New Author Submission Interface

in Editorial Manager 14.1

Carol Anne Meyer
Client Services
cmeyer@ariessys.com

Aries systems
Publish Faster. Publish Smarter.

Agenda

- Walk through the new Author Submission Interface
  - Original Submissions
  - Revision
- Review configurations areas that will require updating
- Review roll-out process
- Discuss resources

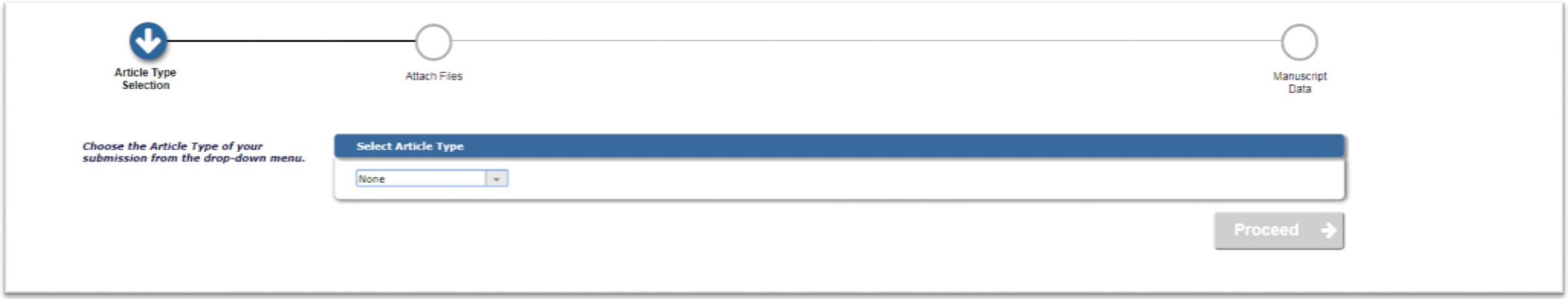
Aries systems
Publish Faster. Publish Smarter.

Goal of the new submission interface

To improve the author experience of submitting through Editorial Manager

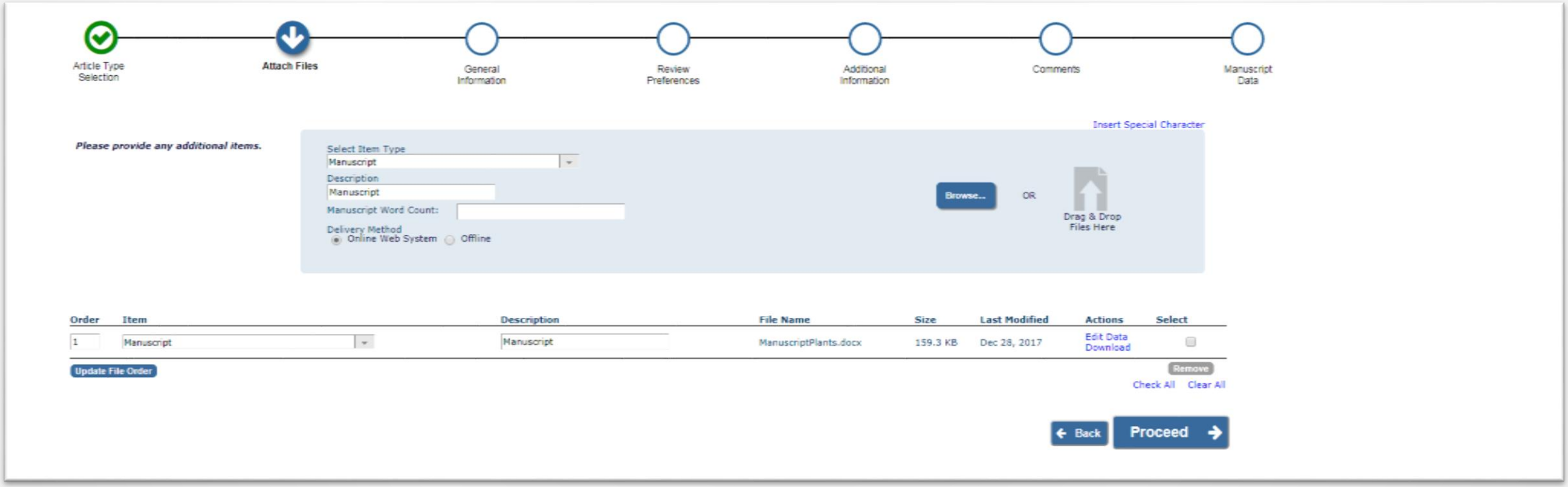
- Improved graphic interface
- Visual markers when steps are completed
- Visual warnings when data is missing or otherwise problematic
- Ability to automatically Xtract manscript data from authors' Word-readable documents.

Author Submission: Select Article Type

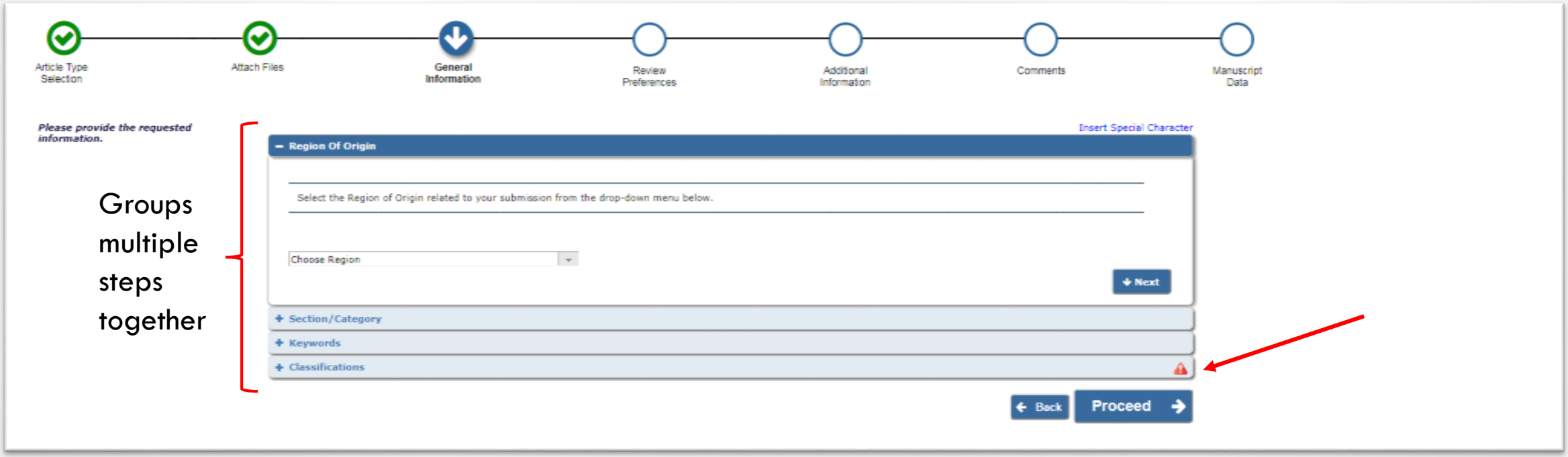


Upload Manuscript File

Upload the Other Submission Files

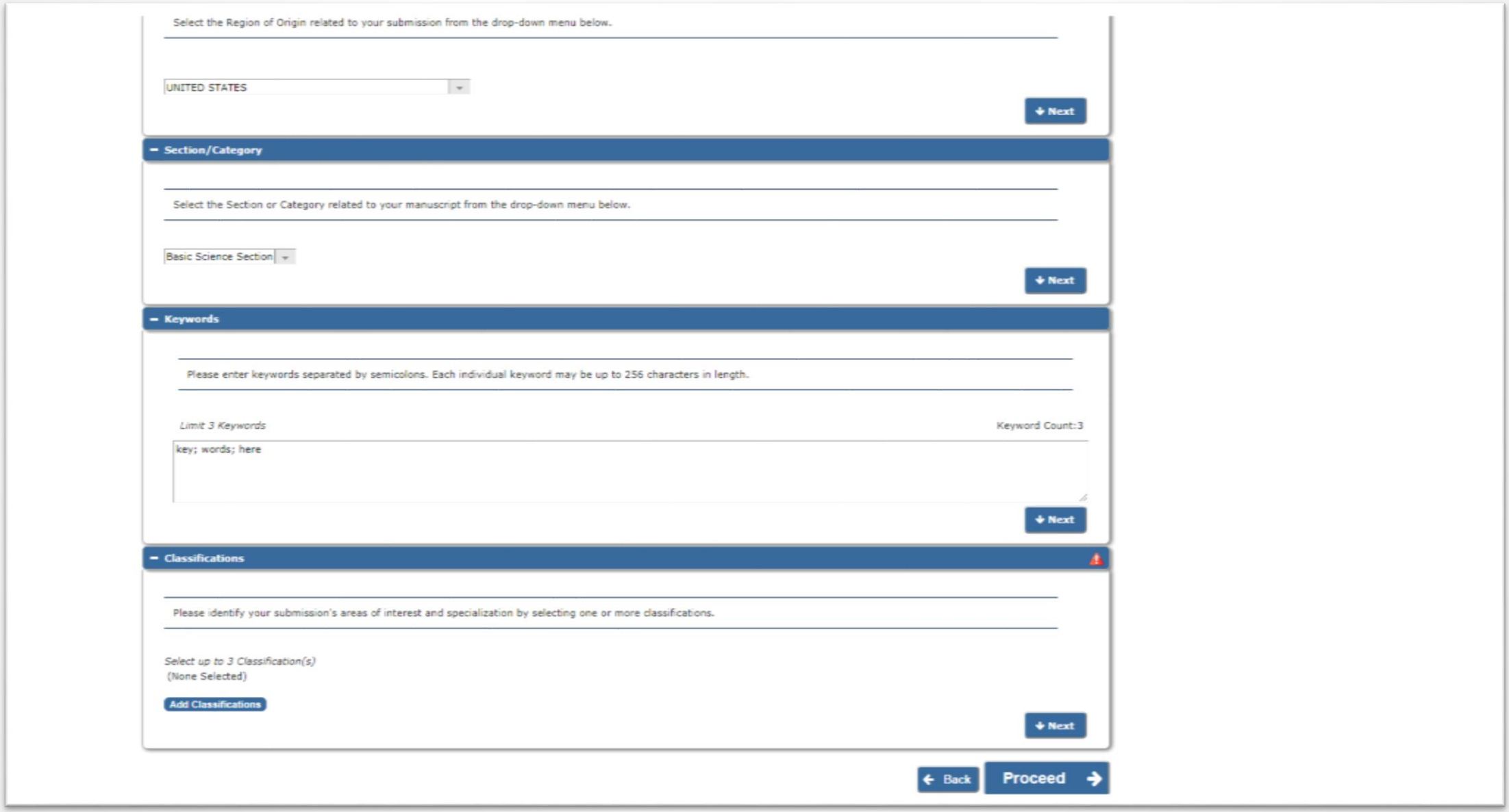


Enter General Information

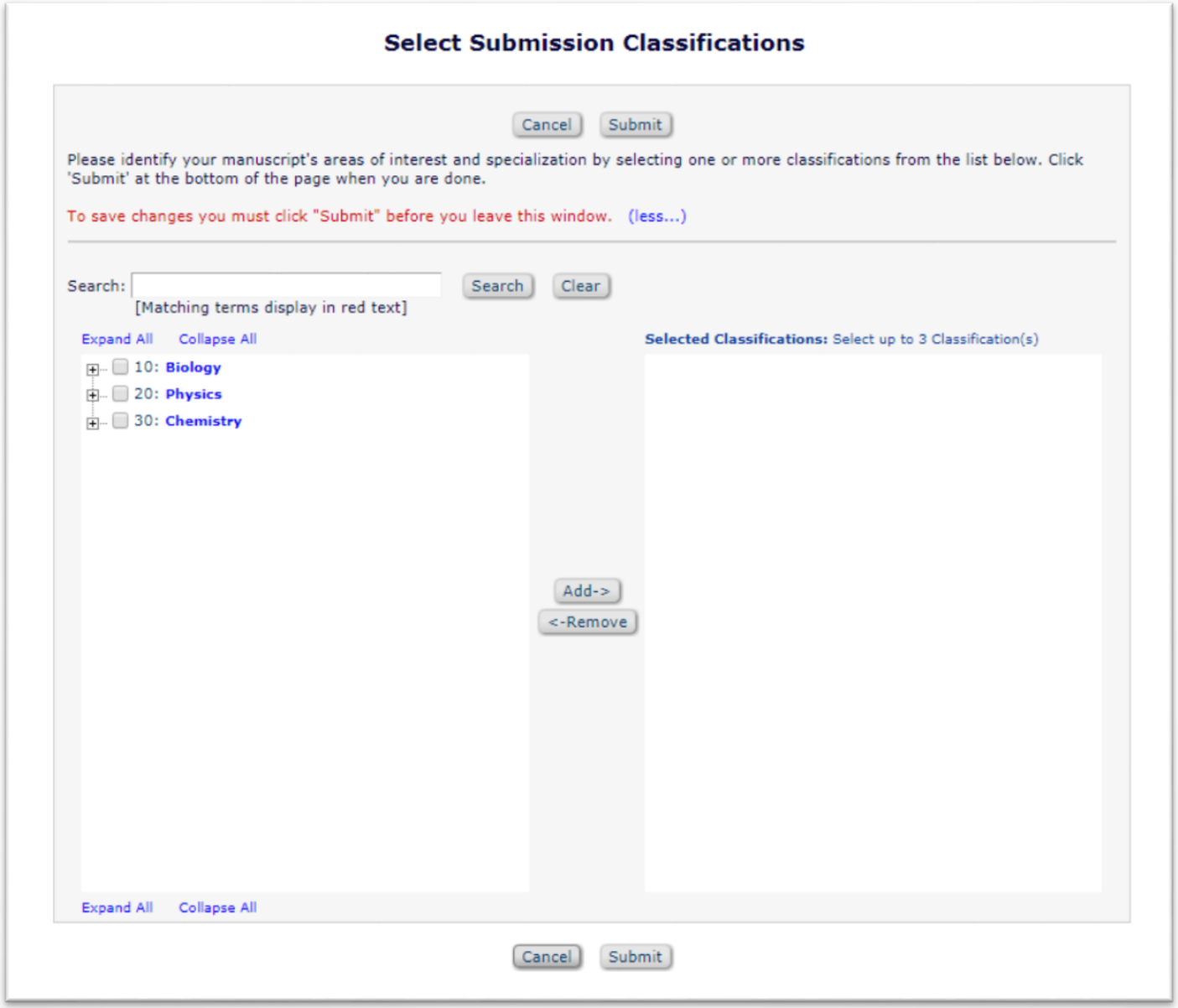


Groups multiple steps together

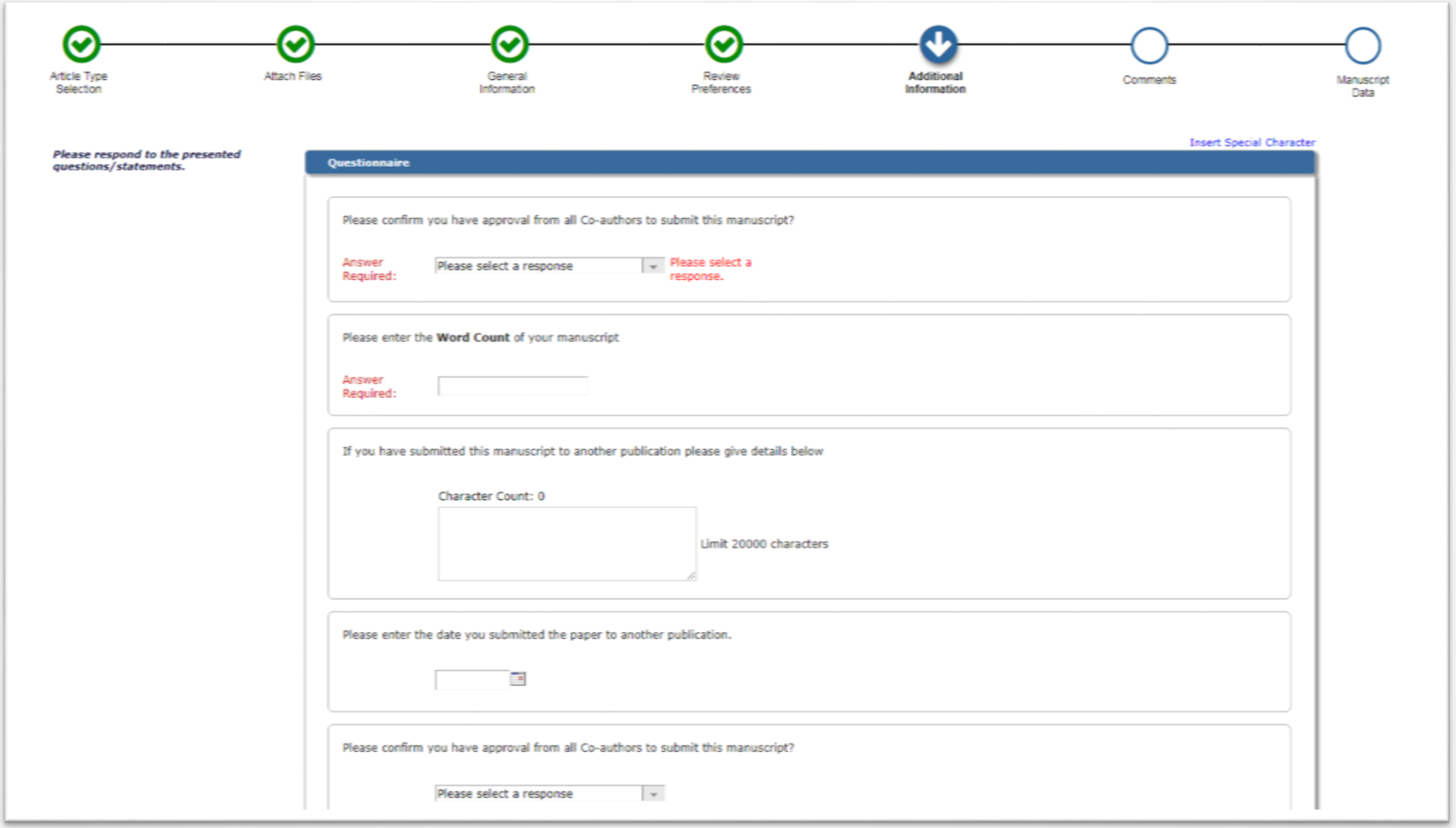
Expanded


Select the Region of Origin related to your submission from the drop-down menu below.
UNITED STATES
Next
Section/Category
Select the Section or Category related to your manuscript from the drop-down menu below.
Basic Science Section
Next
Keywords
Please enter keywords separated by semicolons. Each individual keyword may be up to 256 characters in length.
Limit 3 Keywords
Keyword Count:3
key; words; here
Next
Classifications
Please identify your submission's areas of interest and specialization by selecting one or more classifications.
Select up to 3 Classification(s)
(None Selected)
Add Classifications
Next
Back
Proceed

