

CONFIDENTIAL AND PROPRIETARY

Release Notification

 **Editorial Manager**[®]

 **ProduXion Manager**[®]

 **Commerce Manager**[™]

**Editorial Manager Version 13.1
Supplemental Release Notification**

2/16/2017

Final

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Editorial Manager/ProduXion Manager Supplemental Release Notification

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Kudos – EM Integration

In EM version 13.1, publications can integrate with Kudos, a web-based platform that allows researchers to gain visibility for their published work, increasing its impact. Authors provide a brief, plain language summary of their work at submission. The publication can configure this summary to transmit to Kudos using an Enterprise Analytics Report generated in Editorial Manager. The Kudos Report can be found on the list of Standard Reports. This feature is available to all Kudos clients that use Editorial Manager at no additional charge.

To learn more about Kudos, visit <https://www.growkudos.com/>.

Creating the Custom Question

A custom question must first be created before publications can capture data for Kudos.

TO CONFIGURE:

Systems Administrators can create this in the Questionnaire Policies section of PolicyManager, via the select Create Custom Questions link.

To ensure the information submitted by the Author is correctly captured by Editorial Manager for distribution to Kudos, the custom submission question requires certain configurations be enabled.

When adding a new question, the new custom question must be configured as follows:

- **Response Type:** Notes
- **Maximum Field Length:** 1000
- **Manuscript Details:** Display
- **Transmittal Form:** Display

When configuring the new question, it is essential that the phrase "Plain Language Summary" be used somewhere in the Question Text field. This will ensure the information is correctly captured by the report.

Kudos provides the following text to be copied and pasted into the Question Text field for the custom question in Editorial Manager:

```
<p align="right">
</p><b>Plain Language Summary</b><p>
Please enter your Plain Language Summary below. Your plain language summary should be a short, simple, non-technical explanation or lay summary (not an abstract). This will make it easier for people to find and understand your work. If your article is accepted for publication, the plain language summary will be made available through <a href="https://www.growkudos.com/" target="_blank">Kudos</a>. <br><br /><br>
<b>Example 1:</b> <br>
Sulfate is an important anion in biological systems. We have shown for the first time that small molecules can bind to sulfate and allow it to diffuse across lipid bilayer membranes. This was previously thought impossible as sulfate is very strongly bound to water. We have used 33S NMR experiments to confirm sulfate transport.
<br><br><b>Example 2:</b><br>
Open Source Software (OSS) development and Human Computer Interaction (HCI) work have established their positions, but do they actually fit together? This paper examines if there is any hope of bringing HCI work into OSS context and if OSS and HCI philosophies can exist in the same project.
<br><br><br>By providing this text, you consent to it being made available to Kudos, an online platform (not affiliated with Editorial Manager) which has been designed to help you increase your article's impact. Your use of Kudos' services is governed by the Kudos terms and conditions. You can read more about this <a href="https://www.growkudos.com/about/terms" target="_blank">here</a>.<br /><br />
```

Kudos recommends replacing the two examples [in **RED** text above] with examples specific to the publication.

Replacing the remainder of the text is not recommended. However, if changes are made, the text string "Plain Language Summary" must appear somewhere in the question text. This ensures the question is correctly identified as the one to be pulled into the report that is transferred to Kudos.

Note: Including the question in the Author PDF is not recommended, because this would pull in the full text of the question, the examples and the Kudos logo, which could make the PDF harder to read. However, including it does not impact the integration with Kudos.

Question text:

<p align="right">
</p>Plain Language Summary<p> Please enter your Plain Language Summary below. Your plain language summary should be a short, simple, non-technical explanation or lay summary (not an abstract). This will make it easier for people to find and understand your work. If your article is accepted for publication, the plain language summary will be made available through Kudos.

