

# SCHOLARONE MANUSCRIPTS™

## v4.2 Release Notes

The following are features planned for release in ScholarOne Manuscripts v4.2 on Tuesday, August 18, 2009. The next section of this document provides information about the default configuration values and configuration time required for each of the features. If you have any questions, please contact Tiffany Coker, Director of Product Management at 434.964.4027.

The ScholarOne Manuscripts v4.2 release includes features that will immediately impact ScholarOne Manuscripts users when the release occurs. You may want to communicate these changes to the users in your organization before the release so that they are prepared for any changes that might affect them. Other features require direct action by a journal administrator or ScholarOne representative before your users can benefit from the new functionality.

## RELEASE SUMMARY

The default configuration settings and values for each of the features in the release are outlined below. If you wish to change any of the defaults, contact your ScholarOne Account Manager.

### GENERAL ENHANCEMENTS

FEATURE	SUMMARY
Integration with CrossCheck and iThenticate for Plagiarism Checking	<p>ScholarOne Manuscripts will offer the ability to submit any manuscript to iThenticate for plagiarism checking against various sources including the CrossCheck database.</p> <p>Action Required: Please contact your ScholarOne Account Manager if you would like to activate this feature. This feature is estimated to take 30 minutes to configure. Please note: A separate subscription to CrossRef, CrossCheck and iThenticate is required before activating this feature in ScholarOne Manuscripts. Your iThenticate account must be API-enabled.</p>
Letters to Editor functionality	<p>ScholarOne Manuscripts sites can collect and process unsolicited letters to the Editor about a previously published referenced article as a group using Letters to Editor (LTE) functionality.</p> <p>Action Required: Please contact your ScholarOne Account Manager if you would like to activate this feature. The configuration time estimate for this feature will vary based on the LTE workflow you</p>

	select and any necessary changes to your site configuration.
Ability to “Invite All” reviewers	<p>Users can “Invite All” Reviewers ready for invitation in the Reviewer List with multiple options for e-mail templates and editing e-mails before sending.</p> <p>Action Required: No action is required to activate this feature.</p>
Ability to send third-party proof to the Author for approval prior to publication	<p>Administrators or Production Editors will have the ability to send a third-party proof to the Author for pre-publication approval as part of the First Look process.</p> <p>Action Required: Please contact your ScholarOne Account Manager if you would like to activate this feature. If you are already using First Look functionality, this feature is estimated to take 30 minutes to configure. If you would like to start using First Look functionality, your ScholarOne Account Manager will work with you on an implementation.</p>
Ability to place a log-in box to ScholarOne Manuscripts on journal sites	<p>Journals can now place a ScholarOne Manuscripts login box on their websites.</p> <p>Action Required: Your website developers will need to download the linked HTML and files to insert the login box on your website.</p>
Additions to Advanced Manuscript Search	<p>Editorial users will have the ability to search for manuscripts that are “web published” and “print published” in the Advanced Manuscript Search. Users can also search for manuscripts by the date they were assigned to an issue.</p> <p>Action Required: The ability to search by issue assignment date will be turned on by default. If you would like to activate the ability to search by the web published date, contact your ScholarOne Account Manager.</p>
New “Original Files & Metadata” export option	<p>Users will have the ability to perform manual or batch exports of manuscripts in a file set which does not include the PDF Proof or First Look PDF.</p> <p>Action Required: No action is required to activate this feature.</p>
Addition of revision button to Author Dashboard	<p>The Author Dashboard will contain a revision submission button for Authors who have outstanding revisions.</p> <p>Action Required: No action is required to activate this feature.</p>
New “Manuscripts Awaiting Revision” Queue	<p>ScholarOne Manuscripts will offer the configurable ability to include a “Manuscripts Awaiting Revision” queue on user dashboards.</p> <p>Action Required: Please contact your ScholarOne Account Manager if you would like to activate this feature. This feature is estimated to take 30 minutes to configure.</p>
Default selection for Quick	The quick search function will anchor on the Manuscript ID by default.

Search	<p>Action Required: No action is required to activate this feature.</p>
New deep link e-mail tags for Authors and Editors	<p>Several new deep link e-mail tags have been developed for Authors and Editors.</p> <p>Action Required: No action is required to activate this feature.</p>
New review e-mail tags	<p>Several new e-mail tags have been developed to communicate aspects of reviews.</p> <p>Action Required: No action is required to activate this feature.</p>
New tooltip on Reviewer Quick Search	<p>A new tool tip has been created to clarify the format of search terms that can be entered into the Reviewer Quick Search function.</p> <p>Action Required: No action is required to activate this feature.</p>
Audit Trail Additions	<p>The Audit Trail will contain additional entries for reviewer selection / assignment events.</p> <p>Action Required: No action is required to activate this feature.</p>
Unsubmission improvements	<p>Users wishing to unsubmit a document must first unsubmit or delete any later versions or drafts. The Manuscript ID will be displayed for unsubmitted manuscripts.</p> <p>Action Required: No action is required to activate this feature.</p>
Addition of Cover Letter button to Manuscript Details Header	<p>There will be a Cover Letter button available on all Manuscript Details header pages for all roles configured to be able to view the manuscript cover letter.</p> <p>Action Required: No action is required to activate this feature.</p>
Ability to display custom questions in Manuscript Details Header	<p>Configurators have the option to select up to three custom questions and answers to include in the Manuscript Details header area.</p> <p>Action Required: Please contact your ScholarOne Account Manager if you would like to activate this feature. This feature is estimated to take 30 minutes to configure.</p>
Person Details Pop-Up modifications	<p>Several changes have been made to the Person Details Pop-Up.</p> <p>Action Required: No action is required to activate this feature.</p>
Reviewer assignment improvements	<p>Several changes have been made to the functionality within the Reviewer List.</p> <p>Action Required: No action is required to activate this feature.</p>

<p>Reviewer Search Preferences enhancements</p>	<p>Editors will have the ability to define their preferred default sort order for each type of Reviewer Search.</p> <p>Action Required: No action is required to activate this feature.</p>
<p>Ability to edit Author e-mail reminder schedule for invited papers</p>	<p>Users will have the ability to edit the reminder schedule for Authors who have agreed to submit an invited paper.</p> <p>Action Required: No action is required to activate this feature.</p>
<p>Ability to flag manuscripts</p>	<p>Configured users will have the ability to flag manuscripts with one of four icons.</p> <p>Action Required: All roles other than Author &amp; Reviewer roles will have the ability to flag manuscripts by default. If you would like this changed, please contact your ScholarOne Account Manager if you would like to change the defaults. This feature is estimated to take 15 minutes to change.</p>
<p>Ability to print ScholarOne Manuscripts e-mails on letterhead</p>	<p>Administrators will have the ability to upload letterhead templates for use with printing out ScholarOne Manuscripts e-mails.</p> <p>Action Required: No action is required to activate this feature.</p>
<p>Additional Issue fields</p>	<p>Additional fields will be available during issue creation.</p> <p>Action Required: Please contact your ScholarOne Account Manager if you would like to activate the "Journal ID" field. The "Journal ID" field is available for Production Central sites only and is estimated to take 15 minutes to configure. All other fields require no action to activate.</p>
<p>Display of due dates in status column</p>	<p>The due date for each open task will be displayed in the manuscript status column.</p> <p>Action Required: No action is required to activate this feature.</p>
<p>E-Mail delivery upgrades</p>	<p>E-mails sent from ScholarOne Manuscripts will be bounced back to the sender upon delivery failure.</p> <p>Action Required: No action is required to activate this feature.</p>
<p>Ability to support non-USD currency in e-commerce transactions</p>	<p>The ScholarOne Manuscripts PayPal integration has been upgraded to support e-commerce transactions in currencies other than USD.</p> <p>Action Required: Please contact your ScholarOne Account Manager if you would like to activate this feature.</p>
<p>Ability to carry eForms between workflows</p>	<p>Forms collected during the original submission workflow will now be able to be automatically carried to the revised / resubmitted / accepted workflows.</p> <p>Action Required: Please contact your ScholarOne Account Manager if you would like to activate this feature. This feature is estimated to take 1 hour to configure.</p>

New Cognos reporting fields	<p>New fields will be available in the Cognos Reporting System. Note that these fields will become available approximately two weeks after the release of v4.2.</p> <p>Action Required: No action is required to activate this feature.</p>
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## SCHOLARONE PRODUCTION ENHANCEMENTS

FEATURE	SUMMARY
Issue Check-In enhancements	<p>The journal, volume, and issue selections on the Issue Check-In page have been redesigned for usability.</p> <p>Action Required: No action is required to activate this feature.</p>
Issue List Enhancements	<p>Additional configurability has been introduced to the way in which issues appear in dashboard issue lists.</p> <p>Action Required: Please contact your ScholarOne Account Manager if you would like to change the way in which your issue lists are configured.</p>
Master Production Schedule enhancements	<p>The Master Production Schedule will display and can be filtered by Journal.</p> <p>Action Required: No action is required to activate this feature.</p>
Ability to assign multiple manuscripts to an Editor from issue queues	<p>Users will have the ability to assign multiple manuscripts to an Editor at a time from any issue queue.</p> <p>Action Required: No action is required to activate this feature.</p>
Journal Name display	<p>The status column item that currently displays the volume and issue the manuscript is assigned to will also display the journal name.</p> <p>Action Required: No action is required to activate this feature.</p>

## SCHOLARONE BOOKS ENHANCEMENTS

FEATURE	SUMMARY
New "Topic & Invited Paper Tools" area of dashboard	<p>There will be a new "Topic &amp; Invited Paper Tools" area of the dashboard containing links to topic and stub functionality.</p> <p>Action Required: No action is required to activate this feature.</p>

<p>Role- and user-based management</p>	<p>Many configuration options have been added around the permissions that roles and users need to create and manage topics and stubs.</p> <p>Action Required: Please contact your ScholarOne Account Manager if you would like to change the way in which topics and stubs are created or maintained.</p>
<p>Redesigned topic and stub lists</p>	<p>Topic and stub lists have been redesigned for usability.</p> <p>Action Required: No action is required to activate this feature.</p>
<p>Mass update of topics and stubs</p>	<p>The CSV export and import of topic and stub information has been enhanced.</p> <p>Action Required: No action is required to activate this feature.</p>
<p>Configurable stub creation options</p>	<p>Various configuration options have been added with regard to stub creation.</p> <p>Action Required: Please contact your ScholarOne Account Manager if you would like to change any of the available configuration options. Each configuration option is estimated to take 15 minutes to configure.</p>
<p>Stub submission due dates</p>	<p>Due dates can be assigned to stubs. This feature is turned off by default.</p> <p>Action Required: Please contact your ScholarOne Account Manager if you would like to activate this feature. This feature is estimated to take 15 minutes to configure.</p>

## INTEGRATION WITH CROSS-CHECK AND ITHENTICATE FOR PLAGIARISM CHECKING

With the MCv4.2 release, ScholarOne Manuscripts will offer the ability to submit any manuscript to iThenticate for plagiarism checking. When submitted to this service, the manuscript will be compared against various sources, including the CrossRef database. This feature is fully integrated into ScholarOne Manuscripts and requires a separate subscription to CrossRef, CrossCheck and iThenticate before activation in ScholarOne Manuscripts. More information about signing up for the CrossRef and iThenticate service can be found at <http://www.crossref.org/crosscheck.html>. CrossRef, CrossCheck and iThenticate are third party services that are not billed by ScholarOne. ScholarOne Manuscripts will integrate with the most useful functions available in iThenticate, but the functionality represented in the ScholarOne Manuscripts integration is by no means the complete set of features and functions available in the iThenticate tool. Therefore, we encourage users to log in to their iThenticate account to perform and configure more detailed, advanced functions.

Once a CrossCheck/iThenticate subscription is obtained, the plagiarism checking feature in ScholarOne Manuscripts can be configured to be accessed on a role-by-role basis. Documents can be submitted to the service for checking at any point in the workflow by any user configured to have access to the feature. For those roles configured to be able to submit documents for checking, a new section will appear on the Manuscript Information Tab directly below the Author Supplied Data section (Figure 1). From this screen, the user can select the file they wish to send to iThenticate and click the “Submit” button.

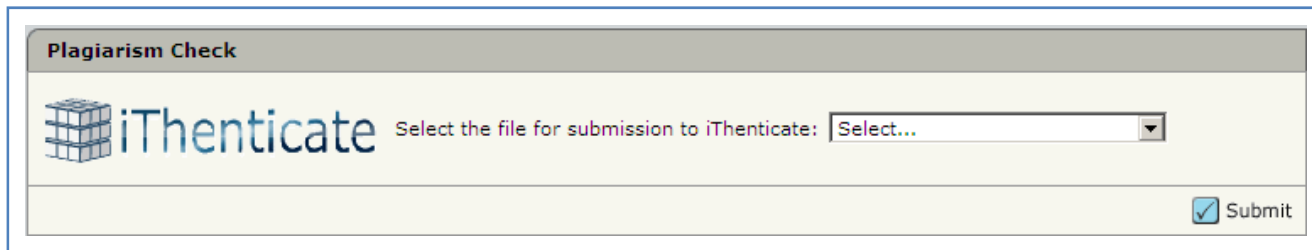


Figure 1: Manuscript Information Tab: Ability to submit a file for checking

Once the file has been submitted to iThenticate, the screen will change to display the confirmation to the user (Figure 2). Most files will take between 45 seconds and 4 minutes to complete the check and receive results from iThenticate.

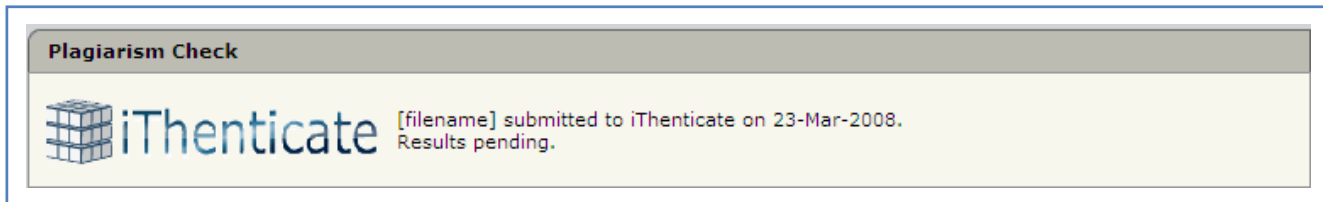


Figure 2: Manuscript Information Tab: Successful submission to iThenticate

Once results are received, the screen will show the Overall Similarity Index Percentage (an aggregate percentage of the likelihood that the submitted document matches documents in the CrossCheck/iThenticate databases) and a link to the Originality Report created by the iThenticate system (Figure 3). All submissions, including those that were not successfully received by iThenticate, will be recorded in the Audit Trail for the manuscript.