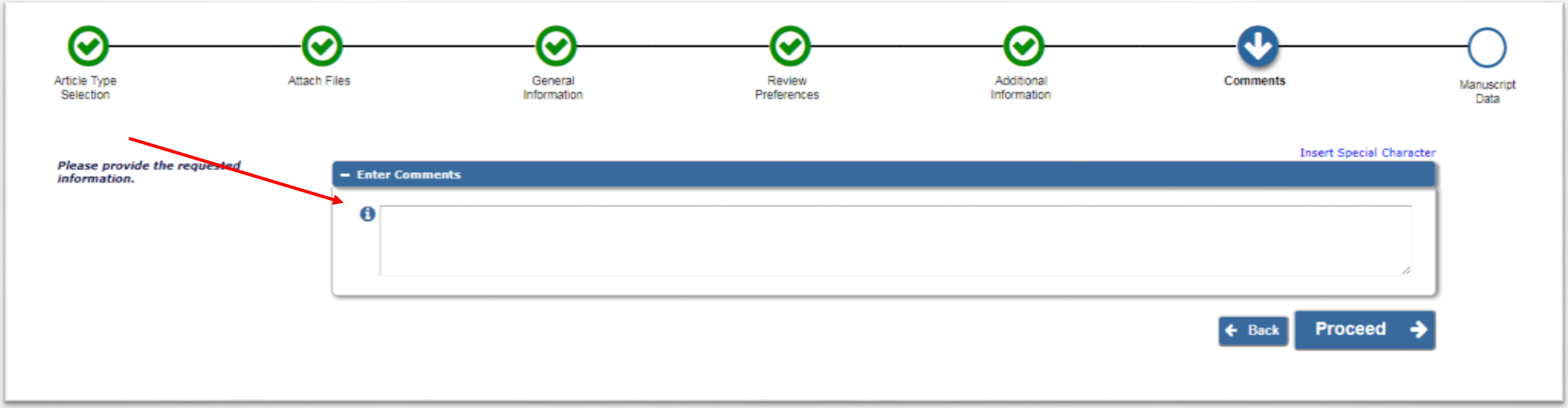
Classification Selection



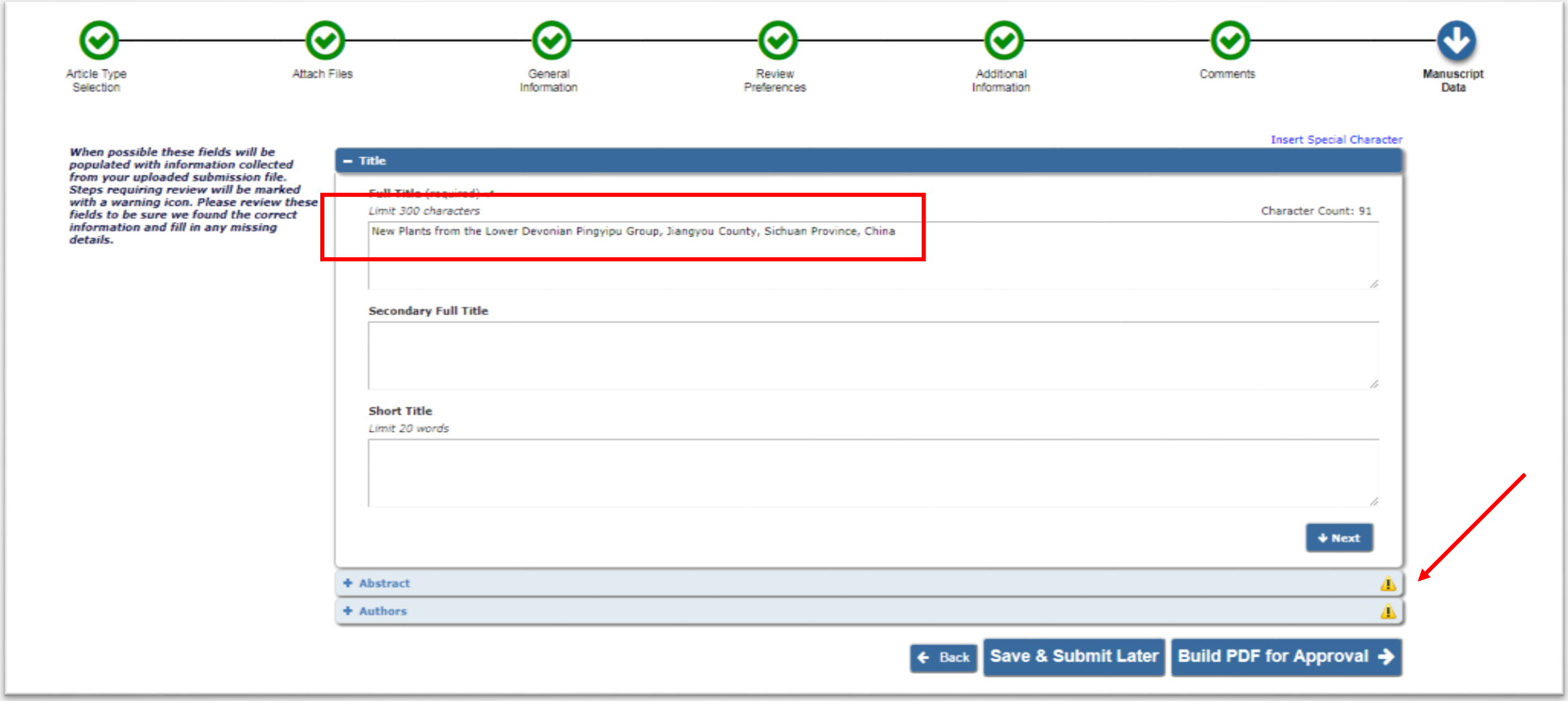
Author Questionnaire



New Instructions Indicator



Populated Data



New Plants from the Lower Devonian Pingyipu Group, Jiangyou County, Sichuan Province, China

Dianne Edwards[1*2], Bao-Yin Geng,[1] Cheng-Sen Li[1]

[1] State Key Laboratory of Systematic and Evolutionary Botany, Institute of Botany, Chinese Academy of Sciences, Beijing, China

[2*]School of Earth and Ocean Sciences, Cardiff University, Cardiff, UK

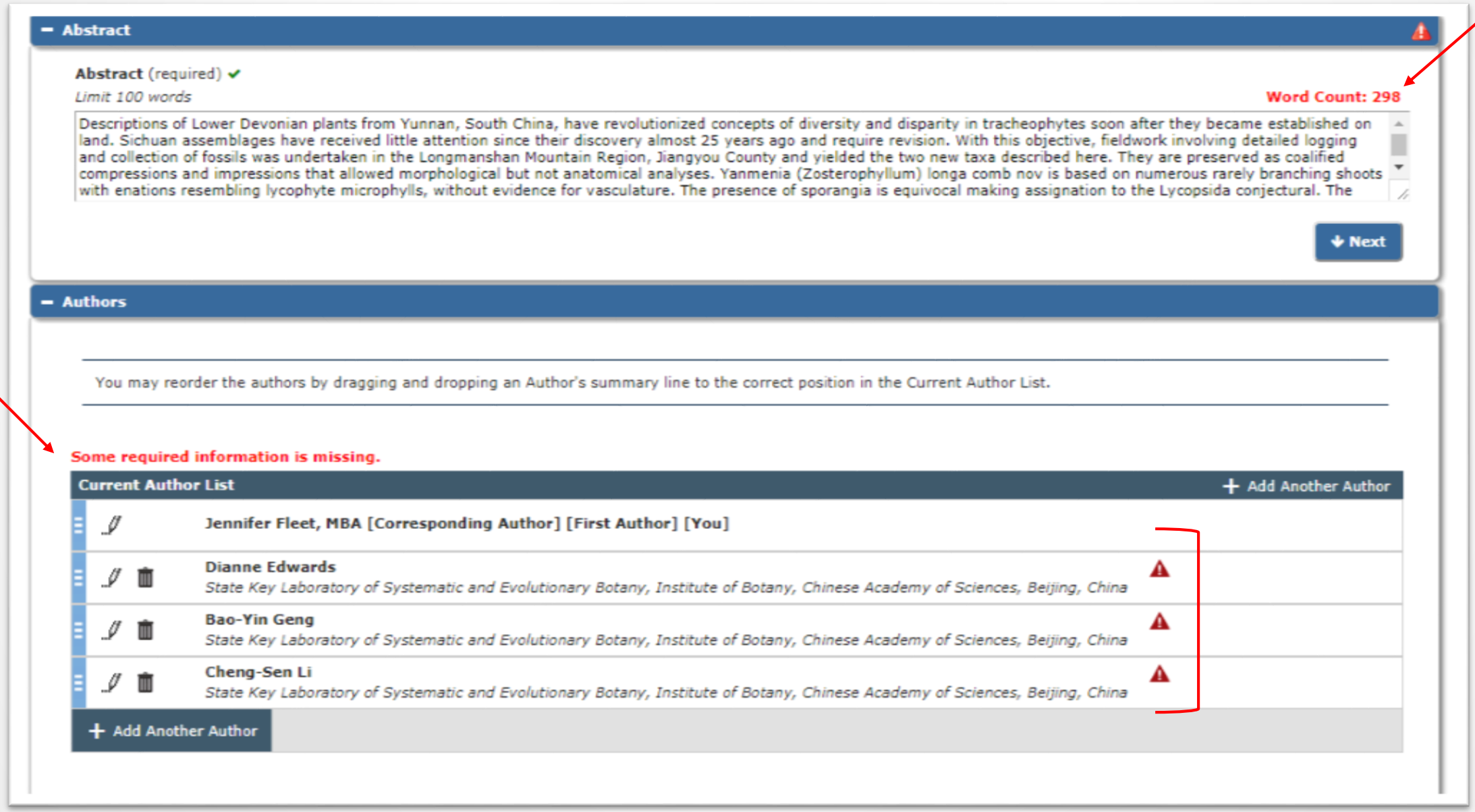
[*author for correspondence]

[Short heading; New Lower Devonian plants from Sichuan, China]

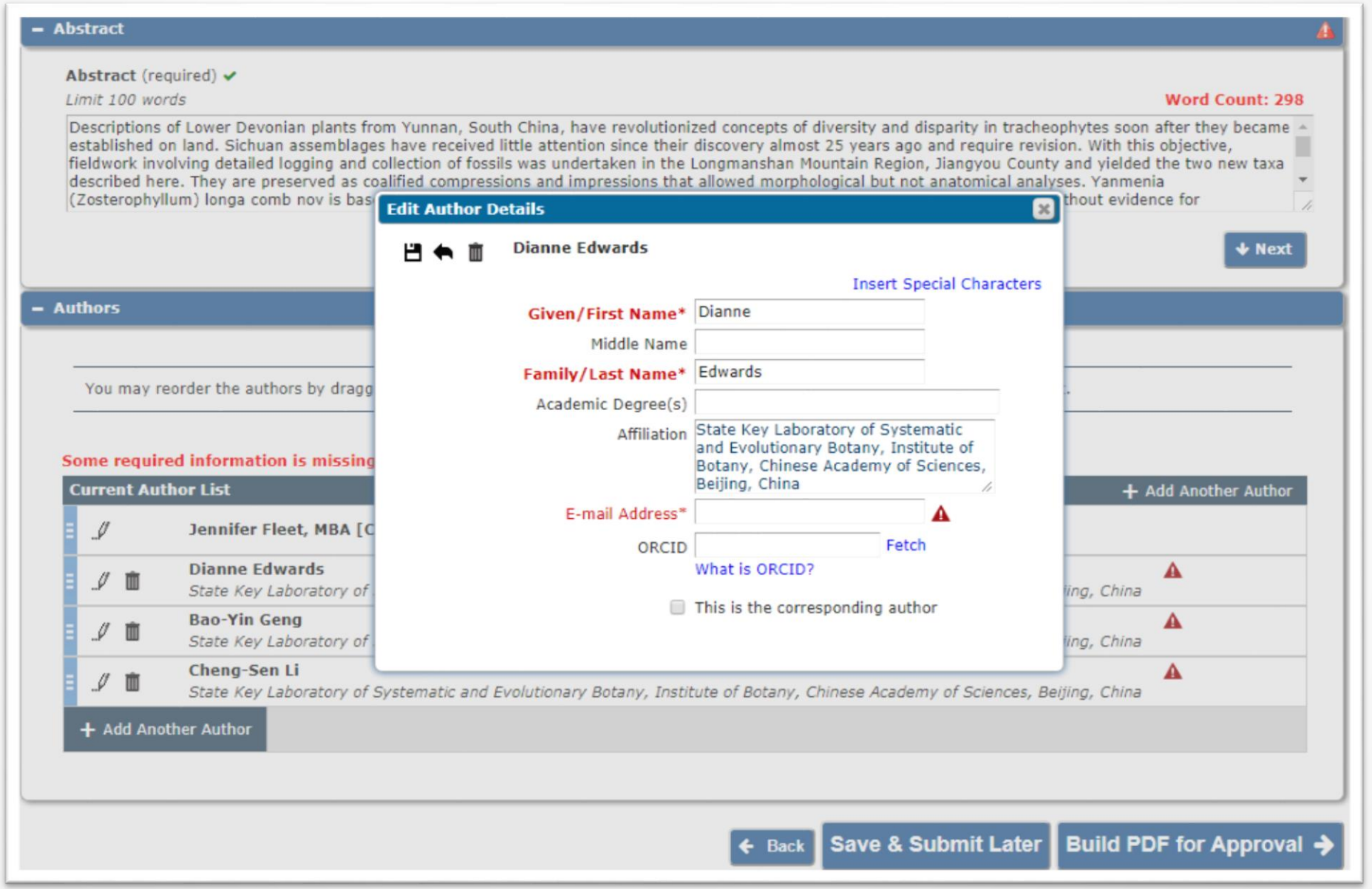
Abstract

Descriptions of Lower Devonian plants from Yunnan, South China, have revolutionized concepts of diversity and disparity in tracheophytes soon after

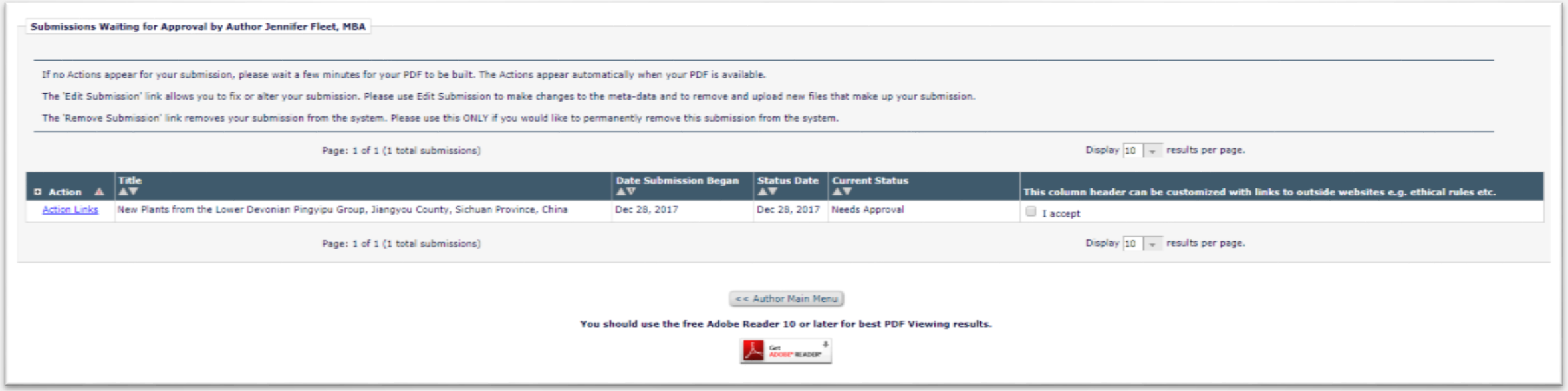
Requirements Enforced



Complete the Details



PDF Build



Submissions Waiting for Approval by Author Jennifer Fleet, MBA

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

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

Action	Title	Date Submission Began	Status Date	Current Status	This column header can be customized with links to outside websites e.g. ethical rules etc.
Action Links	New Plants from the Lower Devonian Pingyipu Group, Jiangyou County, Sichuan Province, China	Dec 28, 2017	Dec 28, 2017	Needs Approval	I accept

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

<< Author Main Menu

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Revision Workflow

New and Unusual Plants from the Lower Devonian Pingyipu Group, Jiangyou County, Sichuan Province, China

Dianne Edwards[1*2], Bao-Yin Geng,[1] Cheng-Sen Li[1], Holden Frost[2], Lincoln Hawthorne[2]

[1] State Key Laboratory of Systematic and Evolutionary Botany, Institute of Botany, Chinese Academy of Sciences, Beijing, China

[2*]School of Earth and Ocean Sciences, Cardiff University, Cardiff, UK

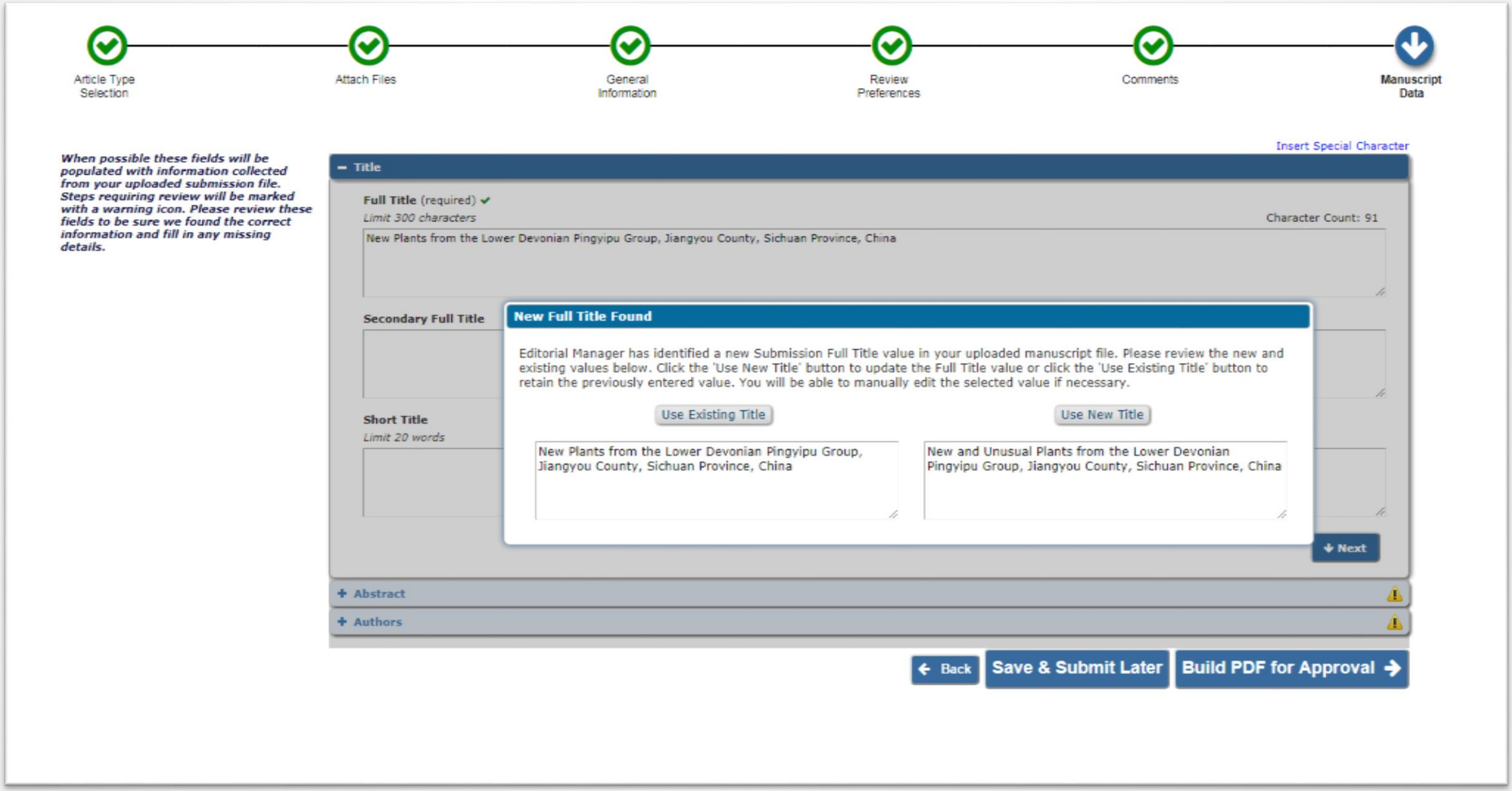
[*author for correspondence]

[Short heading; New Lower Devonian plants from Sichuan, China]

Abstract

Descriptions of Lower Devonian plants from Yunnan, South China, have

Select from Previous or Extracted Title



Double Blind Workflow

Double Blind Workflow: Title Page File

Biography of Violette Neatley Anderson (1882-1937)

Short Title
Anderson Biography

Authors
Edith Abbott, Ph.D.[1]
Charlene J. Fletcher-Brown[2]

Affiliations
[1]University of Chicago Graduate School of Social Service Administration, Chicago, IL, USA
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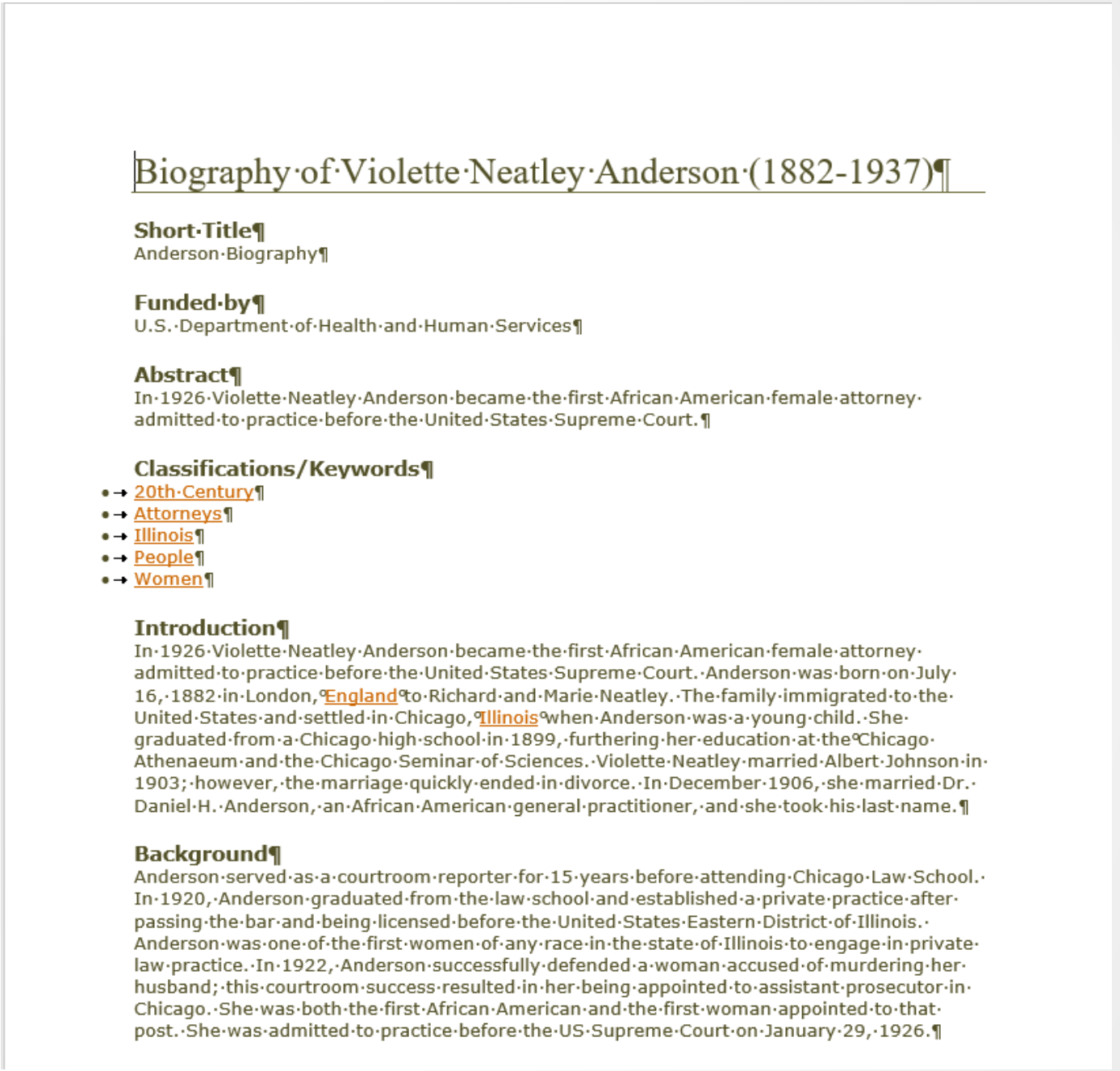
camariestest@gmail.com

Funded by
U.S. Department of Health and Human Services

Abstract
In 1926 Violette Neatley Anderson became the first African American female attorney admitted to practice before the United States Supreme Court.

