or if a letter has been configured to notify Editors for a batch transfer of assignments to a new editor. If more than one batch assignment notification letter is available, consider including custom instructions to guide the assigning user.






Reinvite Link Available on Reviewer Selection Summary Page

The Reviewer Selection Summary page displays the names of Reviewers who have been selected and contacted to review a submission. This page enables Editors to monitor the status of review invitations and to manage the Reviewers for a submission. In previous versions of EM, Editors could not quickly reinvite Reviewers, who had declined an invitation to review or who had been uninvited before responding, without having to leave the Reviewer Selection Summary page and search for the Reviewer again.

New in EM 17.0, a Reinvite link appears next to the names of Reviewers who declined to review or who were uninvited before responding. The link enables Editors to reinvite a Reviewer from the Reviewer Selection Summary page.

Clicking the Reinvite link opens the Reinvite Reviewer page. (This page displays the same Reviewer information and invitation options, based on Editor role permissions, as the Reviewer Candidates grid.) From this page, the Editor may cancel or proceed with the reinvitation process. If the Editor proceeds, the Confirm Selection and Customize Letter page will display, where the Editor may select the appropriate invitation letter, opt to customize the letter, and click the Confirm and Proceed button to send the new invitation.

New Reinvite link will display on the Reviewer Selection Summary page next to any Reviewer who was uninvited before responding or who declined the review invitation.

Selected Reviewers		
Invited Reviewers and Linked Alternate Reviewers		
Roxanne Reviewer (Reviewer) 	Reviewer Invited 19 Feb 2020	Un-invite
Rebecca Reef (Reviewer) 	Reviewer Declined 19 Feb 2020	Reinvite  + Decline Reason
Ralph Reviewer (Reviewer) 	Un-invited Before Agreeing to Review 30 Jul 2019	Reinvite 
+ All Reviewer Decline Reasons		

TO CONFIGURE:

No configuration is required.

Simple Submission Search Enhancement

In previous versions of EM, users with permission to search submissions had to leave the folder or page where they were working and navigate to the Search Submissions page in order to look up the information they wanted. New in EM 17.0, a Simple Submission Search tool is added to the EM top navigation bar (below the language selector drop-down menu). This search tool is readily available from all locations, so users no longer need to navigate away from the active page to perform a search.

Top navigation bar is enhanced with the new Simple Submission Search tool.



The Simple Submission Search uses a limited set of criteria: Manuscript Number, Article Title, and Author Name. The tool performs a single “contains” search on the exact string entered in the search box. The same query is always used regardless of the page from which the search is run. The search is not case sensitive.

The Simple Submission Search tool does not include the option to set advanced criteria; however, if the user has previously saved settings on the Advanced Criteria page in the full Search Submissions tool, those criteria will automatically be applied when a search is run from the Simple Submission Search tool.

The new search tool is available to both Editor and Publisher roles with existing RoleManager permissions. Search results will be returned based on permission.

- For Editor roles with Search All Manuscripts permission: the Simple Search will return submission results for all entries that meet the search’s criteria.
- For Editor roles with Search Only Assigned Manuscripts permission: the Simple Search will return only submissions that are assigned to the Editor performing the search and that meet the search’s criteria.
- For Publisher roles with Search Submissions permission: the Simple Search will return all submissions that match the search criteria.
- For Publisher roles with Search Submissions permission *and* View All Accepted Submissions permission: the Simple Search will return only submissions that have received a final disposition of Accept and that match the search criteria.

Search results are listed on a modified version of the Search Submissions – Search Results page. A link is shown below the search terms to enable the user to go back to the page that was active when the search was performed. A Go to Full Submission Search button provides quick access to the full search tool.

The format of the results grid depends on which Menu tab is active when the user runs the search. A simple search performed when the Editorial or Proposal Menu tab is active displays results in the editorial view. A simple search performed when the Production Tasks (or Tasks) tab is active displays results in the production view. A simple search performed when the Enterprise View tab is active displays results in the production view; results returned include only items for the current publication. Users must click the full search button to do a cross-publication Enterprise View search.

Search Submission – Search Results page: A link below the search terms takes the user back to the page that was active when the search was performed; the **Go to Full Submission Search** button gives users a one-click path to the full search tool.

Search Submissions - Search Results

Manuscript Number is containing 'forensics' or Article Title is containing 'forensics' or All Authors is containing 'forensics'

Back to New Assignments

Page: 1 of 1 (1 total submissions)

1

25

results

Action	Manuscript Number	DOI	Author Name	Article Title	Article Type	Short Title	Keywords	Classifications	Current Status	Sta Dat
Action Links	SAMDEV140-D-17-00017		Oliver Ocean	Photographic forensics	Original Study				Accept	10 M 201

Batch Edit Article Types

A publication's system administrator often must edit multiple existing Article Types in order to enable a new feature introduced in EM or to implement a policy change that affects the workflow of multiple Article Types. Previously in EM, changes to Article Type configuration had to be made one Article Type at a time. New in EM 17.0, the Edit Multiple Article Types page is added to PolicyManager to enable configuration changes to update a selected batch of Article Types.

The new page is accessed via a button on the Edit Article Types page (PolicyManager > Submission Policies > Edit Article Types).

Edit Multiple Article Types button available on the Edit Article Types page.



The Edit Multiple Article Types page enables the user to apply the same settings to two or more Article Types simultaneously. Settings displayed on this page are the same as those on the Edit Article Type page (for configuring a single Article Type). The settings are grouped into configuration categories. Updates are applied by configuration category. Only the categories selected to be updated will be changed; configurations for each Article Type in other categories will not be affected.

A multi-selector box at the top of the page lists all active (not hidden) Article Types. The user may select all or any subset of the available Article Types to edit. Configuration changes will be applied only to the selected Article Types.

Configuration categories are displayed on an accordion menu. Each category may be expanded by clicking. When a category is first expanded, all configuration settings display default values. (Current state of the settings on any Article Types already configured on the publication site have no effect on the default display.) All settings in the category will be updated for all selected Article Types when the user checks the Update This Category checkbox and submits the changes.

Edit Multiple Article Types page: A multi-selector box (1) displays all active Article Types, and an accordion menu (2) displays configuration categories, which can be updated individually to change settings within the category; image is shown in two parts, continued on next page.

Edit Multiple Article Types

This page enables you to apply the same settings across multiple Article Types simultaneously. Settings are grouped by configuration category. Updating a configuration category overwrites all existing settings in that category for all selected Article Types. (To change a single setting within a configuration category across multiple Article Types, without affecting the other settings in this category, make the change on the individual Edit Article Type pages.)

You must enter data in all fields in a configuration category, because all fields will be updated when the page is submitted.

Select the Article Types you would like to update:

1

Select All | Clear All
⌵

Original Study with Waiver Request Step
Original Study with a Submission Fee
Totally Free Article
Article with Submission Questions
Test review process
Article for Submission Questions test
ORCID article type

To open or close a configuration category, click anywhere in the header. Open a category to view the settings it contains.

Check the "Update This Category" box to apply all settings within the category to the selected Article Types when this page is submitted.

2
Expand All | Collapse All

+ Duplicate Submission Check <input type="checkbox"/> Update This Category
+ Author Parameters: Revision Timeframes <input type="checkbox"/> Update This Category
+ Author Parameters: ORCID iD Request <input type="checkbox"/> Update This Category
+ Author Parameters: Suggested Reviewers <input type="checkbox"/> Update This Category
+ Co-Author Parameters <input type="checkbox"/> Update This Category
+ All Authors Parameters <input type="checkbox"/> Update This Category
+ Author Invitation Parameters: Target Publication Date <input type="checkbox"/> Update This Category
+ Author Invitation Parameters: Due Dates <input type="checkbox"/> Update This Category
+ Author Invitation Parameters: Manuscript Number Format <input type="checkbox"/> Update This Category
+ Author Invitation Parameters: Alternate Authors <input type="checkbox"/> Update This Category
+ Author Invitation Parameters: Submission Title Values <input type="checkbox"/> Update This Category
+ Editor Parameters <input type="checkbox"/> Update This Category
+ Reviewer Parameters: Required Reviews <input type="checkbox"/> Update This Category
+ Reviewer Parameters: Response Timeframes <input type="checkbox"/> Update This Category
+ Reviewer Parameters: Alternate Reviewers <input type="checkbox"/> Update This Category
+ Reviewer Parameters: Days to Review <input type="checkbox"/> Update This Category

Edit Multiple Article Types page: Configuration categories, continued from previous page; one accordion shown expanded to display settings.

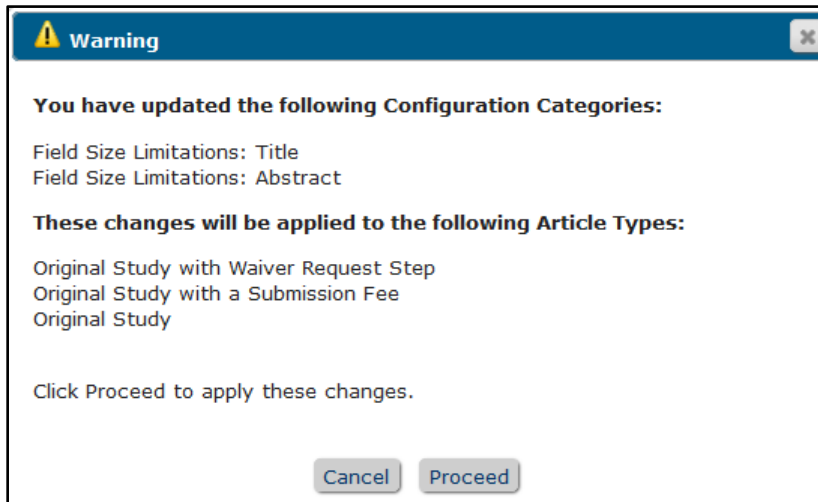
The screenshot displays the 'Edit Multiple Article Types' configuration page. It features a list of configuration categories, each with a plus icon and an 'Update This Category' checkbox. The 'Field Size Limitations: Abstract' category is expanded, showing a text input field set to '400' and radio buttons for 'Words' (selected) and 'Characters'. Below the list are 'Cancel' and 'Submit' buttons. Three yellow arrows with labels A, B, and C point to the 'Update This Category' checkbox, the 'Submit' button, and the 'Submit' button respectively.

To edit configurations, the user may (A) change settings in one or more configuration categories. The user must (B) check the Update This Category box next to the configuration category header for each category to be updated and then (C) click the Submit button. After the user clicks Submit, a warning pop-up window displays listing the configuration categories that have been selected for update and the Article Types to which the changes will apply. The user must click the Proceed button to confirm and apply the changes. The user may click Cancel to go back and make corrections.

Note: If settings are adjusted, but the Update This Category box is *not* checked, the changes will not be applied to that category.

Caution: If the Update This Category box is checked and the user makes no setting adjustments, the default settings (i.e., those shown when the category is first expanded) will be applied.

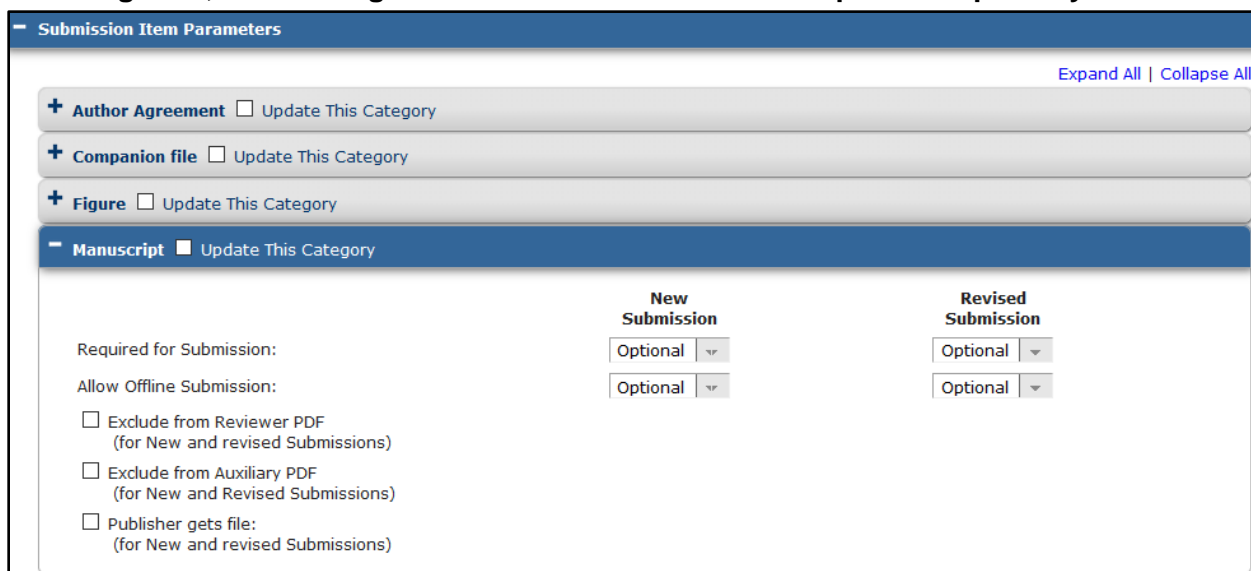
Edit Multiple Article Types page: A warning pop-up window requires the user to confirm changes before they are applied.



The system will display a warning if the user tries to submit the page when an invalid setting is selected, e.g., if a field requiring an entry is left blank, or if conflicting settings are selected. Conflicting settings are those that cannot be applied to a particular Article Type, such as a Duplicate Submission Check configured for an Article Type in the Proposal family.

One category on the accordion menu, Submission Item Parameters, does not display an Update This Category checkbox, because subsections of the category must be updated separately. Expanding the Submission Item Parameters category displays the subcategories for all the individual submission items configured for the publication (in PolicyManager > Edit Submission Items).

Edit Multiple Article Types page: Submission Item Parameters category is divided into subcategories; each configured submission item must be updated separately.



TO CONFIGURE:

All system administrators with access to the Edit Article Types page may access the Edit Multiple Article Types button and page.

Hide Reviewer Recommendation Terms

The recommendation terms displayed to Reviewers in the drop-down list on the Reviewer Recommendation and Comments page are configured by a system administrator in PolicyManager. Previously in EM, the configuration page allowed limited editing of terms. A term could be removed only if a Reviewer had never selected it, and there was no way to “retire” a term that the publication no longer wanted to use.

New in EM 17.0, Reviewer Recommendation Terms can be hidden, i.e., retired from use. (This is similar to the Hide option currently available for Editor Decision Terms and Article Types.) Once hidden, the terms will no longer be available on the Reviewer Recommendation and Comments page. Hidden terms that have been previously used by Reviewers will still appear in historical reports.

In addition, the Edit Reviewer Recommendation Terms page in PolicyManager has been redesigned, enabling the system administrator to add, edit, and configure the order in which the terms will be displayed to Reviewers in the Recommendation drop-down list.

A system administrator can hide a term in three steps:

1. Click the Edit icon next to the term to open a pop-up window.
2. Check the box next to Hide.
3. Click the Save icon.

As with other configurations in PolicyManager (e.g., Editor Decision Terms, Article Types), hidden items are displayed in gray italics and labeled *(Hidden)*.

Redesigned Edit Reviewer Recommendation Terms page in PolicyManager includes the option to hide existing terms.

Edit Reviewer Recommendation Terms

Listed below are the terms used for Reviewer Recommendations. You may Add, Remove, or Edit existing terms. Terms can be re-ordered by dragging-and-dropping them within the list. Terms can also be Hidden and will display in grey-italicized text on this page. Hidden terms will not display as a selectable option on Reviewer Recommendation forms.

Current Reviewer Recommendation Term List		+ Add Reviewer Recommendation Term
...	Accept	
...	Test Recommendation Term	
...	Minor Revision <i>(Hidden)</i>	
...	Major Revision	

Edit Reviewer Recommendation Term

3 [Save Icon] ←

Reviewer Recommendation Term* ⓘ

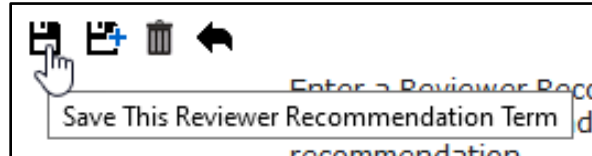
Minor Revision

2 [X] **Hide** When you **Hide** a Reviewer Recommendation Term, the term will no longer be available to Reviewers making a recommendation on new or revised manuscripts. However, hidden terms that have been previously used in Recommendations *will* still appear in historical reports.