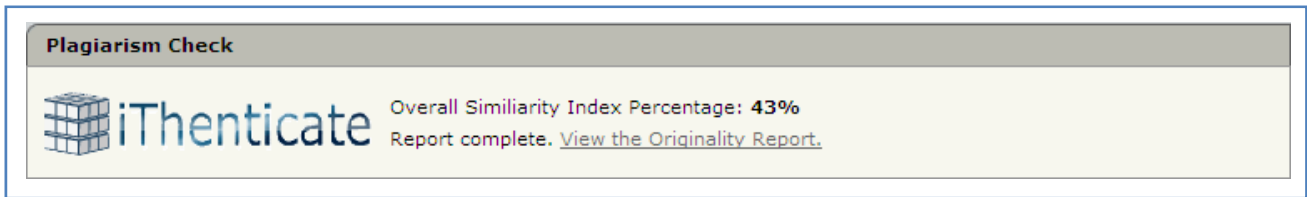


Figure 3: Manuscript Information Tab: Results returned from iThenticate

In order to be able to track and monitor the manuscripts that have been submitted to iThenticate for checking, ScholarOne Manuscripts will include a Plagiarism History page (Figure 4). This page can be accessed from the dashboard of any role name configured to have access to the feature and will contain a listing of all documents submitted to the iThenticate service, the Manuscript ID, the author's name, date submitted, who submitted the document and the document status. The Manuscript ID will be hyperlinked to direct the user to the Manuscript Details of the manuscript. The author's name is hyperlinked to open an editable e-mail directed to the author and the checker's name is hyperlinked to open an editable e-mail to the checker. The history page will also have a link to the Originality Report and display the Overall Similarity Index, if available. Users will also be able to export all plagiarism checking history as a CSV file.

Plagiarism Checking History				
Manuscript ID	Title	Author	Date Checked	Checked By
Originality Report				Similarity Index
<a href="#">DEMO-2308.R1</a>	The effects of rain on plant growth <a href="#">View Originality Report</a>	<a href="#">Hutchinson, Logan</a>	26-Mar-2008	<a href="#">Coker, Tiffany</a> 43%
<a href="#">DEMO-2308.R1</a>	The effects of rain on plant growth	<a href="#">Hutchinson, Logan</a>	26-Mar-2008	<a href="#">Coker, Tiffany</a> pending
<a href="#">DEMO-2308.R1</a>	The effects of rain on plant growth <a href="#">View Originality Report</a>	<a href="#">Hutchinson, Logan</a>	26-Mar-2008	<a href="#">Coker, Tiffany</a> 43%
<a href="#">DEMO-2308.R1</a>	The effects of rain on plant growth <a href="#">View Originality Report</a>	<a href="#">Hutchinson, Logan</a>	26-Mar-2008	<a href="#">Coker, Tiffany</a> 43%
<a href="#">DEMO-2308.R1</a>	The effects of rain on plant growth <a href="#">View Originality Report</a>	<a href="#">Hutchinson, Logan</a>	26-Mar-2008	<a href="#">Coker, Tiffany</a> 43%
<a href="#">DEMO-2308.R1</a>	The effects of rain on plant growth <a href="#">View Originality Report</a>	<a href="#">Hutchinson, Logan</a>	26-Mar-2008	<a href="#">Coker, Tiffany</a> 43%
<a href="#">DEMO-2308.R1</a>	The effects of rain on plant growth <a href="#">View Originality Report</a>	<a href="#">Hutchinson, Logan</a>	26-Mar-2008	<a href="#">Coker, Tiffany</a> 43%
<a href="#">DEMO-2308.R1</a>	The effects of rain on plant growth <a href="#">View Originality Report</a>	<a href="#">Hutchinson, Logan</a>	26-Mar-2008	<a href="#">Coker, Tiffany</a> 43%
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<a href="#">DEMO-2308.R1</a>	The effects of rain on plant growth <a href="#">View Originality Report</a>	<a href="#">Hutchinson, Logan</a>	26-Mar-2008	<a href="#">Coker, Tiffany</a> 43%
Export to CSV				

Figure 4: Plagiarism Checking History

In order to help manage communication about the plagiarism checking results, there are two new e-mails (located in the System E-Mails > Miscellaneous section of e-mail configuration) and two new e-mail tags associated with this feature.

New e-mails available:

- Plagiarism Percent Match Threshold Exceeded.** This e-mail is triggered when the Overall Similarity Index Percentage meets or exceeds a pre-defined configured value. This value is configurable based on your journal's requirements. As with any ScholarOne Manuscripts e-mail, the Percent Match e-mail can be configured to be delivered to anyone and can be turned on and off based on journal needs.
- Plagiarism Originality Report Completed.** This e-mail is triggered when an Originality Report for a given manuscript has been successfully generated by iThenticate, regardless of the Overall Similarity Score of that manuscript. As with any ScholarOne Manuscripts e-mail, the Plagiarism Originality Report Completed e-mail can be configured to be delivered to anyone and can be turned on and off based on journal needs.

New e-mail tags available:

- **##PERCENT\_MATCH##**. This e-mail tag can be inserted into any manuscript-related e-mail and will display the Overall Similarity Index for a given manuscript. This e-mail tag appears in the e-mail tag list within a new section labelled “Plagiarism Checking Tags and Fields.”
- **##PLAGIARISM\_REPORT\_LINK##**. This e-mail tag can be inserted into any manuscript-related ScholarOne Manuscripts e-mail and will contain a hyperlink to the Originality Report generated by iThenticate. This e-mail tag appears in the e-mail tag list within a new section labelled “Plagiarism Checking Tags and Fields.”

## LETTERS TO EDITOR FUNCTIONALITY

The Letters to Editor (LTE) suite of features facilitates more efficient processing of LTE submissions and allows authors to submit commentary and letters regarding published (both online and in print) articles for a specific period of time after publication. The overall process for Letters to Editor functionality (Figure 5) is:

1. An article is published in the journal.
2. Authors may submit unsolicited Letters to the Editor that reference the published article for a configurable period of time after publication.
3. After the period of time has elapsed, ScholarOne Manuscripts groups the submitted letters for preliminary review by the Editor who reviewed the referenced published article. The Editor may choose to reject some letters and may determine that a group of letters is suitable for publication in the journal.
4. The bundle of letters deemed suitable for publication is passed to the Author of the original reference article for a reply.
5. The Author’s reply and the bundle of letters are passed to the Editor for a final decision.
6. If the bundle of letters and the Author’s reply is accepted, they are published together in a future issue of the journal.

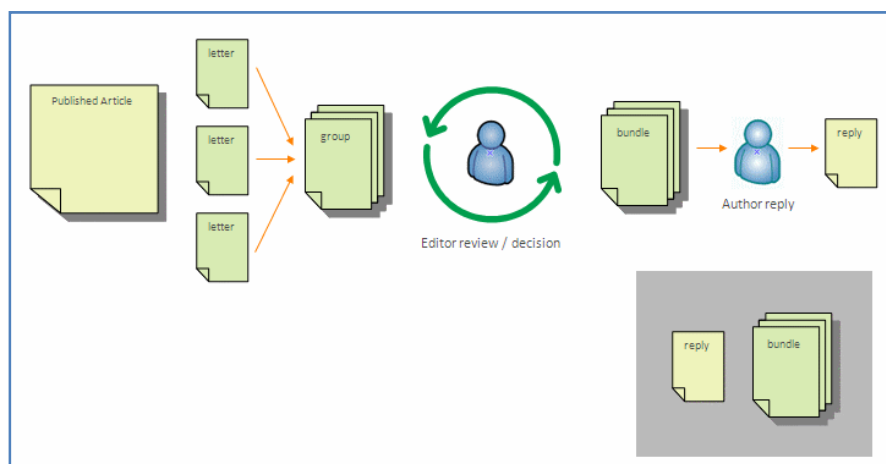


Figure 5. Letters to Editor (LTE) process

## LTE AUTHOR FUNCTIONALITY

With the MCv4.2 release, Authors wishing to submit a letter to the Editor may select the article they wish to respond to from a list of the journal’s published articles (Figure 6). By selecting the reference article, ScholarOne Manuscripts will automatically link the letter to the reference article by making it a companion paper. Most journals have a certain number of days or months that they allow Authors to submit letters referencing specific published articles. As part of the LTE functionality, journals will have the ability to configure the number of days after the web publication date or the print scheduled date (whichever is later) that the reference articles should remain available for selection in the reference article list in the Author Center.

The screenshot shows a web form for submitting a letter. At the top right is a 'Next' button. Below it is a section titled 'Manuscript Type' with a dropdown menu labeled 'req Manuscript Type: Select...'. Below that is a 'Title' section with a large text area and a 'req Title' label. To the right of the title area are 'Preview' and 'Special Characters' icons. Below the title area is a note: 'Press Control-V (or Cmd-V) to Paste'. The next section is 'req Select Issue and Article (Select up to 3 articles)'. It features an 'Issue:' dropdown menu currently set to '04/24/08'. Below this is a list of articles with a scrollable area and up/down arrows:
 

- Special Article - Use of Ezetimibe in the United States and Canada
- Editorial - Can Home AEDs improve survival?
- Editorial - PCI Versus CABG in Left Main Coronary Disease
- Correspondence - Clarification of Funding of Early Lung Cancer Study
- Editorial - Full Disclosure of Research Support


 Below the list is a note: 'Select multiple articles by pressing CTRL (for PC) and CMD (for MAC) while you click.' At the bottom right of the form is a 'Save and Continue' button.

Figure 6: Reference Article list in the Author Center

Upon selecting to submit a letter and selecting the published reference article, ScholarOne Manuscripts will allow submitting authors the ability to enter their letter in a new dedicated LTE submission page (Figure 7). Upon the entry or upload of the letter, ScholarOne Manuscripts will use a configurable proofing template to convert the letter into a new RTF submission proof. Upon submission, the RTF submission proof is displayed on the Manuscript Files tab along with any other uploaded files.

Upload your manuscript files by clicking the "Browse..." buttons below. You can upload 3 files at a time. You can view your proof by clicking on the "View the Proof of My Manuscript" button. When you are finished, click "Next." You may also order your files by clicking on the desired row and dragging to the desired insertion point.

◀ Save and Go Back ▶ Save and Continue

**Letter to The Editor** (Limit 175 words)  Preview  Special Characters

**My Files**

Order	File Name	Edit Details	Delete
1	<a href="#">MyLTE.doc</a> (56K) LTE Uploaded on 10-Apr-2007		

 HTML  PDF

**File Upload**

Upload new files:  
  req File Designation:

Unpack ZIP files - [instructions](#)

 Upload Files

◀ Save and Go Back ▶ Save and Continue

Figure 7: LTE Text area

## EDITORIAL OFFICE FUNCTIONALITY: CREATING GROUPS OF LETTERS

Upon submission of the letter, the reference article(s) selected by the Author during submission of the Letter to the Editor will be displayed directly below the Manuscript ID in the "Author Supplied Data" section of the Manuscript Details page (Figure 8).

Author-Supplied Data	
Article Type:	Letter about Published article
Title:	Strict Blood Pressure Control
Manuscript ID:	09-02668
Issue/Reference Article(s):	<ul style="list-style-type: none"> <li>360/26: June 25, 2009</li> <li>Strict Blood Pressure Control Slows Renal Failure Progression in Children</li> </ul>
Submitting Agent:	Mowery, Greg <input checked="" type="checkbox"/> Save  Mowery, Greg <hr/> <ul style="list-style-type: none"> <li>primary affiliation: 375 Greenbrier st Charlottesville 22901 United States</li> <li>secondary affiliation: United States</li> </ul>
Authors & Institutions:	<ul style="list-style-type: none"> <li>Mowery, Greg Corresponding Author</li> <li>375 Greenbrier st , Charlottesville 22901 United States</li> </ul>
Contact Author (populates the ##PROLE_AUTHOR_...## e-mail tags):	Mowery, Greg <input checked="" type="checkbox"/> Save    Current Contact Author: Mowery, Greg
Author's Cover Letter:	

Figure 8. Issue/Reference Article Display under Author-Supplied Data

In order to keep track of the letters submitted per reference article and the remaining time allowed for letters submissions about the reference article, a "LTE submission period" will be displayed with the status of each LTE submission (Figure 9).

0089-Nov-2007	Letter to the Editor re: AEDs <a href="#">[View Submission]</a>	16-Nov-2007	AE: Collier, Keith (proxy) GA: Not Assigned CE: Not Assigned EIC: Not Assigned EO: Hopkins, Suzanne PROD: Not Assigned  • Awaiting Checklist Completion LTE submission period: 28 days	Select...
Letter to the Editor	Coker, Tiffany		Reference Article: Can Home AEDs improve survival?	

Figure 9: LTE submission period

Once the letters submission period for a reference article closes, the Editorial Office can quickly locate all letters referencing that reference article by sorting the letters "Awaiting Checklist Completion" by the title of the reference article (Figure 10).

Awaiting AE Decision				Manuscripts 1-5 of 5
Manuscript ID ↑	Manuscript Title	Date Submitted ↓	Status	Take Action
Manuscript Type	Submitting Author		Reference Article	
0089-Nov-2007	Letter to the Editor re: AEDs <a href="#">[View Submission]</a>	16-Nov-2007	AE: Collier, Keith (proxy) GA: Not Assigned CE: Not Assigned EIC: Not Assigned EO: Hopkins, Suzanne PROD: Not Assigned  • Make a Decision	Select... ▼
Letter to the Editor	Coker, Tiffany		Reference Article: Can Home AEDs improve survival?	

Figure 10. Sorting by Reference Article

Once the letters are sorted by reference article and the checklist task has been completed (or alternatively upon Editor assignment), the Editorial Office will have the ability to group all letters referencing a common article (Figure 11). Once a group has been created, the LTE submissions that comprise the group will move through the workflow as a group (assuming that their tasks are completed in relatively the same timeframe) and would appear under their appropriate dashboard queue as a sub-queue (Figure 12). This group of related LTE submission will give journal staff the ability to isolate specific Letters that needs attention simply by opening the sub-queue, sorting by reference article and processing the Letters as needed.

**Create Group and Assignment**

Create or Rename Group:

Assign to Another Group:  ▼

Save and Close

Figure 11. Creation of a LTE group

- LTE Submissions: Awaiting Editor Assignment**

  - [3 Hepatitis Vaccine A](#)
  - [3 Pediatric Endrocrinology](#)
  - [2 Zoledronic Acids](#)

Figure 12. LTE sub-queues

## EDITOR FUNCTIONALITY

Upon assignment of the group of LTE submissions to the Editor, a new en-masse decision feature will give Editors the ability to mark each LTE submission in the sub-queue with the desired decision directly from the manuscript list (Figure 13). After viewing a mini HTML proof and marking the submission for decision the user can simply click a new 'Commit Decision' button at the bottom of the manuscript list.