Classifications/Keywords
- 20th Century
- Attorneys
- Illinois
- People
- Women

Double Blind Workflow: Anonymous Manuscript File



Biography of Violette Neatley Anderson (1882-1937)

Short Title
Anderson Biography

Funded by
U.S. Department of Health and Human Services

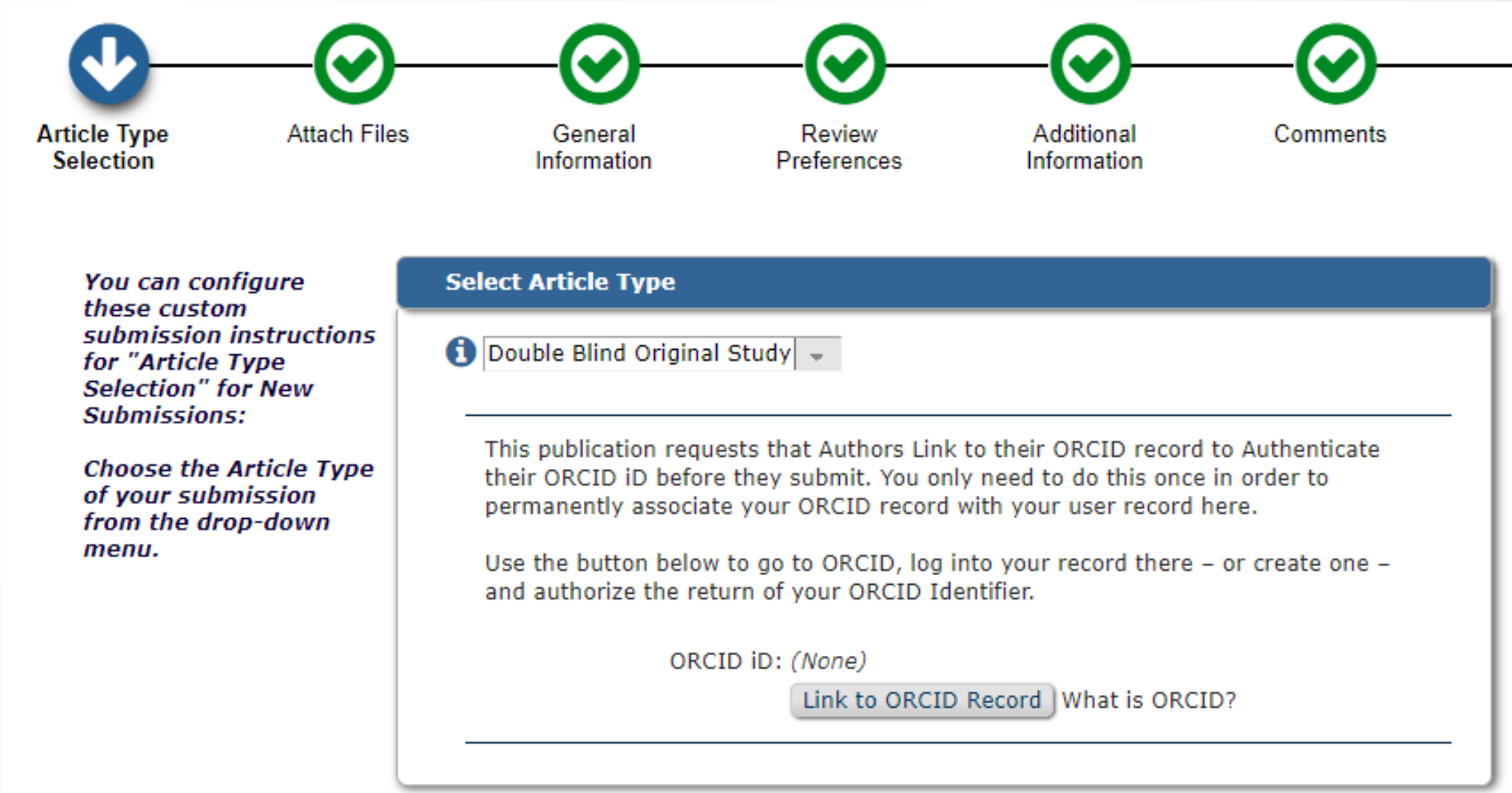
Abstract
In 1926 Violette Neatley Anderson became the first African American female attorney admitted to practice before the United States Supreme Court.

Classifications/Keywords
- 20th Century
- Attorneys
- Illinois
- People
- Women

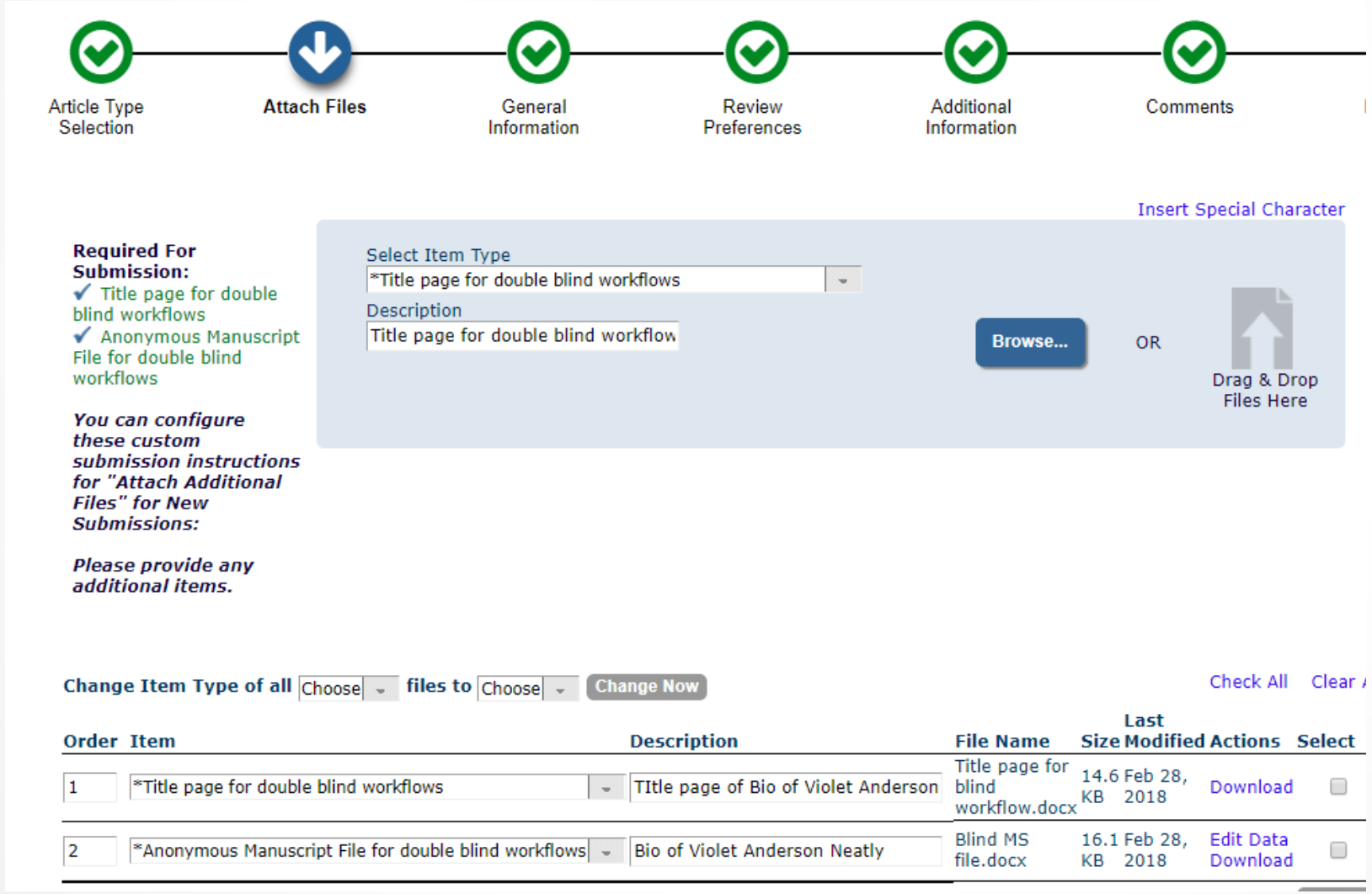
Introduction
In 1926 Violette Neatley Anderson became the first African American female attorney admitted to practice before the United States Supreme Court. Anderson was born on July 16, 1882 in London, England to Richard and Marie Neatley. The family immigrated to the United States and settled in Chicago, Illinois when Anderson was a young child. She graduated from a Chicago high school in 1899, furthering her education at the Chicago Athenaeum and the Chicago Seminar of Sciences. Violette Neatley married Albert Johnson in 1903; however, the marriage quickly ended in divorce. In December 1906, she married Dr. Daniel H. Anderson, an African American general practitioner, and she took his last name.

Background
Anderson served as a courtroom reporter for 15 years before attending Chicago Law School. In 1920, Anderson graduated from the law school and established a private practice after passing the bar and being licensed before the United States Eastern District of Illinois. Anderson was one of the first women of any race in the state of Illinois to engage in private law practice. In 1922, Anderson successfully defended a woman accused of murdering her husband; this courtroom success resulted in her being appointed to assistant prosecutor in Chicago. She was both the first African American and the first woman appointed to that post. She was admitted to practice before the US Supreme Court on January 29, 1926.

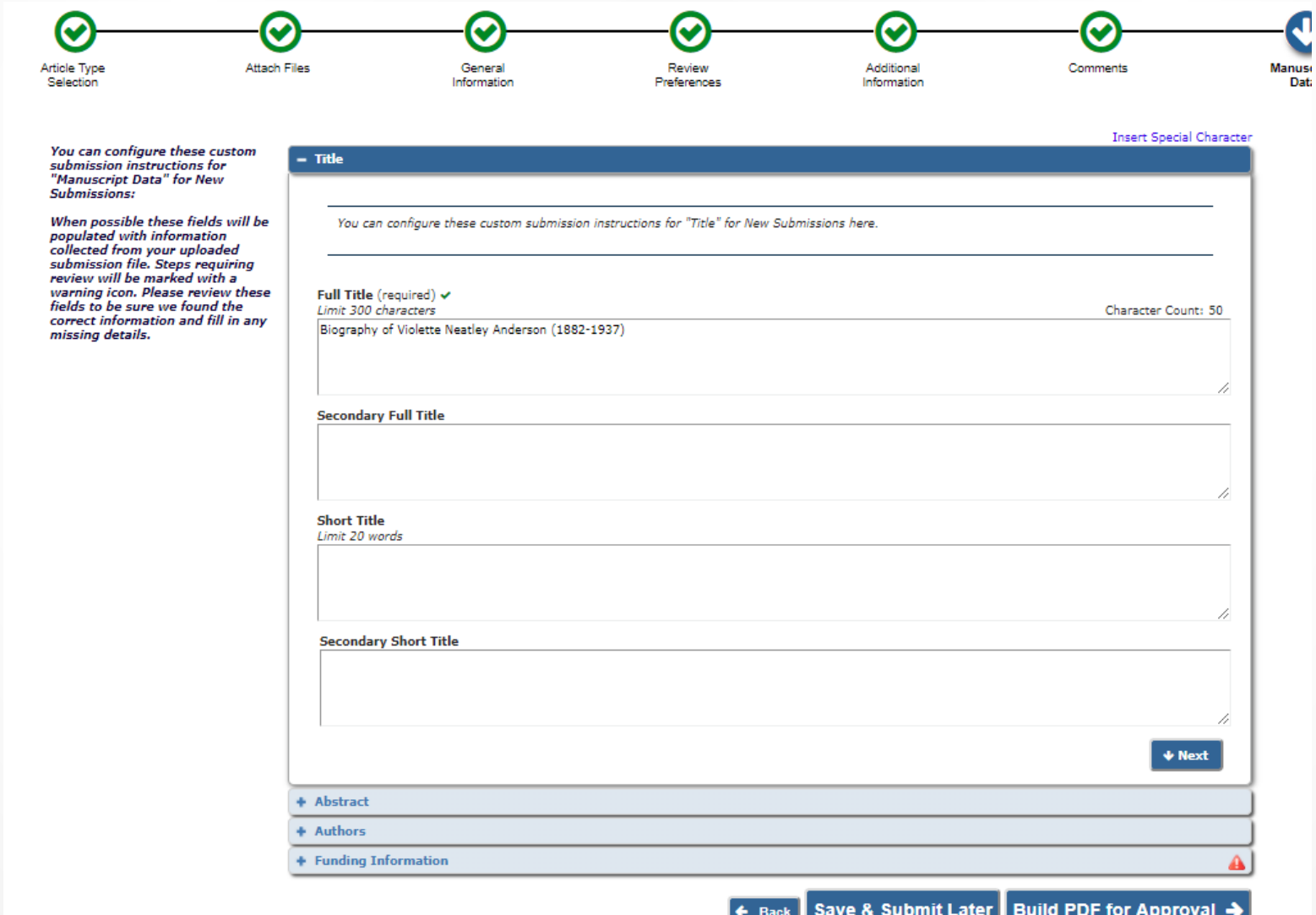
Double Blind Workflow: Select Article Type



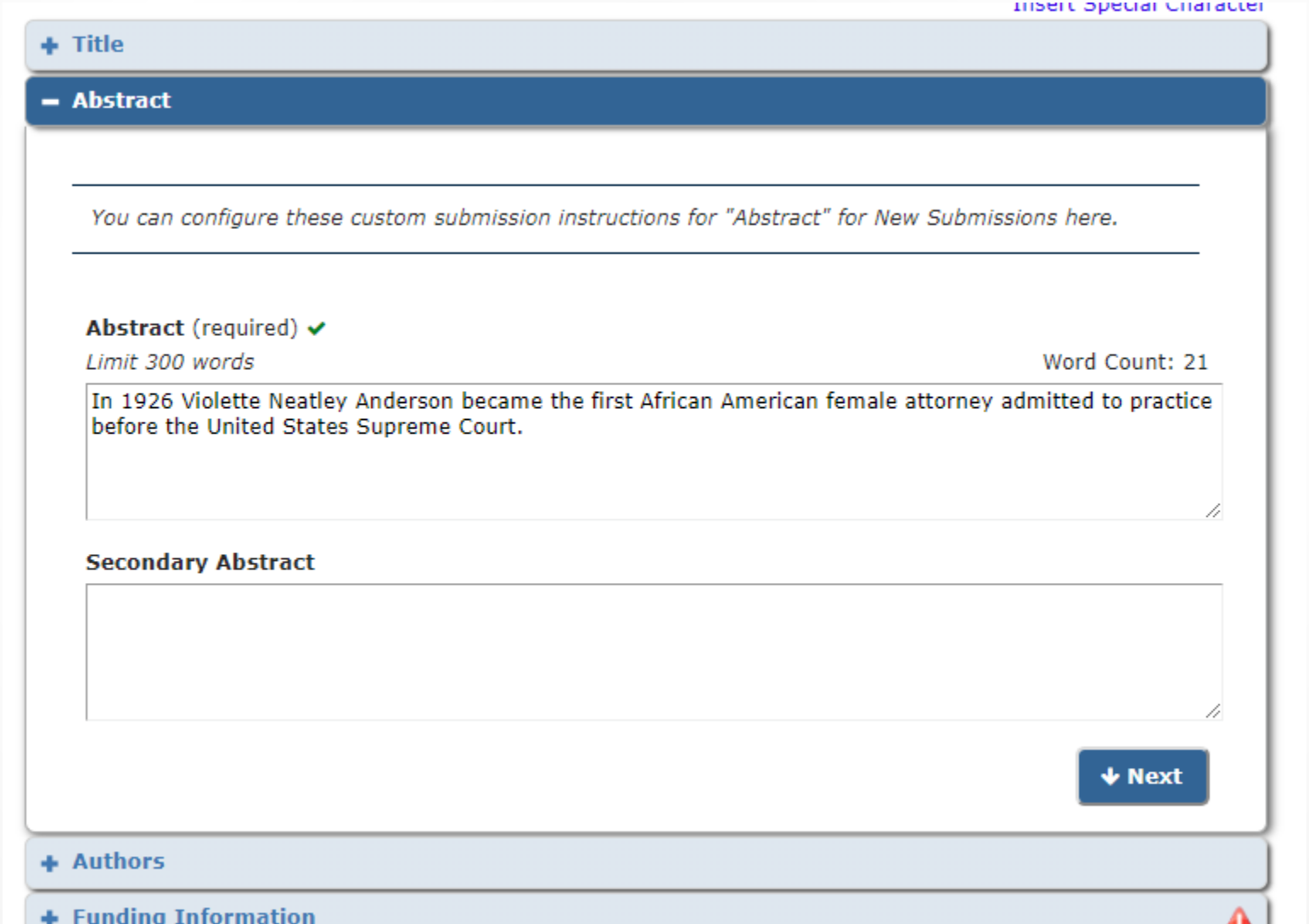
Double Blind Workflow: Attach Files—Title Page and Anonymous Manuscript Submission Items



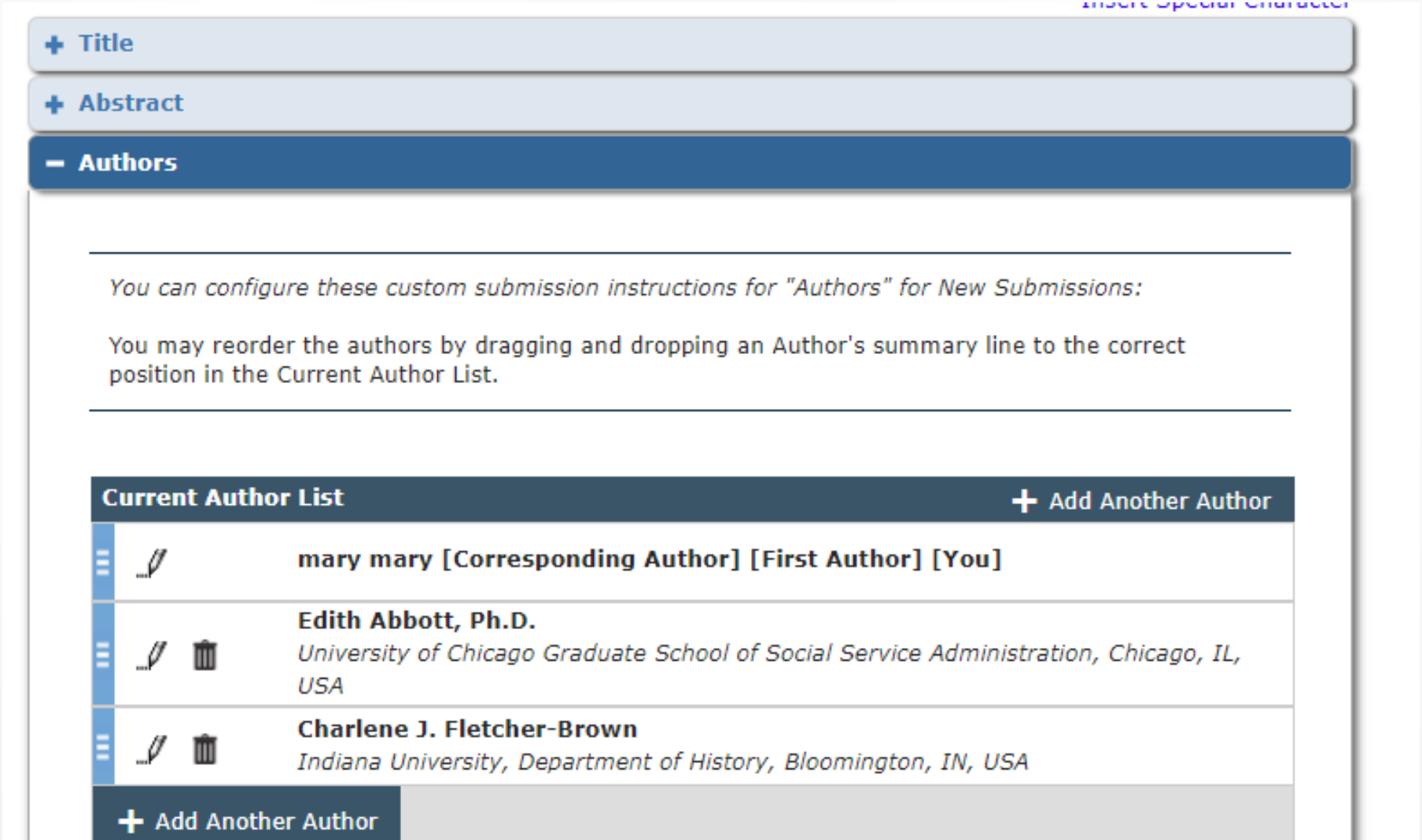
Double Blind Workflow: Manuscript Data--Title