[Insert Special Characters](#)

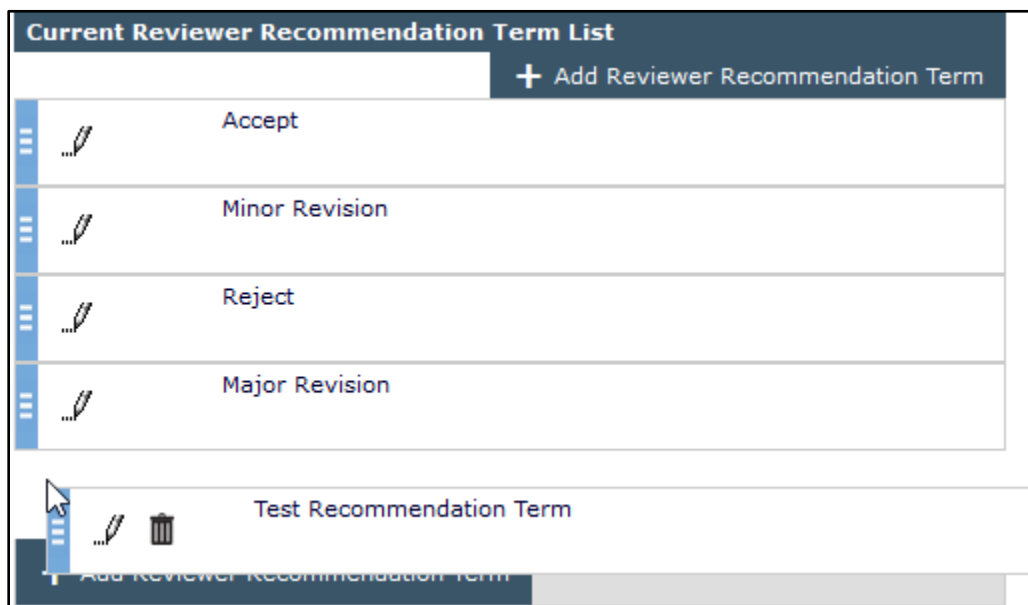
Tools to manage recommendation terms display as icons. These same icons appear elsewhere in PolicyManager and on EM pages, so they should be familiar to users. The Edit icon (pencil) is displayed on the list for all defined terms; this opens the pop-up window. The Save icon (disk) displays on the pop-up window. The Save and Add Another icon (disk with plus sign) displays on the pop-up window for a new term. The Delete icon (trashcan) displays on the pop-up window and on the list for terms that have not yet been used on any reviews. The Cancel icon (back arrow) displays on the pop-up window. Hover text labels explain the icons.

Action icons available in the pop-up window display rollover hover-text labels.



The system administrator can change the order of the terms in the Current Reviewer Recommendation Term List by clicking the grip tool and then dragging and dropping a term up or down in the list. The order of the list on this page is the same as the order displayed in the Recommendation drop-down list.

The grip tool enables drag-and-drop reordering of recommendation terms.



TO CONFIGURE:

All system administrators with access to the Edit Reviewer Recommendation Terms page in PolicyManager will see the redesigned page.

Additional People Details Field Enhancement

Additional People Details (APD) fields are customizable metadata fields that can be configured by a publication to store people-related information in the system. APDs can also be configured to function as registration questions when displayed to new users during the registration process. APD configuration options allow for various response types to collect information. Previously in EM, the available response types were Text, Date, Integer, Decimal, Notes, and List (drop-down only).

New in EM 17.0, three additional List options are added. The Add/Edit Additional People Details Field page (in PolicyManager) now allows system administrators to choose from four list response configurations:

- Drop-down list (existing): Single value or null response.
- Radio buttons (new): Single value response; requires default value.
- Checkboxes (new): Allows for multiple value response; good for 1 – 5 values.
- Scrolling selector (new): Allows for multiple value response; good for more than 5 values.

These list types are similar to those available for use with questionnaires.

TO CONFIGURE:

All system administrators with access to the Add/Edit Additional People Details Field page will see the new options. When List is selected as the field type, a List Type drop-down menu will be displayed.

1. Use the drop-down menu to select the list type.
2. Click + Add Value to open a pop-up overlay.
3. In the Value in the text box, enter the response text to display.
4. Optional: enter text in the Description text box.
5. Click the Save and Add icon to save the value and proceed to enter another, or click the Save icon to save the value and close the pop-up overlay.
6. On the main page, saved values can be reordered using a grip tool. The order here is the order in which items are displayed to users viewing the APD field.

A value may be deleted if it has not been used (click the trashcan icon). A value that has been used in responses may be hidden (check the Hide box). A hidden value is no longer available for selection, but it will continue to display on People records where it is already attached.

New list configuration overlay on Add/Edit Additional People Detail Field page.

The screenshot shows the 'Enter Value Details' overlay on the 'Add/Edit Additional People Detail Field' page. The overlay is divided into two main sections: a list of existing values on the left and a form to add a new value on the right. The list of values includes 'First choice', 'Second choice', and 'Third choice'. The 'Enter Value Details' form has a 'Value*' field containing 'Third choice' and a 'Description' field containing 'Maximum 100 characters'. There is also a 'Hide' checkbox and a 'Save and Add' button. The overlay is titled 'Enter Value Details' and has a close button in the top right corner.

Primary Manuscript File Enhancement: PDFs Are Eligible for Metadata Extraction

The Author submission process in EM automatically extracts submission and author metadata from a Primary Manuscript File uploaded on the initial Attach Files page, when the file is in a supported format. Previously, the system could extract metadata only from files in .doc or .docx format. New in EM 17.0, the system can also extract metadata from PDF files. By default, the system will include PDFs identified as the primary manuscript file in the metadata extraction process.

Publications may opt not to have the PDF format available for automatic metadata extraction. This option is configured by Article Type and can be set separately for new and revised submissions.

An Author may upload multiple submission files as a compressed ZIP file. In this case, the system will apply the following rules to identify a Primary Manuscript File to use for extraction:

- If the ZIP file contains multiple Word (.doc or .docx) files, EM will not perform metadata extraction.
- If the ZIP file contains a single .doc or .docx file, EM will extract the metadata from that file (whether or not the ZIP file also contains a PDF file).
- If the ZIP file contains no Word files and a single PDF file, EM will extract the metadata from the PDF file. System configuration must allow the submission of PDF files (set by Submission Item Type) and allow metadata extraction from PDFs (set by Article Type).

TO CONFIGURE:

By default, PDFs submitted as primary manuscript files will be *included* for metadata extraction at upgrade.

To *exclude* PDFs from metadata extraction, go to **PolicyManager** > Submission Policies > Edit Article Types > Add/Edit Article Type page (or Edit Multiple Article Types page). A new setting appears in the Submission Item Parameters section below the Submission Item Type drop-down menus for the Primary Manuscript File selection. This setting is applied separately for new and revised submission. Check the box next to the setting: Exclude PDFs from metadata extraction. (The box is unchecked at upgrade for existing Article Types.)

Detail of Add/Edit Article Type page (and Edit Multiple Article Types page): A new checkbox setting can be used to exclude PDFs from the metadata extraction process.

Submission Item Parameters:

Primary Manuscript File:
Select a Submission Item Type to be assigned the file uploaded at the initial step of the Attach File process. The selected Submission Item Type will be automatically configured as follows (in the settings below): Required for Submission - Required. Allow Offline Submission - Hidden.

	New Submission	Revised Submission
1	Manuscript	Manuscript
2	<input checked="" type="checkbox"/> Exclude PDFs from metadata extraction	<input type="checkbox"/> Exclude PDFs from metadata extraction
	<input type="checkbox"/> Do not extract Co Author metadata	<input type="checkbox"/> Do not extract Co Author metadata

This setting works in conjunction with the allowable file types configured for the Submission Item Type defined for the Primary Manuscript File (**PolicyManager** > Submission Policies > Edit Submission Items). The Restricted File Types section of the Add/Edit Submission Item Type page identifies the file types that a publication allows (or disallows) for the item. Two settings in the image above (shown as 1 and 2) apply for defining system behavior:

- To use PDFs as Primary Manuscript File with metadata extraction: 1 – Submission Item Type *must allow* submission of PDFs *and* 2 – Exclusion box *must not* be checked.

- To use PDFs as Primary Manuscript File without metadata extraction: 1 – Submission Item Type *must allow* submission of PDFs and 2 – Exclusion box *must* be checked.

Note: If the Submission Item Type does not allow submission of PDF files, then the Author will not be able to upload a PDF as the Primary Manuscript File.

Detail of Add/Edit Submission Item Type page: Restricted File Types section shown for reference. These settings work in conjunction with the new setting on the Add/Edit Article Type page. Settings will depend on desired behavior.

Restricted File Types

You can restrict the types of files that can be uploaded for a Submission Item on the Attach Files page for both New and Revised submissions, with one exception: compressed files (zip, gz, tgz, and tar) cannot be restricted.

For a file that will be built into a Reviewer PDF or Author/Editor PDF, you can allow all file types supported by the system for PDFs, or define either an exclusive list or an inclusive list which is based on the file types supported by the system for PDF handling:

- Allow all file types supported for PDFs (no publication file restrictions)
- Exclusive: Allow all file types on the list except the ones selected.
- Inclusive: Allow only the file types selected on the list.

New Submission

☐ Allow all file types

☐ Exclusive: Allow all file types on the list except the ones selected.

Adobe Illustrator (AI)
 Open Office PowerPoint (OPD)
 Open Office Word (ODT)
 Open Office Excel (ODS)
 PowerPoint 2007 (PPTM PPTX)
 Excel 2007 (XLSB XLSM XLSX)
 Word 2007 (DOCX DOCM DOTM DOTX)

☒ Inclusive: Allow only these file types

PICT Image (PCT PICT)
 TeX Document (TEX)
 WordPerfect Document (WPD WPG)
 Word 97-2003 Compatible Document (DOC RTF HTM HTML TXT)
PDF Document (PDF)
 PostScript (PS EPS)
 General Image (JPG JPEG GIF BMP PSD PNG)

Revised Submission

☐ Allow all file types

☐ Exclusive: Allow all file types on the list except the ones selected.

Adobe Illustrator (AI)
 Open Office PowerPoint (OPD)
 Open Office Word (ODT)
 Open Office Excel (ODS)
 PowerPoint 2007 (PPTM PPTX)
 Excel 2007 (XLSB XLSM XLSX)
 Word 2007 (DOCX DOCM DOTM DOTX)

☒ Inclusive: Allow only these file types

PICT Image (PCT PICT)
 TeX Document (TEX)
 WordPerfect Document (WPD WPG)
 Word 97-2003 Compatible Document (DOC RTF HTM HTML TXT)
PDF Document (PDF)
 PostScript (PS EPS)
 General Image (JPG JPEG GIF BMP PSD PNG)

Option to Disable Co-Author Metadata Extract

During the submission process, EM automatically extracts submission-related metadata from the primary manuscript file provided by the Author. This extraction process can automatically populate several fields on the Manuscript Data page: Title, Abstract, Keywords, Authors, and Affiliations. While this automated process saves Authors time in entering information, it may be time-consuming for the submitting Author to verify a long list of Co-Authors and their Affiliations on initial submission.

New in EM 17.0, publications can opt not to extract Co-Author metadata from the primary manuscript file (for new submissions and/or for revisions). This option will be useful for selective publications with a high percentage of “desk rejects” or that choose to simplify the initial submission process for Authors.

When this feature is enabled, the Authors section of the Manuscript Data page will display only the name of the Corresponding Author. Instructions inform the Author that information for additional Authors is not required at this time. Publications may enter custom instructions for this step in the submission process; if no custom instructions are configured in PolicyManager, default instructions will appear.

Detail of Manuscript Data page (of Author submission process): The system displays only the Corresponding Author’s name. Customizable instructional text informs the user that data for additional Authors is not required at this time.

The screenshot shows the 'Authors' section of the Manuscript Data page. At the top, there is a blue header with a minus sign and the text 'Authors'. Below this is a green-bordered box containing instructional text: 'If your author list is shown below, please review for accuracy and fill in all required fields. If your author list is not shown below, the publication may not require that you provide co-author information at this stage of the submission process.' Below the box is a section titled 'Current Author List' with a plus icon and the text 'Add Another Author'. Underneath, there is a list of authors: 'Mr. Ace Author [Corresponding Author] [First Author] [You]'. To the left of the author name is a small icon of a notepad and pencil. Below the author list is another plus icon and the text 'Add Another Author'.

TO CONFIGURE:

A new setting is added to the Add/Edit Article Type page (and the new Edit Multiple Article Types page, see page 7). Also, a new section is added to the Edit Manuscript Submission Instructions page.

PolicyManager > Submission Policies > Edit Article Types > Add/Edit Article Type page (or Edit Multiple Article Types page). The new setting appears in the Submission Item Parameters section below the Submission Item Type drop-down menus for the Primary Manuscript File selection. The setting is applied separately for new and revised submission. To disable extraction (and automatic population of Co-Author information during the Author submission process), check the box next to the new setting, Do not extract Co-Author metadata.

Detail of Add/Edit Article Type page (and Edit Multiple Article Types page): A new checkbox setting for new and revised submission enables this feature.

Submission Item Parameters:

Primary Manuscript File:
Select a Submission Item Type to be assigned to the file uploaded at the initial step of the Attach File process. The selected Submission Item Type will be automatically configured as follows (in the settings below): Required for Submission – Required. Allow Offline Submission – Hidden.

	New Submission	Revised Submission
	Manuscript	Manuscript
	<input type="checkbox"/> Exclude PDFs from metadata extraction	<input type="checkbox"/> Exclude PDFs from metadata extraction
	<input checked="" type="checkbox"/> Do not extract Co-Author metadata	<input type="checkbox"/> Do not extract Co-Author metadata

PolicyManager > Submission Policies > Edit Manuscript Submission Instructions. A new section, Authors (when extraction of Co-Authors is disabled), is added below the existing Authors section. Custom instructions may be entered separately for new submissions and revised submissions.

Detail of Edit Manuscript Submission Instructions page: New section, Authors (when extraction of Co-Authors is disabled), displays below the Authors section.

Authors	<p>You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.</p> <p><input checked="" type="checkbox"/> Display using Information Icon</p> <p>Revert to Default Instructions</p>	<p>You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.</p> <p><input type="checkbox"/> Display using Information Icon</p> <p>Revert to Default Instructions</p>
View Default Instructions		
Authors (when extraction of Co-Authors is disabled)	<p>If your author list is shown below, please review for accuracy and fill in all required fields. If your author list is not shown below, the publication may not require that you provide co-author information at this stage of the submission process.</p>	<p>Please ensure that all co-authors for your submission are listed below and verify the information for each. You must add any required information in order to complete your submission.</p> <p>If any co-authors are missing, you may add them by clicking Add Another Author. You may reorder the list by dragging and dropping an Author's summary line to the correct position in the Current Author List.</p>
	<p><input type="checkbox"/> Display using Information Icon</p> <p>Revert to Default Instructions</p>	<p><input type="checkbox"/> Display using Information Icon</p> <p>Revert to Default Instructions</p>
View Default Instructions		

Collaborative Author Group Enhancement

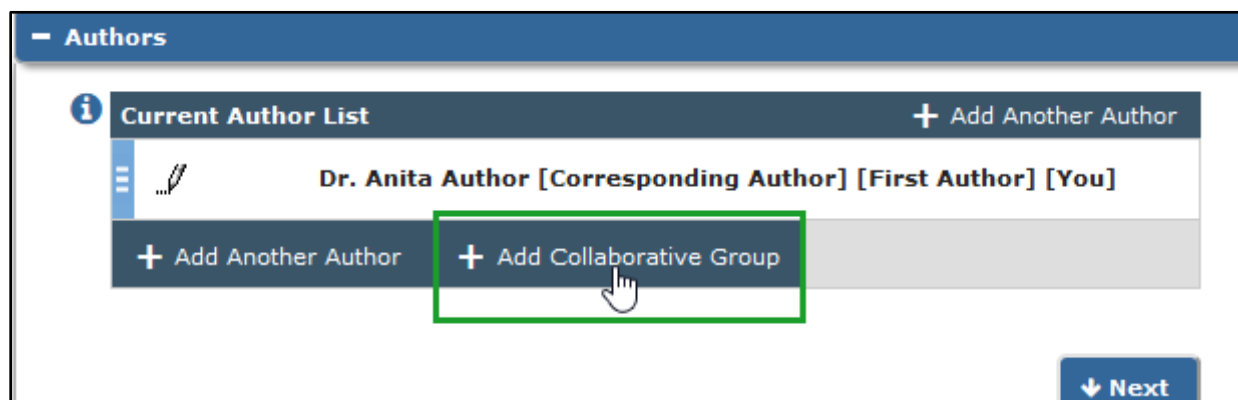
The concept of a group author, also known as collaborative author, enables an institution or organization to be cited in the author list of an article or book by a single group name. Previous versions of EM did not support the use of group authors.

New in EM 17.0, when Author data is extracted from the primary manuscript file during the submission process, the system will always attempt to identify Collaborative Author Groups. Any Collaborative Author Group will become part of the standard list of Authors shown to users in EM and included in onward transfers.

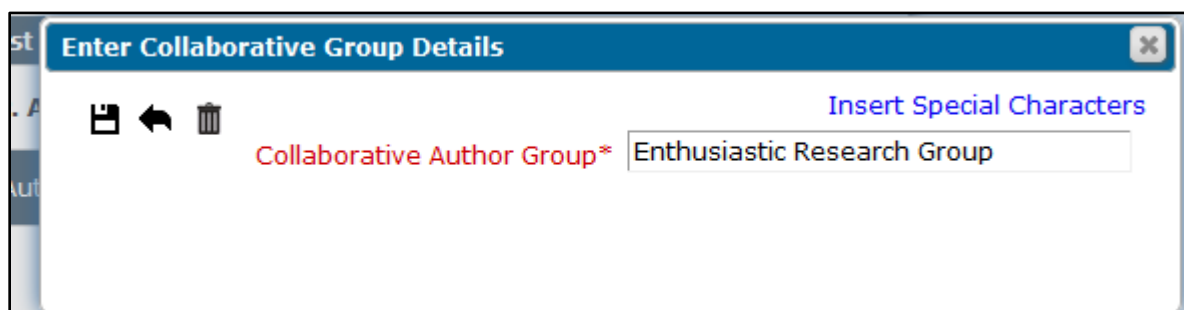
Article Types may be configured to allow users to enter and edit Collaborative Author Groups manually during the submission process. This applies to both Author and Editor submissions. This setting is not available for Proposal or Invited Article Types.

Any Collaborative Author Group extracted is displayed in the Authors list on the Manuscript Data page of the submission process. If configured as allowed for the Article Type, the submitting Author may also enter or edit Collaborative Author Group names manually on the Manuscript Data page. A new button, +Add Collaborative Group, appears next to the +Add Another Author button. The system requests and captures the name of a Collaborative Author Group (i.e., no additional information is collected).