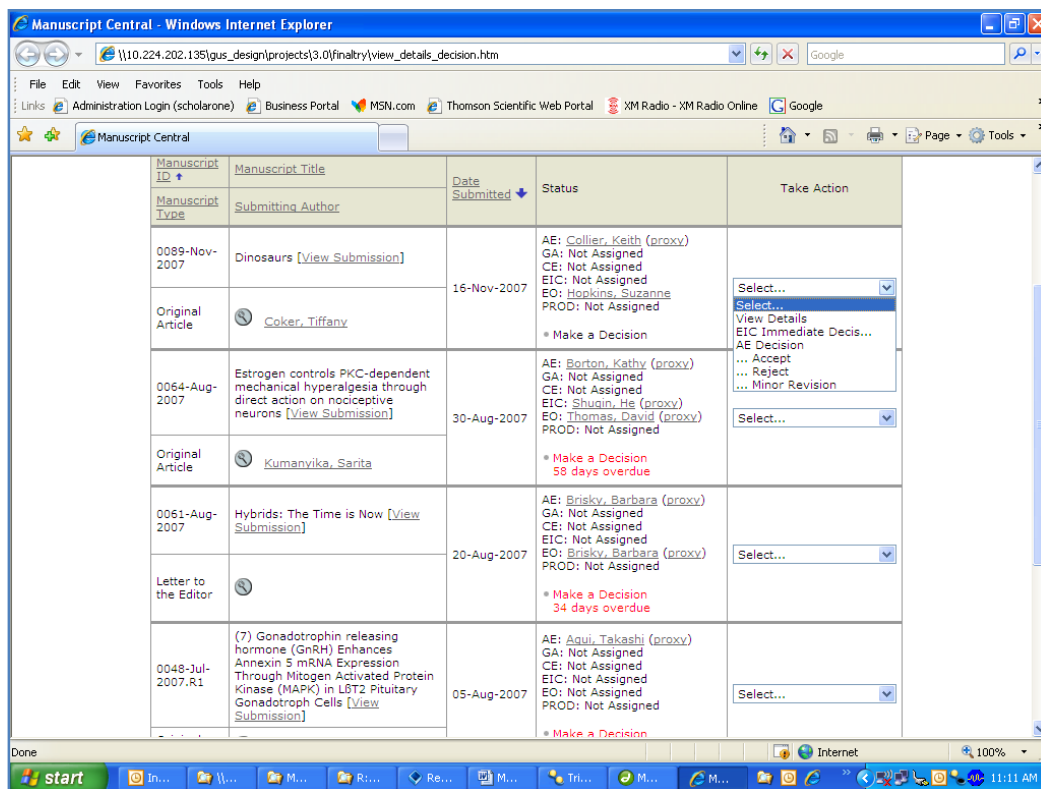


Figure 13. Ability to make decisions on multiple letters at once

## EDITORIAL OFFICE FUNCTIONALITY: CREATING BUNDLES AND SENDING TO AUTHOR

Without the MCv4.2 LTE functionality, Editorial Office staff would have to collect all related LTE submission and send them either offline outside of ScholarOne Manuscripts or individually within ScholarOne Manuscripts to the original reference article author for their reply. With the MCv4.2 release, once all related LTE submissions are ready to be sent to the author of the reference article they can be "bundled" together into one proof. This bundling feature enables Editorial Office staff to select the LTE submissions they wish to bundle by checking the checkbox in the "Bundle" column within Issue Management (Figure 14). Once all the articles are selected the journal can use the "Create Bundle" button to create a bundle to send to the author of the reference article (Figure 15).

Volume 1, Issue 2 (contains 2 papers)		40 pages budget / 21 pages actual				
Order	Manuscript ID	Status	# Pages	Details / Edit	Remove	Bundle
1	<b>JN-RM-2878-03.R1</b> AAHA Submission: Gemcitabine as a Radiosensitizer for Nonresectable Feline Oral Squamous Cell Carcinoma <a href="#">View Submission</a> • <a href="#">Coker, Tiffany Ann</a> (contact); <a href="#">Leech, John</a> • Regular Manuscript • ColFigs: 1 • TOC Col: yes	• Accept for E- Pages • [vol:1 iss:1] [vol:2 iss:1] • Decision Date: 7/10/2003	est 5.00 act 5		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Placeholder: Sponsor Ad - Color - Front		1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	<b>JN-RM-2878-03.R1</b> MiRP2 modulates Kv2.1 and Kv3.1 potassium channels in mammalian brain <a href="#">View Submission</a> • <a href="#">Abbott, Geoffrey</a> (contact); <a href="#">McCrossan, Zoe</a> ; <a href="#">Lewis, Anthony</a> ; <a href="#">Panaghie, Gianina</a> ; <a href="#">Jordan, Peter</a> ; <a href="#">Christini, David</a> ; <a href="#">Lerner, Daniel</a> • Regular Manuscript • ColFigs: 1 • TOC Col: yes	• Accept for E- Pages • [vol:1 iss:1] [vol:2 iss:1] • Decision Date: 7/10/2003	est 5.00 act 5		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Export Lineup
 Create Bundle
  Save

Figure 14: Selecting LTE submissions for bundling

Issue: vol: 22 iss:3

**Details/Edit Bundle**

Name:  # Pages:

Select Bundle:

Notes:

- 0064-Aug-2007-LTE: Submission A by Author, Arlene
- 0078-Oct-2007-LTE: Submission B by Author, Arthur
- 0092-Oct-2007-LTE: Submission C by Author, Albert
- 0048-Jul-2007-LTE: Submission D by Author, Alfie

Bundled PDF
  Save
  Close Window

Figure 15: Creating a bundle

Once the bundle has been created, the Editorial Office may invite the reference article’s Author to reply to all of the letters. The Editorial Office may do this by clicking the “Create Stub” link next to the appropriate bundle on the Issue Lineup page (Figure 16). Once clicked, the bundle will automatically be “attached” to the stub that is sent to the reference article Author (Figure 17).

Volume 1, Issue 2 (contains 2 papers, 1 bundle)		40 pages budget / 21 pages actual				
Order	Manuscript ID	Status	# Pages	Details / Edit	Remove	Bundle
1	<b>JN-RM-2878-03.R1</b> AAHA Submission: Gemcitabine as a Radiosensitizer for Nonresectable Feline Oral Squamous Cell Carcinoma [View Submission]	<ul style="list-style-type: none"> <li>Accept for E-Pages</li> <li>[vol:1 iss:1]</li> <li>[vol:2 iss:1]</li> <li>Decision Date: 7/10/2003</li> </ul>	est 5.00 act 5.00			<input type="checkbox"/>
2	Bundle: LTE Submissions for Article XX [Create Stub] [View Bundled PDF] [View Bundled RTE]		est: 1.00 act: 5.00			<input type="checkbox"/>
LTE Submission Titles						
1	0064-Aug-2007-LTE: Submission A by Author, Arlene					
2	0078-Oct-2007-LTE: Submission B by Author, Arthur					
3	0092-Oct-2007-LTE: Submission C by Author, Albert					
4	0048-Jul-2007-LTE: Submission D by Author, Alfie					

Figure 16: Issue Lineup displaying bundle information

**Add a Stub**

Status:

Tracking Number:

Author Submission Template:

req Add Stub To:

Assign to Issue:

PDF Attachment : LTE Submission for Original Article

Figure 17: Bundle of LTE articles is automatically attached to stub

## REFERENCE AUTHOR REPLY FUNCTIONALITY

The reference article Author can accept or decline the invitation to submit a reply as consistent with current invited papers functionality. If they accept the invitation, they may view all related letters in their Author Center by viewing the Bundled PDF proof and can enter their reply in a dedicated text entry area (Figure 18).

### Submit a Manuscript

- ✓ 1 [Type, Title & Abstract](#)
- ✓ 2 [Keywords](#)
- ✓ 3 [Authors & Institutions](#)
- ✓ 4 [Reviewers & Editors](#)
- ✓ 5 [Details & Comments](#)
- 6 [File Upload](#)**
- 7 [Proof & Submit](#)

Upload your manuscript files by clicking the "Browse..." buttons below. You can upload 3 files at a time. You can view your proof by clicking on the "View the Proof of My Manuscript" button. When you are finished, click "Next."

◀ Previous Next ▶

req **Letter to The Editor Reply** (Limit 175 words) Preview Special Characters

**My Files** (Uploaded files cannot exceed 290K)

Order	File Name	File Designation	Date	Edit Details	Delete
<i>No files have been uploaded</i>					
<span>📄</span> Bundled PDF					

**File Upload**

Upload new files:

req  Browse... Manuscript File

Browse... File Designation: Select...

Browse... File Designation: Select...

⬆️ Upload Files

I would like to send in manuscript files off-line.

◀ Previous Next ▶

Figure 18: Dedicated area for LTE reply

## EDITORIAL OFFICE FUNCTIONALITY: ADDING THE REPLY TO THE LTE BUNDLE

Once the reference article Author’s reply is submitted and accepted, it can be added to the LTE bundle from the Issue Lineup page (Figure 19). From there, the bundle can enter the post-acceptance process as determined by the journal.

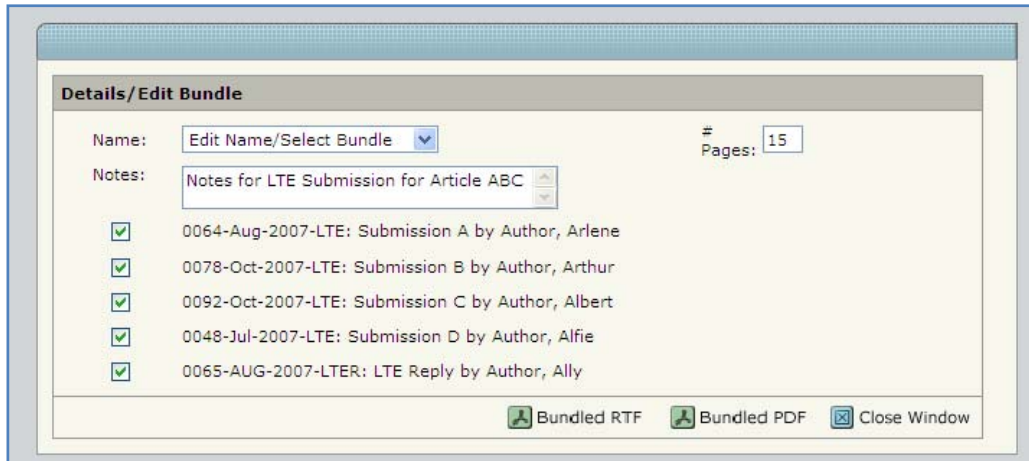


Figure 19: Adding the Reply to the bundle of original letters

## LTE E-MAIL TAGS

The following e-mail tags have been added in order to aid with communications surrounding letters submissions:

**##LTE\_REFERENCE\_ARTICLE##**: This e-mail tag will contain the original article selected by the LTE submitting author during the LTE submission process.

**##LTE\_TEXT\_AREA##**: This e-mail tag will contain the LTE text entered during the submission process.

**##GROUP\_NAME##**: This e-mail tag will contain the group name entered in the "Name Group" when a group is created after the Admin Checklist or during Editor Assignment.

**##DOCUMENT\_COMPANION\_PAPER\_AUTHOR\_EMAIL##**: This e-mail tag will contain the e-mail address of the submitting author for companion paper for a specific manuscript.

**##DOCUMENT\_COMPANION\_PAPER\_AUTHOR##**: This e-mail tag will contain the full name of the companion paper submitting author for a specific manuscript.

**##DOCUMENT\_COMPANION\_PAPER\_AUTHOR\_FIRST\_NAME##**: This e-mail tag will contain the first name of the companion paper submitting author for a specific manuscript.

**##DOCUMENT\_COMPANION\_PAPER\_AUTHOR\_LAST\_NAME##**: This e-mail tag will contain the last name of the companion paper submitting author for a specific manuscript.

**##COMPANION\_PAPER\_TITLE##**: This e-mail tag will contain the title of all companion paper(s) associated with a specific manuscript.

**##DOCUMENT\_COMPANION\_PAPER\_ALL\_AUTHORS\_EMAIL##**: This e-mail tag will contain the e-mail addresses of all author(s) (submitting author and co-authors) for companion paper(s) for a specific manuscript.

**##DOCUMENT\_COMPANION\_PAPER\_ALL\_AUTHORS##**: This e-mail tag will contain the full names of all author(s) (submitting author and co-authors) for companion paper(s) for a specific manuscript.

**##COMPANION\_PAPER\_PRINT\_SCHEDULE\_DATE##**: This e-mail tag will contain the issue print date (as entered in the print schedule date field).

**##COMPANION\_PAPER\_WEB\_PUBLICATION \_DATE##**: This e-mail tag will contain the web publication date for the manuscript (as entered in the web publication date field).

**##COMPANION\_PAPER\_ALL\_INFORMATION##**: This tag will pull all available companion paper data (in the order that the companion papers are listed in the Manuscript Details area) in the following format:

- title for first companion paper
- full name (LastName1, FirstName1; LastName2, FirstName2, etc) of all authors (including submitting author) for the first companion paper
- e-mail addresses (e-mail 1, e-mail 2) for all companion paper authors for the first companion paper
- companion paper data will repeat in the above order and format (each data point will be displayed on a new line in the e-mail) for each companion paper associated with a specific manuscript

## ABILITY TO “INVITE ALL” REVIEWERS

ScholarOne Manuscripts will now offer the ability to invite all Reviewers ready for an invitation in the Reviewer List at one time. There will be a new “Invite All” button at the bottom of the Reviewer List (Figure 20).