Double Blind Workflow: Manuscript Data--Abstract



Double Blind Workflow: Manuscript Data--Authors

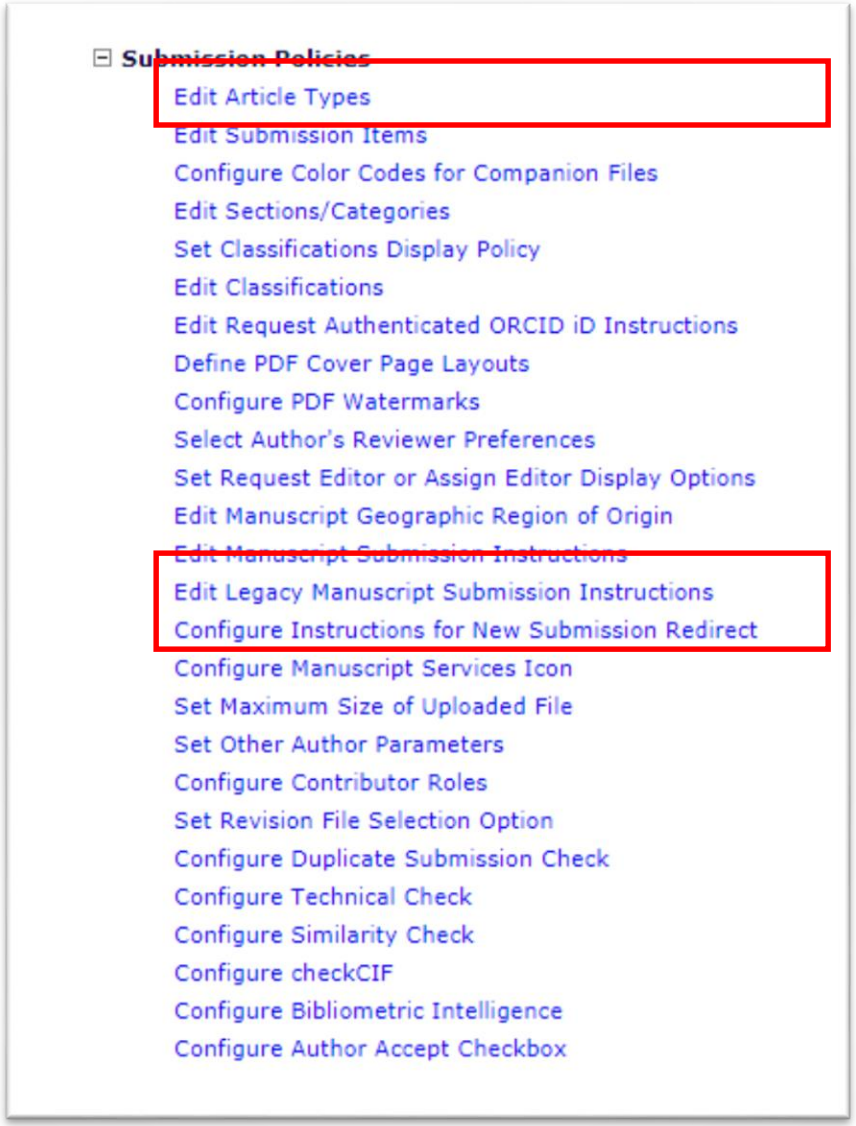


Configurations

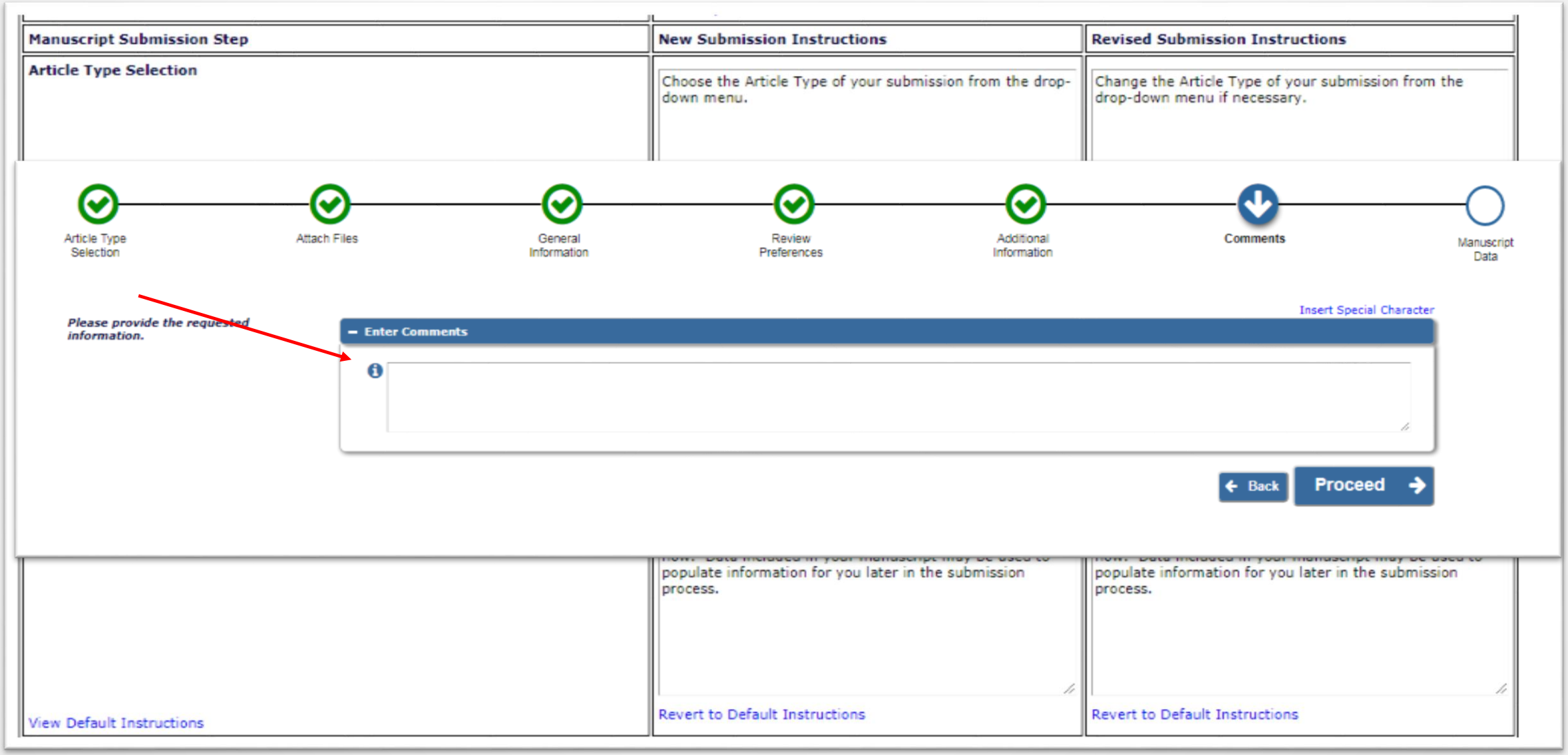
Two PolicyManager areas to configure:

- Edit Manuscript Submission Instructions
- Edit Article Types

Configuration Area #1: Edit Manuscript Submission Instructions



Select New Instructions Indicator



There are 33 boxes for your custom instructions

- Default Instructions are available

Default Instructions - New and Revised Manuscript Submission

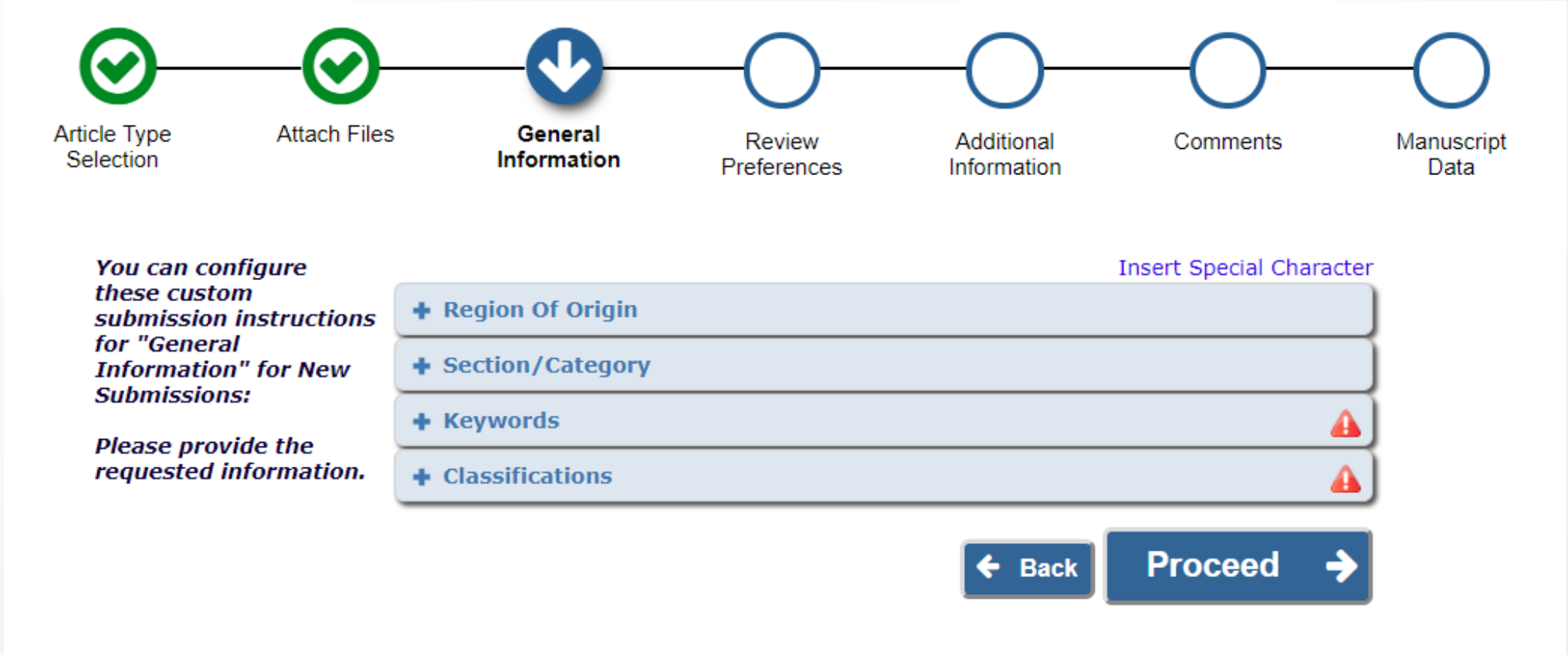
The text shown below is the default text which appears at each step of the manuscript submission process. You may revert to this text by clicking "Revert to Default Instructions" unde the appropriate instruction box on the page **Edit Manuscript Submission Instructions.**

Back to Edit Manuscript Submission Instructions

Manuscript Submission Step	New Submission Instructions	Revised Submission Instructions
Article Type Selection	Choose the Article Type of your submission from the drop-down menu.	Change the Article Type of your submission from the drop-down menu if necessary.
Select Article Type		
Attach Primary Manuscript File	Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process. You may click the 'Proceed' button to upload other submission items now.	Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process. You may click the 'Proceed' button to upload other submission items now.
Attach Additional Files	Please provide any additional items.	The following items are currently included in this revision of your submission. Please remove and replace any that have been updated and provide any additional items now. You may also remove any items that are no longer applicable.
Attach Additional Files (No Files	No Items have yet been attached for this submission.	No Items have yet been attached for this submission.

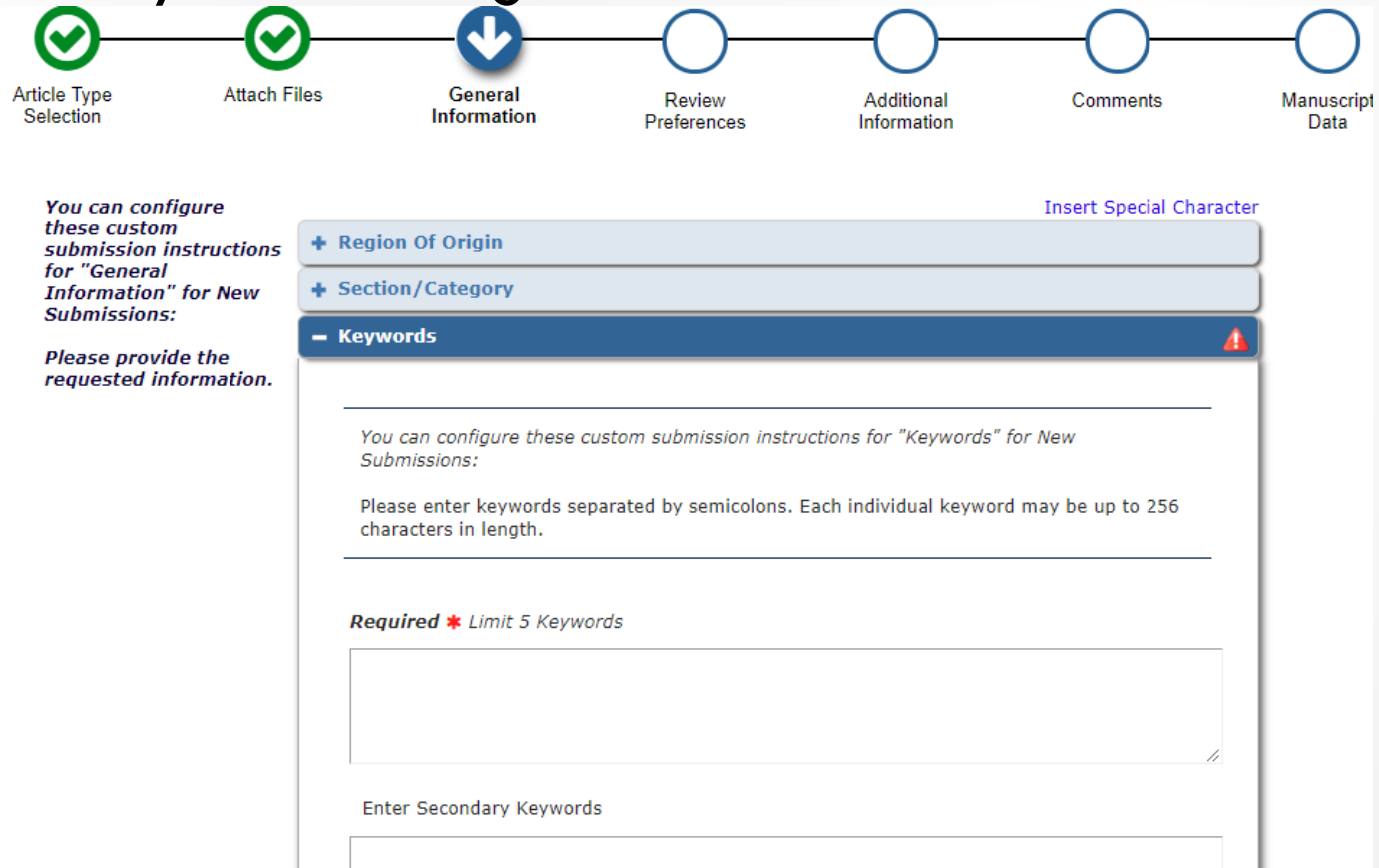
Think of them in groups

- Instructions for major submission steps display to the left of the accordion boxes



Think of them in groups

- Instructions for sub-steps display within the accordion boxes
- Next screens show side by side configurations and results in the site



Article Type Selection

Default instructions

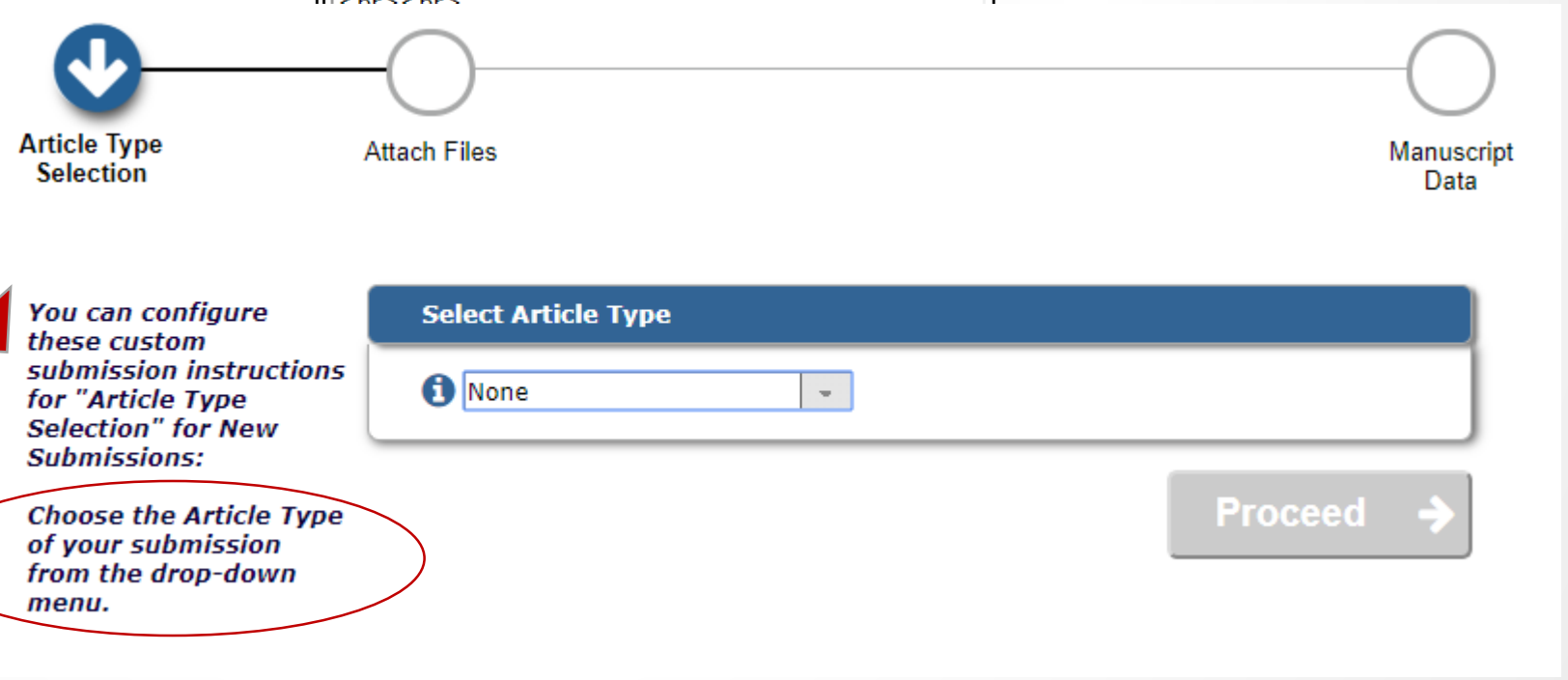
Manuscript Submission Step	New Submission Instructions	Revised Submission Instructions
Article Type Selection	Choose the Article Type of your submission from the drop-down menu.	Change the Article Type of your submission from the drop-down menu if necessary.

Customized instructions

Article Type Selection

View Default Instructions

You can configure these custom submission instructions for "Article Type Selection" for New Submissions:



Revised Article Type Selection

Default instructions

Manuscript Submission Step	New Submission Instructions	Revised Submission Instructions
Article Type Selection	Choose the Article Type of your submission from the drop-down menu.	Change the Article Type of your submission from the drop-down menu if necessary.