 Example 1:
 Sulfate is an important anion in biological systems. We have shown for the first time that small molecules can bind to sulfate and allow it to diffuse across lipid bilayer membranes. This was

PORTION OF PAGE OMITTED FOR SPACE

Response Type:

Notes ▾

Maximum Field Length (1-20000): 1000

Default Value Value



None



PORTION OF PAGE OMITTED FOR SPACE

PDF Cover Page ⓘ

Display

Manuscript Details

Display

Help Text:

Transmittal Form ⓘ

Display

Editable

Required

Help Text:

Sample Add Custom Question configurations page

Once the new question has been created, it must be added to a new or existing Author or submission questionnaire. Questionnaires can be created in the Create Questionnaires section under the Questionnaire Policies heading in PolicyManager.

Finally, the new or existing questionnaire must be associated with article types. The questionnaire can be made available for new and/or revised submissions. This can be

configured via the Edit Article Types link, found in the Submission Policies section of PolicyManager.

Once the question is associated with the publication's chosen article types, the question will be presented to Authors submitting those article types for new or revised submissions moving forward.



The screenshot shows a form titled "KUDOS" with a butterfly logo. The main heading is "Plain Language Summary". Below it, there is a paragraph explaining the purpose of the summary. Two examples are provided: "Example 1" about sulfate transport and "Example 2" about OSS and HCI. At the bottom, there is a consent statement.

KUDOS 

Plain Language Summary

Please enter your Plain Language Summary below. Your plain language summary should be a short, simple, non-technical explanation or lay summary (not an abstract). This will make it easier for people to find and understand your work. If your article is accepted for publication, the plain language summary will be made available through [Kudos](#).

Example 1:
Sulfate is an important anion in biological systems. We have shown for the first time that small molecules can bind to sulfate and allow it to diffuse across lipid bilayer membranes. This was previously thought impossible as sulfate is very strongly bound to water. We have used 33S NMR experiments to confirm sulfate transport.

Example 2:
Open Source Software (OSS) development and Human Computer Interaction (HCI) work have established their positions, but do they actually fit together? This paper examines if there is any hope of bringing HCI work into OSS context and if OSS and HCI philosophies can exist in the same project.

By providing this text, you consent to it being made available to Kudos, an online platform (not affiliated with Editorial Manager) which has been designed to help you increase your article's impact. Your use of Kudos' services is governed by the Kudos terms and conditions. You can read more about this [here](#).

Custom Question as it will appear to the Author

Creating the Report Letter Template

Before configuring the report, the publication must configure a letter template, which will be used to notify Kudos of the report file.

TO CONFIGURE:

In PolicyManager, go to the Edit Letters link under E-mail and Letter Policies. On the Edit Letters page, click the Add New Letter button to create the template.

Complete the Add 'General' Letter page as follows:

- **Letter Purpose:** Kudos Plain Language Summary
- **Subject:** Your publication's Kudos Publisher Short Code
- **Letter Family:** Enterprise Analytics Reporting

Add 'General' Letter

Please type (or paste) a text-formatted letter into the Letter Body box below. This default letter should not include HTML tags. To incorporate HTML tags, click 'Save' on this page to save the text-formatted letter and then select the 'HTML format' radio button from the 'Edit Letters' page and click the Edit link. HTML tags may then be added.

Letter Purpose:

Subject:

Letter Family:

Sample Add 'General' Letter page

- **NOTE:** It is critical the Kudos code be included in the subject line. Otherwise the report will not transmit to Kudos correctly. To find this code, access the Kudos Publisher Dashboard; the account code appears at the top of the page. (For assistance contact your Kudos Account Manager.) Do not enter any text other than the code in the subject line; Kudos will use this code to match the data in the report with your publisher account.

After entering the above fields, click the Continue button to go to the configuration page for the letter.

On the letter configuration page check the box next to "Display the following e-mail address for the recipient" and enter the following Recipient e-mail address:

- editorialmanagerdatadelivery@growkudos.com

All other fields are optional. Leave them blank or unchecked. Click the Save button at the bottom of the page.