Reviewer List				
Order	Name	Status	History	Remove
1	<u>Coker, Tiffany</u> ScholarOne, Product Management	<input checked="" type="checkbox"/> Invite	Selected: 22-Jun-2009 <a href="#">view full history</a>	<input type="checkbox"/>
2	<u>Hopkins, Suzanne</u> ScholarOne, Inc, Professional Services proxy	<input checked="" type="checkbox"/> Invite	Selected: 22-Jun-2009 <a href="#">view full history</a>	<input type="checkbox"/>
3	<u>Hutchinson, Logan</u> proxy	<input checked="" type="checkbox"/> Invite	Selected: 22-Jun-2009 <a href="#">view full history</a>	<input type="checkbox"/>
4	<u>Merritt, Noah</u> Scholar One, Product Management proxy	<input checked="" type="checkbox"/> Invite	Selected: 22-Jun-2009 <a href="#">view full history</a>	<input type="checkbox"/>
5	<u>Reviewer, Rita</u> UMD, Biology proxy	<input checked="" type="checkbox"/> Invite	Selected: 22-Jun-2009 <a href="#">view full history</a>	<input type="checkbox"/>
Alternates				
Alternate 1	<u>Reviewer, Test</u> proxy			<input type="checkbox"/>
<input checked="" type="checkbox"/> Invite All  Request More People <input checked="" type="checkbox"/> Save				

Figure 20: "Invite All" button

When clicked, the "Invite All" button will open a pop-up window (Figure 21) containing a list of all Reviewers that have not yet been invited to review. The pop-up will also contain a list of available e-mail templates to send to each Reviewer. If desired, the Editor can change the e-mail to be sent to each Reviewer by selecting the appropriate template from the dropdown menu. In addition, if the Editor would like to edit the invitation for individual Reviewers before they are sent, they can check the applicable "Edit Before Sending" checkboxes. If these checkboxes are used, the invitation e-mails will open in editable format when the "Invite All" button is clicked. If these checkboxes are not used, the invitation e-mails will be sent to each reviewer automatically when the "Invite All" button is clicked. A confirmation message will be presented upon clicking "Invite All". Clicking the "Close Window" button will close the "Invite All" pop-up and no invitations will be sent.

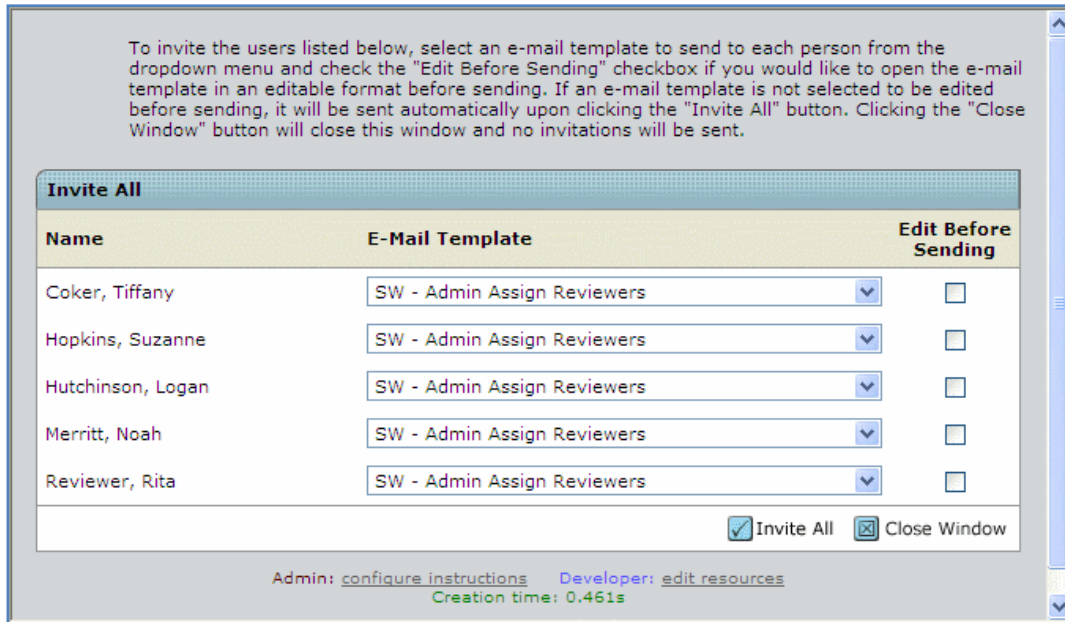


Figure 21: Invite all pop-up

## ABILITY TO SEND THIRD-PARTY PROOF TO THE AUTHOR FOR APPROVAL PRIOR TO PUBLICATION

With the MCv4.2 release, journals will have the ability to use ScholarOne Manuscripts' First Look feature to send a third-party proof (e.g., a typeset version of the manuscript, preprint proof, etc.) to the Author for approval prior to publication. The First Look feature is normally used to collect additional files or metadata changes from the Author after acceptance and before publication. If the site is configured to allow third-party proofs, the Production Editor or Administrator will have the ability to attach the third-party proof to the First Look task and provide special instructions for the Author (Figure 22).

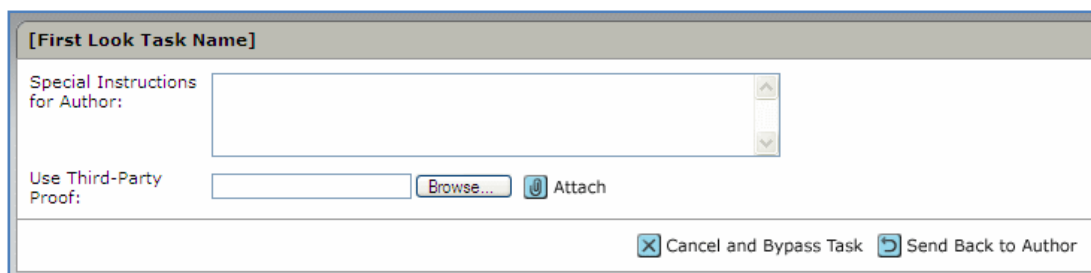
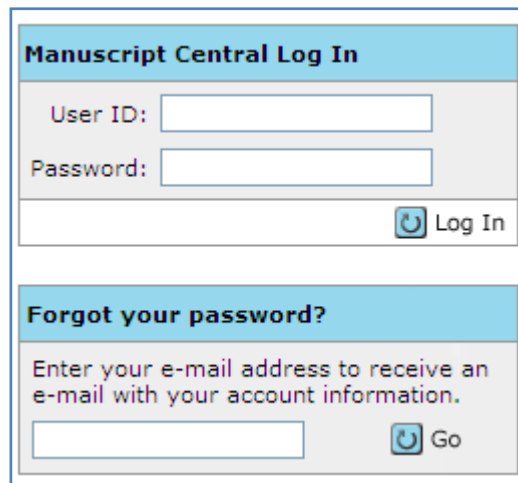


Figure 22. Ability to attach third-party proof for Author Review

Once the manuscript with the third-party proof is sent back to the Author for review, as consistent with current First Look functionality, they will be prompted to review the third-party proof instead of the ScholarOne Manuscripts-generated PDF or HTML proofs prior to submitting their update.

## ABILITY TO PLACE A LOG-IN BOX TO SCHOLARONE MANUSCRIPTS ON JOURNAL SITES

As of the MCv4.2 release, ScholarOne Manuscripts offers journals the information they need to implement a login box on their own journal's website (Figure 23). This allows users the ability to log in from the journal's website directly into ScholarOne Manuscripts. A zip file containing the HTML and images needed is available at [http://mchelp.manuscriptcentral.com/releasenotes/login\\_box\\_files.zip](http://mchelp.manuscriptcentral.com/releasenotes/login_box_files.zip).



**Manuscript Central Log In**

User ID:

Password:

**Forgot your password?**

Enter your e-mail address to receive an e-mail with your account information.

Figure 23. Log In box on journal site

## ADDITIONS TO ADVANCED MANUSCRIPT SEARCH

Upon the release of MCv4.2, editorial users will have the ability to search for all manuscripts that are 'web published' and 'print published' by selecting the "Web Published" status in the Workflow/Status: pull-down under the Advanced Manuscript Search. (Figure 24). The ability to search for 'web published' and 'print published' manuscripts by decision date and submission date through the date filters presently available in the Advanced Search functionality will remain available. Journal staff will also be able to search for all manuscript assigned to an issue in a specific timeframe.

Figure 24: Additional Advanced Search filters

## NEW “ORIGINAL FILES & METADATA” EXPORT OPTION

The MCv4.2 release will include a new export file set option (Original Files & Metadata) which allows manual or batch exports of manuscripts to not include a PDF Proof or First Look PDF. This new option is located anywhere a manual or batch export is configured (Figure 25).

When this option is selected, the manuscript or batch of manuscripts being exported will be a .zip file which includes all original files uploaded as part of the submission, metadata (in the selected DTD format), HTML manifest and a DTD, if applicable. It will not include the PDF Proof or First Look PDF. It will include any author supplied PDF files.

Figure 25: New export file set option

## ADDITION OF REVISION BUTTON TO AUTHOR DASHBOARD

With the MCv4.2 release, the Author Center will contain a new button which allows an Author to submit a revision (Figure 26). This link will be visible only if an author has manuscripts with a revision decision. The link will not appear if a user only has revised manuscripts in draft or if there is only one manuscript with a revision decision and the option to submit a revision has expired. If an author has more than one manuscript awaiting revision, he/she will be directed to a "Manuscripts Awaiting Revision" list which lists all manuscripts currently awaiting revision. When available, this link will always be shown beneath the "Click here to submit a new manuscript" link.

My Manuscripts	Author Resources
<ul style="list-style-type: none"> <li>5 <a href="#">Unsubmitted Manuscripts</a></li> <li>1 <a href="#">Revised Manuscripts in Draft</a></li> <li>3 <a href="#">Submitted Manuscripts</a></li> <li>2 <a href="#">Manuscripts with Decisions</a></li> <li>2 <a href="#">Manuscripts I Have Co-Authored</a></li> <li>0 <a href="#">Withdrawn Manuscripts</a></li> <li>0 <a href="#">Invited Manuscripts</a></li> <li>1 <a href="#">Accepted for ARC - Updates In Progress</a></li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <a href="#">Click here to submit a new manuscript</a></li> <li><input checked="" type="checkbox"/> <a href="#">Click here to submit a revision</a></li> </ul> <p>This section lists the subjects of the most recent e-mails that have been sent to you. To view an e-mail, click on the link. To delete an e-mail from this list, click the "delete" link.</p> <ul style="list-style-type: none"> <li>* <a href="#">Thank you for your manuscript submission</a> (02 Apr 2003) <a href="#">delete</a></li> <li><a href="#">Your manuscript "02-39548" has received a decision: Accept</a> (21 Apr 2003) <a href="#">delete</a></li> <li>* <a href="#">You must view your page proofs for "02-39548"</a>. (22 Apr 2003) <a href="#">delete</a></li> </ul>

Figure 26: Revision submission button on Author Dashboard

## NEW "MANUSCRIPTS AWAITING REVISION" QUEUE

In response to user requests, The MCv4.2 release will include the configurable ability to add a queue to user dashboards to track manuscripts awaiting revision. When the "Manuscripts Awaiting Revision" queue is activated, it will contain manuscripts that have received a revision decision but have not had a revision submitted. Revisions that have already been submitted will not be counted in the queue.

## DEFAULT SELECTION FOR QUICK SEARCH

Based on user feedback, the quick search function will now show the "Manuscript ID" selection by default (Figure 27). The "Search on..." label will no longer appear.

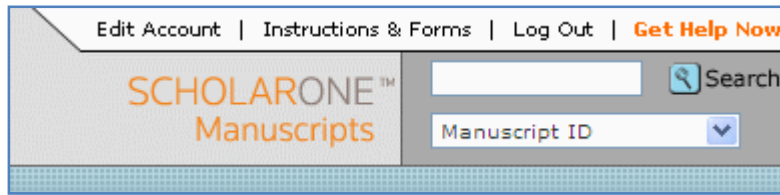


Figure 27: Quick Search defaulted to Manuscript ID

## NEW DEEP LINK E-MAIL TAGS FOR AUTHORS AND EDITORS

Based on user feedback, several new deep link e-mail tags have been developed in order to decrease user errors and increase usability for Authors and Editors. The new e-mail tags available for use are:

**##CREATE\_REVISION\_LINK##:** This e-mail tag will generate a URL mask link when inserted within a ScholarOne Manuscripts e-mail. When clicked, the link will direct the user to the first page for creating a revision for that manuscript or, if a draft revision has already been created, continue creating the draft revision for that manuscript. The link will remain active until the revision is submitted. This e-mail tag is best used in revision decision e-mails and in author reminder e-mails.

**##CREATE\_RESUBMISSION\_LINK##:** This e-mail tag will generate a URL mask link when inserted within a ScholarOne Manuscripts e-mail. When clicked, the link will direct the user to the first page for creating a resubmission for that manuscript or, if a draft resubmission has already been created, continue creating the draft resubmission for that manuscript. The link will remain active until the resubmission is submitted. This e-mail tag is best used in resubmission decision e-mails and in author reminder e-mails.

**##CREATE\_APPEAL\_LINK##:** This e-mail tag will generate a URL mask link when inserted within a ScholarOne Manuscripts e-mail. When clicked, the link will direct the user to the page for creating an appeal for that manuscript. The link will remain active until the appeal is submitted. This e-mail tag is best used in reject with appeal decision e-mails.

**##SUBMIT\_INVITED\_PAPER\_LINK##:** This e-mail tag will generate a URL mask link when inserted within a ScholarOne Manuscripts e-mail. When clicked, the link will direct the user to the first step for submitting an invited paper for that manuscript or, if the submission has already been started, continue the submission. The link will remain active until the invited paper is submitted. This e-mail tag is best used in invited paper "Agreed" e-mails or submission reminders.

**##MAKE\_RECOMMENDATION\_LINK##:** This e-mail tag will generate a URL mask link when inserted within a ScholarOne Manuscripts e-mail. When clicked, the link will direct the user to the recommendation task for the paper specified after supplying log-in credentials. This e-mail tag is best used in e-mails notifying the Editor that their recommendation is required on a manuscript.

**##MAKE\_DECISION\_LINK##:** This e-mail tag will generate a URL mask link when inserted within a ScholarOne Manuscripts e-mail. When clicked, the link will direct the user to the decision task for the paper specified after supplying log-in credentials. This e-mail tag is best used in e-mails notifying the Editor that a manuscript is ready for a decision.

**##PICK\_INVITE\_ASSIGN\_LINK##:** This e-mail tag will generate a URL mask link when inserted within a ScholarOne Manuscripts e-mail. After supplying valid login credentials, the user shall be directed to the appropriate page to perform the pick, invite or assign task. If the Reviewer selection and assignment is performed by multiple roles and the user clicking the link is not assigned to the active task, he/she will be directed to the Manuscript Information tab for the applicable paper upon successful login. This e-mail tag is best used in e-mails notifying the Editor that a manuscript is ready for Reviewer assignment.

## NEW REVIEW E-MAIL TAGS

Based on user feedback, several new e-mail tags have been developed in order to increase usability for Reviewers, Editors and Administrators. The new e-mail tags available for use are:

**##PREVIOUS\_COMMENTS\_TO\_AUTHOR##:** This e-mail tag contains all reviewers' comments to the Author as entered in their scoresheets for the *previous* version of the manuscript.

**##PREVIOUS\_RECOMMEND\_COMMENTS\_TO\_AUTHOR##:** This e-mail tag contains all reviewers' recommendations and comments to the Author as entered in their scoresheets for the *previous* version of the manuscript.