Customized instructions

Article Type Selection

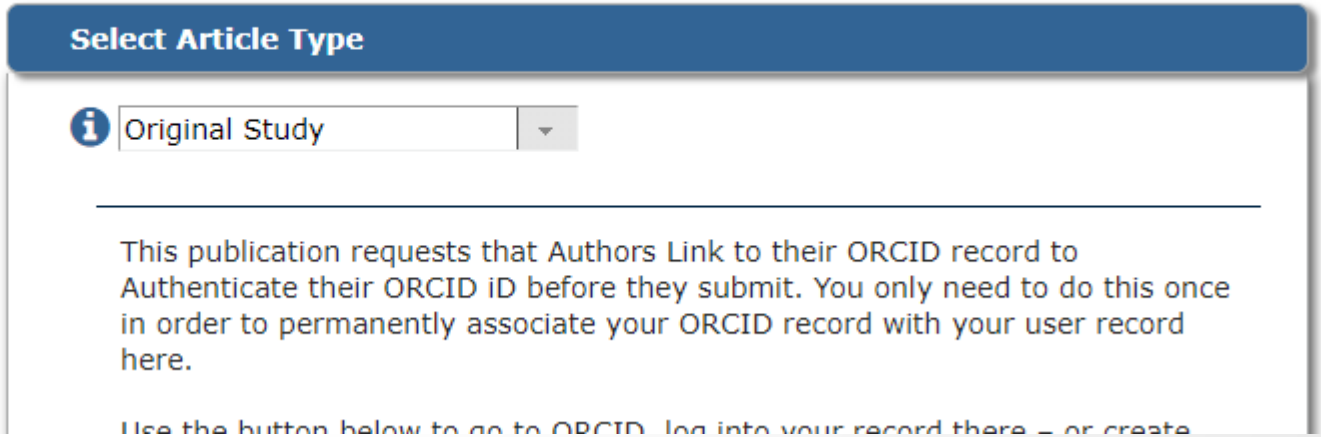
View Default Instructions

You can configure these custom submission instructions for "Article Type Selection" for Revised Submissions:

Change the Article Type of your submission from the drop-down menu if necessary.

You can configure these custom submission instructions for "Article Type Selection" for Revised Submissions:

Change the Article Type of your submission from the drop-down menu if necessary.

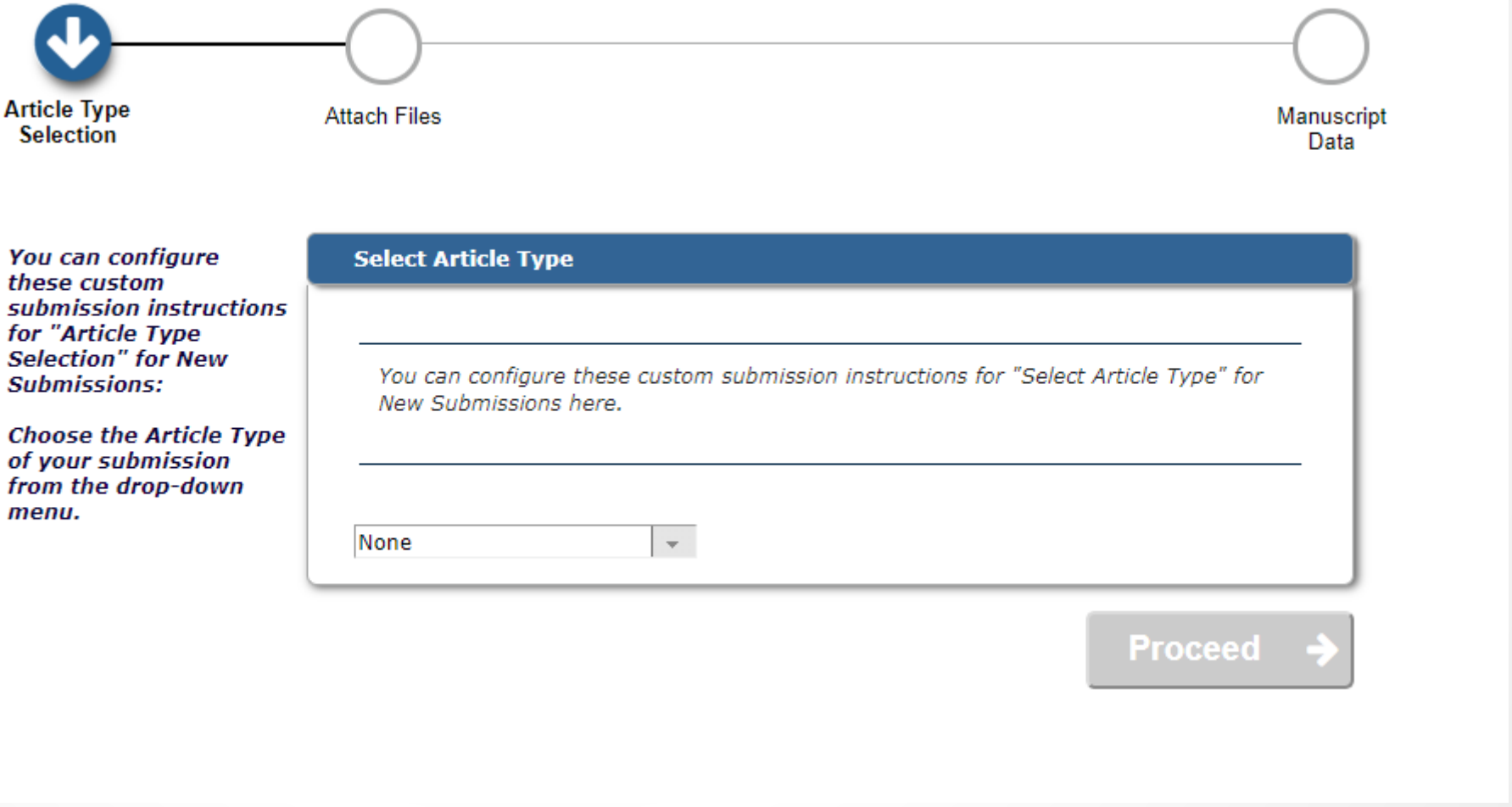


Select Article Type

Select Article Type

<i>You can configure these custom submission instructions for "Select Article Type" for New Submissions here.

View Default Instructions



Attach Primary Manuscript File

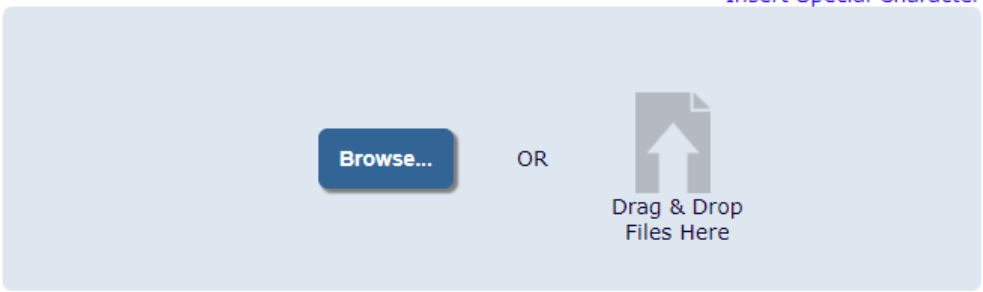
Attach Primary Manuscript File	You can configure these custom submission instructions for "Attach Primary Manuscript File" for New Submissions: Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process.	You can configure these custom submission instructions for "Attach Primary Manuscript File" for Revised Submissions: Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process.
View Default Instructions		

Insert Special Character

A Manuscript is requested.

You can configure these custom submission instructions for "Attach Primary Manuscript File" for New Submissions:

Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process.



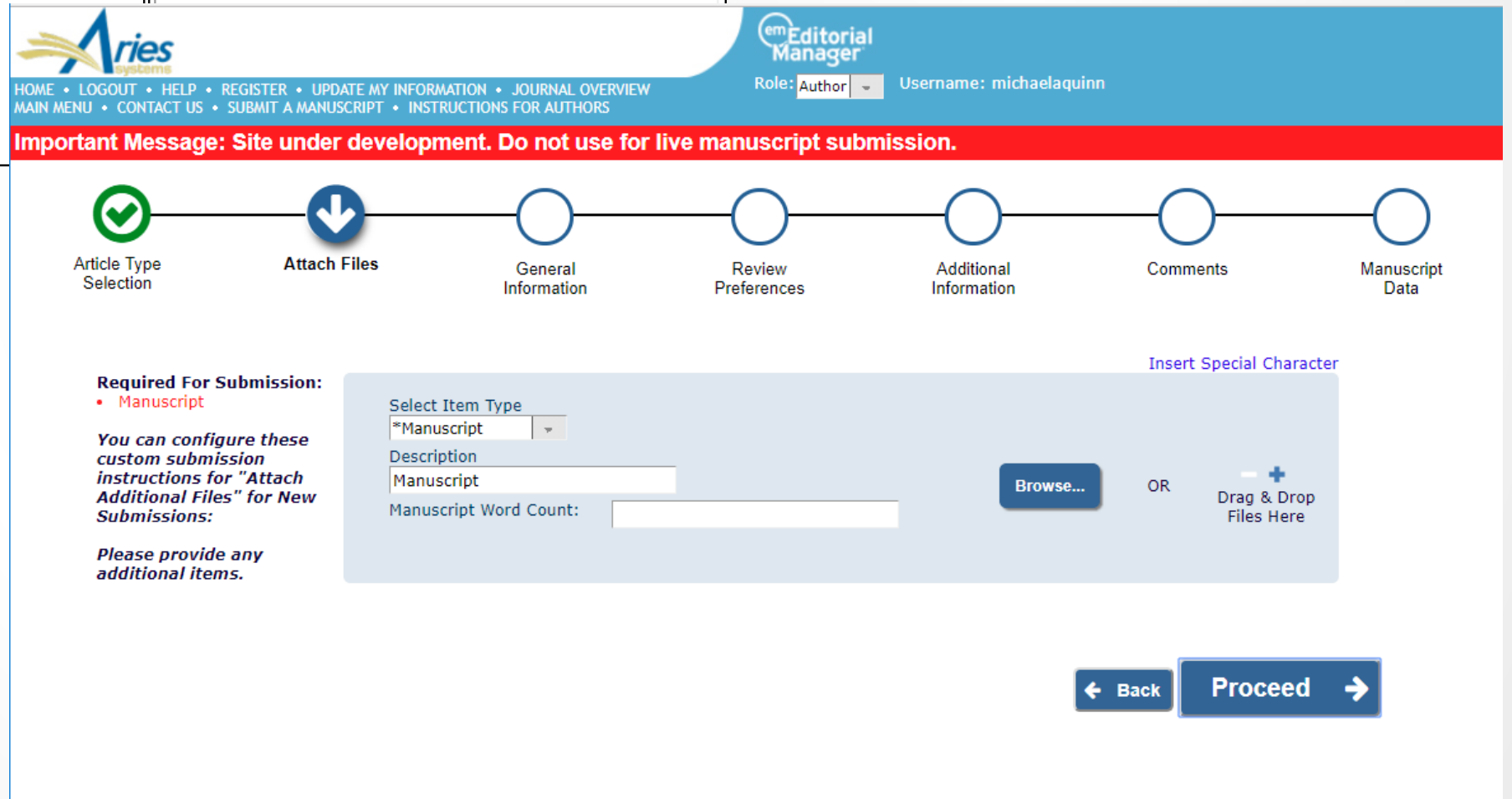
Attach Additional Files

Attach Additional Files

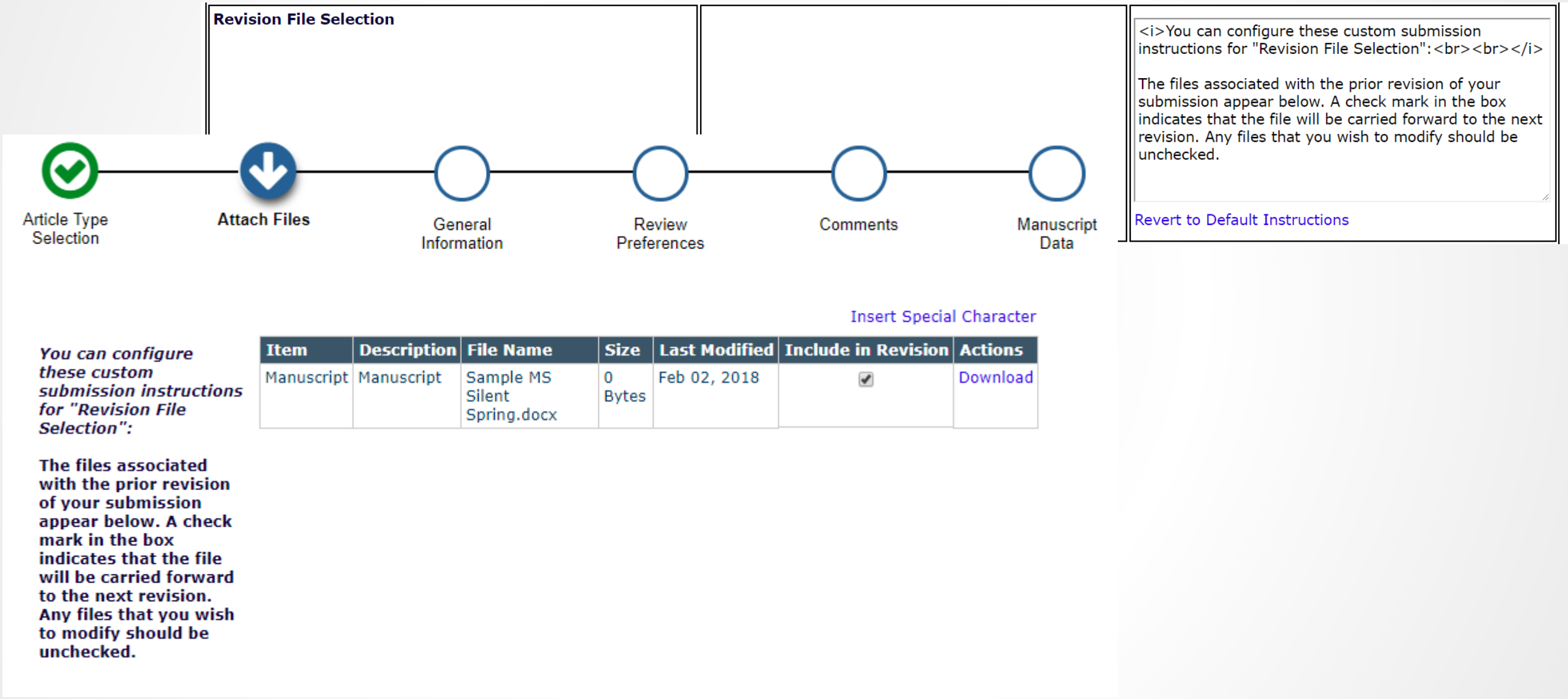
You can configure these custom submission instructions for "Attach Additional Files" for New Submissions:

Please provide any additional items.

View Default Instructions



Revision File Selection



General Information

General Information	You can configure these custom submission instructions for "General Information" for New Submissions: Please provide the requested information.	You can configure these custom submission instructions for "General Information" for Revised Submissions: Please provide the requested information.

View Default Instructions

You can configure these custom submission instructions for "General Information" for New Submissions:

Please provide the requested information.

Insert Special Character

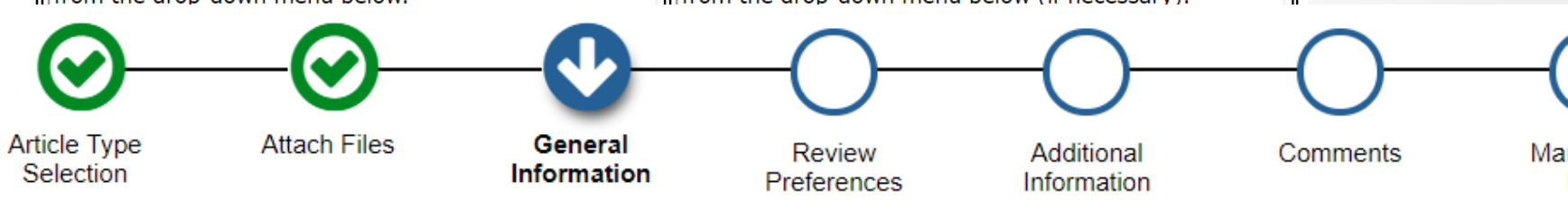
- Region Of Origin
- Section/Category
- Keywords
- Classifications

Back | Proceed

General Information--Region of Origin

Region of Origin	You can configure these custom submission instructions for "Region of Origin" for New Submissions: Select the Region of Origin related to your submission from the drop-down menu below.	You can configure these custom submission instructions for "Region of Origin" for Revised Submissions: Change the Region of Origin related to your manuscript from the drop-down menu below (if necessary).

View Default Instructions



You can configure these custom submission instructions for "General Information" for New Submissions:

Please provide the requested information.

Insert Special Character

Region Of Origin

You can configure these custom submission instructions for "Region of Origin" for New Submissions:

Select the Region of Origin related to your submission from the drop-down menu below.

Choose Region

Next

General Information--Section/Category

Section/Category

View Default Instructions

You can configure these custom submission instructions for "Section/Category" for New Submissions:

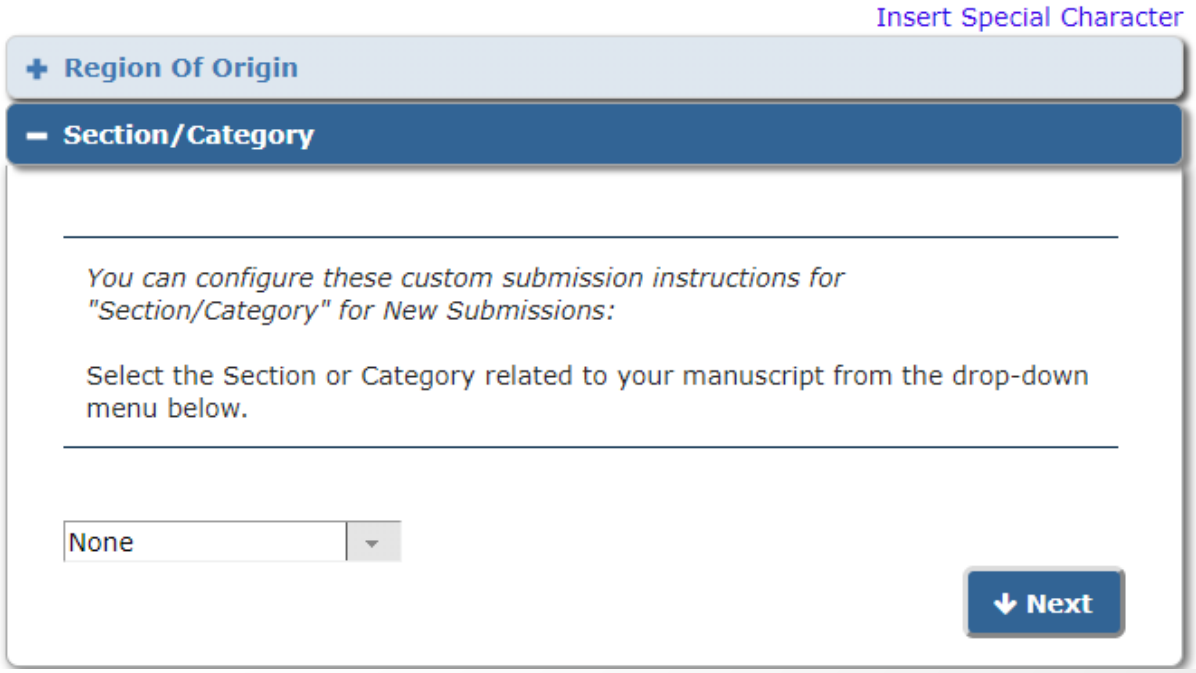
Select the Section or Category related to your manuscript from the drop-down menu below.

You can configure these custom submission instructions for "Section/Category" for Revised Submissions:

Change the Section or Category related to your manuscript from the drop-down menu below if necessary.

You can configure these custom submission instructions for "General Information" for New Submissions:

Please provide the requested information.