Detail of Manuscript Data page (in Author's submission process): A new +Add Collaborative Group option displays in the Authors section.

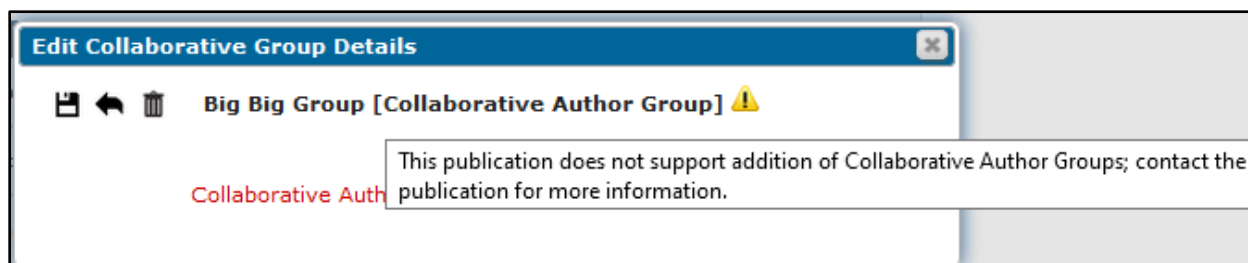


Enter Collaborative Group Details overlay requires the user to enter only the name of the group author. (No additional information is collected.)



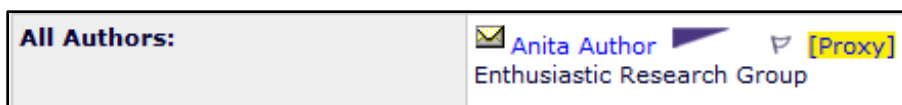
For Article Types not configured to allow users to enter and edit Collaborative Author Groups manually, extracted Collaborative Author Group names are displayed in the Authors list on the Manuscript Data step of the submission process and may be edited or removed by the submitting Author. No new Collaborative Author Groups may be added. If the system has identified a Collaborative Author Group during the extraction process, a yellow alert icon appears next to the name. The corresponding message informs the submitting Author that the addition of Corresponding Author Groups is not supported. The Author may leave the group names in the Authors list and complete the submission process.

For Article Types not configured to allow manual entry of Collaborative Author Groups, group authors identified during the extraction process are tagged with a yellow alert icon and corresponding message.



Collaborative Author Group names are included in a submission's list of Authors on system PDFs, the Details page, and the transmittal form (when Other Authors, All Authors, or All Authors and Contributing Roles are configured to display). Collaborative Author Group names are also included in metadata sent when a submission is transferred from the publication. For publication sites handling Conference Submissions, Collaborative Author Group names are included in the All Authors element used when searching/managing Conference Submissions.

Detail of submission Details page: Collaborative Author Group names appear as plain text in the All Authors list.



A new Collaborative Author Group section is added to the Author Status pop-up window. This popup is enabled for Article Types configured to require Co-Authors to verify (or register and verify) participation on a submission. Collaborative Author Groups are not required to register or verify; the popup tracks when a group is added, removed, or reordered in the Authors list. (When a group is removed, the Removed Authors section is renamed to Removed Authors and Groups.)

Detail of Author Status pop-up window: A Collaborative Author Groups section is added.

The screenshot shows a pop-up window with four main sections:

- Corresponding Author Status:** A table with columns: Order, Author Name, Email Address, ORCID Identifier, Academic Degree(s), Affiliation, and Options. It contains one row for 'Anita Author' with email 'trash1@ariessc.com' and a 'View Author Details' link.
- Other Author Status:** A table with columns: Order, Author Name, Added in Revision, Email Address, ORCID Identifier, Academic Degree(s), Affiliation, Confirmed?, and Options. A large green wavy banner with the text 'portion of page removed' is overlaid on this section.
- Collaborative Author Groups:** A table with columns: Order, Group Description, and Added in Revision. It contains one row for 'Big Research Group'.
- Removed Authors:** A section at the bottom, currently empty.

Collaborative Author Group metadata for import and transfer

The EM system will identify Collaborative Author Group metadata when a submission is transferred in from another EM site or received via EM Ingest. The receiving publication's system will create and update a Collaborative Author Group record for the submission's Author list (regardless of Article Type). Similarly, Collaborative Author Group records will be included in metadata when a submission is transferred out to another EM site. Specifically, the following have been updated to support Collaborative Author Groups:

- EM-to-EM Transfers
- JATS Manuscript Import (Ingested Submissions)
- JATS Manuscript Import (Transferred Submissions)
- JATS Manuscript Import (ProduXion Manager)

TO CONFIGURE:

Enabling the manual entry of Collaborative Author Groups during the Author (and Editor) submission process is configured by Article Type.

Go to **PolicyManager** > Submission Policies > Edit Article Types. A new setting is added to the All Authors Parameters section of the Add/Edit Article Type page (and the new Edit Multiple Article Types page, see page 7). When this is enabled, the use of Collaborative Author Groups is permitted for submissions, and the button to enter Collaborative Authors is displayed. The setting applies to both new and revised submissions.

The screenshot shows the 'All Authors Parameters' section. It includes a 'Contributor Roles' dropdown set to 'Optional'. Below it, the 'Add Collaborative Author Groups' setting is highlighted with a green box. This setting has a dropdown menu with three options: 'Optional' (selected), 'Hidden', and 'Optional' (highlighted in blue with a mouse cursor pointing to it).

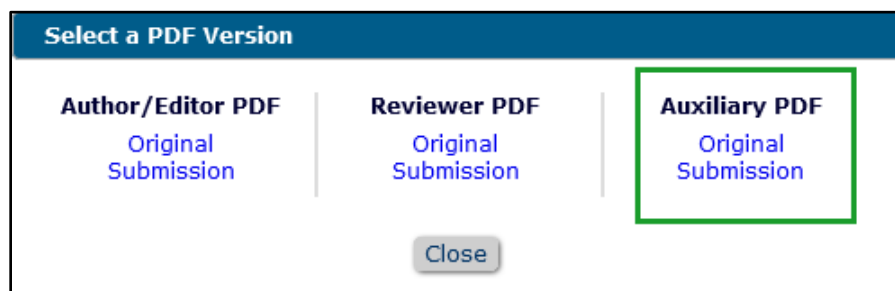
Auxiliary PDF Option

In previous versions of EM, publications could create two versions of the submission PDF, one for Editors and Authors and a second for Reviewers. New in EM 17.0, a third PDF version, called the Auxiliary PDF, is available. This third version is configured in the same way as the Editor/Author and Reviewer PDFs, but may be used for an additional purpose, such as a preprint PDF. Users can access the Auxiliary PDF in several ways in the system.

View Submission link

The Auxiliary PDF will be available via the View Submission link to all Editor roles and any Publisher roles with the RoleManager permission View Submission. When the user clicks the View Submission link, the Select a PDF Version pop-up window will display a link to the Auxiliary PDF, if one exists for the submission.


Select a PDF Version pop-up window (shown for Editor role with RoleManager permission View Reviewer PDF): Editor and Publisher roles may access the Auxiliary PDF along with other PDF versions.



Email attachment

For emails configured to allow attachments, the Add/Change Attachments page will display an Auxiliary Version PDF, if present, after the Editor/Author Version and the Reviewer Version in the System PDFs table.

Detail of Add/Change Attachments page: Auxiliary PDF is added to the list of system PDFs available to attach to email.

System PDFs				
A System PDF is the copy of the submission when the "View Submission" link is clicked. Depending on configuration, the Reviewer version and Editor/Author version may not contain the same items.				
Select	Submission Revision	PDF Version	Size	Last Modified
<input type="checkbox"/>	Original	Editor/Author Version	281.2 KB	26 May 2020
<input type="checkbox"/>	Original	Reviewer Version	280.7 KB	26 May 2020
<input type="checkbox"/>	Original 	Auxiliary Version	73.5 KB	26 May 2020

Task assignment file

On publication sites using task functionality, either production tracking or Task Manager, the Auxiliary PDF will be available as an assignment file. For details, see page 61.

TO CONFIGURE:

Configuring the Auxiliary PDF involves the same steps as configuring Author/Editor and Reviewer PDFs:

1. Define a cover page layout. **PolicyManager** > Submission Policies > Define PDF Cover Page Layouts. There are no changes to settings for cover page layouts.

2. Associate the layout with Article Type(s). **PolicyManager** > Submission Policies > Add/Edit Article Type.
 - A new Auxiliary Version drop-down menu is added to PDF Cover Page Layout section. By default, the Auxiliary Version is set to None.
 - In the Submission Item Parameters section, a checkbox setting allows the exclusion of Submission Item metadata from an Auxiliary PDF. (This setting is grayed out if no Auxiliary PDF is selected above.)
3. Optional: Add watermarks. **PolicyManager** > Submission Policies > Configure PDF Watermarks. This page is enhanced to include the third PDF option. A scrollbar displays below the three PDF options to enable the system administrator to show and select a PDF type to configure.

Detail of Add/Edit Article Type page: PDF Cover Page Layout section includes Auxiliary Version option.

PDF Cover Page Layout	Editor\Author Version Editor/Author Layout 001 ▼	Reviewer Version Reviewer Layout 001 ▼	Auxiliary Version Preprint PDF ▼
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Detail of Add/Edit Article Type page, Submission Item Parameters section: A new checkbox setting for each submission item allows the item to be excluded from the Auxiliary PDF (similar to the checkbox setting to exclude items from the Reviewer PDF.)

Table	New Submission	Revised Submission
Required for Submission:	Optional ▼	Optional ▼
Allow Offline Submission:	Optional ▼	Optional ▼
Item Metadata: Table Number	Optional ▼	Optional ▼
<input type="checkbox"/> Exclude from Reviewer PDF (for New and revised Submissions)		
<input type="checkbox"/> Exclude from Auxiliary PDF (for New and Revised Submissions)		
<input checked="" type="checkbox"/> Publisher gets file:		

Configure PDF Watermarks page: New Auxiliary PDF is added to configuration option; a scrollbar below the images allows the system administrator to view each PDF option.

Configure PDF Watermarks


To use watermarks on your PDFs, select the image you wish to use and drag it into place on the page. Once you have done so, you may resize the image relative to the page using the drag handle. You may also adjust the desired transparency. [FAQ](#)

Upload Image

Reviewer PDF

Cover page




Transparency:

ew
Preview

Auxiliary PDF

Cover page



Transparency:

Preview

<>

Cancel

Save & Close

Technical Check Enhancements

The Technical Check feature enables Editor roles with permission to perform a check on incoming submissions to ensure that the submitted materials are complete and that they conform to the standards set by the publication. Previously in EM, a publication could create only one set of instructions (technical checklist) to present to staff on the Technical Check page. The same technical check instructions would be presented for both new and revised submissions of all Article Types.

New in EM 17.0, multiple technical checklists can be created to tailor the checks as appropriate. A checklist can be associated with one or more Article Types, and technical checklists can be set separately for new and revised submissions. This enhancement creates greater flexibility for the checks: an Article Type can be configured with different technical checklists for new and revised submissions, or no technical check for one or the other, or no technical checks at all.

Note: The Technical Check feature is not available for use with submissions that go directly to an Editor (using the Direct-to-Editor feature).







Redesigned Configure Technical Check page in PolicyManager provides the options to create and edit multiple technical checklists.

Configure Technical Check




When the Technical Check is enabled, new submissions are sent to a 'New Submissions' folder instead of directly to the 'New Submissions Requiring Assignment' folder. Revised submissions are sent to a 'Revised Submissions' folder instead of directly to the 'Revised Submissions Requiring Assignment' folder. Note: this feature cannot be used for submissions that go directly to an Editor (Direct-to-Editor).

Technical Checklists

Create different checklists (instructions displayed to Editor Roles on the Technical Check page) to be triggered on new or revised submissions. Technical Checklists are assigned to article types via the [Edit Article Types](#) page.

Technical Checklists		+ Add Technical Checklist
	  Technical Check for New Submissions	
	  Special Submissions	
+ Add Technical Checklist		

Hidden Checklists

	  Legacy Technical Check
---	--

[Edit Article Types](#)

[Return to PolicyManager](#)

The Configure Technical Check page in PolicyManager is redesigned to accommodate the creation of multiple technical checklists. Clicking +Add Technical Checklist opens the Add Technical Checklist pop-up window. A system administrator must enter a unique name for the Technical Checklist. Instructional content may be formatted with rich-text editing tools. A checklist may be made inactive by selecting the Hide checkbox.

Checklists can be managed using the same tools found elsewhere in EM:

- Edit icon (✎): On Configure Technical Check page for each checklist. Click to open the Edit Technical Checklist popup.
- Save (💾): On Add/Edit Technical Checklist overlay. Click to save a checklist and close the popup.
- Save and Add Another (💾➕): On Add Technical Checklist overlay. Click to save a checklist and clear the overlay fields.
- Cancel (↩): On Add/Edit Technical Checklist popup. Click to close overlay without saving changes.
- Delete (🗑): On Configure Technical Check page and Add/Edit Technical Checklist overlay. Available only for checklists that have not been used for a technical check. Click to delete checklist.
- Grip tool (📏): On Configure Technical Check page. Click, hold, and drag to reorder the Technical Checklists table. The order here is the same as the order displayed in the Technical Check drop-down lists on Article Type configuration pages.

Edit Technical Checklist overlay: Rich-text editing tools allow formatting of the checklist. The Hide checkbox makes a checklist unavailable for use.

Technical Checklist Name*

Instructions*

☐ **Hide**

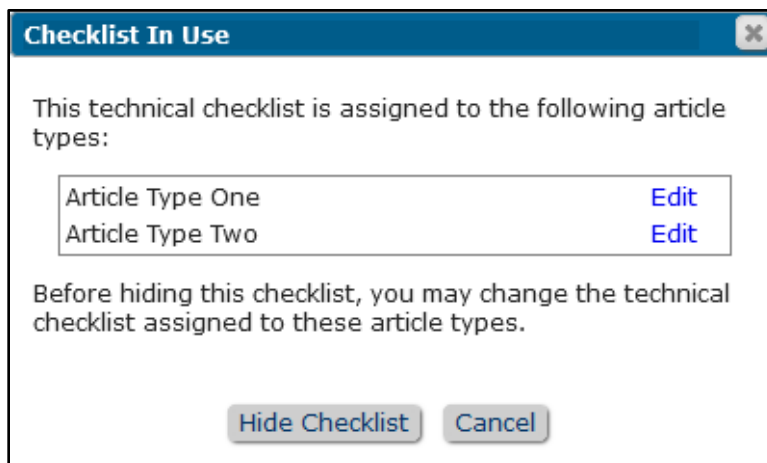
Hiding this checklist will unassign it from all Article Types

A Hide checkbox setting makes a checklist unavailable in the Technical Check drop-down lists on Article Type configuration pages. Once hidden, the checklist appears in the Hidden Checklists section of the Configure Technical Check page. A checklist may be reactivated by unselecting the Hide checkbox on the Edit Technical Checklist popup. When reactivated, the checklist must be reassigned with Article Types.

When a system administrator checks the Hide box, a Checklist in Use pop-up window displays the names of associated Article Types with an Edit link next to each. (The pop-up window does not open if there are no associated Article Types.) If a system administrator saves the Hide

setting without editing the related Article Types, the system will set the Technical Check option for those Article Types to None.

Checklist in Use pop-up: When a system administrator selects the Hide checkbox, a popup opens to display names of Article Types associated with the Technical Checklist. Edit links provide the administrator quick access to Article Type configuration pages to select a different checklist for each Article Type.

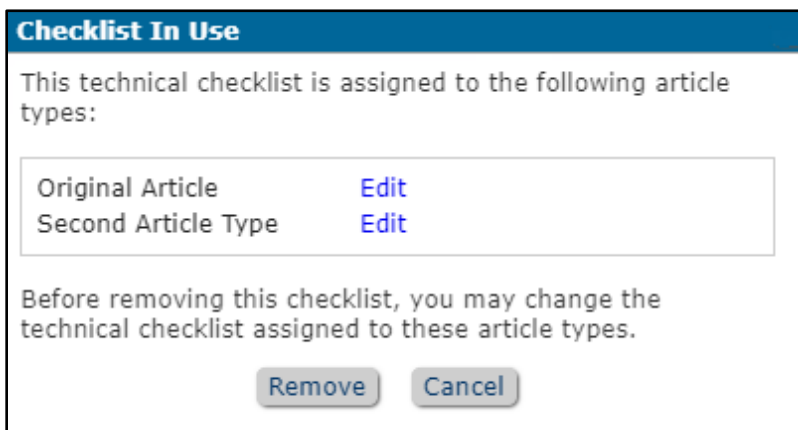


The image shows a 'Checklist In Use' popup window. It has a blue header bar with the title 'Checklist In Use' and a close button. The main content area contains the text 'This technical checklist is assigned to the following article types:'. Below this is a table with two rows: 'Article Type One' and 'Article Type Two'. Each row has an 'Edit' link to its right. Below the table is the text 'Before hiding this checklist, you may change the technical checklist assigned to these article types.' At the bottom are two buttons: 'Hide Checklist' and 'Cancel'.

Checklist In Use	
This technical checklist is assigned to the following article types:	
Article Type One	Edit
Article Type Two	Edit
Before hiding this checklist, you may change the technical checklist assigned to these article types.	
Hide Checklist Cancel	

A checklist can be deleted if it has not been used to process a submission. When a system administrator clicks the Delete icon, the Checklist in Use popup displays names of associated Article Types. Clicking the Remove button in the popup deletes the checklist. If a system administrator clicks Remove without editing the related Article Types, the system will set the Technical Check option for those Article Types to None.