**##PREVIOUS\_COMPLETE\_REVIEW\_SCORESHEETS##:** This e-mail tag contains all returned scoresheets for the *previous* version of the manuscript minus the Comments to Editor portion.

## NEW TOOLTIP ON REVIEWER QUICK SEARCH

Based on user feedback, a new tooltip (Figure 28) has been added to the Reviewer Quick Search to inform users of the formats of the search terms that can be entered. When clicked, the tooltip will read, "You can enter multiple search terms by separating them with a comma (,) or an ampersand (&) in the search field. Examples: Smith & Wilson or Smith, Wilson, Lee." This functionality enables Editors to search for multiple reviewers with one search rather than performing multiple searches.

Figure 28: Reviewer Quick Search

## AUDIT TRAIL ADDITIONS

With the MCv4.2 release, the Audit Trail will contain listings for when the required number of reviews is changed by any user, when an Editor clicks the “Send List” button (if configured), and when an Administrator clicks the “Request More People” button (if configured).

## UNSUBMISSION IMPROVEMENTS

As part of ScholarOne’s continuing effort to improve the usability of our application and to decrease User Support issues, ScholarOne Manuscripts will no longer permit a manuscript to be unsubmitted that has been revised or has a revision in process. If a version of a manuscript needs to be unsubmitted, any later versions or drafts will need to be unsubmitted or deleted first. In addition, the Manuscript ID of unsubmitted manuscripts will display next to the word “Draft” in manuscript listings, and unsubmitted manuscripts will be returned in search results on Manuscript ID.

## ADDITION OF COVER LETTER BUTTON TO MANUSCRIPT DETAILS HEADER

For any role configured to be able to view the Cover Letter, there will be a new button in the Manuscript Details header area to the right of the “Abstract” button to open a pop-up window containing the content of the Author-supplied Cover Letter.

## ABILITY TO DISPLAY CUSTOM QUESTIONS IN MANUSCRIPT DETAILS HEADER

Many journals have requested the ability to display discrete manuscript metadata (special issue information, funding acknowledgements, etc.) on all Manuscript Details screens. The MCv4.2 release will allow a configurator to specify up to three custom questions and responses (submission questions, checklist questions, production checklist questions, and Additional Manuscript Data questions) to be displayed in the Manuscript Details header area (Figure 29). In addition, for any role that is configured to be able to edit the manuscript metadata, an “edit” link will appear that will load the manuscript metadata in editable form.

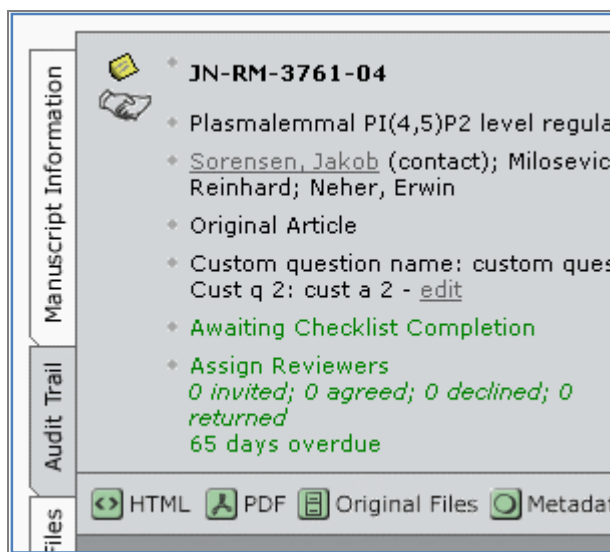


Figure 29. Custom question display in mss details header

## PERSON DETAILS POP-UP MODIFICATIONS

As part of the MCv4.2 release, the Person Details Pop-Up will include several changes:

- There will be a new reviewer statistic available to monitor the “total number of manuscripts assigned but no review returned.” This will be a count of all papers where the reviewer did not submit their review before a decision was made (or the option to review after the decision was made expired).
- The detailed Reviewer History will list manuscripts where a Reviewer was assigned but no review was returned as well as manuscripts where the reviewer was invited to review but declined.
- In order to increase the performance of the Person Details Pop-Up pages, the information formerly located on one page will be broken into tabs for the person’s account information and role activity (Author History, Reviewer History, etc.) information (Figure 30).
- The Author History tab will contain the ability to edit the revision and resubmission reminder schedule for any papers where the option to revise or resubmit the manuscript has not expired (Figure 31).

- The detailed listing of manuscripts in a user's history will be filtered to only show the last 6 months of activity by default (Figure 32). The user can then opt to view the last 12 months, 18 months, or all activity by clicking the applicable link.

**Person Details** A summary of the account appears below. To send the user an e-mail, click on their name. You may also enter comments about the user, send them their login information, or view their information via the PubMed database.

[+ Add to List](#)

Account Information AE History [roleabbrev] History REV History

**Account Information**

Full Name: [Miss Tiffany Ann Coker](#)

User ID: tcoker

ID #: 21

Primary affiliation:	Application Development ScholarOne 375 Greenbrier Drive Charlottesville Virginia 22901 United States	Editor affiliation:	Application Development ScholarOne 375 Greenbrier Drive Charlottesville Virginia 22901 United States
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Primary E-Mail Address:	Tiffany.Coker@ScholarOne.com	Editor E-Mail Address:	Tiffany.Coker@ScholarOne.com
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Person Designations: Editorial Board Member  
Statistical Reviewer

Roles: Author, Reviewer, Editor

External Links: Click [here](#) to view author information on PubMed

Figure 30. Person Details Pop-Up

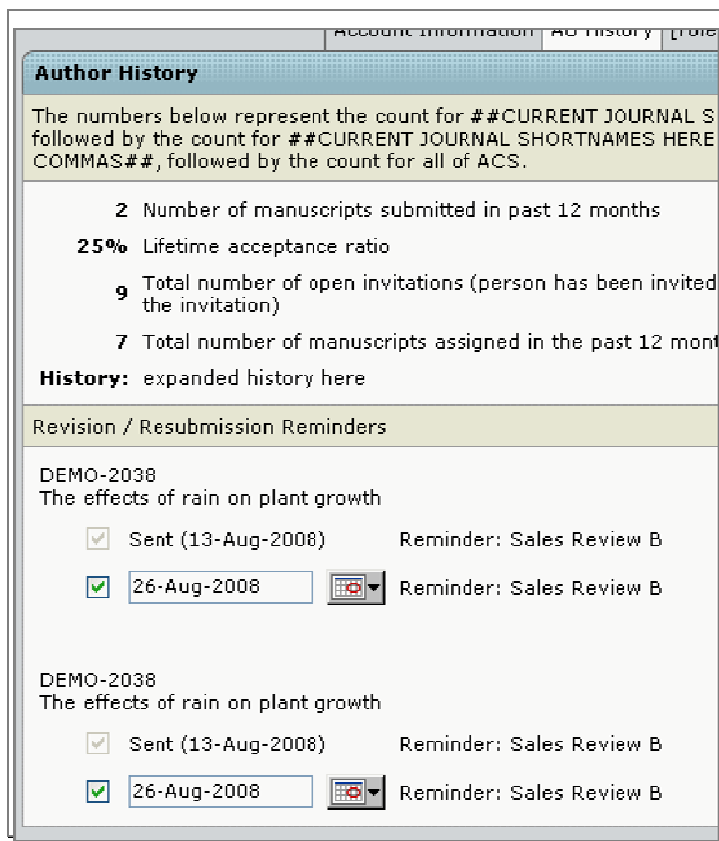


Figure 31. Author History tab: ability to edit revision/resubmission reminders

<b>History:</b>			
<a href="#">Past 6 Months</a>   <a href="#">past 12 months</a>   <a href="#">past 18 months</a>   <a href="#">show all</a>			1-1 of 1
Manuscript ID, Title, Type, Authors	Rec / Editor's Decision (Editor)	Average R-Score / M-Score	History
08-07521 A Phase IV Cluster-Randomized Effectiveness Trial of Vi Polysaccharide Vaccine against Typhoid Fever in			Declined by Doherty, Briana: 21-Sep-2008 Reminder 1 Sent: 21-Sep-2008 Invited by

Figure 32. Detailed history listing

## REVIEWER ASSIGNMENT IMPROVEMENTS

Several improvements have been made to the functionality in the Reviewer List:

- In addition to being listed in the Reviewer Search Results, the reviewer's affiliation will be listed in the completed review pop-up, in the Reviewer List, and in the Preferred / Non-Preferred Reviewers section on the Reviewer Assignment pages.

- In the History column of the Reviewer List, a label is displayed for completed reviews reading, “# in Decision Letter.” When the Reviewer is permitted to submit their scoresheet for a period of time after a decision has been made, the ScholarOne Manuscripts will display “(post-decision)” to the right of the “# in Decision Letter” text for any reviews submitted after the decision letter was sent.
- Currently, when the reviewer is permitted to submit their scoresheet for a period of time after a decision has been made, and the decision is subsequently rescinded, the post-decision review is returned to the reviewer. As of the MCv4.2 release, the post-decision review will not be returned to the reviewer unless the review itself is rescinded.
- In order to decrease unnecessary scrolling and increase usability, upon clicking the “Return to Search” button, the system will return the Editor to their original reviewer search with the ability to “Clear” the search criteria.
- ScholarOne Manuscripts will have the ability to be configured such that the number of required reviews for a revision is set to zero by default. This allows revisions to be submitted, and routed directly to the Editor for decision. If the Editor feels that reviews are necessary, they can increase the # Reviews Required in order to initiate the Reviewer selection process.

## REVIEWER SEARCH PREFERENCES ENHANCEMENTS

With the MCv4.2 release, Editors will have the ability to define their default primary and secondary sort order for each type of Reviewer Search (Figure 33). By default, the primary sort order will be “Name (Last, First): Ascending” and the secondary sort order will be “Number of Current Assignments: Descending” for each type of Reviewer Search. In addition, Editors can now sort search results by the number of open invitations and the date of the last invitation.

Date of Last Invitation

Number of search results per page: 10

Exclude unavailable reviewers

**Sort Order**

**Quick Search**

Primary Sort: Name (Last, First) Ascending

Secondary Sort: Number of Current Assignments Descending

**Related Papers Search**

Primary Sort: Name (Last, First) Ascending

Secondary Sort: Number of Current Assignments Descending

**Auto-Suggest**

Primary Sort: Name (Last, First) Ascending

Secondary Sort: Number of Current Assignments Descending

**Advanced Search**

Primary Sort: Name (Last, First) Ascending

Secondary Sort: Number of Current Assignments Descending

Close Window  Save

Figure 33. Reviewer Search Preferences: Sort Order

## ABILITY TO EDIT AUTHOR E-MAIL REMINDER SCHEDULE FOR INVITED PAPERS

When an author agrees to submit an invited manuscript, their name is displayed in the Author List and an “edit reminders” link is available. Clicking this link opens a pop-up window that previously read “no reminder e-mail templates are configured for this task,” even if there are reminder e-mails configured for the Invited Submission task. As of the MCv4.2 release, this will be corrected so that e-mail reminders for invited authors can be altered or exempted on a per-manuscript basis.

## ABILITY TO FLAG MANUSCRIPTS

The MCv4.2 release will include the ability for configured roles to “flag” manuscripts with one of four available flags (Figure 34). By default, all roles other than Author and Reviewer roles will have the ability to flag manuscripts upon release. Once a

manuscript is flagged, the icon selected will display to the right of the Manuscript ID anywhere the manuscript appears; however, the icon will never be displayed in the Author or Reviewer Center.



Figure 34. Ability to flag a manuscript

ScholarOne Manuscripts will also support the ability to search for manuscripts in the Advanced Manuscript Search and the Issue Management Search based on the manuscript flag (Figure 35).

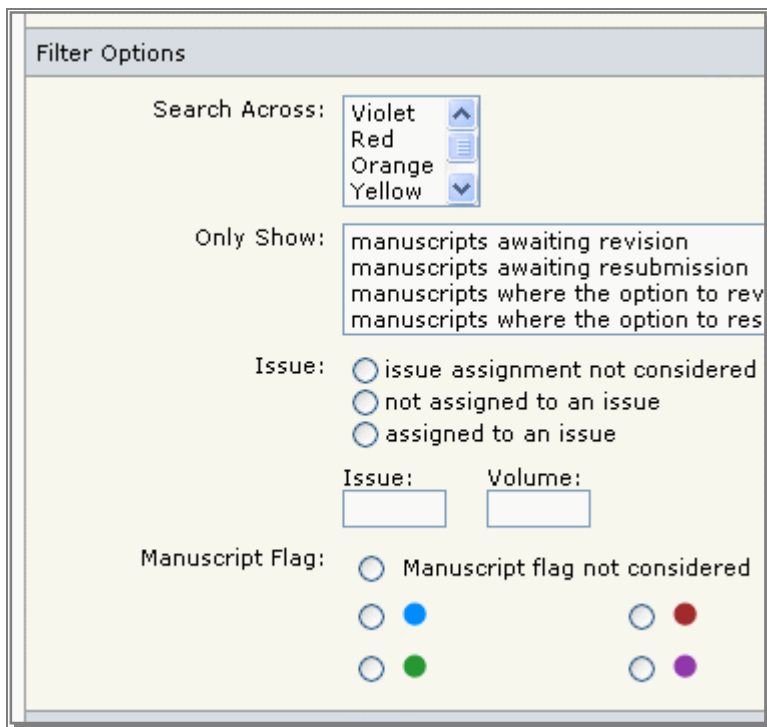


Figure 35. Ability to search on manuscript flagging

## ABILITY TO PRINT SCHOLARONE MANUSCRIPTS E-MAILS ON LETTERHEAD

With the MCv4.2 release, Administrators will have the ability to upload one or more rich text format (.rtf) Letterhead Template files to a new “Printable E-Mail Letterhead” section in e-mail template configuration (Figure 36). A Letterhead Template file consists of an .rtf file containing the desired formatting, images and alignment plus a new ##EMAIL\_BODY## e-mail tag representing the body of the e-mail that was sent from ScholarOne Manuscripts.