General Information--Keywords

Keywords

View Default Instructions

You can configure these custom submission instructions for "Keywords" for New Submissions:

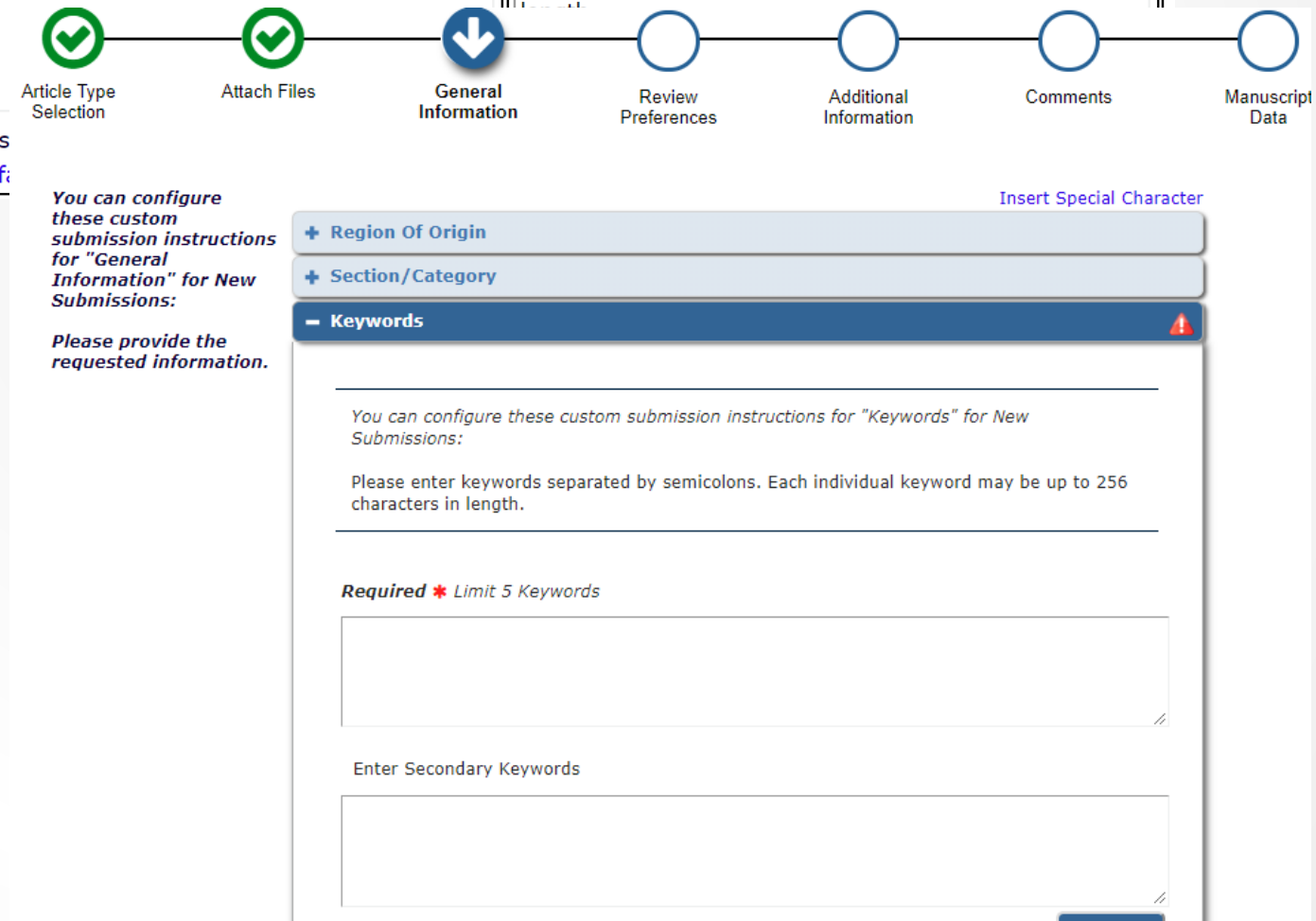
Please enter keywords separated by semicolons. Each individual keyword may be up to 256 characters in length.

Display us

Revert to Defa

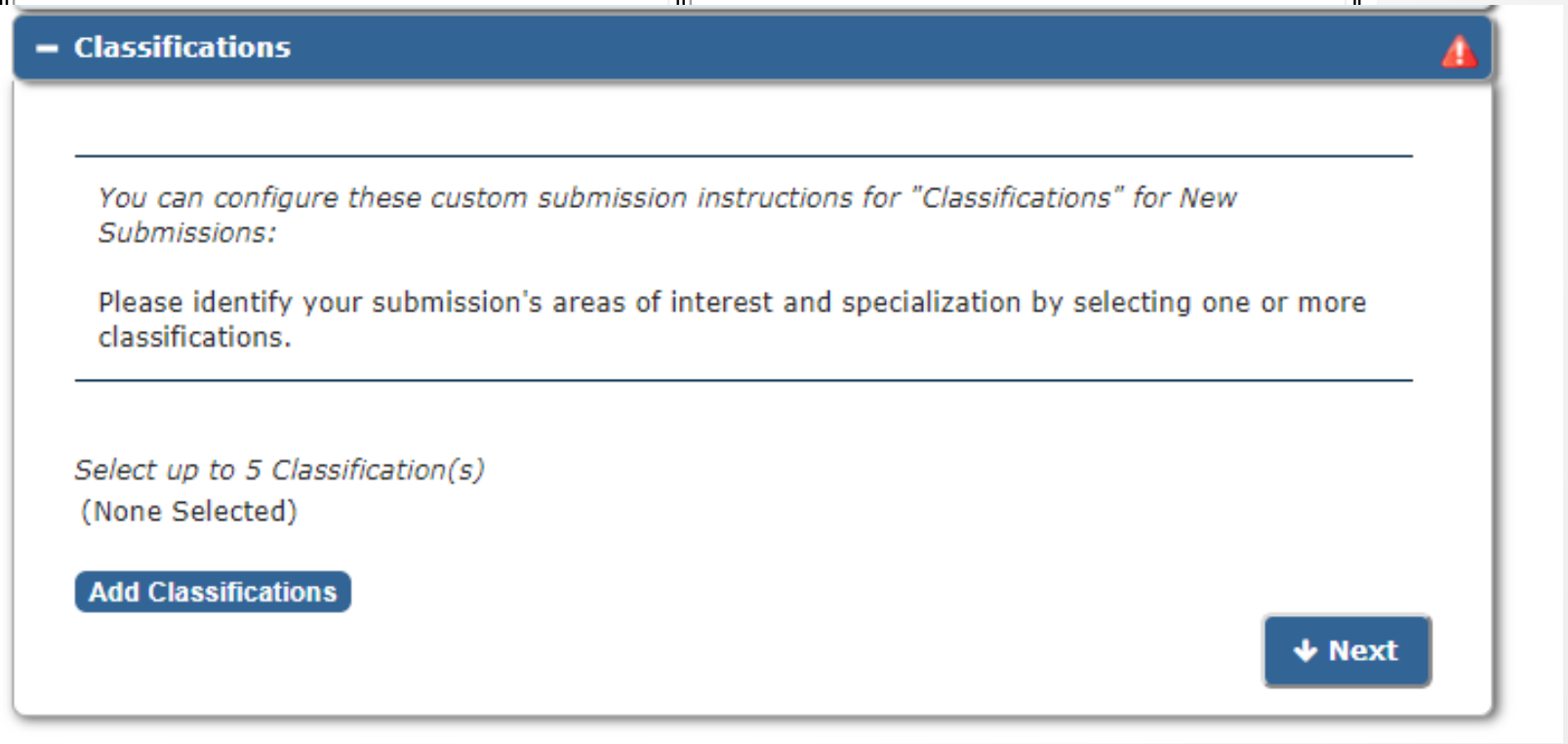
You can configure these custom submission instructions for "Keywords" for Revised Submissions:

Please enter keywords separated by semicolons. Each individual keyword may be up to 256 characters in



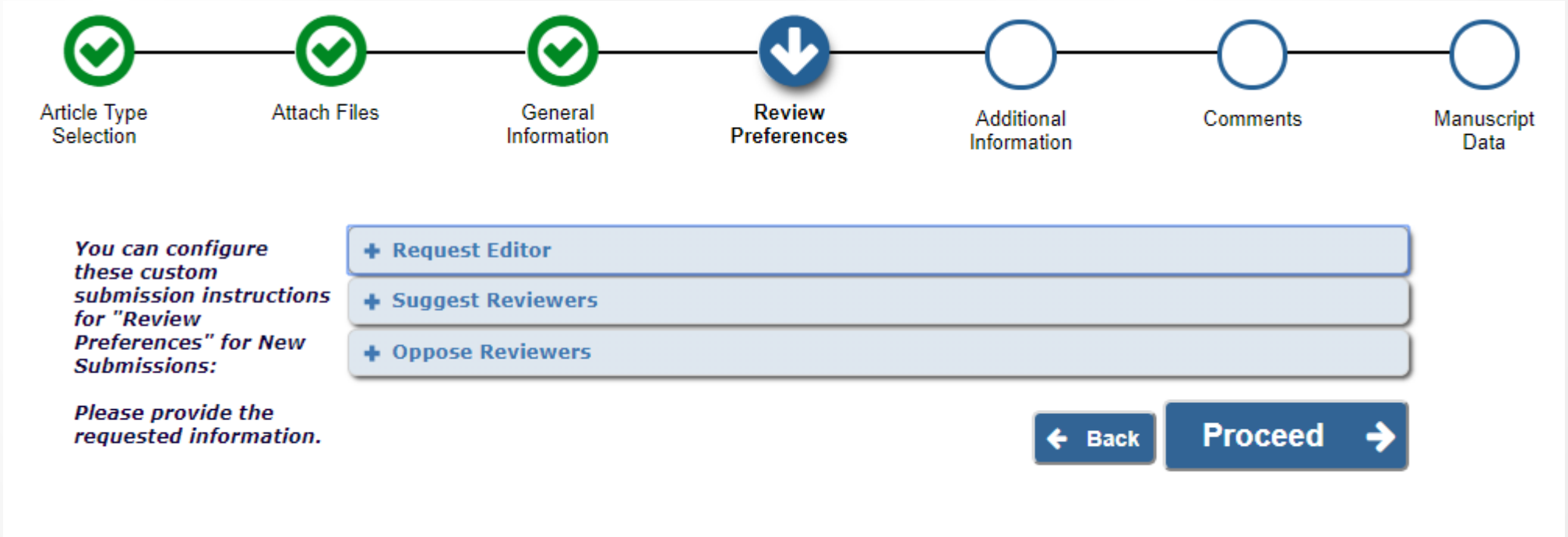
General Information--Classifications

Classifications	You can configure these custom submission instructions for "Classifications" for New Submissions: Please identify your submission's areas of interest and specialization by selecting one or more classifications.	You can configure these custom submission instructions for "Classifications" for Revised Submissions: Please identify your submission's areas of interest and specialization by selecting one or more classifications.
View Default Instructions		



Review Preferences

Review Preferences		
View Default Instructions	Revert to Default Instructions	Revert to Default Instructions



Review Preferences--Request Editor

Request Editor

View Default Instructions

You can configure these custom submission instructions for "Request Editor" for New Submissions:

You may request that a specific editor be assigned to your submission. The request will be taken under

You can configure these custom submission instructions for "Request Editor" for Revised Submissions:

You may request that a specific editor be assigned to your submission. The request will be taken under

Article Type Selection — Attach Files — General Information — **Review Preferences** — Additional Information — Comments — Manuscript Data

You can configure these custom submission instructions for "Review Preferences" for New Submissions:

Please provide the requested information.

– Request Editor

You can configure these custom submission instructions for "Request Editor" for New Submissions:

You may request that a specific editor be assigned to your submission. The request will be taken under advisement by the publication. If you do not request an editor, your submission will be assigned to the appropriate editor(s) as determined by the publication staff.

No Request

Next

Review Preferences--Suggest Reviewers

Suggest Reviewers

View Default Instructions

You can configure these custom submission instructions for "Suggest Reviewers" for New Submissions:

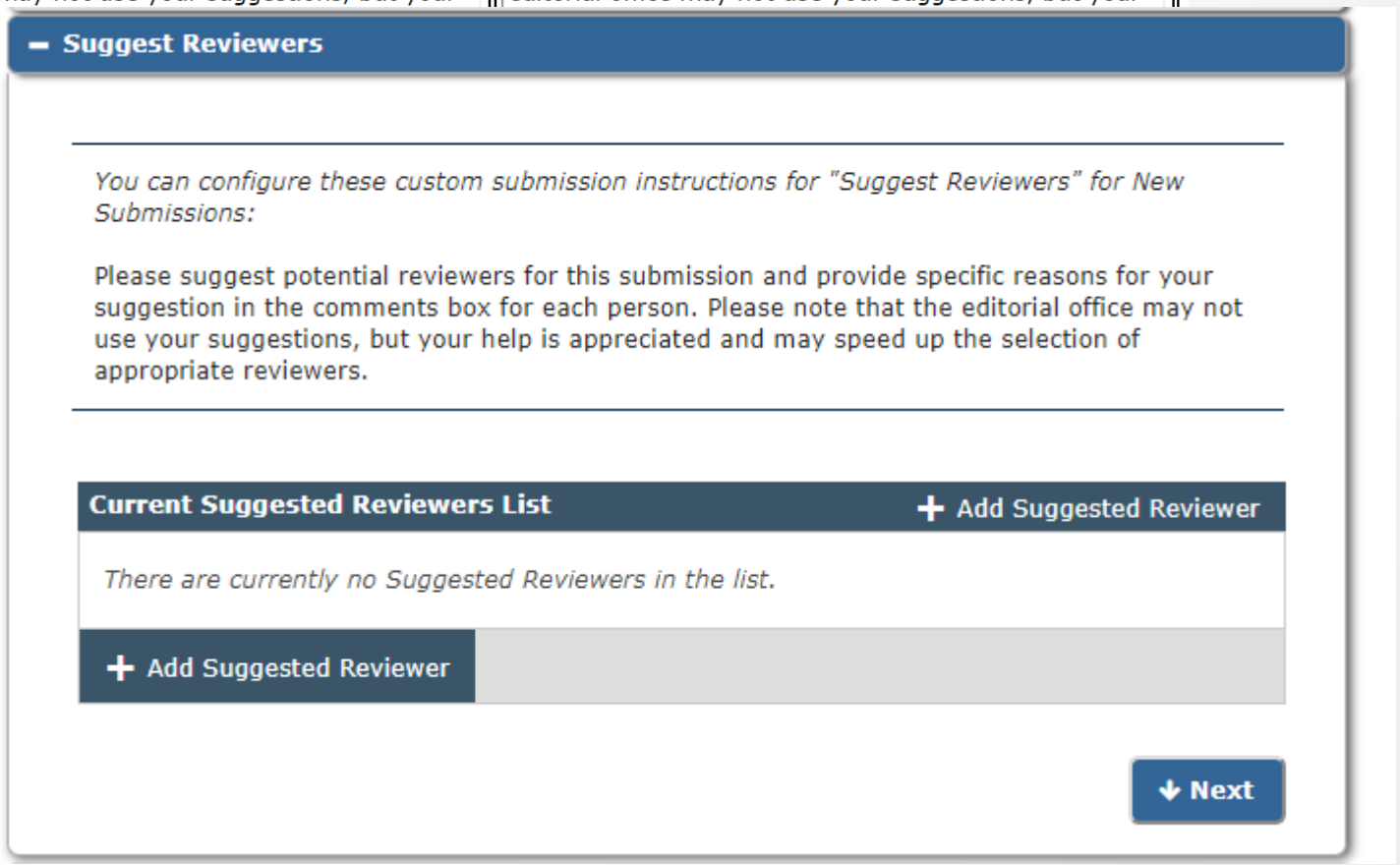
Please suggest potential reviewers for this submission and provide specific reasons for your suggestion in the comments box for each person. Please note that the editorial office may not use your suggestions, but your help is appre
appropriate r

Display us

Revert to Defa

You can configure these custom submission instructions for "Suggest Reviewers" for Revised Submissions:

Please suggest potential reviewers for this submission and provide specific reasons for your suggestion in the comments box for each person. Please note that the editorial office may not use your suggestions, but your



Review Preferences--Oppose Reviewers

Oppose Reviewers

View Default Instructions

You can configure these custom submission instructions for "Oppose Reviewers" for New Submissions:

Please identify anyone who you would prefer not to review this submission. Fill in as much contact information as
person in our r
why each pers
in their comme

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Revert to Defau

You can configure these custom submission instructions for "Oppose Reviewers" for Revised Submissions:

Please identify anyone who you would prefer not to review this submission. Fill in as much contact

− Oppose Reviewers

You can configure these custom submission instructions for "Oppose Reviewers" for New Submissions:

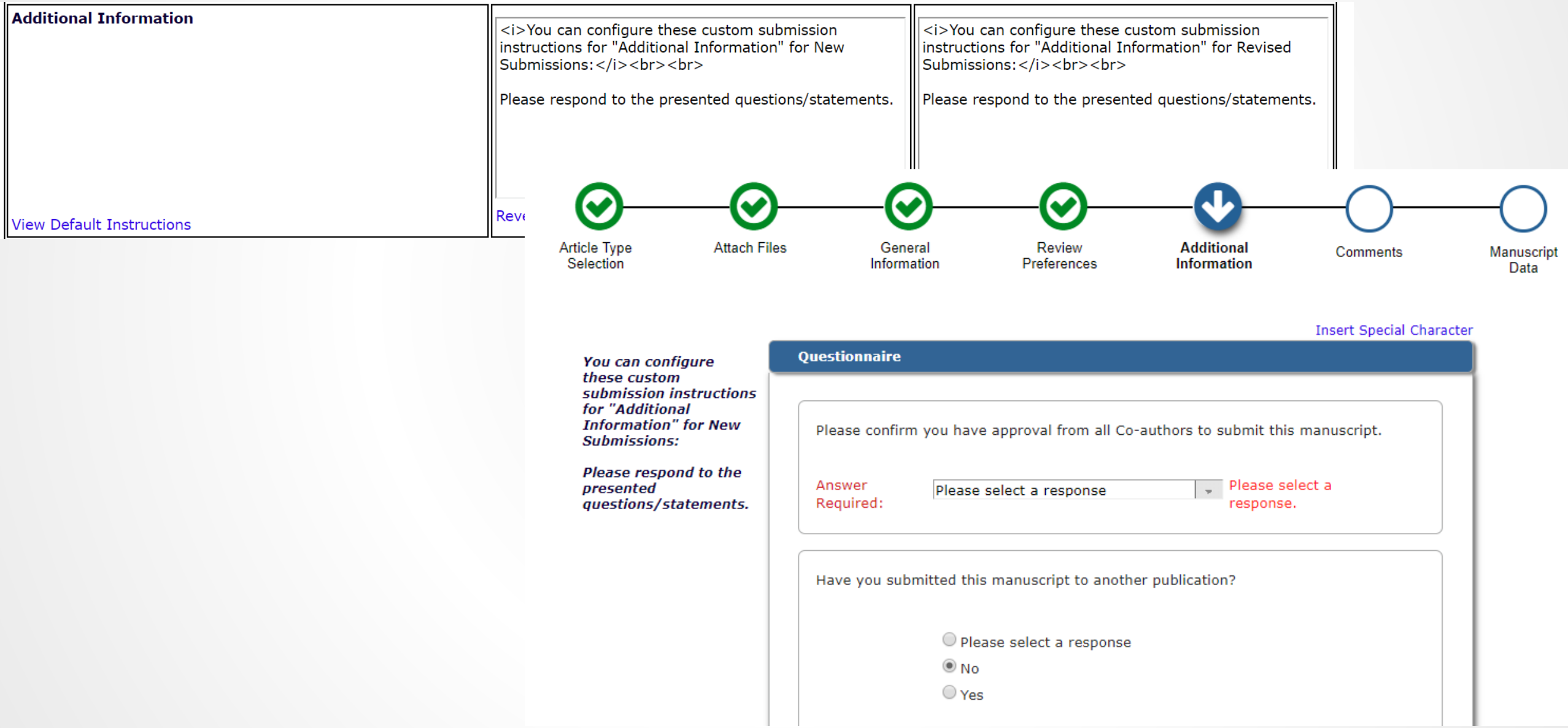
Please identify anyone who you would prefer not to review this submission. Fill in as much contact information as possible to allow us to identify the person in our records, and provide specific reasons why each person should not review your submission in their comments box. Please note that we may need to use a reviewer that you identify here, but will try to accommodate author's wishes when we can.