Checklist in Use pop-up: When a system administrator tries to delete a checklist, a pop-up window will open to display the names of associated Article Types.



The image shows a 'Checklist In Use' popup window. It has a blue header bar with the title 'Checklist In Use' and a close button. The main content area contains the text 'This technical checklist is assigned to the following article types:'. Below this is a table with two rows: 'Original Article' and 'Second Article Type'. Each row has an 'Edit' link to its right. Below the table is the text 'Before removing this checklist, you may change the technical checklist assigned to these article types.' At the bottom are two buttons: 'Remove' and 'Cancel'.

Checklist In Use	
This technical checklist is assigned to the following article types:	
Original Article	Edit
Second Article Type	Edit
Before removing this checklist, you may change the technical checklist assigned to these article types.	
Remove Cancel	

The Add/Edit Article Type page in PolicyManager is enhanced with a Technical Check section. Drop-down lists displaying all configured technical checklists (with default setting of None) enable the system administrator to choose checklists separately for new and revised submissions. At release, both drop-down lists will be set to the technical checklist already configured on the publication site.

Detail of Add/Edit Article Type page: Technical Checks can be set separately for new and/or revised submissions.

Editor Parameters		New and Revised Submissions	
Editor Assignment Chain Template:	<input type="text" value="None"/>	<i>Select an Assignment Chain Template to allow the entire Editor Chain to be assigned in one action, not just the first Editor.</i>	
		New Submission	Revised Submission
Technical Check:	<input type="text" value="None"/>	<input type="text" value="None"/>	<i>Assign a Technical Checklist to this article type.</i>

Article Type configuration for technical check governs which folder receives the submission (for Editor roles with related Technical Check permission):

- New Submissions: Article Type is configured for a technical check upon new submission.
- New Submissions Requiring Assignment: Article Type is not configured for a technical check upon new submission.
- Revised Submissions: Article Type is configured for a technical check upon submission of a revision.
- Revised Submissions Requiring Assignment: Article Type is not configured for a technical check upon submission of a revision.

Users who perform technical checks have access to the Technical Check History page via a link on the Technical Check page. The Technical Check History page displays a list of technical checklists related to the submission and information specific to each:

- Technical Checklist: Checklist that was used for the new or revised submission. If the checklist has been hidden, "(Hidden)" is appended to the checklist name, but it will still display on Technical Check History page.
- Date: When the Technical Check was set to complete, or the submission was sent back to the Author
- Event: Technical Check Complete or Submission Sent Back to Author
- Links: View Letter and View Technical Comments links for submissions sent back to the Author
- Revision: Revision number of the submission when technical check occurred
- Operator: Name of the user who set the Technical Check Complete flag, or triggered the Submission Sent Back to Author event

Technical Check History page: The Technical Checklist column displays the names of checklists used for a submission.

Technical Check History for GANDEV170-D-20-00061R1					
Return to Technical Check					
Technical Check History					
Technical Checklist	Date	Event	Links	Revision	Operator
Special Submissions (Hidden)	Dec 16 2020 05:35PM	Technical Check Complete		1	Fran Forest
Technical Check for New Submissions	Aug 27 2020 12:51PM	Technical Check Complete	View Technical Comments to Author	0	Fran Forest
Close					

TO CONFIGURE:

Users with system administration permissions will see these enhancements. To configure technical checklists, go to PolicyManager > Submission Policies > Configure Technical Check.

All existing technical checklists will automatically appear on the Configure Technical Check page and may be edited.

1. Click + Add Technical Checklist to open a pop-up overlay.
2. In the Technical Checklist Name text box, enter the text to display.
3. Enter text in the Instructions text box.
4. Click the Save and Add icon to save the checklist and proceed to enter another, or click the Save icon to save the checklist and close the pop-up overlay.
5. Optional: Reorder list of Technical Checklists using grip tool. The list order here is the order displayed in the Technical Check drop-down menus on the Add/Edit Article Type page.

To associate a technical checklist with an Article Type, go to PolicyManager > Submission Policies > Add/Edit Article Types (or Edit Multiple Article Types page).

A new Technical Check section is added to the page. Drop-down menus for New Submission and Revised Submissions allow the system administrator to select from the list of available technical checklists.

- For existing Article Types, at release, both drop-down menus will be set to the technical checklist already configured on the publication site.
- For new Article Types, both drop-down menus will be set to None by default.

To perform technical check, Editor roles must be granted the existing RoleManager permission Perform Technical Check (submission received in New Submissions Folder).

Two existing RoleManager permissions have been renamed for this feature:

- Receive New and Revised Submissions (formerly Receive New Submissions in 'New Submissions Requiring Assignment' Folder): Allows an Editor role to receive new and revised submissions.
- Perform Technical Check (formerly Perform Technical Check (submission received in 'New Submissions' Folder)): Enables an Editor role to perform a technical check on new and revised submissions.

Prevent Proxy Registration of Anonymized Users

As part of enhancements related to the General Data Protection Regulation (GDPR), specifically a data subject's "right to erasure," previous versions of EM introduced functionality that allowed users to request that a publication anonymize their registration record. Under this existing functionality, an authorized Editor can proxy register a user who has previously been anonymized (i.e., the Editor does not realize that the user, who appears simply as not registered in EM, has previously requested erasure).

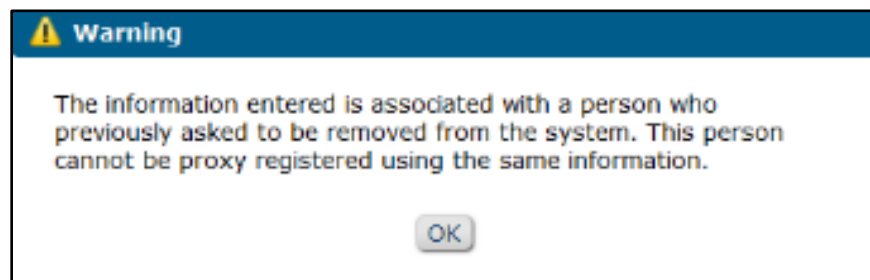
New in EM 17.0, a publication site can opt to prevent the proxy registration of previously anonymized users without their authorization. When this feature is enabled, the system automatically compares user information entered for a new proxy registration to the stored hashed name and email data of anonymized users by applying the same hashing function to the newly entered data. (On all EM sites, whether or not this feature is enabled, anonymized users' data are securely hashed, are not readable or retrievable by publication or Aries staff, and cannot be decrypted.)

Editor roles with the applicable RoleManager permission, Proxy Register New Users, can manually proxy register new users via several links in the system:

- Register New User link: Displayed on the Editor Main Menu.
- Register and Select New Reviewer: Displayed on Reviewer selection pages.
- Register and Select New Author: Displayed on Author invitation pages for Commentaries and Proposals.

If the person being proxy registered has previously requested anonymization, the Editor will see a notification that the proxy registration cannot be completed.

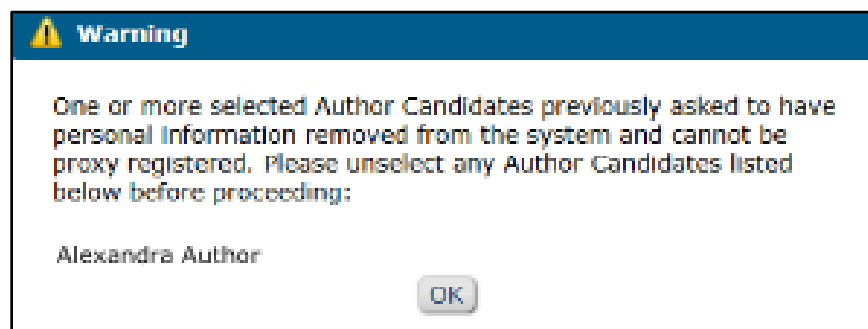
Notification to Editor when a manual proxy registration cannot be completed.



This check and prevention will also be applied to several processes that perform automatic proxy registrations. When this feature is enabled, proxy registration will be prevented and the Editor performing the action will be notified as described below.

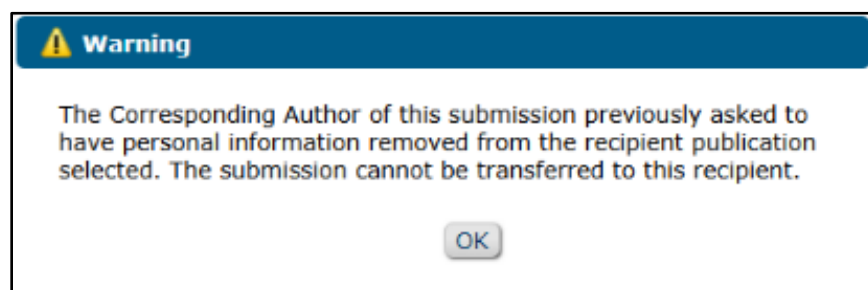
Author List File upload (for invitation to Commentaries and Proposals): The system automatically proxy registers candidates in an uploaded Author List who do not have user records in the publication's EM database. If an Author candidate on the list was previously anonymized, the Editor will see a system notification identifying the candidate who cannot be proxy registered.

Notification to Editor inviting Authors when an Author List File includes a candidate who cannot be proxy registered.



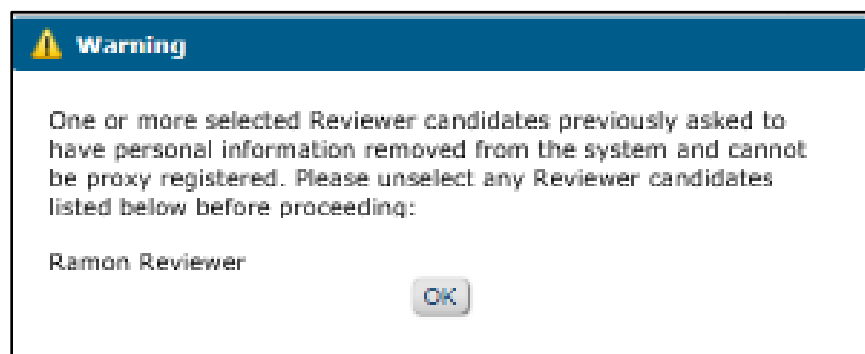
EM-to-EM submission transfer: The system automatically proxy registers the Corresponding Author of a submission on the receiving publication's site if the Author does not already have a user record in that publication's database. When a transfer is initiated by an Editor setting final disposition of Transfer, the Author is not presented with the option to select the target publication for the transfer and to authorize registration on that publication's site. In this case, this prohibition will apply. The Author user will not be registered and the submission transfer will not be completed. The Editor initiating the transfer will see a system notification that the submission cannot be transferred to the selected publication.

Notification to transferring Editor when a transfer cannot be completed by setting a final disposition of Transfer.



Reviewer selection with Reviewer Discovery: The system automatically proxy registers a Reviewer candidate selected by an Editor from results returned by the Reviewer Discovery tool (after searching the Pivot database). If the Reviewer candidate was previously anonymized, the Editor will see a system notification identifying the candidate who cannot be proxy registered. This applies when the Editor attempts to assign, invite, propose, or select the candidate as an alternate.

Notification to Editor when a Reviewer candidate returned by Reviewer Discovery tool cannot be proxy registered.



Reviewer selection with External Reviewer Finder (a third-party service provider or a publisher's own service): The system automatically registers all Reviewer candidates returned by the External Reviewer Finder (ERF) and lists the candidates as Proposed Reviewers on the Reviewer Selection Summary page. If the Reviewer candidate was previously anonymized, the candidate is not proxy registered and does not appear in the list of Proposed Reviewers. The system sends an error notification to the publication contact email address configured for the ERF feature that the candidate previously requested erasure.

TO CONFIGURE:

Go to **PolicyManager** > Additional Data Policies > Privacy Policy Configuration. A new section, Prevent Proxy Registration of Anonymized Users, is added to the page. Check the box next to the setting, Prevent proxy registration of users who previously asked to be anonymized.

Note: Enabling this feature will prevent re-registration by proxy only for users who are anonymized after a publication's upgrade to EM 17.0. The system cannot prevent re-registration by proxy of users whose records were anonymized prior to upgrade.

Customizable Instructions on Update My Information Page

In EM, users can access their account information on the Update My Information page (accessed via link in the top navigation banner or via email deep link). Previously in EM, the instructions displayed at the top of this page were standard text that could not be customized by individual publication sites. New in EM 17.0, the instructions on the Update My Information page may be customized like other instructional text in the user registration process.

Update My Information page instructions may be customized.

The screenshot displays the 'Update My Information' page. On the left, a sidebar contains the title 'Update My Information' and a green-bordered box with the text: 'Administrators now have the ability to edit these instructions on the Edit Registration Instructions page in PolicyManager. Visit [Aries Systems](#) for more information about our products.' Below this are links for 'Edit 'Go to' Publication List' and a 'Correspondence History' button. The main content area is titled 'Login Information' and includes an 'Insert Special Character' link. It features instructional text: 'The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.' Below this are input fields for 'Username *' (containing 'John Greenwell'), 'Password *' (masked with dots), and 'Re-type Password *' (also masked). A second instructional text block states: 'The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.' At the bottom, there is a 'Default Login Role:' label and a dropdown menu currently set to 'Editor'.

TO CONFIGURE:

Go to **PolicyManager** > Registration and Login Policies > Edit Registration Instructions. A new section is added to the Edit Registration Instructions page: Header Information Update Instructions (Top of Update My Information Page). Enter custom text in the text field and submit the page to save.

ORCID API v3.0

In EM 17.0, Editorial Manager is updated to use ORCID API version 3.0 for all ORCID API calls. Functionality in EM remains the same with this update, and users will experience no changes in registration, login, or other activities in EM related to ORCID. For more information on the ORCID API v3.0, see <https://members.orcid.org/api/news/xsd-30-update>.

TO CONFIGURE:

No publication configuration is required. Your Aries Account Coordinator will contact you about upgrading to ORCID API v3.0.

Data Repository Integration via API

Some Authors may need to include large sets of data with their submissions, and some publishers may require that the data be publicly available. Data repositories can provide enhanced visualization for files such as datasets or videos.

Previously in EM, Authors could submit items that they had uploaded to a data repository by providing a URL/URI to the item during the EM submission process. Authors would have to upload the files to the repository outside of EM before beginning the EM submission process.

New in EM 17.0, publications can configure a Submission Item Type as a **repository item** to enable Authors to upload supplementary submission files to a repository during the submission process. This API feature will also enable the EM system to send to the repository a full set of submission and author metadata related to the file that was deposited. EM will send subsequent updates on the submission status to the repository, as the submission moves toward publication.

Note: Third-party repositories integrating with Editorial Manager will be available for use on all publication sites. In addition, publishers may register proprietary repositories, which can be configured for limited access and available for integration only with the publisher's publication sites.

To enable this feature in the submission process, a Submission Item Type must be configured as a repository item and associated with one or more Article Types.

Author use

On the Attach Files page of the submission process, when the Author selects a repository item from the Select Item Type drop-down list, the page will refresh to display repository deposit options. The user may select from two radio button options:

- Upload to repository (selected by default)
- Enter URL/URI

When an Author selects the **Upload to repository** option, the page displays a repository drop-down list. (This list includes all repositories configured for use with the chosen Repository Item.) The user selects a repository and clicks the Go to Upload Page button.

Clicking the button opens the Upload Files pop-up window. Fields configured to display on this page collect metadata related to this submission item. In addition to publication-defined fields, this page may also display repository-specific metadata fields required by the repository to create a deposit. The upload file options are like those on the main Attach Files page (Browse or Drag & Drop). The Author can upload multiple files in the same deposit. Uploading a file on this page will trigger an API call to the repository to create the deposit and send the file and metadata to the repository.

The EM system will not place restrictions on the files that an Author submits to a data repository. A data repository may determine that a file is invalid and generate an error message; that message will display to the user within EM.

The repository will return a URL for a successful deposit. This URL will be stored as a URL/URI submission item in the file inventory and displayed throughout the EM system to users who have access to the repository item.

Detail of Attach Files page: Submission Item Types configured as repository items will enable the Author to select a repository and to upload files directly to the repository.

The screenshot shows a form titled 'Select Item Type' with a dropdown menu set to 'Repository item'. Below this is a 'Description' field containing 'Data set A'. A note states: 'Customized instructional text can be entered to guide authors who select this submission item.' There are two radio buttons: 'Upload to repository' (selected) and 'Enter URL/URI'. A green arrow labeled '1' points to the 'Enter URL/URI' option. Below the radio buttons is a 'Select a repository:' label and a dropdown menu. The dropdown menu is open, showing four options: 'Data Repository 1', 'Private Data Repository 1', 'Data Repository 1' (highlighted with a mouse cursor), and 'Data Repository 2'. A green arrow labeled '2' points to the dropdown menu. To the right of the dropdown menu is a blue button labeled 'Go to Upload Page' with a green arrow labeled '3' pointing to it.

Upload Files to Repository pop-up window: Author completes publication-defined metadata fields (and any repository-specific fields) and uploads a file for deposit.

The screenshot shows a pop-up window titled 'Upload Files to Data Repository 1'. It contains several paragraphs of instructional text. The first paragraph says: 'Enter additional data about your deposit in the fields below. Required fields appear in red and are labeled with an asterisk. After you have uploaded a file, an Update Metadata button will appear on the page. To edit information in these fields, enter the new text and click the Update Metadata button.' The second paragraph says: 'Uploading a file on this page will immediately initiate transfer of the file to the external repository. You will see the status of file transfer in the file list below. Click the Cancel link to cancel an in-progress file upload.' The third paragraph says: 'During file upload you may navigate to other pages in the submission process. Closing this page will not cancel any in-process uploads.' Below the text is a form with a red asterisk and the label '* Deposit Description'. The text 'Author types description here' is entered in the field. At the bottom of the form are two options: a blue button labeled 'Browse...' and a 'Drag & Drop Files Here' area with a large upward arrow icon. A blue button labeled 'Close' is at the bottom of the pop-up window.