Add 'Enterprise Analytics Reporting' Letter

Please type (or paste) a text-formatted letter into the Letter Body box below. This default letter should not include HTML tags. To incorporate HTML tags, click 'Save' on this page to save the text-formatted letter and then select the 'HTML format' radio button from the 'Edit Letters' page and click the Edit link. HTML tags may then be added.

Custom Instructions

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

...

[View Default Instructions](#) [Revert to Default Instructions](#)

Letter Purpose:

Subject:

Letter Family: ▼

Sender's E-mail Address

Use E-mail address of user triggering the Correspondence

The Journal <trash1@ariessc.com>

Recipient:

Display text box so sender can insert an e-mail address

Display the following e-mail address for the recipient:
(Multiple addresses may be entered, separated by a semicolon)

Display Editor list so sender can select recipients

Additional Recipients

Sample Add 'Enterprise Analytics Reporting' Letter configuration page

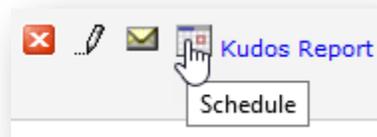
Scheduling the Kudos Report

Once the letter template is configured, the publication can now schedule a report that will transmit automatically to Kudos each week.

TO CONFIGURE:

On the Reports page, click the link to the Enterprise Analytics Reporting page. Locate the Kudos Report in the list of Standard Editorial Reports. An Editor role with permission to schedule reports will see a calendar icon to the left of the report name.

Click the calendar icon to open the Report Delivery Schedule window.



Complete the delivery schedule fields as follows:

- **Schedule Description:** Kudos Report (This label lets others know why the report has been scheduled.)
- **Delivery Frequency:** Weekly
- **First Delivery Date:** Select current date. (The letter will be sent overnight on the selected dates.)
- **Additional Deliveries:** 25. (The report will be sent every week for the next 25 weeks, which is currently the maximum number of weeks that can initially be selected for this field. After the first report has been sent, i.e., in 7 days from the First Delivery Date, this field can be edited to extend 25 additional weeks. *)
- **Letter:** Select the "Kudos Plain Language Summary" Letter Template created previously.
- **Attach Excel File:** Check this box to enable the Excel file of the report to be attached to the e-mail.

* Suggestion: Make a note to return in 7 days to extend the scheduled deliveries to 50 weeks. Make another note to return to the schedule screen in 11 months to update it again to ensure uninterrupted delivery.

New Views for Enterprise Analytics Reports

EM version 13.1 adds new views to several Schedule Group reports for end-of-year reporting. One new view is introduced to single-journal Enterprise Analytics Reporting (EAR) and two to Cross-Publication Enterprise Analytics Reporting (XEAR).

In EAR, "All Schedule Groups Table of Contents and Headers View" is added to the Data Sources dropdown list. The new view is based on the existing "Schedule Groups Table of Contents and Headers View".

In XEAR, two new views are added to the Data Sources dropdown list. The first, "Cross-Publication All Schedule Groups Table of Contents and Headers View", is based on the existing "Cross-Publication Schedule Groups Table of Contents and Headers View". The second, "Cross-Publication All Schedule Groups TOC and Additional Manuscript Details View", is based on the existing "Cross-Publication Schedule Groups TOC and Additional Manuscript Details View".

In the Custom Report interface, a new "All Schedule Groups Table of Contents and Headers View" is included in the Table dropdown list on the Create Custom Report page. The new view is based on the existing "Schedule Groups Table of Contents and Headers View".

The new views contain information related to both open/re-opened schedule groups and closed schedule groups.

All new single-journal views are available through EAR and Custom Reports. All new XEAR views are available through XEAR and cross-publication Custom Reports.

TO CONFIGURE:

No configuration necessary. Users with reporting permissions will see these new Views.

Details of each View (description and fields) are available from the Views help link on the Enterprise Analytics Reporting page.