Currently Opposed Reviewers List + Add Opposed Reviewer

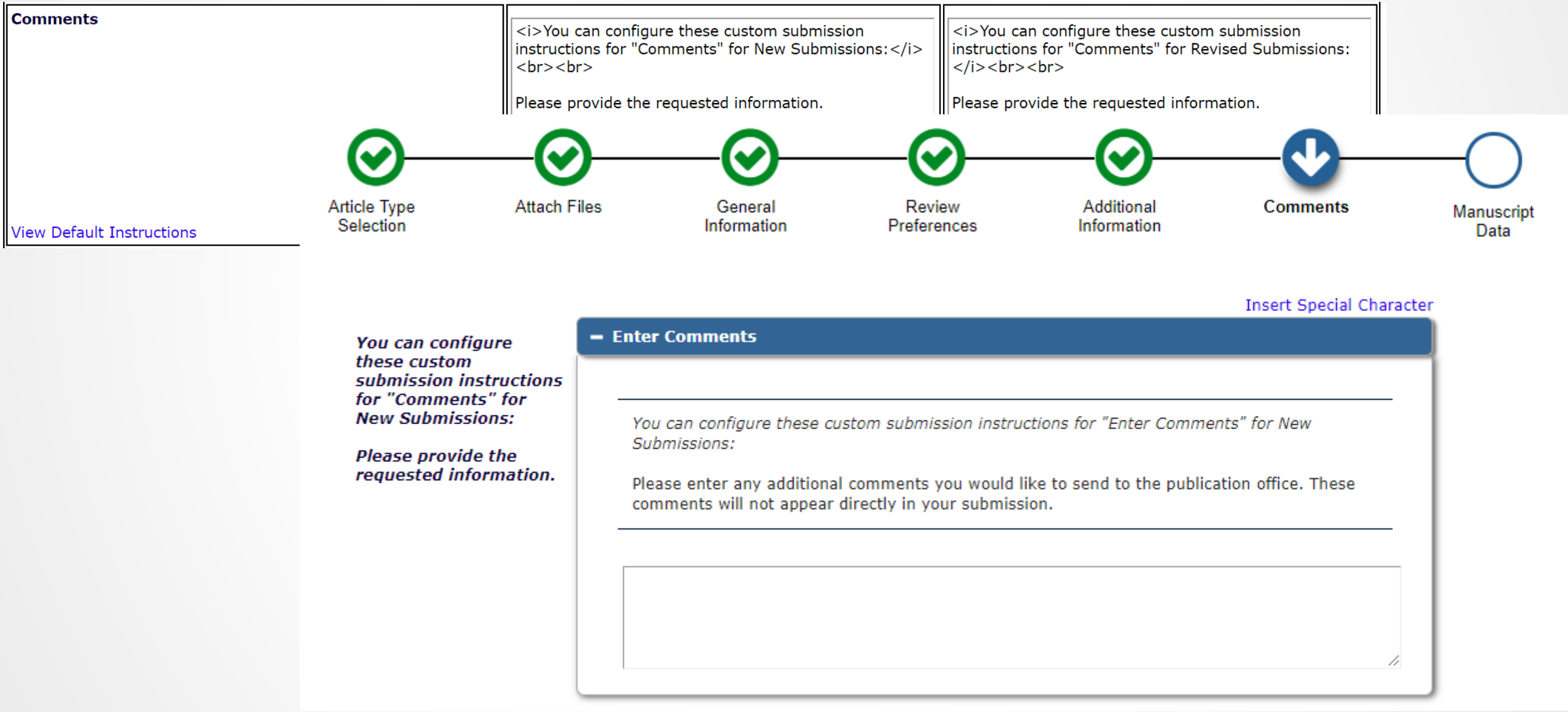
There are currently no Opposed Reviewers in the list.

+ Add Opposed Reviewer

Additional Information



Comments


Comments
You can configure these custom submission instructions for "Comments" for New Submissions:

Please provide the requested information.
You can configure these custom submission instructions for "Comments" for Revised Submissions:

Please provide the requested information.
View Default Instructions
Article Type Selection
Attach Files
General Information
Review Preferences
Additional Information
Comments
Manuscript Data
Insert Special Character
You can configure these custom submission instructions for "Comments" for New Submissions:
Please provide the requested information.
Enter Comments
You can configure these custom submission instructions for "Enter Comments" for New Submissions:
Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission.

Comments--Enter Comments

Enter Comments	You can configure these custom submission instructions for "Enter Comments" for New Submissions: Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission.	You can configure these custom submission instructions for "Enter Comments" for Revised Submissions: Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission.

View Default Instructions

Article Type Selection — Attach Files — General Information — Review Preferences — Additional Information — **Comments** — Manuscript Data

Insert Special Character

You can configure these custom submission instructions for "Comments" for New Submissions:

Please provide the requested information.

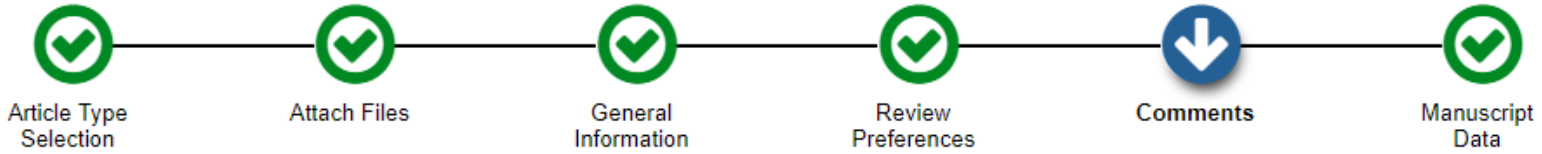
− Enter Comments

You can configure these custom submission instructions for "Enter Comments" for New Submissions:

Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission.

Comments--Respond to Reviewers

Respond to Reviewers



You can configure these custom submission instructions for "Comments" for Revised Submissions:

Please provide the requested information.

Insert Special Character

+ Enter Comments

− Respond to Reviewers

You can configure these custom submission instructions for "Respond to Reviewers" for Revised Submissions:

Please respond to specific reviewer and editor comments in the box below. To review those comments, click the View Decision Letter link.

View Decision Letter

← Back Proceed →

You can configure these custom submission instructions for "Respond to Reviewers" for Revised Submissions:

Please respond to specific reviewer and editor comments in the box below. To review those comments, click the View Decision Letter link.

☐ Display using Information Icon

Revert to Default Instructions

Manuscript Data

Manuscript Data

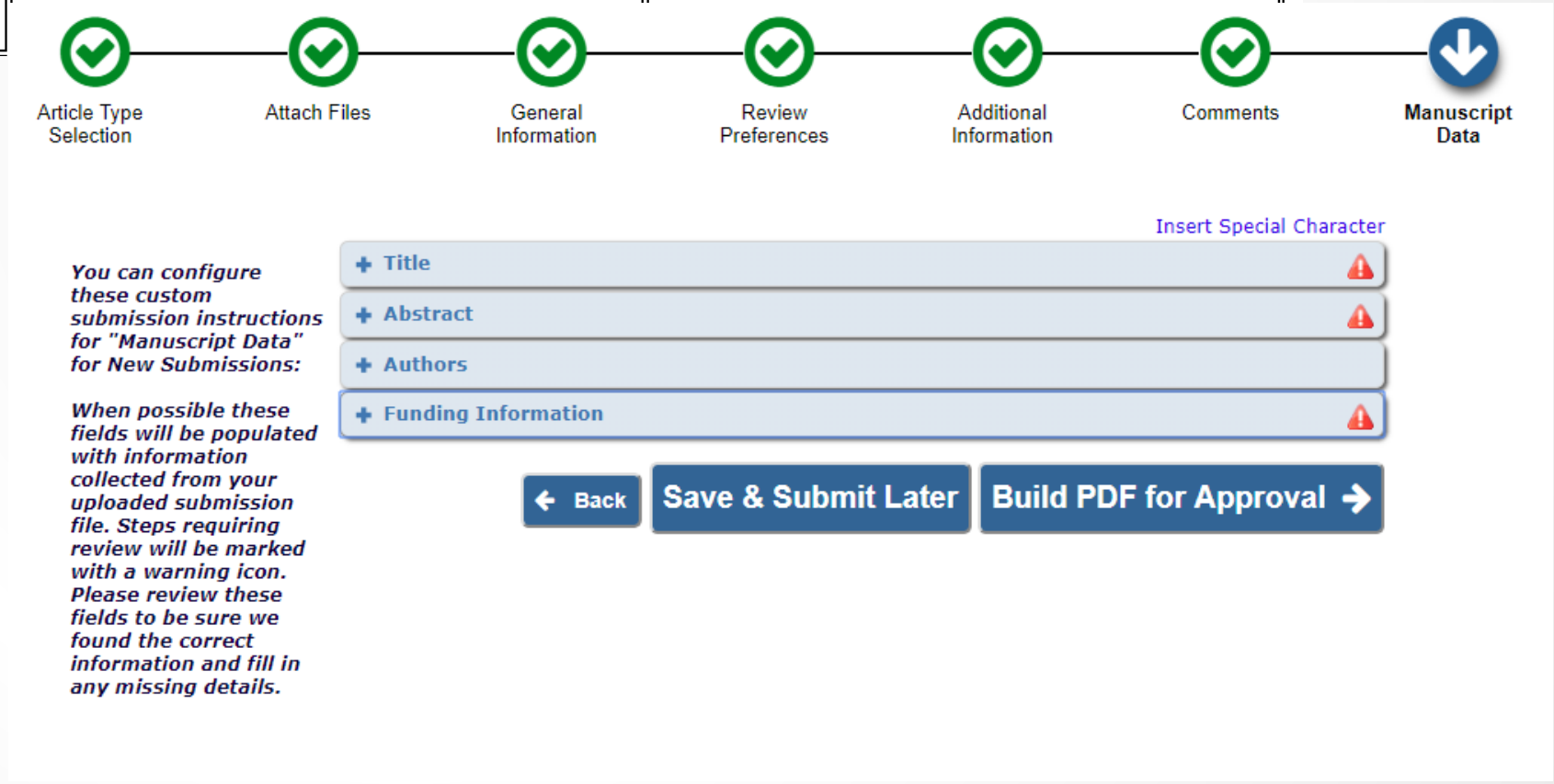
View Default Instructions

You can configure these custom submission instructions for "Manuscript Data" for New Submissions:

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

You can configure these custom submission instructions for "Manuscript Data" for Revised Submissions:

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.



Manuscript Data--Title

Title	You can configure these custom submission instructions for "Title" for New Submissions here. 	You can configure these custom submission instructions for "Title" for Revised Submissions here.

View Default Instructions

Article Type Selection | Attach Files | General Information | Review Preferences | Additional Information | Comments | **Manuscript Data**

Insert Special Character

You can configure these custom submission instructions for "Manuscript Data" for New Submissions:

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Title

You can configure these custom submission instructions for "Title" for New Submissions here.

Full Title (required) ✔

Limit 300 characters Character Count: 13

Silent Spring

Secondary Full Title

Manuscript Data--Title

Title	You can configure these custom submission instructions for "Title" for New Submissions here. 	You can configure these custom submission instructions for "Title" for Revised Submissions here.

View Default Instructions

Article Type Selection | Attach Files | General Information | Review Preferences | Additional Information | Comments | **Manuscript Data**

Insert Special Character

You can configure these custom submission instructions for "Manuscript Data" for New Submissions:

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Title

You can configure these custom submission instructions for "Title" for New Submissions here.

Full Title (required) ✔

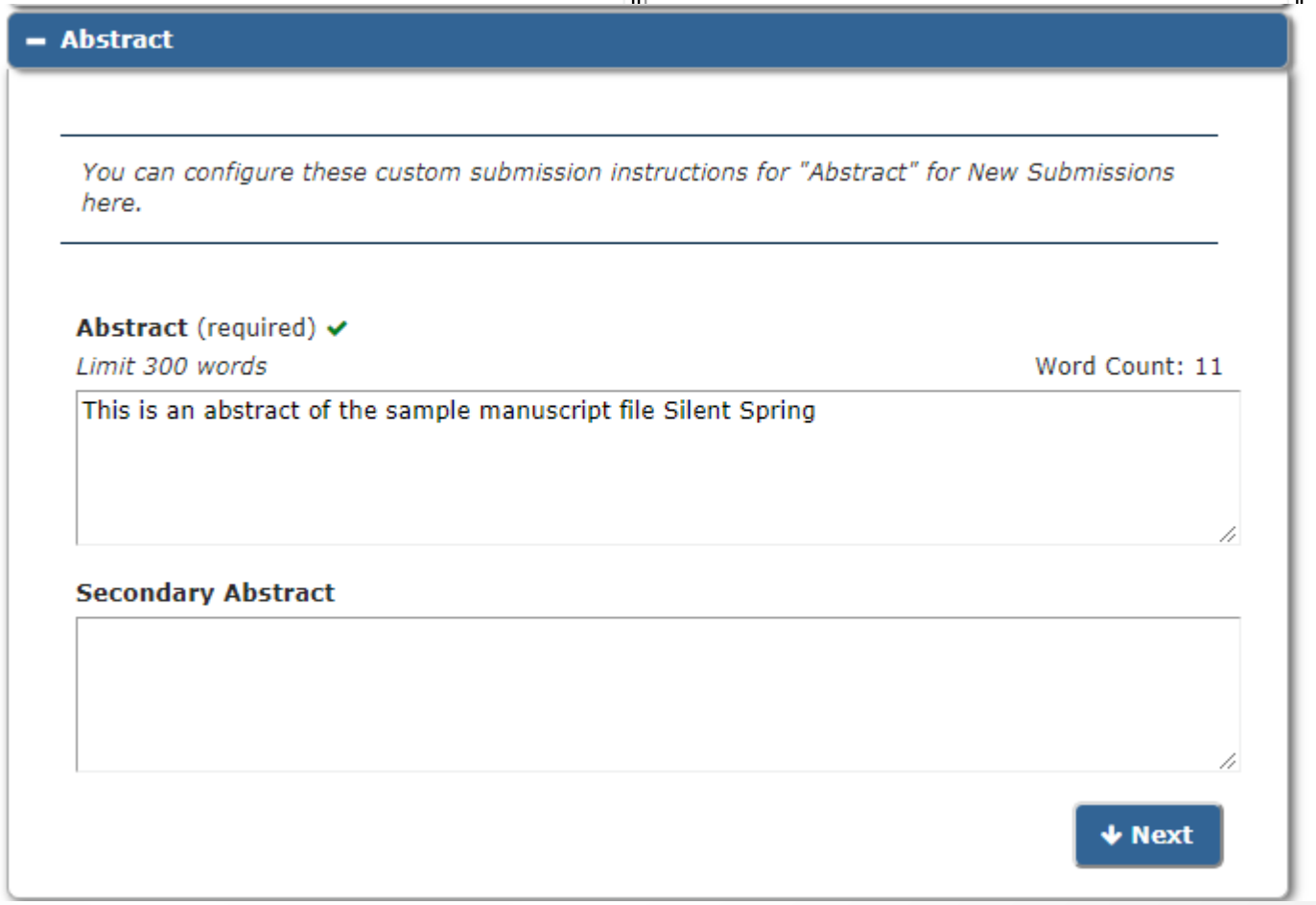
Limit 300 characters Character Count: 13

Silent Spring

Secondary Full Title

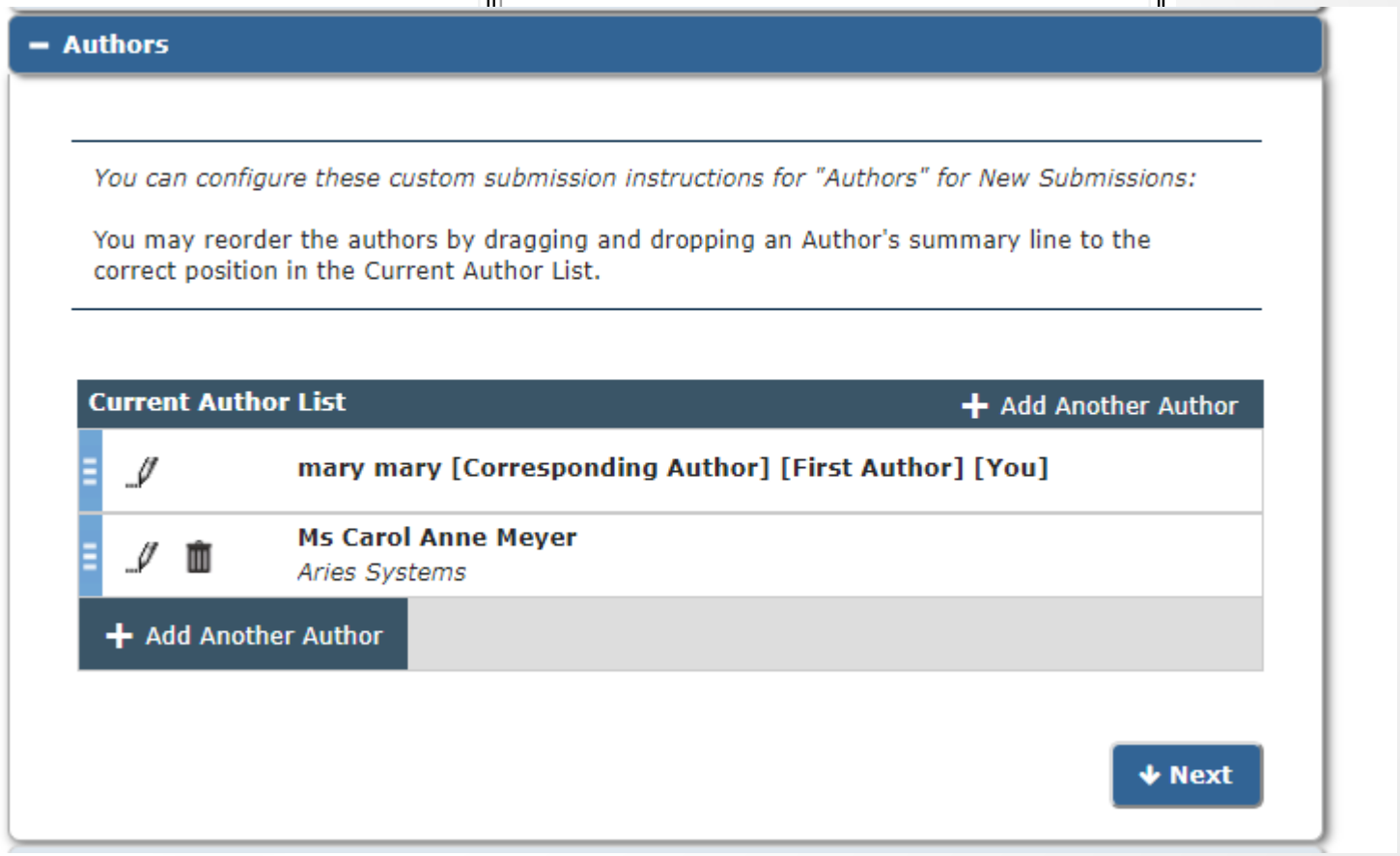
Manuscript Data--Abstract

Abstract	You can configure these custom submission instructions for "Abstract" for New Submissions here.	You can configure these custom submission instructions for "Abstract" for Revised Submissions here.
View Default Instructions		



Manuscript Data--Authors

Authors	You can configure these custom submission instructions for "Authors" for New Submissions: You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.	You can configure these custom submission instructions for "Authors" for Revised Submissions: You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.
View Default Instructions	Display us Revert to Defa	



Manuscript Data--Funding Information

Funding Information

View Default Instructions

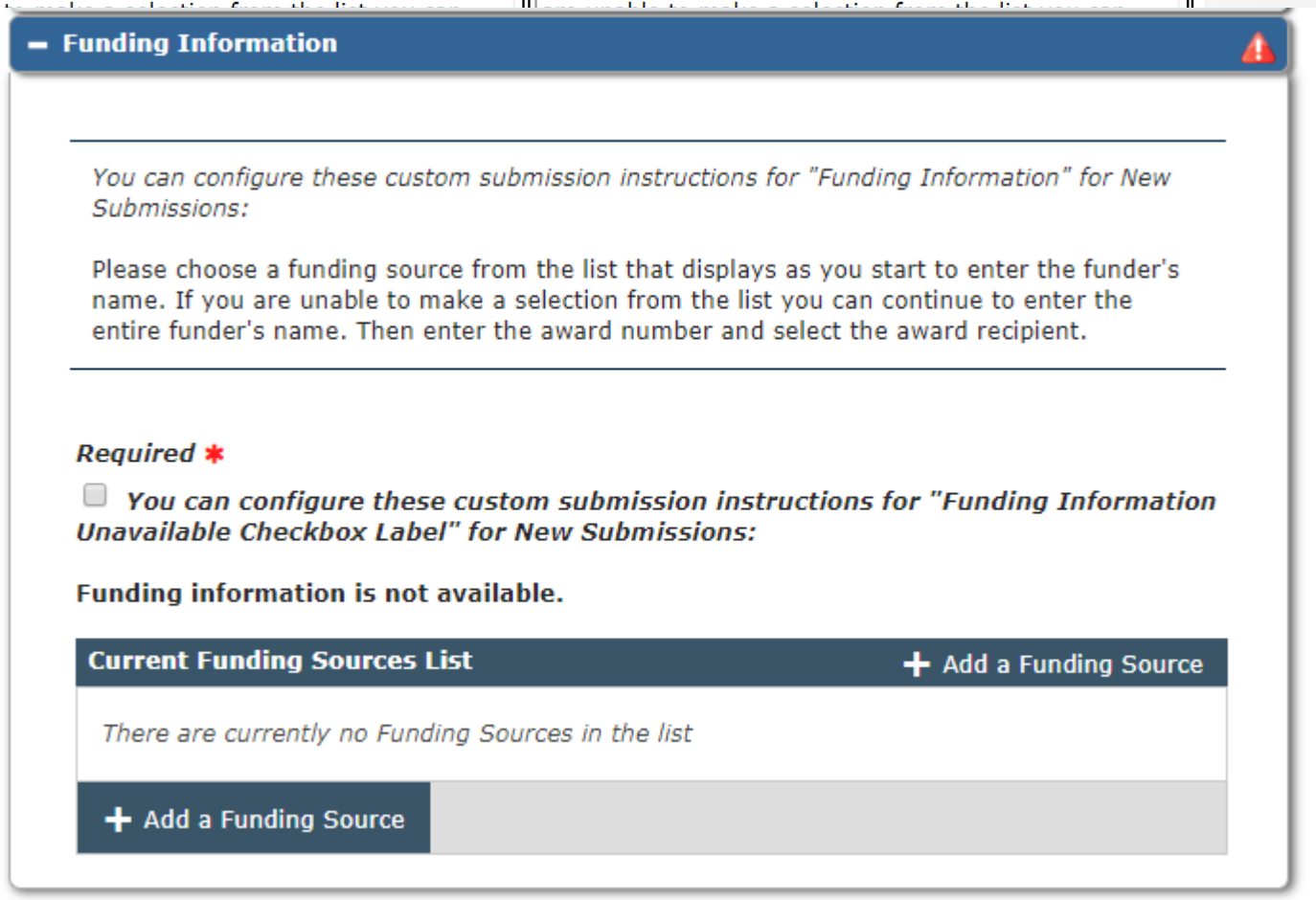
You can configure these custom submission instructions for "Funding Information" for New Submissions:

Please choose a funding source from the list that displays as you start to enter the funder's name. If you are unable
continue t
the award

Display
Revert to D

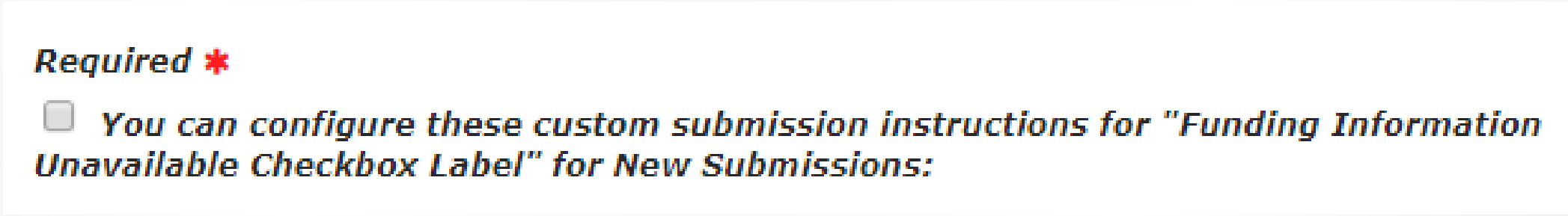
You can configure these custom submission instructions for "Funding Information" for Revised Submissions:

Please choose a funding source from the list that displays as you start to enter the funder's name. If you



Manuscript Data--Funding Information Checkbox Label

Funding Information Unavailable Checkbox Label		
View Default Instructions	You can configure these custom submission instructions for "Funding Information Unavailable Checkbox Label" for New Submissions: Funding information is not available.	You can configure these custom submission instructions for "Funding Information Unavailable Checkbox Label" for Revised Submissions: Funding information is not available.
	Revert to Default Instructions	Revert to Default Instructions



Whew!