When an Author selects the **Enter URL/URI** option, the page displays the existing system functionality for entering a hyperlink for a file. (Authors may choose this option if they have already uploaded files to a repository, i.e., outside of EM, prior to beginning the submission process.)

Repository files (like other Submission Item URL/URIs) will display as hyperlinks in all system-generated submission PDFs.

Detail of Attach Files page: Authors also have the option to enter a URL/URI for a repository item rather than upload through the system. This option is just like the URL/URI for other Submission Item Types.

The screenshot shows the 'Attach Files' page with the following elements:

- Select Item Type:** A dropdown menu with 'Repository Item' selected.
- Description:** A text input field containing 'My article's dataset'.
- Options:** Two radio buttons: 'Upload to repository' (unselected) and 'Enter URL/URI' (selected). A green arrow labeled '1' points to the 'Enter URL/URI' option.
- URL/URI/External Resource Location:** A text input field containing 'http://' and a dropdown menu, followed by 'my-data-repository.com'. A green arrow labeled '2' points to the input field. To the right is a 'Preview' button labeled '3'.
- Instructions:** A paragraph of text: 'Please select http://, https://, ftp:// or sftp://, then type in the remainder of the web address (e.g. www.targetsite.edu/datasets/dataset1) and click the 'Preview' button to ensure that the address you entered navigates to the correct location. Once you are satisfied with your entry, click the 'Attach This Information' button.'
- Buttons:** An 'Attach This Information' button at the bottom, labeled '4'.

After an Author adds a repository item on the Attach Files page, up to three Action links may appear for the item:

- **Access Item:** This link will be available for repository items added by either the upload to repository or the enter URL/URI option. The link directs the user to the URL returned by the repository or to the URL/URI entered by the Author. (The same URL returned by the repository will be the target for the External Item link displayed in the File Name column.)
- **Add Files/Edit Metadata:** This link will be available only for items added by the upload to repository option. The link opens the Add Files/Edit Metadata for Deposit pop-up window. The Author may add new files or update the repository metadata fields for the deposit.
- **Edit Item:** The repository may also send back a URL to a page within the repository UI where the Author can edit the deposit. (Editors and reviewers will not see a link for this URL related to the Author's submission.) This option will display if the repository provides an edit URL. If the repository does not provide an edit URL, the deposit may still be editable directly in the repository system.

Detail of Attach Files page (Author submission process): Action links allow Authors to access items they have deposited to a data repository, as well as to add files and edit metadata if item was uploaded through the system.

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Manuscript	Manuscript	sampleMS.doc	757.0 KB	02 Jun 2020	Download	<input type="checkbox"/>
2	Repository item	Data file uploaded to repository	External Item		02 Jun 2020	Access Item Add Files/Edit Metadata Edit Item	<input type="checkbox"/>
3	Repository item	Data file URL/URI provided	External Item		02 Jun 2020	Access Item	<input type="checkbox"/>

Update File Order
Remove

The Add Files/Edit Metadata for Deposit pop-up window will allow Authors to enter updated values for repository metadata fields and to add new files to the deposit. An Author may need to make these changes when editing an incomplete new submission or when submitting a revised submission.

Add Files/Edit Metadata for Deposit pop-up window: An Author may update metadata and add new files to an existing repository deposit. Updates are communicated to the repository via API call.

Add Files/Edit Metadata for Deposit

You may edit data about your deposit in the fields below. Click the Update Metadata button to send the updates to the repository. Required fields appear in red and are labeled with an asterisk.

Use the file upload tools (Browse or Drag & Drop) to transfer additional files to your deposit.

Uploading a file on this page will immediately initiate transfer of the file to the external repository. You will see the status of the file transfer in the file list below. Click the Cancel link to cancel an in-process file upload.

During file upload you may navigate to other pages in the submission process. Closing this page will not cancel any in-process uploads.

* Deposit Description

Data collected at Research Organization in 2019.

Comments

Research conducted by A. Author, R. Reviewer, E. Editor.

Update Metadata

Browse...

OR

Drag & Drop Files Here

File	Status	Upload Date/Time
dataset001.db	Uploaded	Sep 10 2019 11:13AM





Close

Editor and Publisher role use

Editor and Publisher roles with Edit Submission permission in RoleManager will be limited to the URL/URI option for adding a repository item when editing a submission. Likewise, Editors working on an Author's behalf in proxy mode will be limited to the URL/URI option for adding a repository item; they will also be restricted from uploading data files or adding/editing metadata for a repository item.

Editor or Publisher roles with Download Source Files permission in RoleManager will see repository items listed on the File Inventory page. An Access Item link will appear in the Action column, and an External Item link will appear in the File Name column. Both links will direct the user to the URL returned from the data repository.

Detail of File Inventory page: Access Item and External Item links are displayed for repository items; both links direct the user to the URL returned by the repository.

 	Action	Item	Description <small>(Limit 256 characters)</small>	Item Family	File Name
<input type="checkbox"/>	Download	Manuscript	Manuscript	Manuscript	Manuscript.docx
<input type="checkbox"/>	Download Preview	Supplemental File	B&W figures	Supplemental File	B&W figures.JPG
	Access Item	Supplemental File	Color figures	Supplemental File	External Item
	Access Item	Repository Item	Data set A	Repository Item	External Item 

Editors submitting manuscripts will also see the repository deposit options when they select a repository item from the Select Item Type drop-down list on the Attach Files page. (The process functions in the same way as described above for Author submissions.)

Updates to repository via API

For any submission that includes one or more repository items in its file inventory, the following ActionManager events will trigger a POST Submission Metadata call to the repository:

- New Submission Sent to Publication
- New Child Submission Sent to Publication
- Revised Submission Sent to Publication
- Final Disposition – Accept on Submission
- Final Disposition – Accept
- Final Disposition – Reject
- Final Disposition – Withdrawn
- Final Disposition – Transfer

In addition, for publication sites using task functionality, a production task can be configured to trigger a POST Submission Metadata call to inform the repository when the submission is published. For details, see page 62.

A complete, updated, metadata file will be sent in the request at all of these events. Parameters in the request will indicate the event that triggered the call and current status of the submission, allowing the repository to take appropriate action according to repository policy.

Note: If a submission has multiple repository items in the file inventory (likely to be an uncommon occurrence), a separate POST Submission Metadata call will be made for each item.

TO CONFIGURE:

General-use data repositories may be available for integration. Publishers may also register and enable limited-access repositories. (To enable a limited-access repository, contact your Aries Account Coordinator.)

Configure a Submission Item Type for use with repository items and associate the new Submission Item Type with applicable Article Types.

1. Go to **PolicyManager** > Submission Policies > Edit Submission Items > Add/Edit Submission Item Type. Create a new Item Type in the Supplemental Item Type Family. When Supplemental is selected as the Family, a new repository-related setting is displayed.
2. Check the box next to the new setting, This Submission Item Type is a Repository Item. Additional repository settings will be displayed. (**Note:** When this box is checked, the Restricted File Types section of this page is not displayed. EM will not impose any configurable restrictions on the files that are submitted to data repositories.)
3. Repositories configured for integration with the publication site are listed with checkbox settings. Check the box next to one or more repositories. Repositories selected here will be displayed to the Author in the repository selection drop-down list on the Attach Files page during the submission process.
4. If needed, set a repository embargo date (i.e., when the repository can make the deposited file publicly available). This information is included with metadata sent to the repository. The embargo date may be defined relative to three event dates: initial submission, final disposition (of Accept), or publication. Default setting is None.
5. Optional: Enter custom instructions to be displayed to authors who select this item during submission.
6. After creating the new Submission Item Type, associate it with applicable Article Types (**PolicyManager** > Edit Article Types > Add/Edit Article Type).

Detail of Add/Edit Submission Item Type page: When the new setting is selected to enable an Item Type as a Repository Item, new repository-specific settings are displayed.

If the checkbox below is selected, authors will be required to deposit this file to a repository during the submission process (or enter a URL/URI for the item). This item will only be built into the system PDFs as a hyperlink.

☒ This Submission Item Type is a Repository Item **2**

Allow deposit to the following repositories: **3**

☐ Data Repository 1

☐ Data Repository 2 (updated v1.1)

☐ Private Data Repository 1

Repository Embargo Date (this setting will be included in the metadata sent to the repository):

☒ None

☐ days after Initial Submission

☐ days after Final Disposition of Accept **4**

☐ days after Publication Date

The following instructions will display on the *Attach Files* page to authors who select this item: **5**

Enter custom instructions here... Authors may upload data files directly to third-party repositories during manuscript submission.

Publications using ProduXion Manager can configure a production task to inform repositories of submission publication. For details, see page **62**.

Manuscript Analysis Services Integration via API

Scholarly publications make use of a variety of manuscript analysis services. These services evaluate materials sent to them by the publication, for example, to check for compliance with industry guidelines or to perform statistical analysis.

EM version 17.0 introduces an API for use with these third-party analysis services to enable a publication to send submission files for analysis, automatically or manually, and to receive and view the resulting reports within Editorial Manager. Any analysis services registered with Aries to use the API may be enabled for use on a publication site.

Submission metadata, including any custom submission questions configured on the publication site, plus any combination of the following files may be sent to an analysis service, depending on how the service's integration with EM is configured:

- Reviewer PDF
- Auxiliary PDF
- Source files: Submission Item Types configured on the publication site to be included in the analysis package

Sending submission materials to an analysis service is configured by Article Type. The system may be configured to send submission materials automatically at any or all of the following events: New Submission, Technical Check Completion, First Editor Assignment, and all Revisions.

In addition, Editor and Publisher roles with a new RoleManager permission (Initiate Analysis) may send the analysis package manually. A new View Results permission is available for Author, Reviewer, Editor, and Publisher roles. RoleManager permissions must be granted for each analysis service individually.

If the service has configured the analysis package to include source files, Submission Item Types must be configured for inclusion in the package.

Editor and Publisher use

Editor and Publisher roles may be granted permission to initiate an analysis and to view results. Editor roles will see a Manuscript Analysis Services action link in folders in these sections of the Main Menu: Editor 'To-Do' List (except for Submissions with Active Discussions), View All Assigned, and Subordinate Editor's Pending Assignments. The link is also displayed in submission search results and on a submission's Details page (if configured to display), and on the Technical Check page (if the publication uses the Technical Check feature, and the Editor role has the related permission). Publisher roles will see the Manuscript Analysis Services action link in the Accepted Submissions folder and in submission search results.

Users with view-only permission will not see the Manuscript Analysis Services link until one or more reports are available. A yellow warning icon will appear next to the link when one or more analysis services have responded to a report request.

The Manuscript Analysis Services page displays a list of analysis services and information specific to each:

- Date: When submission was sent for analysis
- Revision: Revision number of the submission sent
- Triggered By: Event or user who initiated request
- Status: Not Started, Processing, Error, Complete
- Actions: Available actions depend on request status and user permissions
- Scores: Sent by analysis service

If more than one analysis has been requested and returned, only the most recent is available for viewing. An alert message and yellow warning icon will display at the top of the page if a report has been returned to and requires attention. The yellow warning icon will also display next to the name of the Manuscript Analysis Service requiring attention.

Up to five links may appear in the Action column for each service:

- **Send for Analysis:** Displays for permissioned users (Initiate Analysis) when a new submission has not been sent to the analysis service. It will also display when a new revision has been submitted or when the submission has been edited.
- **Cancel:** Displays for permissioned users (Initiate Analysis) when an analysis service is processing a file. Clicking the link will cancel processing.
- **Retry:** Displays for permissioned users (Initiate Analysis) when an analysis service returns an error status. Clicking the link will initiate a request to run the analysis again. Clicking the Error link in the Status column opens a pop-up window that provides information about the error.
- **Download Report Files:** Displays when analysis results are returned in a file. Clicking the link downloads the file. If multiple reports are received, clicking the link will download a zip file containing all reports.
- **Go to Report:** Displays when an analysis service returns a URL for a report. Clicking the link will open a new browser window for the URL returned by the analysis service.

New Manuscript Analysis Services page for Editor and Publisher roles: The page displays information about analysis requests. Action links displayed depend on request status and user permissions.

Manuscript Analysis Services - Submission DMITRIDEV160-D-19-00066 "Demo Submission"

The table below lists the results returned from each manuscript analysis service available on this site.

Click the "Send for Analysis" link to send this submission for analysis to any service from which results have not yet been retrieved.

When results are returned from an analysis service, one or both of the following links will be displayed:

- **Download Report Files** - click this link to download the reports returned by the service
- **Go to Report** - click this link to view the report within the external analysis service system

▲ **Results from one or more analysis services require your attention. Click the link in the Actions column to view the results.**

Manuscript Analysis Services

Analysis Service	Date	Revision	Triggered By	Status	Actions	Scores
AI Service	21 Sep 2020			Not Started	Send for Analysis	
Data checking service	21 Sep 2020	1	Amy Associate [Associate Editor]	Processing	Cancel	
Manuscript QA service	21 Sep 2020	0	Emily Editor [Associate Editor]	Complete	Send for Analysis Download Report Files	(55)
New manuscript analysis provider	21 Sep 2020	1	New Submission	Error	Retry	
Z_Another service	21 Sep 2020	0	Technical Check Completion	Complete	Send for Analysis Go to Report	
Z_manuscript analysis provider ▲	21 Sep 2020	1	Editor Assignment	Complete	Download Report Files Go to Report	[These scores were sent by the Analysis Service]

Close

Author and Reviewer use

Author and Reviewer roles with permission to view results will see the Manuscript Analysis Services link only when results have been returned from an analysis service. Authors will see the link in multiple folders in the New Submissions and Revisions sections of the Author Main Menu (except for Declined Revisions). Reviewers will see the link in the Pending Assignments folder.

New Manuscript Analysis Services page for Author and Reviewer roles: Users may view analysis results via action links.

Manuscript Analysis Services - Submission DMITRIDEV160-D-19-00066 "Demo Submission"

The table below lists the results returned from each manuscript analysis service available on this site.

If a "Download Report Files" link is displayed, click this link to download the reports returned by the service.

If a "Go to Report" link is displayed, click this link to view the report within the external analysis service system.

▲ **Results from one or more analysis services require your attention. Click the link in the Actions column to view the results.**

Manuscript Analysis Services

Analysis Service	Date	Revision	Actions	Scores
Manuscript QA service	29 Sep 2020	0	Download Report Files	(55)
Z_Another service	29 Sep 2020	0	Go to Report	
Z_Service with every possible report ▲	29 Sep 2020	1	Download Report Files Go to Report	[These scores were sent by the Analysis Service]

Close

TO CONFIGURE:

To enable this feature, contact your Aries Account Coordinator. Your Account Coordinator can provide information as to what files the service has set for inclusion in the analysis package (Reviewer PDF, Auxiliary PDF, and/or source files).

Permissions may be granted to all roles as applicable. A new Manuscript Analysis Services section is added to the Edit Role Definition page in **RoleManager** for all user roles. If more than one analysis service is enabled for the publication, permissions must be set for each service individually.

- **Initiate Analysis:** Available for Editor and Publisher roles only. Enables a user with this role to send the analysis package to the service.
- **View Results:** Available for all roles. Enables a user with this role to view analysis reports received from the service.

Article Types can be configured to automatically send submissions to a Manuscript Analysis Service at specific trigger points. Go to **PolicyManager** > Submission Policies > Edit Article Types > Add/Edit Article Type page (or Edit Multiple Article Types page).

A new Manuscript Analysis Services section is added to the page. The section lists all services enabled for the publication site. Settings must be made for each service individually. Use the checkboxes to select the workflow events to trigger the system to send the analysis package automatically to the service. Event triggers are New Submission, Technical Check Completion, First Editor Assignment, First Revision, and All Revisions. If no events are set to send the

analysis package automatically, an Editor role must have permission (Initiate Analysis) to send the package manually.

Detail of Add/Edit Article Type page, showing new Manuscript Analysis Services section and workflow points to trigger automatic request for analysis.

Manuscript Analysis Services:
Send submissions with this Article Type to the following Manuscript Analysis Services at the selected events.
Test Analysis Service:
☐ New Submission
☒ Technical Check Completion
☐ First Editor Assignment
☐ First Revision
☐ All Revisions

If the analysis service is configured to accept submission items in the analysis package, Submission Item Types must be configured to be included in the package.

Go to **PolicyManager** > Submission Polices > Add/Edit Submission Item Type.

A new setting on the Add/Edit Submission Item Type page allows users to configure submission items for inclusion in the files that are sent for analysis. All analysis services configure for use by the publication are listed. Use the checkboxes to select one or more analysis services.

Detail of Add/Edit Submission Item Type page, showing Manuscript Analysis Services configured for use by the publication.

Include this submission item when sending submissions to the following Manuscript Analysis Services:
☐ QA Testing Service
☒ Test Analysis Service

The Manuscript Analysis Services link may be configured to display on custom Details pages. (**PolicyManager** > Define Details Page Layouts > Add/Edit Details Page Layout.)