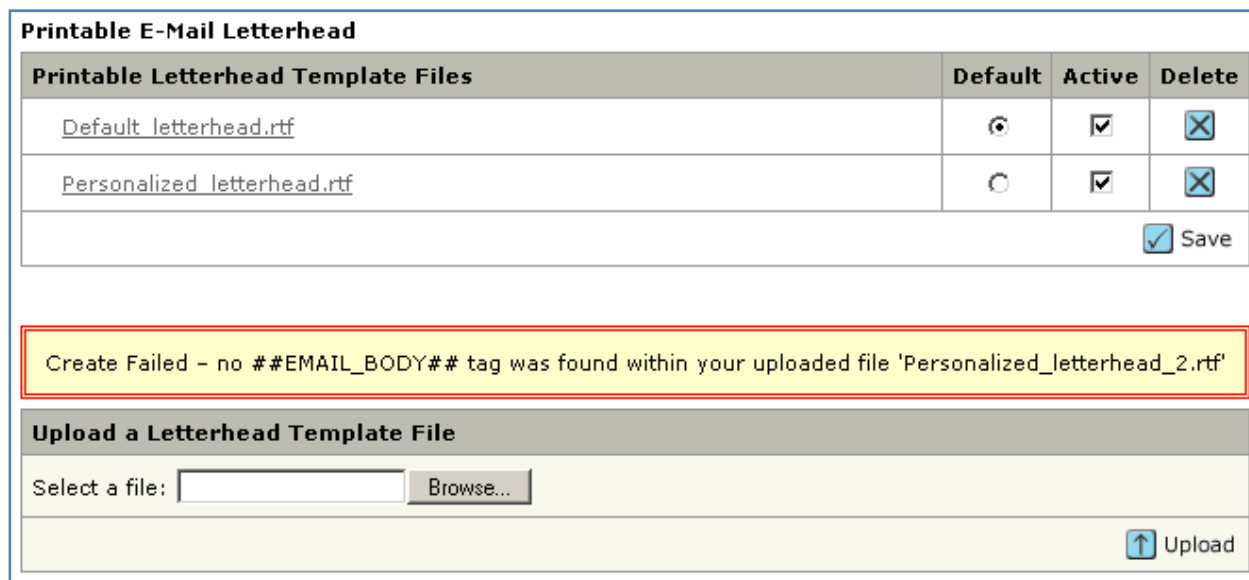



Figure 36. Ability to upload Letterhead Template files

Once one or more active Letterhead Template files are in place, e-mail entries in the Audit Trail will appear with a  icon next to them (Figure 37). Clicking the printer icon will cause the content of the e-mail to be merged into the selected Letterhead Template and the .rtf file containing the reformatted e-mail will be available for download (Figure 38).

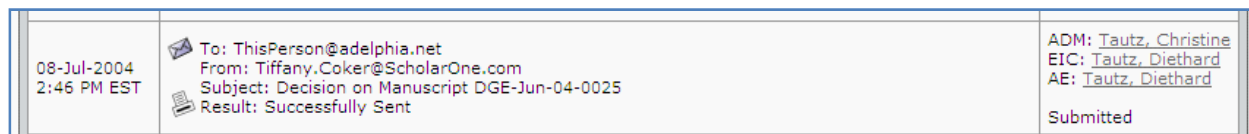


Figure 37. Audit Trail containing printer icon

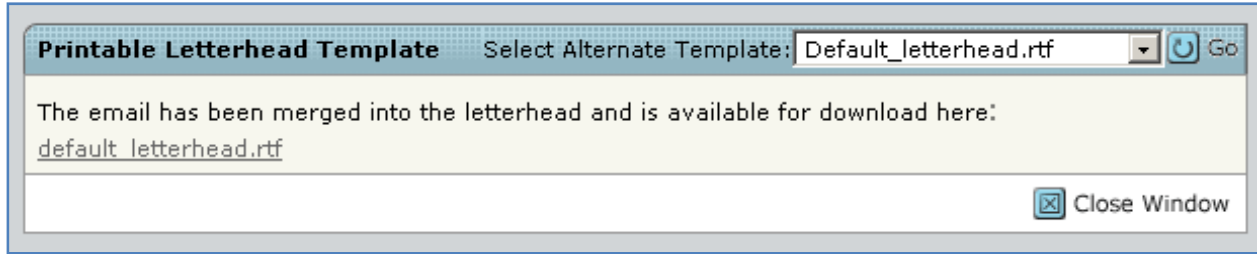


Figure 38. E-Mail merged into letterhead and ready to be downloaded

## ADDITIONAL ISSUE FIELDS

In order to aid journals in collecting the information they need in order to build and manage volumes and issues, the MCv4.2 release will contain additional fields that can be collected during issue creation (Figure 39). The fields listed below are also available as search criteria in the Advanced Manuscript Search and Issue Management Search and as e-mail tags.

- ISSN
- Journal ID (this field is available to be configured for Production Central sites only)
- Issue End Page
- Print Run

A screenshot of a web form titled "Add an Issue". The form is organized into several rows of input fields. On the left side, there are fields for "Journal:", "Journal ID:", "Description:", "Volume:", "Issue:", "B/W Image Count:", "Page Budget:", "ISSN:", "Print Run:", and "Notes:". On the right side, there are fields for "Print Scheduled Date:", "Date to Public:", "Color Image Count:", "Issue Start Page:", and "Pagination:". Each of these date and count fields has a small calendar icon next to it. In the top right corner, there is a checkbox labeled "Mark as Closed". At the bottom right corner, there is a blue button with a plus sign and the text "Add".

Figure 39. Issue Creation

## DISPLAY OF DUE DATES IN STATUS COLUMN

In order to aid journals in tracking and scheduling assignments, the status column throughout the application has been updated to display the due date(s) for each task listed in the status column (Figure 40). These due dates will be displayed for all roles except Author and Reviewer. The due date listed for reviewer score tasks will be the date that the last review is due – this will give the user an indication of when all reviews are expected to be returned. The task due dates will also be present in the Export to CSV from any manuscript list or search results page.

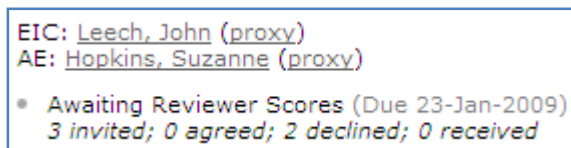


Figure 40. Due dates displayed in status column

## E-MAIL DELIVERY UPGRADES

In order to increase the likelihood that ScholarOne Manuscripts e-mails get past spam filters and to their intended recipient(s), ScholarOne Manuscripts' e-mail subsystem has been enhanced so that any e-mail bounced back to ScholarOne Manuscripts will automatically be forwarded to the actual address of the sender (the address in the "From" field). Thus if an e-mail is bounced back, the sender of the e-mail would receive the notification.

## ABILITY TO SUPPORT NON-USD CURRENCY IN E-COMMERCE TRANSACTIONS

The integration between ScholarOne Manuscripts and PayPal has been updated to include support for currencies other than the US Dollar. Clients will have the ability to charge submission fees and post-acceptance fees (open access charges, page count charges, color charges, etc.) in other currencies (Figure 41).

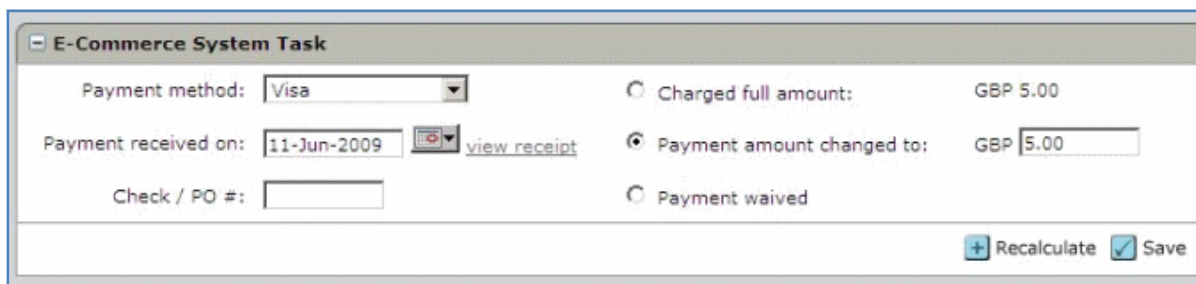


Figure 41. Display of GBP in E-Commerce task

## ABILITY TO CARRY E-FORMS BETWEEN WORKFLOWS

With the v4.2 release, ScholarOne Manuscripts will offer a configurable option that will allow journals to carry completed e-forms from the original workflow to subsequent workflows. Journals will now be able to collect important forms (copyright forms, disclosure forms, conflict of interest forms) upon submission and once the form is completed it will remain with the manuscript as it moves through to a final disposition; authors will not be required to complete forms for each version of the submission. The traceability offered with this feature will significantly decrease the administrative work involved in processing and tracking these forms and will ultimately decrease time from submission to publication.

## NEW COGNOS REPORTING FIELDS

The v4.2 release will supplement the 300+ data fields already available in the Cognos Query Studio reporting tool with additional fields. Please see the table below for a listing a description of the new fields.

**NOTE:** Due to the time required to populate the new fields with your data, these fields will be unavailable upon release. However, they will be automatically added approximately two weeks after the release of v4.2.

Field Name	Field Location	Field Description
Attribute Type Name	Users → Account Information	The name of the attribute type (ex: Areas of Expertise, Keywords, etc.) as entered in site configuration
Member Status	Users → Account Information	The user's member status on the site (ex: Not a Member, Active Member, Inactive Member, Staff)
Reviewer Status	Users → Account Information	The user's reviewer status on the site (ex: Eligible Reviewer, Excluded Reviewer)
# Times Selected	Users → Activity Information → Invited Papers / Books Information	Number of times an author has been selected to submit
# Submissions Invited	Users → Activity Information → Invited Papers / Books Information	Number of times an author has been invited to submit
# Submissions Declined	Users → Activity Information → Invited Papers / Books Information	Number of times an author has declined to submit
# Submissions Agreed	Users → Activity Information → Invited Papers / Books Information	Number of times an author has agreed to submit
# Times No Reply	Users → Activity Information → Invited Papers / Books Information	Number of times an author has not replied to an invitation to submit
# Times Completed	Users → Activity Information → Invited Papers / Books Information	Number of times an author has submitted an invited paper
# Times Uninvited	Users → Activity Information → Invited Papers / Books Information	Number of times an author has been uninvited from submitting
# Times Unassigned	Users → Activity Information → Invited Papers / Books Information	Number of times an author has been unassigned from submitting
Selection Date	Users → Activity Information → Invited Papers / Books Information	The date an author was selected to submit
Invitation Date	Users → Activity Information → Invited Papers / Books Information	The date an author was invited to submit
Response Date	Users → Activity Information → Invited Papers / Books Information	The date an author responded to an invitation to submit
Invitation Response	Users → Activity Information → Invited Papers / Books Information	The author's response to an invitation

	Information	
Attribute Type Name	Submission → Metadata	The name of the attribute type (ex: Areas of Expertise, Keywords, etc.) as entered in site configuration
Companion Paper Manuscript Type	Submission → Metadata	The manuscript type of any companion paper(s) associated with the manuscript
Submission Question Type	Submission → Metadata	An indication of the type of custom question (submission question, checklist question, etc.)
Manuscript Flag	Submission → Metadata	An indication of which, if any, of the four possible manuscript flags this manuscript has received.
Overall Similarity Index Percentage	Submission → Metadata	The overall percentage match from iThenticate
Issue Status	Submission → Metadata → Production Information → Volume & Issue Information	Is this issue open or closed?
Issue Description	Submission → Metadata → Production Information → Volume & Issue Information	The description associated with the issue
Issue Notes	Submission → Metadata → Production Information → Volume & Issue Information	The notes associated with the issue
ISSN	Submission → Metadata → Production Information → Volume & Issue Information	The ISSN number associated with the issue
ISBN	Submission → Metadata → Production Information → Volume & Issue Information	The ISBN number associated with the issue
eISBN	Submission → Metadata → Production Information → Volume & Issue Information	The eISBN number associated with the issue
Web Publication Date	Submission → Metadata → Production Information → Volume & Issue Information	Date entered in the web publication field (when configured) or the publish before print field
B/W Image Count	Submission → Metadata → Production Information → Volume & Issue Information	The B/W image count associated with the issue
Color Image Count	Submission → Metadata → Production Information → Volume & Issue Information	The color image count associated with the issue
Page Budget	Submission → Metadata → Production Information → Volume & Issue Information	The page budget associated with the issue
Start Page	Submission → Metadata → Production Information → Volume & Issue Information	The start page associated with the issue
Pagination	Submission → Metadata → Production Information → Volume & Issue Information	The pagination associated with the issue
Print Run	Submission → Metadata → Production Information → Volume & Issue Information	The print run for the issue
Issue Journal ID	Submission → Metadata → Production Information → Volume & Issue Information	The ID associated with the journal as defined in issue creation (ScholarOne Production)
Issue Journal Name	Submission → Metadata → Production Information → Volume & Issue Information	The name associated with the journal as defined in issue creation (S)
Stub Update Option	Submission → Metadata → Invited Papers / Books Information	The option selected for how to update the stub as selected on stub creation (ex: Use topic update schedule, Update after (x) days, Update on a specific date, Update not required)
Submission Due Date	Submission → Metadata → Invited Papers / Books Information	The date the submission of the stub is due
Submission Due Date Type	Submission → Metadata → Invited Papers / Books Information	The option selected for when the stub is due as selected on stub creation (ex: Use topic submission due date, Use a specific date, Use rolling submission due date)
Stub Status	Submission → Metadata → Invited Papers / Books Information	The stub status as selected during stub creation (ex: Hold Pending Update, Hold, Active, Inactive)
Stub Next Update Date	Submission → Metadata → Invited Papers / Books Information	The date for the next update schedule event for the stub
Potential Author Name	Submission → Metadata → Invited Papers / Books Information	The name(s) of the potential authors as entered during stub creation
Invited Author Name	Submission → Metadata → Invited Papers / Books Information	The name of the author invited to submit (ex: Smith, John)