- A hint: the authordemo141 site has custom instructions that identify the steps
- Remember, Default Instructions are available!

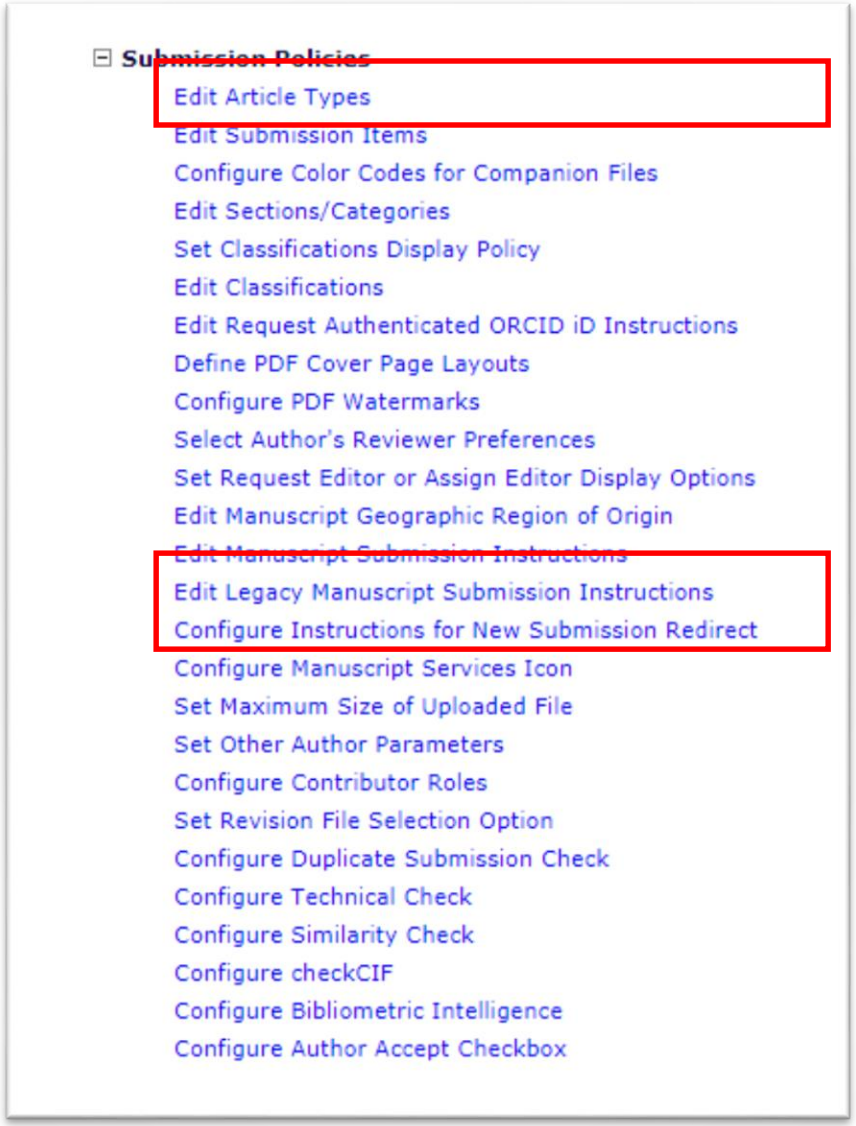
Default Instructions - New and Revised Manuscript Submission

The text shown below is the default text which appears at each step of the manuscript submission process. You may revert to this text by clicking "Revert to Default Instructions" under the appropriate instruction box on the page **Edit Manuscript Submission Instructions.**

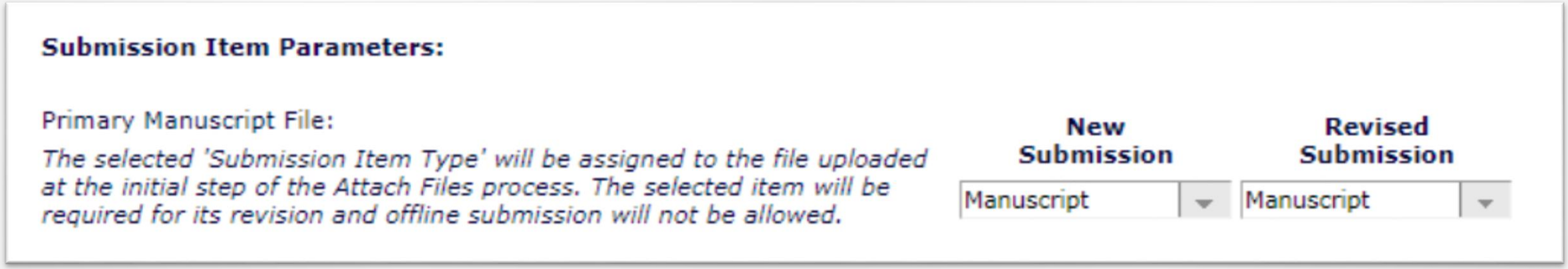
Back to Edit Manuscript Submission Instructions

Manuscript Submission Step	New Submission Instructions	Revised Submission Instructions
Article Type Selection	Choose the Article Type of your submission from the drop-down menu.	Change the Article Type of your submission from the drop-down menu if necessary.
Select Article Type		
Attach Primary Manuscript File	Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process. You may click the 'Proceed' button to upload other	Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process. You may click the 'Proceed' button to upload other

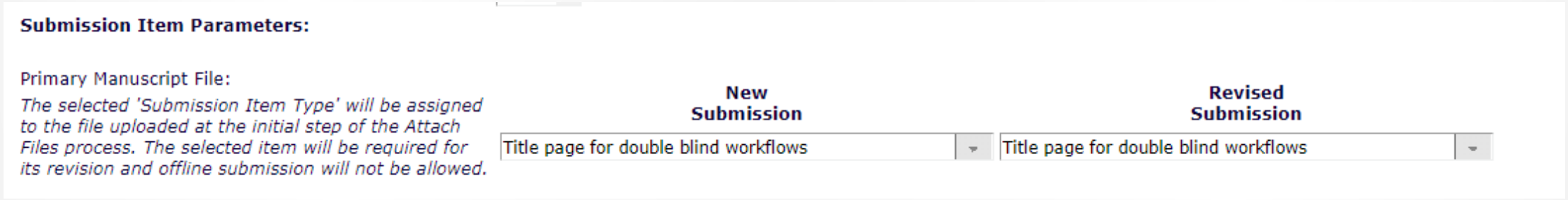
Configuration Area #2: Edit Article Types



Article Type:
Select Primary Manuscript File



Article Type for Double Blind Workflow: Select Primary Manuscript File



Rollout of the New Interface

- Interface available by request in version 14.1 (Now)
  - At upgrade the new interface is NOT enabled
  - Configurations are available
  - During the version 14.1 timeframe sites can have the new interface enabled at any time
    - Must contact your Account Coordinator
- Interface is standard in version 15.0 (Summer 2018)

Frequently Asked Questions

FAQs Highlights

Q. *Will Editors be able to use the new submission interface?*

A. Through Release 15.0, only Authors will have access to the new interface. Enabling it for Editor submissions is planned for a future release.

FAQ Highlights

Q. *Why aren't keywords extracted from the Author manuscript?*

A. For the first release, the set of metadata extracted was limited to items that most manuscripts have. Since a fair number of journals do not accept or publish keywords, that function was deferred to a later release.

Resources

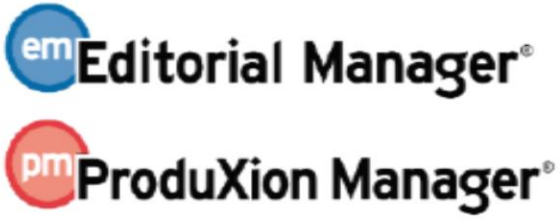
Resources

- Documents
- Videos
- Demo Site
- Your Account Coordinator

Resources--Documents

- New Author Submission Interface
- FAQ
- Best Practices

New Author Submission Interface



Author Submission Interface

A redesigned Author Submission Interface is available in Editorial Manager® (EM) Version 14.1. Authors can utilize the updated interface to quickly submit manuscripts to publications. Authors will use this interface for initial submission and submission of revisions. (Only Authors will see the new interface in EM 14.1. Editors will continue to use the existing submission interface when editing a submission or submitting as an Editor.)

This interface features include more streamlined submission steps and easier access to submission requirements. The new interface collects the same data as in earlier versions of EM, but the order of the submission steps has changed.

In addition, Editorial Manager can pull data directly from a manuscript file during the

Frequently Asked Questions

em Editorial Manager®

pm ProduXion Manager®

Aries systems

Editorial Manager® Author Submission Interface Frequently Asked Questions

1. *Q. What do publication offices need to do to prepare for the changes to the Author Submission Interface?*
   A. Publications staff should review and revise the custom instructions for Author submissions in PolicyManager. They should also review their Author instructions to ensure they are consistent with the new interface.

2. *Q. When will the improved Author submission interface be available?*
   A: The new feature will be rolled out as an option in Release 14.1, scheduled for early 2018. It will replace the existing Author submission interface entirely in Release 15.0, schedu

163%

Manuscript Preparation Best Practices

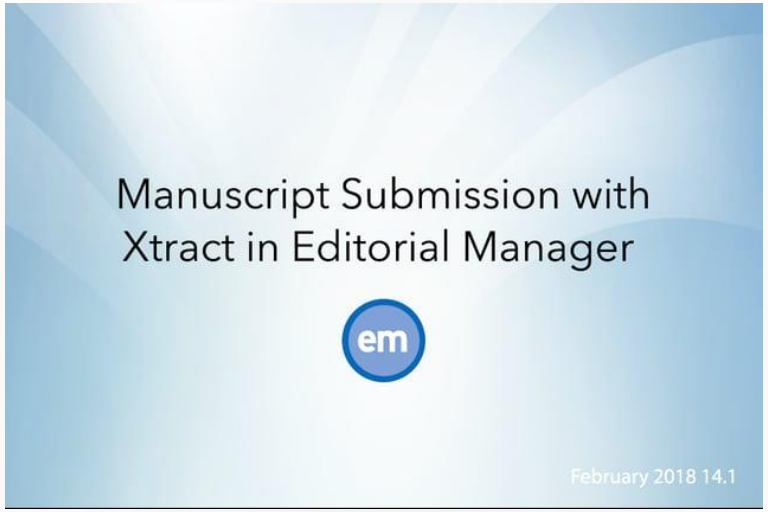
Best Practices for Preparing Submission Files for Xtract Manuscript Extraction

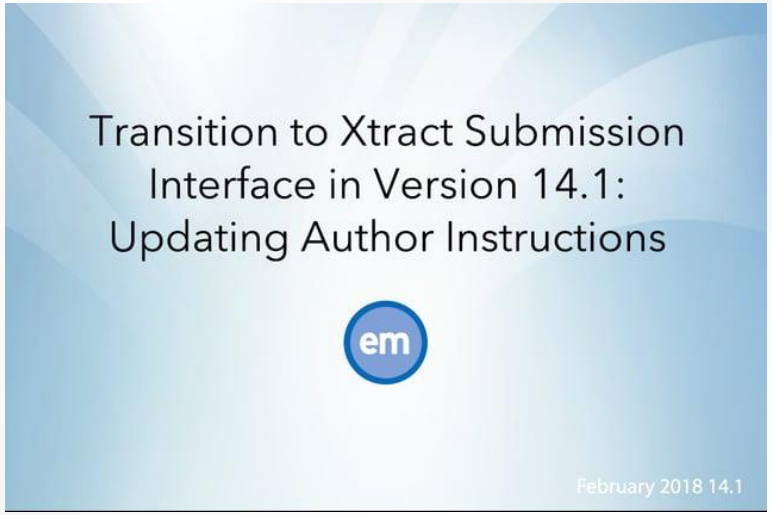
Although the new Editorial Manager author submission interface does not require conformance to any specific style of manuscript preparation for the automatic extraction of data in Editorial Manager®, the following tips should yield higher-quality results.

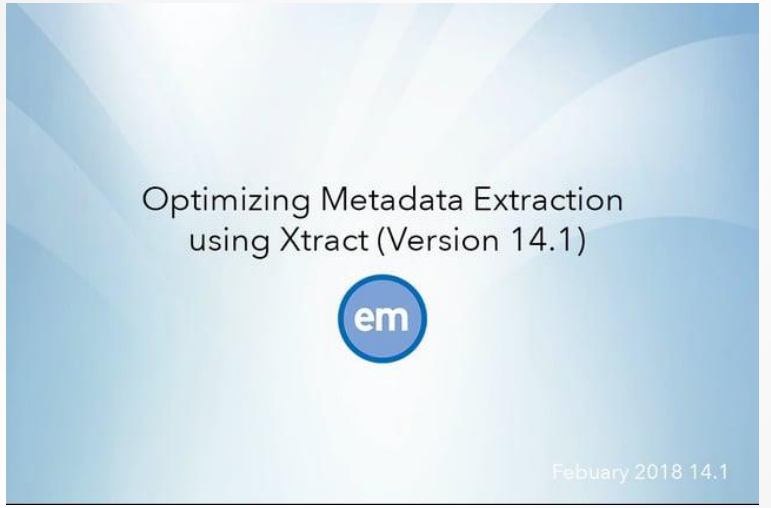
1. The file that is designated as the Primary Manuscript File must contain the data to be extracted. This is the case even if the text of the submission is in a separate file (see #13 below)

2. The auto-extraction tool will only work on Microsoft Word--readable files (.doc and .docx).

Resources--Videos

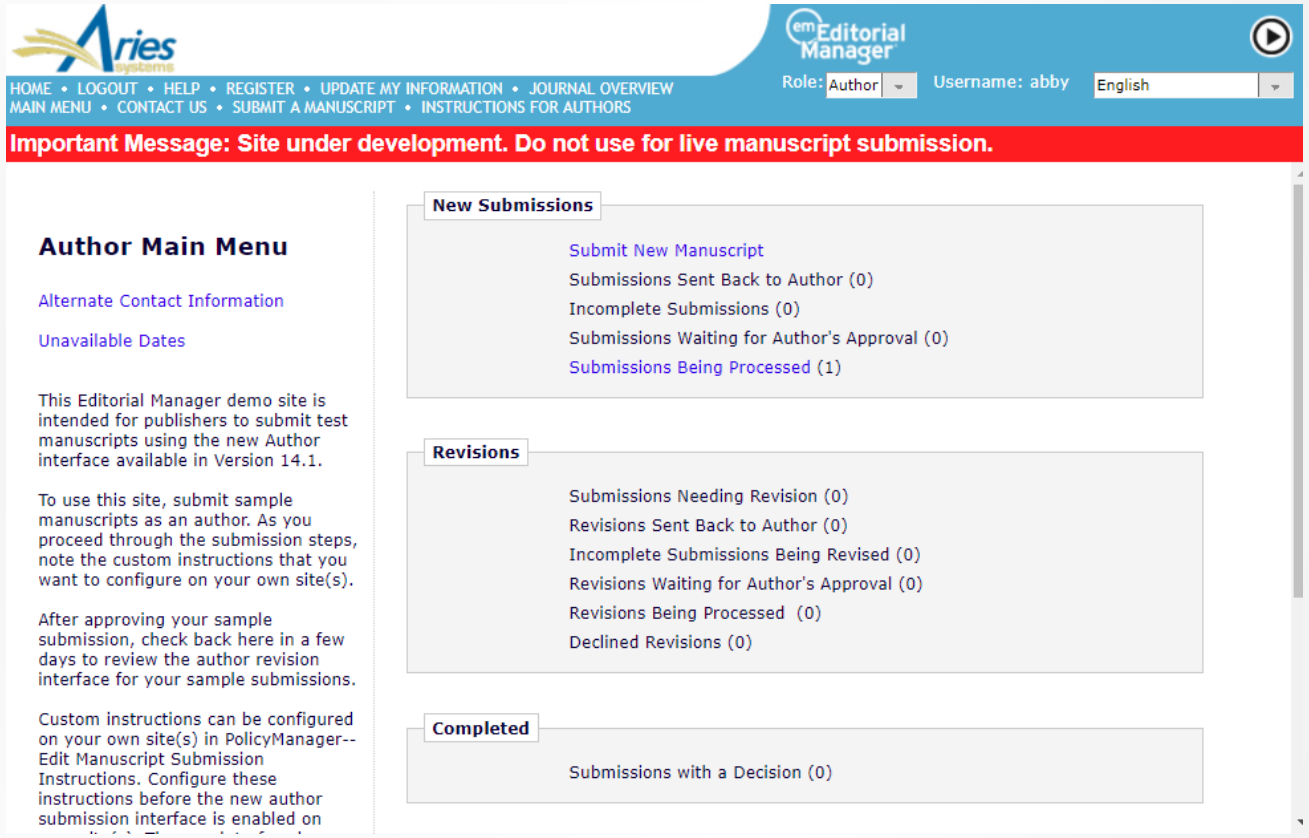






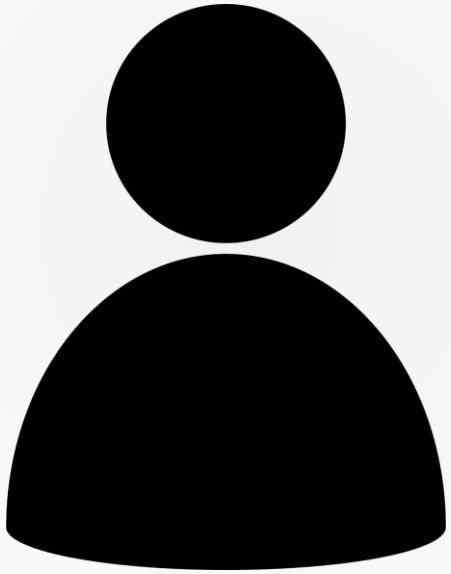
Resources--Demo Site

- Register as an Author
- Submit Manuscripts
- Submit Revisions



http://www.editorialmanager.com/authordemo141

Resources--Your Account Coordinator



Questions?

Carol Anne Meyer

Client Services

cmeyer@ariessys.com

OR contact your Account Coordinator

Aries systems
Publish Faster. Publish Smarter.