Convey Integration for Conflict of Interest Disclosures

Convey is a web-based global disclosure system developed by the Association of American Medical Colleges (AAMC) that allows publishers and societies to store financial conflict of interest (COI) disclosure information for authors and other members. Publications that have an agreement with Convey can set up and customize their COI policy requirements within the Convey system. Disclosing users enter their COI data directly into Convey by completing customized web forms and questionnaires tailored to the policies defined for the subscribing organization. Convey captures, stores, and transmits financial information (such as earnings, stocks, fees, etc.) of disclosing users to the subscribing organization. For more information on Convey, see AAMC's website: <https://cloud.email.aamc.org/convey>

New in EM 17.0, Convey is integrated with Editorial Manager. This feature will enable publications that have an agreement with Convey to request, retrieve, and view Author COI disclosures and attachments from Convey from within Editorial Manager.

Use of the Convey feature is configured by Article Type, and disclosures are requested and retrieved per submission. The system can be configured to initiate a COI disclosure request automatically at selected editorial workflow events. The system will also update the COI disclosure request when changes are made to the submission's Author list if a request has already been initiated, either automatically or manually.

Editor roles must be granted permission to view COI disclosure information and may also be granted permission to initiate disclosure requests manually. Author and Reviewer roles must be granted permission to view the COI information returned from Convey; Reviewer roles may be restricted to viewing a "blinded" version of the report.

Two versions of the COI information report will be available. The standard report is intended for Editors and Corresponding Authors. This version will allow access to all information. A "blinded" version of the standard report is intended for Reviewers. This version replaces author names with anonymous discloser numbers, suppresses author email addresses, and does not include disclosure files. For publications that use an open peer review process, Reviewers may be given access to the standard report. Publications may also opt to develop fee-based custom reports with Convey.

Disclosure reports are displayed on the Conflict of Interest Disclosures page with supporting documentation. Convey will return a separate record for each discloser (Author). Reports may be viewed via the Convey widget embedded in this page. Depending on report configuration, the "unblinded" version of the report may also be available in PDF format for download.

Editor use

To view COI disclosure information, Editor roles must have the new RoleManager permission, View Author COI Disclosures, and the View Author Conflict of Interest link must be configured to display on the Details page. The link will appear when a submission is an Article Type configured to use the Convey COI Disclosures feature *and* the COI disclosure has been initiated (either automatically or manually).

Clicking the link opens the Conflict of Interest Disclosures page for the submission. The page displays all COI disclosure information available for authors of the submission. A date/time stamp indicates when the information was last requested. The report displayed in this window is presented by a Convey widget, which will always display the latest data available within the Convey system when the page is rendered. The widget will also display messages to the user if there are any problems presenting the report. The format of the data displayed in the Convey widget portion of the page depends on report configuration made by the Aries Account

Coordinator (i.e, a version of the standard reports described above or a custom report). Editors may be able to download a PDF of each Author's disclosure information.

Conflict of Interest Disclosures page with sample COI report displayed in the Convey widget portion of the page (outlined in green). Editors with permission to initiate a request see a Request Updated COI Data link.

Conflict of Interest Disclosures for Manuscript Number: DEV170-D-20-00018

Close

All available Conflict of Interest disclosure information is displayed below. You may use the 'Request Updated COI Data' to request more recent data.

[Request Updated COI Data](#)

Name	Disclosure Status
Mary Researcher	Oct 20, 2020

Discloser

Identifier:

Requested Date: Oct 20, 2020

[Show Full Details](#) [Download PDF](#)

Summary of Interests

XYZ Corporation (Independent Contractor - Consultant)

123 Inc. (Patent)

Big Research Company (Employment)

Editor roles with the new RoleManager permission, Request Updated COI Disclosure Data, will see a Request Updated COI Data link on the Conflict of Interest Disclosure page. Clicking the link will refresh the widget loader to display the latest metadata from the Convey system. The last updated date/time stamp will update to reflect the time of the refresh.

In addition, if an Article Type is not configured with a trigger point to initiate a request from Convey automatically, an Editor role with Request Updated COI Disclosure Data permission will see an Initiate COI Disclosure Retrieval action link in place of the View COI Disclosure link on the Details page. Clicking this link opens a pop-up overlay that requires the Editor to confirm the request initiation. After a user initiates a request, the Initiate COI Disclosure Retrieval link is replaced with the View COI Disclosure link.

Author use

The submission must be an Article Type configured to use the Convey API feature, and the Author role must have the new RoleManager permission, View Author COI Disclosures.

If the COI disclosure request has been initiated (either automatically or manually), the Author will see a View Author Conflict of Interest action link for the related submission in the Revisions Being Processed folder. Clicking this link opens the Conflict of Interest Disclosures page for the submission.

The Author view of the Conflict of Interest Disclosure page is similar to that displayed to Editor roles with view-only permission. Authors will not see the Request Updated COI Data link. The format of the data displayed in the Convey widget portion of the page depends on report configuration, as described above for the Editor view.

Reviewer use

The submission must be an Article Type configured to use the Convey API feature, and the Reviewer role must have the new RoleManager permission, View Author COI Disclosures. A sub-permission determines whether the report displayed is the standard version or the “blinded” version, which does not show author-identifying information.

If the COI disclosure request has been initiated (either automatically or manually), the Reviewer will see a View Author Conflict of Interest action link for the related submission in the Pending Assignments folder. Clicking this link opens the Conflict of Interest Disclosures page for the submission.

The Reviewer view of the Conflict of Interest Disclosure page is similar to that displayed to Editor roles with view-only permission. Reviewers will not see the Request Updated COI Data link. The format of the data displayed in the Convey widget portion of the page depends on report configuration, as described above for the Editor view.

Publications using task functionality can configure a task to include Author COI data files in transmittals. For details, see page 63.

TO CONFIGURE:

To enable the Convey COI Disclosure feature, contact your Aries Account Coordinator.

Setup requires configuring Article Types, granting permissions, and adding the COI Disclosure link to Details page layouts. Instructions displayed on the Conflict of Interest Disclosure page may also be customized by role.

Go to **PolicyManager** > Submission Policies > Edit Article Types. When this feature is enabled, a new section, Conflict of Interest Check, is added to the Add/Edit Article Type page.

Retrieve COI Disclosures for this Article Type: Check this box to enable the feature for this Article Type. When this box is checked, users with permission may manually initiate the COI disclosure request, and the system will automatically update the COI disclosure request when changes are made to the submission’s Author list. The system may also be configured to automatically retrieve the data from Convey at one or more workflow points:

- New Submission Sent to Publication
- Technical Check is Completed
- First Editor Assigned
- Revised Submission Sent to Publication

If no workflow trigger points are selected, one or more Editor roles must be granted permission to perform this action manually.

Configure new **RoleManager** permissions for Editor, Author, and Reviewer roles. These permissions enable the user roles to access the Conflict of Interest Disclosures page to view reports.

Two new permissions are available for Editor roles:

- View Author COI Disclosures: This permission enables an Editor to access the Conflict of Interest Disclosures page via the link on Details page. (Link must be configured to display on Details page.)
- Request Updated COI Disclosure Data: This sub-permission enables an Editor to trigger the Convey API call manually.

One new permission is available for Reviewer roles:

- **View Author COI Disclosures:** This permission enables the View Author Conflict of Interest link in the Pending Assignments folder. The link will not appear until a request has been initiated. Radio button sub-settings determine which version of the report is displayed to the Reviewer role. Select the applicable setting: View Unblinded Version or View Blinded Version.

One new permission is available for the Author role:

- **View Author COI Disclosures:** This permission enables the View Author Conflict of Interest link in the Revisions Being Processed folder. The link will not appear until a request has been initiated.

Custom instructions may be displayed on the Conflict of Interest Disclosure page, and disclosure reports may be retrieved in PDF format. Go to **PolicyManager** > Submission Policies > Configure Conflict of Interest Disclosure. Settings on this page define what is displayed to users on the View Conflict of Interest Disclosure page. Custom instructions may be entered for Editor, Author, and Reviewer views of the page.

The View Author Conflict of Interest link must be configured to display to Editors on the Details page. Go to **PolicyManager** > General Policies Define Details Page Layouts. On the Select Items to Display page, COI Disclosure is added to the Links section. Check the box to add it to the Details page layout. On the main Add/Edit Details Page Layout page, the link item will be added to the bottom of the Layout order list. Reorder as desired.

Read & Publish Processing

Read & Publish is a license category encompassing both Open Access (OA) and subscription/paywall publication models. A Read & Publish agreement, negotiated between a publisher and a consortium of participating institutions, grants those institutions access to published subscription content in exchange for discounting or waiving OA publication charges for authors affiliated with those institutions.

New in EM 17.0 (and made available in EM 16.1), a publication can define consortia and their participating organizations for Read & Publish processing on a publication site. When a Corresponding Author selects an Article Type configured for use with Read & Publish processing, the system will attempt to match the Corresponding Author's institution with one in an active Read & Publish consortium. If a match is found, the system will flag the submission (not visible to users), and OA publication charges may be discounted or waived, depending on the terms of the agreement.

A new merge field, %READ_AND_PUBLISH_TO_AUTHOR%, may be used in submission confirmation letters to Corresponding Authors whose institutions are recognized by EM as part of an active Read & Publish consortium defined in the publication's system. The merge field is populated by customizable text and may be used to provisionally inform Corresponding Authors that their submission, if accepted, may be eligible for OA publication funded by the consortium. This merge field may also be used in decision letters; it will populate only in letters sent to the Corresponding Author. The merge field will not populate in Author letters sent for submissions that do not use an Article Type configured for Read & Publish processing.

Sending a letter containing this merge field will trigger a query in the system that determines the submission's eligibility for Read & Publish processing. Editor roles with reporting permissions can trigger this same query by running a report using the new Read and Publish View, available in Custom Reports, Enterprise Analytics Reporting, and Cross-Publication Enterprise Analytics Reporting.

Depending on the publication's policies, if an accepted submission is identified as *not* eligible for consortium-funded OA publication, the Author may either pay the OA publication charges (via the publication's processing mechanism) or publish the paper under the publication's subscription/paywall policy.

TO CONFIGURE:

Read & Publish consortia must be defined and Article Types must be configured for use with Read & Publish processing. Institution Name Normalization must be enabled.

To define consortia, go to **AdminManager** > Configure Read & Publish Preferences > Define Read & Publish Consortia.

1. Click + Add a New Consortium to open a pop-up window.
2. Enter a Consortium Name.
3. Select member institutions.
 - a. Enter text in the Select an Institution field; potential name matches will appear in the drop-down list.
 - b. Choose the correct name from the list.
 - c. Click the Add this Institution button.
 - d. Repeat steps a – c for each institution to be added.
4. Click the Save icon.

- On the Define Read & Publish Consortia page, click the Activate Consortium link next to the consortium name.

New Define Read & Publish Consortia page, shown with Enter Consortium Details overlay: System administrators may add, edit, activate, inactivate, and delete consortia.

Define Read & Publish Consortia

Any Read & Publish consortia defined for this publication are listed below.

Defined Consortia List	
	Northeast Consortium + Add a New Consortium Inactivate Consortium
	Pac Consortium 5 Activate Consortium
	Trans Canada Consortium Contains no member institutions

1 [+ Add a New Consortium](#)

Enter Consortium Details

4

[Insert Special Characters](#)

Enter or update the consortium name and select the institutions that should be recognized as participating members of this consortium. Institution Name Normalization must be enabled in order to add or update institutions. Start typing in the 'Select an Institution' field to display a list of potentially matching institutions. Only institutions selected from the list may be added.

If the corresponding author's institution is recognized as a consortium member and that author submits an Article Type configured for Read & Publish processing, the submission may be eligible for consortium-funded OA publication if accepted.

2 Consortium Name*

Participating Institutions

	MIT: Massachusetts Institute of Technology	Hide Institution
--	--	----------------------------------

3 Select an Institution: [Add this Institution](#)

- Harvard Combined Plastic Surgery Residency Training Program: Harvard Med
- Harvard Medical School
- Harvard University Program in Health Care Financing: Harvard University T H Chan School of Public Health
- Harvard University HSPH: Harvard University T H Chan School of Public Health
- Harvard University T H Chan School of Public Health

The Define Read & Publish Consortia page shows all the defined consortia. Names of active consortia appear in black text; inactive consortia appear in gray text. The system sets all newly configured consortia to inactive by default. An inactive consortium cannot be activated unless it contains at least one member institution. Once a consortium is activated, EM will begin checking its member institutions against those of the Corresponding Authors of incoming submissions (for Read & Publish–configured Article Types).







An active consortium may be inactivated by clicking the Inactivate Consortium link next to its name in the Defined Consortia List. (Member institutions of inactive consortia are not checked against those of Corresponding Authors.) A consortium may be deleted only if none of its

member institutions has ever been recognized as a match to the institution of a Corresponding Author.

The new Define Read & Publish Consortia page in AdminManager includes options to add (A), edit (B), or delete (C) consortia, and to activate (D) or inactivate (E) them.

Define Read & Publish Consortia

Any Read & Publish consortia defined for this publication are listed below.

Defined Consortia List		A + Add a New Consortium
 	Northeast Consortium	E → Inactivate Consortium
 	Pac Consortium	D → Activate Consortium
 	Trans Canada Consortium	Contains no member institutions

A + Add a New Consortium

Close



[Configure Read & Publish Merge Field](#)

[AdminManager Main Menu](#)

An existing consortium may be edited to add or remove member institutions; click the Edit icon next to the consortium name to open the Edit Consortium Details pop-up overlay. Adding institutions is done as described above. The Participating Institutions list allows a system administrator to change an institution's status. If an institution has not yet been recognized as matching that of a Corresponding Author, it may be removed from the list (click the Delete icon next to its name). If an institution has previously been matched to one of a Corresponding Author, it cannot be deleted, but it can be hidden, i.e., retired from future use (click the Hide Institution link next to its name). A previously hidden institution can be returned to the active list (click the Display Institution link next to its name).

Detail of Edit Consortium Details pop-up overlay: The Participating Institutions list allows a system administrator to remove (A), hide (B), or restore (C) institutions.

Consortium Name* Northeast Consortium

Participating Institutions	
Harvard University T H Chan School of Public Health	B Hide Institution
A  UConn School of Medicine: University of Connecticut School of Medicine	Hide Institution
 UMass Memorial Health Care: UMass Memorial Medical Center	C Display Institution

To customize the text populated by the %READ_AND_PUBLISH_TO_AUTHOR% merge field, go to **AdminManager** > Configure Read & Publish Preferences > Configure Read & Publish Merge Field. Enter the appropriate messaging in the text box and click Submit. (If no custom text is entered, the existing default text will be used for the merge field.)

Add the merge field to the submission confirmation letter to the Author. Go to **PolicyManager** > Email and Letter Policies > Edit Letters. Select the applicable letter and edit as needed to include the new %READ_AND_PUBLISH_TO_AUTHOR% merge field. Then confirm that the letter is associated with the ActionManager event New Submission Sent to Publication.

Article Types must be configured for use with Read & Publish processing. Go to **PolicyManager** > Submission Policies > Edit Article Types > Add/Edit Article Type.

A new checkbox setting, Allow Consortium-funded OA publication for this Article Type, is added to the Add/Edit Article Type page. When this box is checked, the system will attempt to match Read & Publish consortia institutions (as defined above) to the institution of the Corresponding Author for submissions of this Article Type.

Institution Name Normalization (an existing feature) must also be enabled. Go to **PolicyManager** > General Policies > Enable Institution Name Normalization. Check the box to enable.

Recommendation: The Institution registration field should be configured as required to ensure that the Corresponding Author's institution name is obtained during submission (**PolicyManager** > Registration and Login Policies > Edit Registration Fields).

Import and Transfer Enhancements

Transfer Enhancements: One-Way Transfer Relationships and Transfer Target Publications Associated with Decision Terms

Previously in EM, publications could only establish reciprocal transfer relationships, so that each publication could transfer submissions to the other. These transfers could be between two publications using Editorial Manager, or between an EM publication and a non-EM publication, or between publications within the same publishing organization using Inter-journal Resource Sharing (IJRS) functionality to create a People Sharing Group.

New in EM 17.0, publications can establish one-way transfer relationships, allowing one publication to transfer submissions to a second publication but not receive submissions from that publication, or vice versa. In addition, specific transfer target publications can be associated with specific decision terms in the Reject and Transfer family. This feature will also alert Editors if they select a transfer target publication where the manuscript was previously submitted or transferred. These enhancements may be used separately or in tandem.

One-way transfer relationships

This enhancement introduces settings for defining transfer relationships that enable a publication to suppress outgoing transfers to other sites. When outgoing transfers to a target publication have been suppressed, that publication will not be presented as a transfer option to Editors or Authors in the following locations:

- Select Transfer Target Publications page: Shown when an Editor submits a decision in the Reject and Transfer family (if the page is configured to display).
- Transfer Submission page: Shown when an Author agrees to transfer the submission. (The full list of available transfer target publications is shown on this page if the page above is not configured to display to Editors.)
- %TRANSFER_TARGETS% merge field in a Reject and Transfer decision letter.
- Transfer recipient drop-down list: Shown on Set Final Disposition page when an Editor selects a final disposition of Transfer.

Transfer relationships are defined on the Configure Cross-Publication Submission Transfer page in AdminManager. The Configure Transfer Target Publications section of this page includes settings to define three types of cross-publication transfer. By default, relationships are bidirectional. Transfer relationships must be confirmed using the existing functionality before one-way transfer can be set.

Establishing transfer relationships is slightly different for each of the three types of transfers:

- Between two publication sites using Editorial Manager (EM-to-EM): Transfer relationship must be confirmed by both publications; then, either publication may suppress transfer to the other, thus defining a one-way relationship.
- Between two publications in a People-Sharing Group, aka Inter-journal Resource Sharing (IJRS) Group: Transfer relationship is automatically confirmed when group transfer is enabled on the home publication; then either publication may suppress transfer to the other, thus defining a one-way relationship.
- Between a publication using EM and a publication not on EM (EM-to-non-EM): No confirmation required. Transfers to the non-EM publication can be restricted by one-way transfer configuration; however, incoming transfers cannot be suppressed.