Date Author Invited	Submission → Metadata → Invited Papers / Books Information	The date an author was invited to submit
Date Author Assigned	Submission → Metadata → Invited Papers / Books Information	The date the author agreed to the invitation to submit
Author Invitation Response	Submission → Metadata → Invited Papers / Books Information	The author's response to the invitation
Reference Article	Submission → Metadata → Letters to Editor Fields	The Reference Article title selected during Letter to the Editor submission process
LTE Submission Period	Submission → Metadata → Letters to Editor Fields	The number of days (as configured) following the web published date or print scheduled date, whichever is later
Group	Submission → Metadata → Letters to Editor Fields	The name of the Group entered in 'Group Name' field (when configured)
LTE Text Area	Submission → Metadata → Letters to Editor Fields	The body text entered by author during Letter to the Editor submission
Bundle Name	Submission → Metadata → Letters to Editor Fields	The name of the bundle as entered when creating a bundle in the issue line-up
Reviewer Recommendation	Submission → Peer Review / Workflow Information	The text of the recommendation from the Reviewer's score sheet
Editor Recommendation	Submission → Peer Review / Workflow Information	The text of the recommendation from the Editor's recommendation
Due Date	Submission → Timespan	The date that the task will become due (ex: 12-Dec-2009)
Active Data Field	Submission → Submission Filters	Filters report results containing attributes or custom questions to only show active attribute types or custom questions
Topic Name	Books	The name of the topic associated with the stub. Topics are usually a hierarchical structure used to organize and manage invited submissions.
Topic Status	Books	The status of the topic (Open, Closed, Inactive) as defined in the topic details.
Topic Description	Books	The topic description as defined in the topic details.
Parent Topic	Books	The parent of the current topic as defined in the topic hierarchy.
Topic Path	Books	The full path of the current topic as defined in the topic hierarchy (ex: "<root_parent>/(<child>/<child>/<Topic>")
Topic Update Date	Books	The date the topic is due to be updated as defined in the topic details.
Topic Update Option	Books	The option selected for how to update the topic as selected on topic creation (ex: Use parent topic schedule, Update after (x) days, Update on a specific date, Update not required)
Stub Submission Due Date (From Topic Setup)	Books	The date the submission of the stubs in the current topic are due
Stub Submission Due Date Option (From Topic Setup)	Books	The option selected for when the stubs in the current topic are due (ex: Use topic submission due date, Use a specific date, Use rolling submission due date)
Roles Associated With Topic	Books → Topic Roles	The role name(s) of each role associated with the topic as defined in topic creation or import
Role View Topic Permission?	Books → Topic Roles	Does the role have the permission to view topics? (ex: yes, no)
Role Create Child Topic Permission?	Books → Topic Roles	Does the role have the permission to create child topics? (ex: yes, no)
Role Edit Topic Permission?	Books → Topic Roles	Does the role have the permission to edit topics? (ex: yes, no)
Role View Stubs Permission?	Books → Topic Roles	Does the role have the permission to view the stubs associated with the topic? (ex: yes, no)
Role Create Stubs Permission?	Books → Topic Roles	Does the role have the permission to create stubs for the topic? (ex: yes, no)
Role Admin Stubs Permission?	Books → Topic Roles	Does the role have the permission to administer stubs for the topic? (ex: yes, no)

Topic Editor Name	Books → Topic Users	The name(s) of the editor(s) associated with the topic as defined in topic import
Associated Users	Books → Topic Users	The name(s) of each user associated with the topic as defined in topic creation or import (ex: Smith, John; Bloggs, Joe)
User View Topic	Books → Topic Users	Does the user have the permission to view topics? (ex: yes, no)
User Create Child Topic	Books → Topic Users	Does the user have the permission to create child topics? (ex: yes, no)
User Edit Topic	Books → Topic Users	Does the user have the permission to edit topics? (ex: yes, no)
User View Stubs	Books → Topic Users	Does the user have the permission to view the stubs associated with the topic? (ex: yes, no)
User Create Stubs	Books → Topic Users	Does the user have the permission to create stubs for the topic? (ex: yes, no)
User Admin Stubs	Books → Topic Users	Does the user have the permission to administer stubs for the topic? (ex: yes, no)

## SCHOLARONE PRODUCTION ENHANCEMENTS

A number of enhancements have been made to the ScholarOne Production product.

### ISSUE CHECK-IN ENHANCEMENTS

The journal, volume and issue selections on the Issue Check-In page have been redesigned for usability. Rather than containing one dropdown to select the journal volume and issue, the MCv4.2 release will introduce three separate dynamic dropdowns (Figure 42). Selecting a journal name from the first selection will refresh the selections available in the “volume” dropdown so that only the volumes configured for the selected journal are displayed. In turn, selecting a volume will refresh the selections available in the “issue” dropdown so that only the issues configured for the selected journal and volume are displayed.

**Issue Check-In** The issues listed below have been transferred into this site, but have not yet been checked in. Select the appropriate volume and issue from the "Match To" dropdown and click the "Save and Check In" button to initiate the production process for these issues.

Issue Check-In		Issues 1-10 of 39
Transferring Site Volume / Issue	Issue Info	Match To
<b>AA</b> Volume: 1 Issue: 10	Journal Name: journal name here Description: description here B/W Image Count: X Color Image Count: X Page Budget: X Print Scheduled Date: XX-Mon-YYYY Date To Public: XX-Mon-YYYY Notes: notes here	Journal: Select... Volume: Select... Issue: Select...
<b>AAAJ</b> Volume: 1 Issue: 10	Journal Name: journal name here Description: description here B/W Image Count: X Color Image Count: X Page Budget: X Print Scheduled Date: XX-Mon-YYYY Date To Public: XX-Mon-YYYY Notes: notes here	Journal: Select... Volume: Select... Issue: Select...
<b>ACMM</b> Volume: 1 Issue: 10	Journal Name: journal name here Description: description here B/W Image Count: X Color Image Count: X Page Budget: X	Journal: Select... Volume: Select... Issue: Select...

Figure 42. Issue Check-In Page

## ISSUE LIST ENHANCEMENTS

Currently, issues can appear in multiple dashboard lists that are configured to display issue tracking, making it difficult for production teams to track outstanding issues. The MCv4.2 release will contain configuration functionality that allows a issue lists to be configured such that issue lists appear in only one queue at a time based on the production team’s needs.

## MASTER PRODUCTION SCHEDULE ENHANCEMENTS

The Master Production Schedule has been updated so that if the “Journal” field is configured to be on, the Master Production schedule will allow the user to filter the schedule by Journal Name. By default, the journal filter is set to “All Journals.” In addition, the volume and issue will be displayed in red if any of the manuscripts in that issue are overdue. The “Date to Public” field will be displayed on any page containing a list of issues.

## ABILITY TO ASSIGN MULTIPLE MANUSCRIPTS TO EDITORS FROM ISSUE QUEUES

With the MCv4.2 release, users will have the ability to assign multiple manuscripts to an Editor at a time from any Issue queue.

## JOURNAL NAME DISPLAY

With the MCv4.2 release, the status column item that currently displays the volume and issue the manuscript is assigned to will also display the journal name in the following format: <journalname>: vol 2, iss 3.

## PRODUCTION E-MAIL TAGS

The following e-mail tags have been added in order to aid with communications surrounding production information:

**##ISSUE##**: This e-mail tag will populate an email with the Issue name entered in the 'Issue:' field under the Create/Edit Issue area.

**##VOLUME##**: This e-mail tag will populate an email with the Volume data entered in the 'Volume:' field under the Create/Edit Issue area.

**##ISSUE\_DESCRIPTION##**: This e-mail tag will populate an e-mail with the data entered in the "Description:" field under the Create/Edit Issue area.

## SCHOLARONE BOOKS ENHANCEMENTS

Upgrades to the existing Books (topic and invited paper) functionality include new interfaces, more powerful management tools and greater configurability. Even with all that has changed, existing users can expect that their current work practices will continue to be supported.

## ENHANCED 'TOPIC' FUNCTIONALITY

"Topic" functionality is used to provide a high level of organization within a site by modelling publication structures such as Special Issues, Volumes, Chapters, Subjects or Sections. When "Topic Management" is turned on, newly created invited papers are assigned to a topic, and then can be viewed and managed via topic-based tools, described below.

## NEW "TOPIC & INVITED PAPER TOOLS" AREA OF DASHBOARD

For current users of ScholarOne "MRW" functionality, the legacy "Topic Management" dashboard link has been moved to a new "Topic & Invited Paper Tools" area of dashboard (Figure 43). In addition, much of the functionality formerly only available through detailed navigation in the topic and stub screens has been added to the dashboard as discrete links. While the overall section is visible to all Editor and Admin users, the "Stub List" and "Mass Management" (create, update, and invitation) links can be configured on a role-by-role basis.

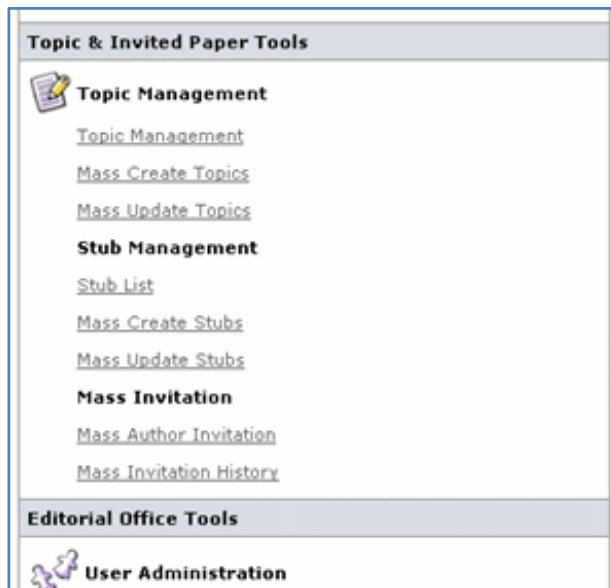


Figure 43. "Topic & Invited Papers" Tools dashboard section

Publications that use Invited Papers functionality without topics can configure this area to be turned on as "Invited Paper Tools" with some or all of the "Stub Management" and "Mass Invitation" tools configured within it (Figure 44).

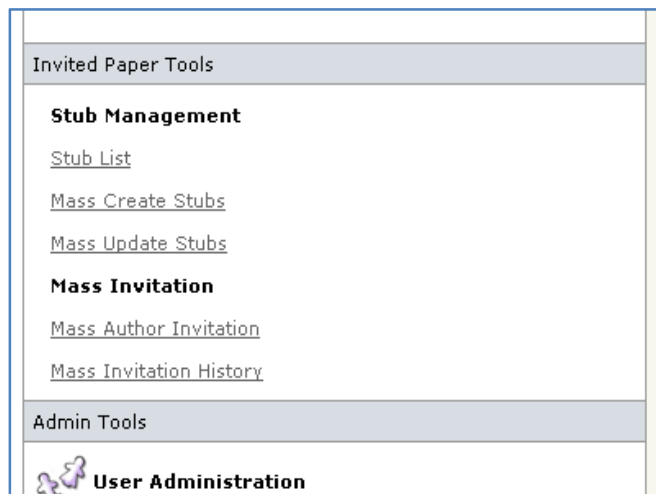


Figure 44. "Invited Papers" Tools dashboard section

## TOPIC ROLE- AND USER-BASED MANAGEMENT

The v4.2 release includes functionality to define a set of "Associated Roles and Permissions" for any topic, the configuration of which defines access levels for both roles and individual users. Roles and/or users associated with a particular topic can be assigned permissions to (Figure 45):

- View the number of stubs associated with the topic
- Edit the topic
- Add child topics under the topic
- View the details of stubs associated with the topic
- Edit stubs associated with the topic
- Create new stubs associated with the topic
- Act as an administrator for stubs held within the topic

Configurable options have also been added for topics so that staff is prevented from being exposed to greater than necessary complexity during topic creation. These options also allow the publication to retain control over the level of permissions granted to roles and individuals during topic creation. For example, a new configuration option allows the publication to designate that only Administrator users will have access to create or edit these permissions. Within this configuration, topic permissions can be set at the top topic level only, and then be inherited by all child topics. Roles available for association with a topic can be limited by configuration.

Uses of this functionality include:

- Provide section (topic) specific admin-type control over management of articles to a Section Editor
- Provide a Special Issue Guest Editor with the ability to create and manage the articles in their issue
- Allow oversight roles to see the current status of articles across multiple topics
- Host multiple "invited-only" publications on a single site

**Add Topic**

Status: Open  Open: Topic is fully functional  
 Closed: New stubs cannot be created  
 Inactive: new stubs cannot be created; topic is hidden

**Parent Topic:** Chemistry

Topic Name:

Description:

Manuscript Type: Full Article

Submission Template:

---

**Update Schedule**

Use parent topic schedule

Update after 1  Day(s)   Keep the same author

Update on

Update not required

---

**Associated Roles & Users**

Role	View Topic	Create Child Topic	Edit Topic	View Stubs	Create Stubs	Admin Stubs
Admin	✓	✓	✓	✓	✓	✓
Staff Editor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Editor in Chief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consulting Editor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copyeditor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User	View Topic	Create Child Topic	Edit Topic	View Stubs	Create Stubs	Admin Stubs	Delete
<a href="#">StaffEditor, Robert</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Add a User</a>							

Figure 45. Add Topic

## REDESIGNED TOPIC MANAGEMENT PAGE

The topic management page (Figure 46) has been redesigned to display topics in an expandable tree representing the topic hierarchy. The page will also display the topic status, dates of the last and next updates, the associated roles and users, and the ability to drill down on the stubs in their status categories.

Topic Management						
						include in display: <input type="text" value="all active Topics"/>
Topic <a href="#">[expand all]</a> - <a href="#">[collapse all]</a> - <a href="#">[topic list]</a>	Status	Last Update	Next Update	Stubs	Take Action	
Roles & Users <a href="#">[show]</a>						
<input checked="" type="checkbox"/> <b>Current Practices</b>	Open	02-Jul-2009	Update not required	0 On Hold 1 <a href="#">No Author</a> 0 Author Assigned 0 Submitted 0 Accepted	View Stubs	<input type="text" value="Select..."/>
<input checked="" type="checkbox"/> <b>Volume 14</b>	Open	02-Jul-2009 <i>created</i>	Update not required	0 On Hold 0 No Author 0 Author Assigned 0 Submitted 0 Accepted	View Stubs	<input type="text" value="Select..."/>
<input type="checkbox"/> <b>Section A</b>	Open	02-Jul-2009 <i>created</i>	Update not required	0 On Hold 0 No Author 0 Author Assigned 0 Submitted 0 Accepted	View Stubs	<input type="text" value="Select..."/>
<input type="checkbox"/> <b>Section B</b>	Open	13-Jul-2009 <i>created</i>	Update not required <i>(inherited)</i>	0 On Hold 0 No Author 0 Author Assigned 0 Submitted 0 Accepted	View Stubs	<input type="text" value="Select..."/>
<input checked="" type="checkbox"/> <b>Volume 15</b>	Open	13-Jul-2009 <i>created</i>	Update not required <i>(inherited)</i>	0 On Hold 0 No Author 0 Author Assigned 0 Submitted 0 Accepted	View Stubs	<input type="text" value="Select..."/>
<input type="checkbox"/> <b>Section A</b>	Open	13-Jul-2009 <i>created</i>	Update not required <i>(inherited)</i>	0 On Hold 0 No Author 0 Author Assigned 0 Submitted 0 Accepted	View Stubs	<input type="text" value="Select..."/>
<input type="checkbox"/> <b>Section B</b>	Open	13-Jul-2009 <i>created</i>	Update not required <i>(inherited)</i>	0 On Hold 0 No Author 0 Author Assigned 0 Submitted 0 Accepted	View Stubs	<input type="text" value="Select..."/>

Export to CSV Add Topic 1-1 of 1

Figure 46. Topic Management

## NEW TOPIC LIST PAGE

The "Topic List" page, accessed via the "Topic & Invited Paper Tools" > "Topic List" link, provides additional features including the ability to filter on topic name or status and the ability to sort on topic name, topic path, topic status, date of last update, and next update date (Figure 47).