A new link is added to the Configure Transfer Target Publications section of the Configure Cross-Publication Submission Transfer page. The Enable One-Way Submission Transfer link opens a new page that lists all confirmed transfer target publications in three sections: EM Publications in a People Sharing Group, Other EM Publications, and Non-EM Publications. (A section will not appear if there are no publications to display.)

A checkbox appears next to each publication name. Checking a box suppresses outgoing transfers to that publication. When the box is checked, the publication will not be presented as a transfer option to Editors or Authors as described above.

The Configure Transfer Target Publications section is also enhanced with additional status terms to describe the more granular transfer relationship settings. Current status is displayed for each publication listed in this section. Possible statuses:

- Unconfirmed: Prospective target publication has not confirmed the transfer relationship.
- Confirmed – bidirectional: Two-way transfer relationship confirmed.
- Receive from only: For IJRS-linked and other EM publications. Checkbox on Enable One-Way Submission Transfer page is checked to suppress outgoing transfers. (This status cannot appear for non-EM publications, as EM uses a different mechanism to ingest submissions from non-EM publications.)
- Transfer to only: For IJRS-linked and other EM publications, the other EM site has suppressed transfers to the home site. For non-EM sites, the home site has enabled transfer to the non-EM site.
- Transfer suppressed: For non-EM publications only. Checkbox on Enable One-Way Submission Transfer page is checked to suppress outgoing transfers.
- Transfer and receive both suppressed: For IJRS-linked and other EM publications. Both publication sites have suppressed outgoing transfers. (Example use case: Both publications want to suspend the transfer relationship temporarily while processing still-pending transfer offers).
- Transfer disabled: For IJRS-linked publications only. Either the home publication or the target has not enabled cross-publication transfer for the People Sharing Group.

Detail of Configure Cross-Publication Submission Transfer page showing new link and more granular status terms for transfer relationships.

Configure Transfer Target Publications

[Enable One-Way Submission Transfer](#)

☒ [Enable cross-publication submission transfer for Editorial Manager publications in a People Sharing Group](#)

EM Publications in a People Sharing Group

Publication	Current Status
ABCPUB	Confirmed – bidirectional
DEFPUB	Receive from only
GHIPUB	Receive from only

TO CONFIGURE:

One-way transfer relationships must be defined in **AdminManager** > Configure Cross-Publication Submission Transfer. The Configure Transfer Target Publications section of this page contains a new link, Enable One-Way Submission Transfer. Click the link to open the new Enable One-Way Submission Transfer page.

This page lists all target publications that have a confirmed transfer relationship under the existing functionality. Check the box next to a publication acronym to suppress outgoing transfers to that publication.

Associate decision term (in Reject and Transfer family) with transfer target

This enhancement enables publications to associate decision terms in the Reject and Transfer family with specific target publications. When a decision term is associated with one or more target publications, only those designated publications will be presented as transfer options when the editor selects that decision term. This enhancement allows the publication to exclude specific target publications when the Editor selects a particular decision term.

To configure this feature, a new section is added to the Add/Edit Editor Decision Term page in PolicyManager under specific conditions:

- The decision term is in the Reject and Transfer family.
- Cross-publication transfer is enabled for one or more of the three transfer types (EM-to-EM, between IJRS group members, EM-to-non-EM)
- At least one target publication has an active status for outgoing transfer (Confirmed – bidirectional, Transfer to only)

The new section displays a multi-selector list of all active outgoing transfer target publications. One or more may be associated with a decision term. Publications selected here will display to Editors or Authors (depending on transfer configuration) when the associated Reject and Transfer decision is submitted by an Editor. The default value is “All target publications.”

Detail of Add/Edit Decision Term page showing Associate Decision Term with Transfer Target Publication section for decisions in the Reject and Transfer family when cross-publication transfer is enabled.

Associate Decision Term with Transfer Target Publications:

If Cross-Publication Submission Transfer is enabled for this publication, you may restrict submission transfers to specific publications when this Decision Term is selected. Only the target publications selected below will be presented to the Editor when this Decision Term is selected, or populated into the Author decision letter.



All target publications

ABC Publication

JKLM Publication

Cancel

Submit

The target selected on the Add/Edit Editor Decision Term page is shown to Editors on the Select Transfer Target Publications page or to Authors on the Transfer submission page (indicated by arrows below and in the image above).

Select Transfer Target Publications

Cancel Proceed

Please select 1 or more 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.

→ ☐ ABC Publication [EM Website](#)

Cancel Proceed

Transfer Submission

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

If you agree to transfer your submission, please select the radio button for the publication and click on the "Submit" button. 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.

→ ☐ ABC Publication [EM Website](#)
☐ Do not transfer submission

Cancel Submit

TO CONFIGURE:

Target publications associated with decision terms may be configured in **PolicyManager** > Reviewer and Editor Form Policies > Editor Decision Policies > Edit Editor Decision Terms. Add or edit a decision term in the Reject and Transfer family.

On the Add/Edit Editor Decision Term page, go to the Associate Decision Term with Transfer Target Publication section. Use the multi-selector list to choose one or more publications to associate with the decision.

EM Web Services API Call for Production Data

In previous versions of EM, EM Web Services enabled publications to retrieve submission metadata from an EM site database using Representational State Transfer (REST) API calls. The API calls enabled the retrieval of Submission data, Additional Manuscript Details (AMD) data, Author data, and Reviewer data. (EM Web Services API calls also provide the ability to update AMD field values.)

New in EM/PM 17.0, an additional API call is introduced to enable the retrieval of Production data. A new endpoint is available, from which EM Web Services will be able to fetch production-related metadata for submissions using a GET method. Responses can be returned in XML or JSON format. All EM Web Services requests must be made using HTTPS.

TO CONFIGURE:

For publications with EM Web Services already enabled, the new call will use the same credentials and authentication mechanism as the existing Web Services API calls.

To enable EM Web Services or to request full documentation and instructions, contact your Aries Account Coordinator.

New NIHMS DTD for PubMed Central Deposits

The National Institutes of Health Manuscript Submission (NIHMS) system facilitates the submission of peer-reviewed manuscripts for inclusion in PubMed Central (PMC). The NIHMS system allows users such as authors, principal investigators, and publishers to supply material for conversion to XML documents in a format that can be ingested by PMC. Publication sites using ProduXion Manager can configure a submission production task to FTP submission files to NIHMS.

The NIH recently released a new Document Type Definition (DTD). The new NIHMS-PubMed Central Deposit DTD is available as a transmittal method in PM 17.0.

The new transmittal method mirrors the existing NIHMS PubMed Central Deposit method for exporting files in accordance with NIHMS-PMC requirements. EM will use an updated XSL to create the XML Metadata file included with each submission deposited to PMC.

Both the new DTD and the existing NIHMS DTD will be available as Submission Production Task Transmittal methods on the configuration page in PolicyManager. It is recommended that the method for existing tasks be changed to the new DTD as the NIHMS may discontinue use of the older DTD at some future time.

TO CONFIGURE:

The new DTD is available for selection as a transmittal method on the Add/Edit Submission Production Task page (**PolicyManager** > ProduXion Manager > Configure Submission Workflows and Production Tasks).

Detail of Add/Edit Submission Production Task page: The new NIHMS PMC Deposit DTD is available for selection as a transmittal method.

FTP Options	
Submission Production Task Transmittal Method:	NIHMS-PubMed Central Deposit (manuscript-bulk)
	None

An existing setting, Rename Assignment Files by File Reference, may be selected to apply unique names to assignment files automatically. (The File Reference feature was introduced in EM version 16.1.)

Recommended Custom Metadata ID and Additional Manuscript Detail (AMD) fields

Custom Metadata ID fields associated with AMD) fields can be used to populate certain elements and attributes in the new NIHMS (manuscript-bulk) DTD. The following Custom Metadata ID field names (shown in bold) are case sensitive and must match what is shown here exactly. Recommended settings for an associated AMD field are also provided.

- **nlm-ta**: A new Custom Metadata ID Field is optional. If used, the field must be named “nlm-ta” and must contain the identifier used by the publication for the NIHMS system. Example associated AMD field:
 - Field Description: NLM TA
 - Field Type: Text
 - Maximum Field Length: 200
 - Default Value for Field: [publication’s NLM TA must be entered as a single value]
 - Options: “Hide” must not be selected for the Transmittal Form

- **copyright-statement:** A new Custom Metadata ID Field is optional. If used, the field must be named “copyright-statement” and must contain the identifier used for the NIHMS system.

Example associated AMD field:

- Field Description: Copyright Statement
 - Field Type: Notes
 - Maximum Field Length: 20000
 - Default Value for Field: None required
 - Options: “Hide” must not be selected for the Transmittal Form
- **license-type:** A new Custom Metadata ID Field is optional. If used, the field must be named “license-type” and must contain the identifier used for the NIHMS system.

Example associated AMD field:

- Field Description: license-type
 - Field Type: Text
 - Maximum Field Length: 200
 - Default Value for Field: [publication’s license type must be added as a single value]
 - Options: “Hide” must not be selected for the Transmittal Form
- **license-p:** A new Custom Metadata ID Field is optional. If used, the field must be named “license-p”, and must contain the identifier used for the NIHMS system.

Example associated AMD field:

- Field Description: license-p
 - Field Type: Notes
 - Maximum Field Length: 20000
 - Default Value for Field: None required
 - Options: “Hide” must not be selected for the Transmittal Form
- **disclaimer:** A new Custom Metadata ID Field is optional. If used, the field must be named “disclaimer”, and must contain the identifier used for the NIHMS system.

Example associated AMD field:

- Field Description: Disclaimer
- Field Type: Notes
- Maximum Field Length: 20000
- Default Value for Field: None required
- Options: “Hide” must not be selected for the Transmittal Form

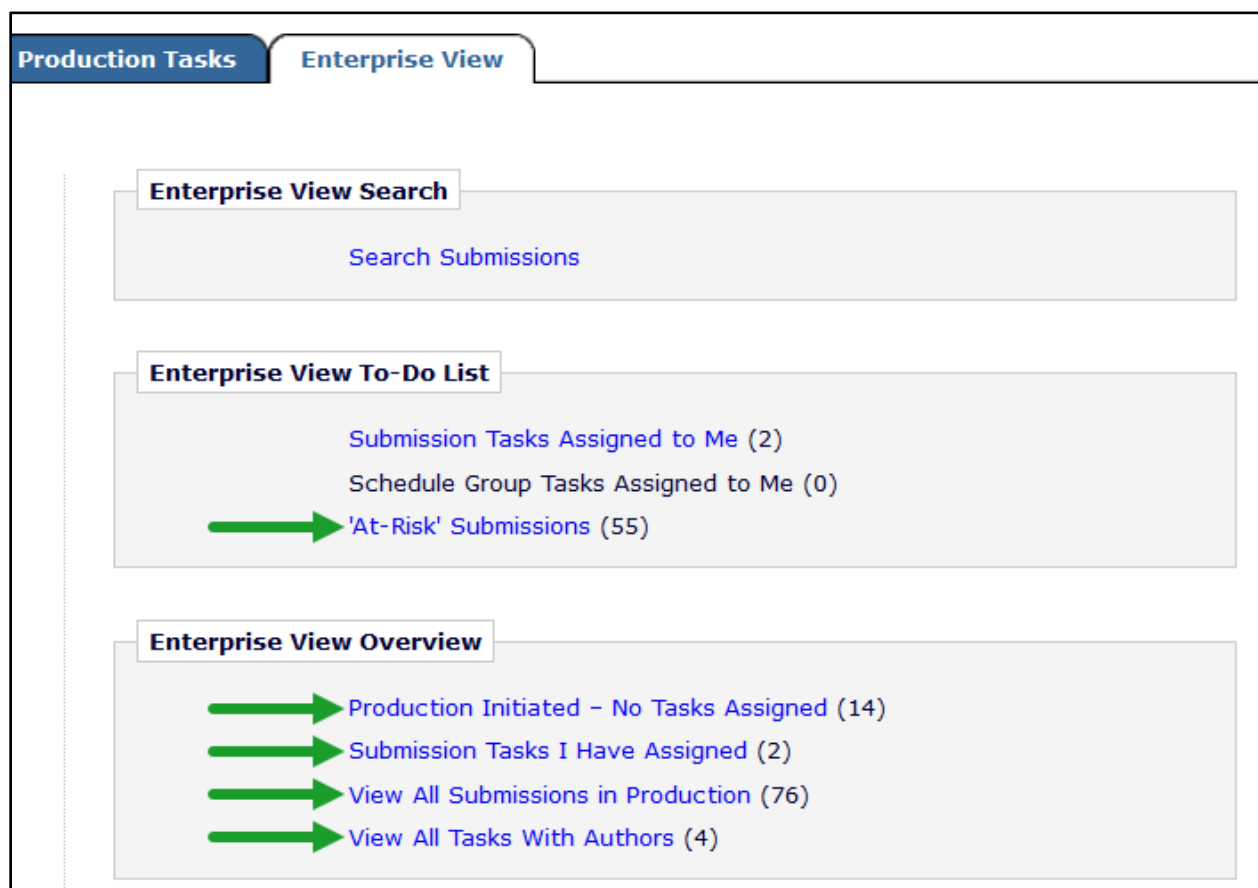
Production Tracking Enhancements

Additional Folders Available in Enterprise View

EM/PM version 16.1 introduced Enterprise View (EV) to enable production staff to manage the production process across multiple publications that belong to the same Business Publisher with the same Unified Database (UDB). Editor and Publisher roles with the applicable RoleManager permissions can access the Enterprise View tab and menu. When EV was introduced, the menu included two folders: Submission Tasks Assigned to Me and Schedule Groups Assigned to Me.

New in EM/PM 17.0, five additional folders are available for use with Enterprise View: 'At-Risk' Submissions; Production Initiated – No Tasks Assigned; Submission Tasks I Have Assigned; View All Submissions in Production; View All Tasks With Authors.

Enterprise View menu is enhanced with the addition of five more folders.



TO CONFIGURE:


No configuration is necessary. At upgrade, the new folders will be displayed for Editor and Publisher roles currently configured for access to Enterprise View with corresponding RoleManager permissions: View At-Risk Submissions permission displays At-Risk Submissions folder; View All Submissions in Production permission displays View All Submission in Production and View All Tasks with Authors folders.

To enable Enterprise View contact your Aries Account Coordinator. Publication sites accessible through EV must belong to the same Business Publisher with a UDB.

New Auxiliary PDF Available as Assignment File

New in EM 17.0, a third PDF version, called the Auxiliary PDF, is available. For full details on this feature, see page 21. On publication sites using task functionality, either production tracking or Task Manager, the Auxiliary PDF will be available in the Submission Files table on the Submission Production Task Assignment page (for Task Manager users, called the Editorial Task Assignment page). A task may also be configured to select the Auxiliary PDF as an assignment file automatically.

Detail of Assign Production Task page: Submission Files table will include Auxiliary PDF.

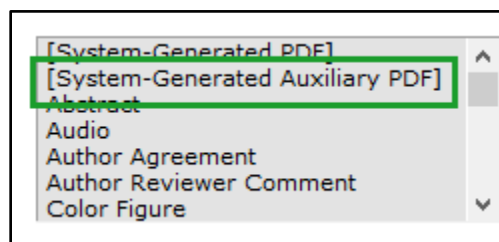
Submission Files									
Item	Description	Item Family	File Name	File Reference	Size	Last Modified	QC Results	Use in XML	Allow Download
	PDF							<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Auxiliary PDF							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manuscript	Manuscript	Default	777_samplemss.docx		12.1 KB	23 Mar 2020		<input checked="" type="checkbox"/>	<input type="checkbox"/>
									Check All Clear All

TO CONFIGURE:

A task can be configured with the Auxiliary PDF automatically selected as an assignment file. The Add/Edit Submission Production Task page is enhanced to include the system-generated Auxiliary PDF on the list of files available for automatic selection.

When highlighted in this list, the Auxiliary PDF will appear pre-selected when the task is assigned manually or will be included when the task is assigned automatically.

Detail of Add/Edit Submission Production Task page: System-Generated Auxiliary PDF is added to the list of files available for automatic selection.



Production Tasks Related to Data Repository Items

New in EM/PM 17.0, a data repository integration feature allows Authors to upload supplementary submission files to a repository during the submission process. EM can be configured to communicate via API with the repository at several points during the editorial workflow. In addition, a production task can be configured to trigger a POST Submission Metadata call to inform the repository when the submission is published; completion of this task will trigger the metadata call.

For details on the EM functionality related to this feature, see page 34.

In addition, Editor or Publisher roles with Download Source Files permission in RoleManager will see repository items listed on the File Inventory page. The items are available for manual selection during task assignment. Submission items configured as Repository Items are also available during task configuration to be selected automatically as assignment files.

TO CONFIGURE:

PolicyManager > ProduXion Manager > Configure Submission Workflows and Production Tasks > Edit Submission Production Task.

Two changes are made to the Add/Edit Submission Production Task page:

- **Automatically Select Files for Assignment:** Any configured Repository Items will be included on the list of files available for automatic selection. When highlighted in this list, the item will appear pre-selected when the task is assigned manually or will be included when the task is assigned automatically.
- **Repository Notification:** This new section includes a checkbox setting, Notify repository at task completion.

When this setting is enabled (i.e., the box is checked) completing this task will trigger a metadata deposit to notify the repository that the associated submission has been published. This additional notification will only be sent if there is at least one item in the submission's file inventory that has been sent to a repository over the API. This is recommended only for tasks that occur at the end of a production workflow.

Repository Notification

If one or more submission files were uploaded to a repository, completing this task can trigger a metadata deposit to notify the repository that the associated submission has been published.

This setting should only be selected for the task that occurs at the end of the production workflow, and indicates that a submission has been published.

☒ Notify repository at task completion

Include Author Conflict of Interest Data in Tasks

New in EM/PM 17.0, the Convey integration feature allows publications to retrieve Author Conflict of Interest (COI) disclosure files for inclusion in the transmittal zip file. These COI disclosure files may be included in transmittals by configuring a transmittal task using either a submission production task (ProduXion Manager) or an editorial task (Task Manager). In addition, Editors may download Author COI disclosure PDFs when viewing the report and attach these files to a non-transmittal task.

For a full description of the Convey Integration for COI Disclosures feature, see page 45.

Transmittal task

COI reports may be included in transmittals in XML and/or PDF format. The system retrieves the most recent data for each discloser from Convey in the applicable format and gathers the returned files to include in the transmittal.

Production task or editorial task

Editors with applicable permissions may download Author COI report PDFs from the Conflict of Interest Disclosures page and attach these files to a submission production task or editorial task as they would any other submission file. (Task must be configured to allow assignment to the Editor role, and Editor role must have RoleManager permission View Author COI Disclosures.)

TO CONFIGURE:

Go to **PolicyManager** > Submission Policies > Configure Conflict of Interest Disclosure. A checkbox setting, Retrieve disclosures in PDF format (in addition to the default XML format). When this box is checked, the system will display the setting, Include PDF version of Author COI data files in transmittal, on the Add/Edit Submission Production Task page.

PolicyManager > ProduXion Manager > Configure Submission Workflows and Production Tasks > Add/Edit Submission Production Task.

When the Convey feature is enabled for the publication, one or two related checkbox settings may appear on the Add/Edit Submission Production Task page in the FTP Options section. When one or both of these boxes are checked, the Author COI disclosure files from Convey are included in the transmittal package.

- Include XML version of Author COI data files in transmittal
- Include PDF version of Author COI data files in transmittal (when configured on the Configure Conflict of Interest Disclosure page as described above)

Detail of Add/Edit Submission Production Task page showing two new checkbox settings related to Author COI data files.

FTP Options

Submission Production Task Transmittal Method: General Submission Production Task Export

- ☐ Allow task assignment and FTP without Assignment Files
- ☐ Include Aries Import XML file in transmittal
- ☒ Include XML version of Author COI data files in transmittal
- ☒ Include PDF version of Author COI data files in transmittal
- ☐ FTP task without go.xml file
- ☐ Use Manuscript Number for package file names

Batch Assign Editorial Tasks with Task Manager

Task Manager enables publications to assign tasks that must be performed while a submission is still in the editorial workflow, i.e., before production is initiated.

Previously in EM/PM, staff on publications using Task Manager had to assign an editorial task to one submission at a time. (Batch task assignment was available only for production tasks on publications using ProduXion Manager.)

New in EM/PM 17.0, batch assignment is available for editorial tasks. Editor roles with permission may perform batch assignments from Search Submission results and Simple Submission Search results for searches performed on the Editorial tab (the Editor role's Main Menu). To use this feature, Editor roles must have existing RoleManager permissions to search manuscripts and to assign editorial tasks in Task Manager.

The Search Submissions – Search Results page is enhanced to allow batch task assignment. A new Batch Actions menu appears next to the Quicklinks menu near the top of the page. A Batch Assign Editorial Task link is available in the menu. (Future batch enhancements will be added to this menu.) The Batch Assign Editorial Task link will appear only when at least one editorial task is configured to allow batch assignment.

When a user clicks Batch Assign Editorial Task, a Select column appears on the search results grid, and a Batch Assign Editorial Task button appears at the bottom of the page.

Detail of Search Submissions – Search Results page showing tools for batch assignment of editorial tasks: 1. Batch Assign Editorial Task link; 2. Dynamic Select column; 3. Batch Assign Editorial Task button.

The screenshot displays the 'Search Submissions - Search Results' page. At the top, a 'Batch Actions' menu is highlighted with a green box and a green '1' label, containing the 'Batch Assign Editorial Task' link. Below the menu, a table of search results is shown. The first column, labeled 'Select', is highlighted with a green box and a green '2' label, showing checkboxes for each row. A 'Clear All' button is visible in the first row of the 'Select' column. At the bottom of the page, a 'Batch Assign Editorial Task' button is highlighted with a green box and a green '3' label. The table contains three rows of submission data.

Select	Submission ID	Author Name	Article Title	Article Type	Current Status	Submission Date
<input checked="" type="checkbox"/>	DEV170-0004	Anita Author	Testing CAGs	Original Study	With Editor	30
<input checked="" type="checkbox"/>	SAMDEV160-D-19-00032	Randa Random	It's Complicated	Minimal Review Article Type	With Editor	05 20
<input type="checkbox"/>	SAMDEV160-D-19-00014	Gloria Glacier	Terrific Title Still	Original Study	With Editor	24 20

When the Select column is displayed, a checkbox will appear in this column next to any submission that is eligible for editorial task assignment (i.e., the Task Manager workflow for the submission's Article Type contains a task configured to allow batch assignment and assignment by the role of the user performing the search). The user may select checkboxes individually or use the Select All icon above the Select column to check all boxes. A Clear All icon enables the user to deselect all boxes. Once the user has selected one or more submissions for task assignment, the Batch Assign Editorial Task button becomes active.

Clicking the Batch Assign Editorial Task button opens the Batch Assign Task page. A Task drop-down list includes all available editorial tasks (i.e., tasks that are configured to allow batch assignment and to allow the user's Editor role to assign them). After a task is selected, the page refreshes to display the Task Assigned To drop-down list. This list displays all users with roles configured to be able to receive the task. After a recipient is selected, the Proceed with Selected Task button becomes active. If a submission is not eligible for the selected task, the system automatically checks the box in the Do Not Assign column and displays an explanatory message.

Clicking Proceed with Selected Task refreshes the page to display the letter configured for the batch task assignment. From this point on, the process of completing the letter is similar to completing the letter for a single-submission task assignment. The user may mark assignment files for download and edit the letter before sending.

On the Batch Assign Task page, the user: 1. Chooses a task (if more than one available); 2. Chooses a task assignee (if more than one available) for the selected batch of submissions; 3. Clicks the Proceed with Selected Task button.

Batch Assign Task

Select the task you wish to assign. After the task is selected, a list of people who can be assigned to the task will appear. The table of selected submissions will confirm which submissions are valid for assignment under your choices.

1 Task: Please Choose a Task

2 Task Assigned to: Please Choose a Task

Please Choose a Task

Check permissions for images and texts

Check Preprint PDF

Submissions Selected for Assignment

Action	Manuscript Number	Author Name	Article Title	Article Type	Section/Category	Current Status	Do Not Assign
History	SAMDEV150-D-18-00025R2	Carl Carrot (CANADA)	This Is My Title	Original Study		With Editor	<input type="checkbox"/>
History	SAMDEV170-D-20-00004	Anita Author (UNITED STATES)	Testing Collaborative Author Groups	Original Study		With Editor	<input type="checkbox"/>

Return to Search Results
Search Again
Proceed with Selected Task **3**

TO CONFIGURE:

To enable Task Manager, contact your Aries Account Coordinator.

Editor roles must be granted two existing **RoleManager** permissions: Assign Editorial Tasks in Task Manager plus one of the search permissions, Search All Manuscripts or Search Only Assigned Manuscripts (as appropriate to the role).

At least one editorial task must be configured for batch assignment and selected in an Article Type's Task Manager workflow. Configure tasks in **PolicyManager** > ProduXion Manager > Configure Submission Workflow and Production Tasks.

On the Add/Edit Submission Production Task page (also used to configure editorial tasks for Task Manager), check the box next to the setting Allow Batch Assignment. Set other configurations as appropriate for the editorial task.

Using existing functionality, add the task to the applicable Task Manager workflow via the Configure Submission Workflows and Tasks page. Then associate the workflow with applicable Article Types: on the Add/Edit Article Types page select the workflow in the Use Task Manager Workflow drop-down menu.

Configure a letter (in the Production family) to notify recipients of batch task assignments. The existing merge field %BATCH_ASSIGNMENT_SUBMISSION_LIST% inserts a list of all submissions included in the assignment. The merge field pulls in submission identifiers as configured on **PolicyManager** > ProduXion Manager > Configure Identifiers Displayed in Production Tracking plus the task due date.

Batch Assign Production Tasks Modification

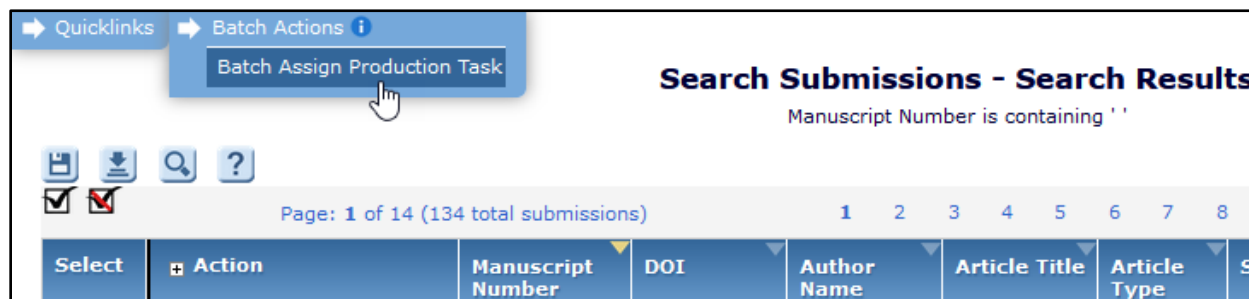
On publication sites using ProduXion Manager, production tasks can be configured to allow batch assignment. User roles with permission to search submissions and to assign production tasks can use the Search Submissions tool or the Simple Submission Search tool from the Production Tasks Menu and batch assign any eligible task. (The task must be configured to allow batch assignment and to allow assignment by the user's role).

Previously in EM/PM, the Search Submissions – Search Results page displayed a Select column and a Batch Assign Production Task button whenever one or more submissions in the results list was eligible for a task configured to allow batch assignment and assignment by the role of the user.

New in EM/PM 17.0, this Search Submissions – Search Results page is enhanced to display a new Batch Actions menu next to the Quicklinks menu near the top of the page. (Future batch enhancements will be added to this menu.) A Batch Assign Production Task link is available in the menu when at least one task is configured to allow batch assignment by the user's role. When the user clicks this link, the page refreshes to display the Select column and the Batch Assign Production Task button. The user may select submissions and proceed with task assignment. (There are no additional changes to the process.)

Note: Existing Batch Assign Production Task functionality from the Enterprise View menu is not affected by this enhancement.

Detail of Search Submissions – Search Results page showing new Batch Actions menu:
When a user clicks the Batch Assign Production Task link, the dynamic Select column appears.



TO CONFIGURE:

No new configuration required.

Enhancement to Setting Companion File Options

On publications using Produxion Manager or Task Manager, production and editorial tasks can be configured to limit the types of companion files that a user may upload when completing a task. A system administrator configures these settings in the Companion File Options section of the Configure Submission Production Task page (in PolicyManager).

Previously, the Companion File Options section displayed a multi-selector list containing all Submission Item Types configured as companion files. A system administrator used that list to select the Item Types that could be assigned to files uploaded when a task is submitted.

New in EM/PM 17.0, this multi-selector list is replaced by a scrolling table that shows the Submission Item Types configured as companion files. The table enables the system administrator to configure additional companion file options:

- Select Submission Item Types as allowable for upload: Check boxes to select Item Types. (This is the configuration formerly made using the multi-selector list.) Once the box is selected, the two additional configuration options below are available.
- Identify by file extension: Enter one or more file extensions (with or without period, separated by spaces). The system will apply the Item Type to companion files with matching extensions when they are uploaded during manual (on the Submit Task page) or automatic task submission.
- Designate a Default Item Type: Use radio button to identify a default. The system will apply the Default Item Type (if set) when no file extension/Item Type match (as defined in the setting above) can be made.

When the system administrator clicks Submit to save task configurations, validation checks ensure that settings are correct and complete, and system alerts the system administrator as required:

- Limit the Submission Item Types that can be uploaded when task is submitted: If this box is checked, then the Allow Upload checkbox must be selected for at least one Item Type.
- Identifying File Extension: If file extensions are entered, they must contain 2 – 5 letters/numbers (no special characters).
- Default: For tasks configured as Submission Production Task Import (in FTP Options), a Default Item Type must be selected.

Configure Submission Production Task: Companion File Options section of the page is enhanced with a table to enable greater flexibility setting options.

☒ Limit the Submission Item Types that can be uploaded when Task is Submitted:
Use the table below to restrict the Item Types that can be uploaded when a task is submitted. You may also automatically apply Item Types based by entering file extensions (with or without periods), separated by spaces. If you select a Default Item type, it will be applied to all files except those with a special mapping defined. For Production Task Import Methods, XML Process Tasks, and XML Auto Pagination Tasks, you must select a Default Item Type.

Allow Upload	Default	Item Type	Identifying File Extension
	<input type="radio"/>	none	
<input type="checkbox"/>	<input type="radio"/>	AAA Companion File	
<input type="checkbox"/>	<input type="radio"/>	BBB Companion File	
<input type="checkbox"/>	<input type="radio"/>	CCC Companion File	
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	DDD Companion File	pdf doc docx

These enhanced configurations affect the Upload Companion Files page displayed when a user manually uploads files when submitting a task. Any Item Types configured as allowed for upload appear in the Select Item Type drop-down list. If any Item Types have been configured with identifying file extensions, the default setting of the drop-down list is Assign Automatically. The user may select a different Item Type from the list. (If no Item Types have been configured with file extensions, the default setting of the drop-down list is Please Select.)

For automatic assignment, the system extracts the file extension of the uploaded file and attempts to match it to an Item Type's identifying file extension. If a match is found, that Item Type is assigned to the file. If no match is found, the Item Type defined as the default (if configured) is assigned to the file. If no default is configured, the user must apply an Item Type in the table on the Upload Companion Files table.

Upload Companion Files page: Configurations for Companion File Options govern how the system may attempt to assign an Item Type automatically to files at task submission. The system checks for identified file extensions and a defined default Item Type. If the system cannot apply an Item Type, the user must enter one in the file table (indicated by green arrow).

Upload Companion Files for Manuscript Number: TIMDEV151-2019010010

[Insert Special Character](#)

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

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

Select Item Type

Assign Automatically

Description

☐ Use in XML

Browse...

OR

Drag & Drop Files Here

Click the Proceed button to add the Companion files. Click the Back button to return to the previous page with no changes.

Change Item Type of all

Choose

files to

Choose

Change How

Check All

Clear All

Item	Description	File Name	Size	Last Modified	Use in XML	Actions	Select
<div>DDD Companion File</div> <div> </div>		test_image.jpg	33.1 KB	12-10-2020	<input type="checkbox"/>	<div>Download</div>	<input type="checkbox"/>

Remove

Check All

Clear All

Back

Proceed

TO CONFIGURE:

The enhanced Configure Submission Production Task page may be accessed by users with system administration permissions.

Note: At upgrade, previously configured tasks will retain the existing status of the companion file options setting, Limit the Submission Item Types that can be uploaded when task is submitted, and all Item Types selected in the multi-selector list will be selected in the new table (box checked in the Allow Upload column). The Default Item Type will be set to “none” for all tasks, except for tasks configured as Submission Production Task Import or XML Process Task.

Merge Field Enhancements

Read & Publish Statement for Author Letters

%READ_AND_PUBLISH_TO_AUTHOR% is available for use in letters to Corresponding Authors whose institutions are recognized by EM as part of an active Read & Publish consortium defined by the publication. It is specifically intended for use in the submission confirmation letter (associated with the ActionManager event New Submission Sent to Publication). The merge field is populated by customizable text intended to provisionally inform Corresponding Authors that their submission, if accepted, may be eligible for OA publication funded by the consortium. In addition to the submission confirmation letter, this merge field may also be used in decision letters; it will populate only in letters sent to the Corresponding Author. (The merge field will not populate in Author letters sent for submissions that are not of an Article Type configured for use with Read & Publish processing.)

Reporting Enhancements

Read & Publish Consortia and Institutions Tables

Two tables are added in EM 17.0 to store data related to Read & Publish Processing (for information on the feature, see page 45.)

The **Read & Publish Consortia** table is added to General Data Export. This table lists all the consortia defined for use on the publication site.

The **Read & Publish Consortium Institutions** table is added to General Data Export. This table holds relevant metadata for member institutions associated with the Read & Publish Consortia defined for use on the publication site (and listed in the table described above).

TO CONFIGURE:

No configuration is necessary. Users with reporting permissions will see the new tables.

EAR/XEAR and Custom Reports Read & Publish View

New views are added in EM 17.0 for use with Read & Publish Processing (for information on the feature, see page 45.) A Read & Publish view is added to Enterprise Analytics Reporting (EAR) and single-publication Custom Reports. A Cross-Publication Read & Publish view is added to Enterprise Analytics Reporting (XEAR) and cross-publication Custom Reports. The views provide information on submissions that may be eligible for consortium-funded OA publication via a Read & Publish agreement. Running a report using one of these views will trigger a query that derives each submission's eligibility in real time by examining the data stored for the publication's defined Read & Publish consortia and comparing it to the data stored for Read & Publish submissions.

TO CONFIGURE:

No configuration is necessary. Users with reporting permissions will see this view in Custom Reports. Users with applicable reporting permissions on a publication using EAR or XEAR will also have access to the new view through those menus.