Topic List						Topics 1-7 of 7
Search Criteria: Status="All active Topics (does not include 'Inactive' Topics)" + Topic = "Current Practices"						Status: <input type="text" value="all active Topics"/>
						Topic: <input type="text" value="Current Practices"/>
Topic [show tree]	Status	Last Update	Next Update	Stubs	Take Action	
Roles & Users [show]					Select All <input type="checkbox"/>	
Path						
<b>Current Practices</b>	Open	02-Jul-2009	Update not required	0 On Hold 1 No Author 0 Author Assigned 0 Submitted 0 Accepted	View Stubs	<input type="text" value="Select..."/>
<a href="#">Current Practices</a>					<input type="checkbox"/>	
<b>Volume 14</b>	Open	02-Jul-2009 <i>created</i>	Update not required	0 On Hold 0 No Author 0 Author Assigned 0 Submitted 0 Accepted	View Stubs	<input type="text" value="Select..."/>
<a href="#">Current Practices / Volume 14</a>					<input type="checkbox"/>	
<b>Section A</b>	Open	02-Jul-2009 <i>created</i>	Update not required	0 On Hold 0 No Author 0 Author Assigned 0 Submitted 0 Accepted	View Stubs	<input type="text" value="Select..."/>
<a href="#">Current Practices / Volume 14 / Section A</a>					<input type="checkbox"/>	
<b>Section B</b>	Open	13-Jul-2009 <i>created</i>	Update not required <i>(inherited)</i>	0 On Hold 0 No Author 0 Author Assigned 0 Submitted 0 Accepted	View Stubs	<input type="text" value="Select..."/>
<a href="#">Current Practices / Volume 14 / Section B</a>					<input type="checkbox"/>	
<b>Volume 15</b>	Open	13-Jul-2009 <i>created</i>	Update not required <i>(inherited)</i>	0 On Hold 0 No Author 0 Author Assigned 0 Submitted 0 Accepted	View Stubs	<input type="text" value="Select..."/>
<a href="#">Current Practices / Volume 15</a>					<input type="checkbox"/>	
<b>Section A</b>	Open	13-Jul-2009 <i>created</i>	Update not required <i>(inherited)</i>	0 On Hold 0 No Author 0 Author Assigned 0 Submitted 0 Accepted	View Stubs	<input type="text" value="Select..."/>
<a href="#">Current Practices / Volume 15 / Section A</a>					<input type="checkbox"/>	
<b>Section B</b>	Open	13-Jul-2009 <i>created</i>	Update not required <i>(inherited)</i>	0 On Hold 0 No Author 0 Author Assigned 0 Submitted 0 Accepted	View Stubs	<input type="text" value="Select..."/>
<a href="#">Current Practices / Volume 15 / Section B</a>					<input type="checkbox"/>	
Export to CSV <input type="button" value="+ Add Topic"/>						Topics 1-7 of 7
						Display <input type="text" value="10"/> records per page





Figure 47. Topic List

## NEW STUB LIST PAGE

Current users of invited paper functionality will find that any dashboard manuscript lists which contain only pre-submission invited articles now points to a new "Stub List" page. This page has been designed to display information that is relevant to stubs rather than to unsolicited manuscripts. The stub list page (Figure 48) will display the tracking number, topic, title, author, any assigned users, status, and status due date. In addition to the current data and familiar "Take Action" column, users will find a number of new tools including:

- The ability to filter by status: the dropdown contains static options as well as manuscript lists which have been configured to be included.
- The ability to filter by topic, provided that "Topic Management" is configured on.

- The ability to sort on most columns, including the stub due date when the list is filtered on a particular status.

Invited Paper Stubs				Manuscripts 1-4 of 4
Search Criteria: Status="With Contributor" + Topic="All Topics"				
				Status: <input type="text" value="With Contributor"/>
				Topic: <input type="text" value="All Topics"/>
Tracking Number Manuscript ID	Title	Assigned Users	Status	Take Action
Topic ↑	Author		Due Date ↑	Select All <input type="checkbox"/>
<a href="#">NIH-JNC-0003-CM</a>	Introduction	EIC: Not Assigned ADM: Not Assigned	• Awaiting Contributor Submission (Due 18-Jul-2009)	Select... <input type="text"/>
<a href="#">Front Matter</a>	 <a href="#">Gonzales, John</a>		18-Jul-2009	<input type="checkbox"/>
<a href="#">NIH-JNC-0004-CM</a>	Methods	EIC: Not Assigned ADM: Not Assigned	• Awaiting Contributor Submission (Due 19-Jul-2009)	Select... <input type="text"/>
<a href="#">Front Matter</a>	 <a href="#">Foster, Mary</a>		19-Jul-2009	<input type="checkbox"/>
<a href="#">NIH-JNC-0005-CA</a>	Lifetime Risk of Hypertension	EIC: Not Assigned ADM: Not Assigned	• Awaiting Contributor Submission (Due 19-Jul-2009)	Select... <input type="text"/>
<a href="#">Front Matter</a>	 <a href="#">Foster, Mary</a>		19-Jul-2009	<input type="checkbox"/>
<a href="#">NIH-JNC-0038-CA</a>	T009	EIC: Not Assigned ADM: <a href="#">Merritt, Noah</a>	• Awaiting Contributor Submission (Due 22-Jul-2009)	Select... <input type="text"/>
<a href="#">References</a>	 <a href="#">Foster, Mary</a>		22-Jul-2009	<input type="checkbox"/>

Manuscripts 1-4 of 4  
Display  records per page

Figure 48. Stubs list

## TOPIC & STUB MASS MANAGEMENT TOOLS

Because many Books functionality users need the ability to manage the creation, assignment, and update of hundreds of topics and/or stubs at a time, we have modified and enhanced the current "Add / Import Topics & Stubs" functionality (Figure 49) in several ways.

The enhancement splits the currently combined topic & stub process into entirely independent topic or stub processes, with the following common to both:

- Clear stepwise process for use
- Site-specific template and resource CSV files provided for download from the page
- Error-tolerant CSV processing
- Detailed logging of success and failure of each line in uploaded CSV
- Offline process for large stub creation jobs with email notification on completion
- 'Import History' covering previous 6months

With the separation of topic and stub tools, the stub ‘mass create’ and ‘mass update’ tools are available to invited paper users who do not also use topic management features. In all cases these tools require configuration to be available, and may require additional training in their use.

Common uses of these tools include:

- Simple replication of a topic structure to support a new publication volume
- Mass creation of a publication content set directly from the development spreadsheet
- Update an existing content set to complete all assignment tasks in the invited workflow
- Mass complete custom questions either on creation or update
- content set to complete all assignment tasks in the invited workflow
- Mass complete custom questions either on creation or update
- content set to complete all assignment tasks in the invited workflow
- Mass complete custom questions either on creation or update

**Mass Create Stubs**

**1. Set any desired common values**

Apply these values when the value is absent in the uploaded .csv

Status:

req Add Manuscript To:

**Submission Due Date**

Use Topic submission due date.

Submission due:

Use rolling submission due date.

**Update Schedule**

Use topic update schedule On Update:

Update after:    Keep the same author

Update on:

Update not required

**2. Prepare your .csv for use**

a. Download the [Manuscript Template](#)

b. Open the .csv file in Excel or another editor.

c. Add one line per new Manuscript.

e. Save the .csv with a descriptive name, i.e. 'new\_content\_05082008.csv' (don't let Excel save it as an 'excel' .xls file)

Tip: for defined-answer items like 'Article Type', 'Status' or 'Update Schedule' use the [Manuscript Resource List](#) to know that you're entering exactly the right value

**3. Notification Options**

Send notification emails when assignments are completed.  
please note: Manuscript creation will be stopped when a maximum of 100 emails are queued for sending.

**4. Identify the .csv to be uploaded.**

Manuscript file:

**5. Click 'Import' to start the .csv file upload and processing.**

Manuscript Mass Create and Update History - previous 6 months - [show previous 6 months](#)

date time	outcome	by	log
13-Jun-2009 01:04	18 Manuscript(s) Created, 0 Manuscript(s) failed	Merritt, Noah	<a href="#">log file</a>

Figure 49. Mass create stubs page

## CONFIGURABLE STUB CREATION OPTIONS

New configurable options surrounding the stub creation process have been added (Figure 50) to allow publications to hide features which they do not use. Publications can now elect to allow a submission template to be uploaded during stub creation, turn on or off the “Potential Authors” section during stub creation, hide or show custom questions during stub creation, and to enable the ability to designate stub fields as read-only.

**Invited Paper Stubs**

**Stub Options**

- Enable issue assignment for Stubs (requires issue creation be configured)
- Enable author submission template upload in Stub creation.
- Enable potential authors designation for Stubs.
- Enable read-only field designation for Stubs.
- Enable Stub submission due date designation.
- Enable update schedule for Stubs.
- Display custom fields in Stub creation.

---

**Tracking Number Generation/Assignment**

- Enforce uniqueness of tracking number
- Manual entry of tracking number
- Assign/Use Manuscript ID as Tracking Number on Stub creation
- Sequential autogenerated tracking number

Number of digits:

Start value:  (assigned to the next Stub created after configuration is saved. Once used for a Stub, the value is cleared from the textbox)

- Reset each month
- Reset each quarter (Jan/Apr/Jul/Oct)
- Reset each year
- Do not reset (required when 'Enforce Uniqueness' is selected)

Reset start value:

- Use tracking number as Manuscript ID on submission ('Enforce Uniqueness' is recommended)
- Enable editing of Tracking Number

Figure 50. Stub creation configuration options

## STUB SUBMISSION DUE DATES

The v4.2 release will include the ability to optionally associate a “Submission Due Date” directly with a stub, or indirectly via a stub association with a topic (Figure 51). In both cases, the stub then uses the date supplied, rather than a number of days from the date of invitation acceptance, to determine when the stub must be submitted by the Author. This new feature allows users to

specify a submission due date at the topic level, thereby setting it for an entire chapter, special issue, etc. By default, publications will not have the ability to designate a submission due date.

The screenshot shows a web form titled "Add a Stub". It contains several sections:

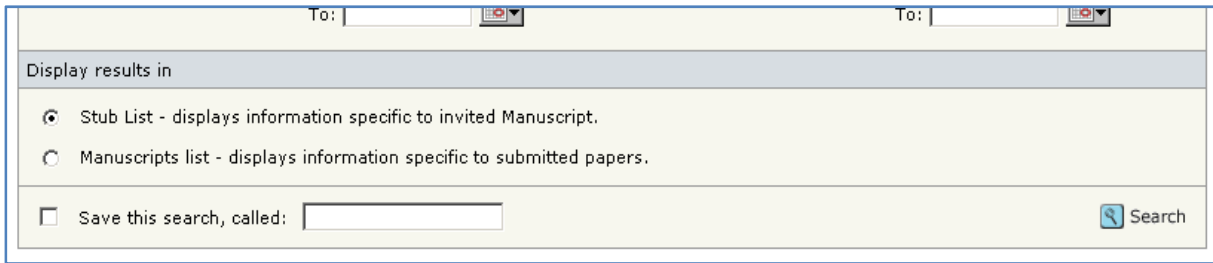
- General Information:**
  - Status: Active (dropdown)
  - Tracking Number: (text input)
  - Author Submission Template: (text input) with "Browse..." and "Upload Template" buttons.
  - req Add Stub To: Select a Topic (dropdown)
  - Assign to Issue: Select an Issue (dropdown)
- Submission Due Date:**
  - Use Topic submission due date.
  - Use this date: (text input) with a calendar icon.
  - Use rolling submission due date.
- Update Schedule:**
  - Use topic update schedule
  - Update after: 1 (dropdown) Day(s) (dropdown)  Keep the same author
  - Update on: (text input) with a calendar icon
  - Update not required
- Potential Authors:**

Name	Institution	Department	Phone/E-Mail	Preference	Edit	Delete
<i>No Authors Entered</i>						
- Add a New Potential Author:**
  - req First (Given) Name: req Last (Family) Name: req Email: (text inputs)
  - Institution: Department: Phone: (text inputs)
  - + Add (button)

Figure 51. Submission due date designation

## SEARCH OPTIONS

A new 'Display results in' option at the bottom of the advanced search page allows users to display search results in the current manuscript list page, or the new stub list page (Figure 52). An additional configuration option is also available to set the default for this selection, and which also sets the destination of the 'Header Search' and 'Quick Search' tools. Current users will find that the default search destination remains the traditional manuscript list page.

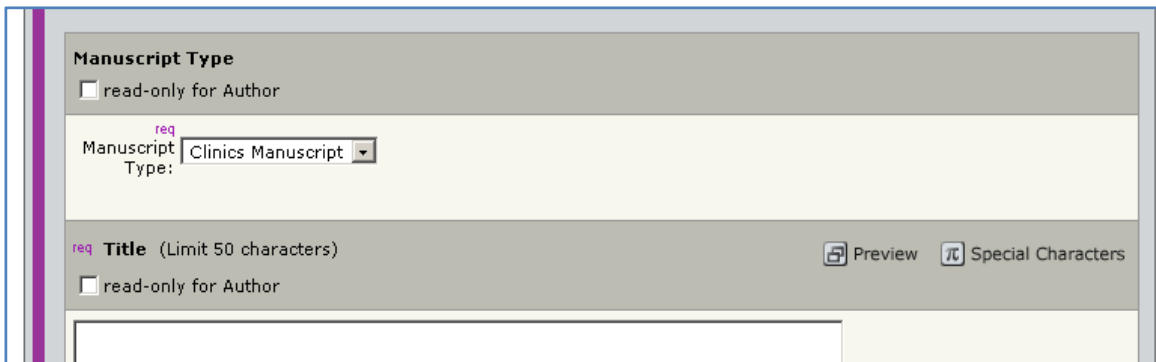


The screenshot shows a search interface with two 'To:' dropdown menus at the top. Below them is a section titled 'Display results in' with three radio button options: 'Stub List - displays information specific to invited Manuscript.' (which is selected), 'Manuscripts list - displays information specific to submitted papers.', and 'Save this search, called:' followed by a text input field. A 'Search' button is located at the bottom right of this section.

Figure 52. Advanced Search destination options

## READ-ONLY CHECKBOXES

Within the stub creation and editing pages, 'read-only for Author' checkboxes have been moved to a position directly above the item they designate read-only (Figure 53).



The screenshot shows a form for creating a stub. It features a 'Manuscript Type' section with a 'read-only for Author' checkbox above a dropdown menu currently set to 'Clinics Manuscript'. Below this is a 'Title' field with a 'read-only for Author' checkbox above it. The 'Title' field is marked as required ('req') and has a character limit of 50. To the right of the title field are 'Preview' and 'Special Characters' buttons.

Figure 53. Read-only checkboxes in stub creation