

ScholarOne Abstracts Glossary of Terms

Abstract Book	Compilation of submitted or sessioned abstracts sorted by client specifications; an export type.
Abstract Details	Custom Questions collected throughout a submission.
Abstract-based Disclosure	Financial disclosure that is specific to an abstract; filled out by the submitting author and applies to the abstract, not individual authors.
Administrator	Usually the Society administrator; role that has full access to ScholarOne Abstracts functionality.
Affiliations	Also called Institutions; entities to which authors are associated, such as academic institutions or private companies.
Announcement Message	A blue message box that may appear on the Login and Welcome pages which conveys society-specific information. The message is configurable by the Admin under Admin/Client Configuration/General Configuration. ScholarOne may also use a blue box announcement message to alert users of planned down time. If a user has invitations available, a blue announcement box will appear for that user.
Areas of Expertise	A user's subject area of knowledge; these are linked to categories and can be helpful in making reviewer assignments.
Author Index	Compilation of submitted or sessioned abstract authors' names with abstract identification; an export type.
Author Search	Functionality that allows submitters to first search the database for authors during the "add author" step; simplifies adding of authors.
Author-based Disclosure	Financial disclosure that is specific to each author entered; the submitting author completes this disclosure for all co-authors.
Awards	Optional portion in the submission process where the Society can promote awards for which a submitter may apply; awards can have custom questions associated with them.
Banner	Header graphic that appears across each page of the ScholarOne Abstracts submission site; specs are approximately 650X65 pixels.
Blinding	Ability to suppress identifying data during the review and decision process.
Categories	Also called tracks, topic areas, or areas of expertise; optional step in the submission process where the submitter can identify the overall topic of their submission.
Chair	Also known as the Decisioner; may be one person such as the committee chair or may be several people such as committee members; person who makes accept/reject decision on submissions.
Character count	Society-specified number of characters allowed per submission; includes spaces and may or may not include titles, authors, institutions, tables or images.
CIM	Client Implementation Manager for each ScholarOne Abstracts Site; members of the ScholarOne Abstracts team.
Client Session ID	Numbering scheme for the sessions and events which determines the order in which sessions are pulled for the exports.
COI Checkmark	Conflict of Interest option during Review whereby a reviewer/decisioner can indicate they have a conflict of interest regarding the abstract.
Comma Delimited	Export option that allows user to export data to an excel file.
Composition Services	Optional services offered by ScholarOne; provides client with full composition service for exports.
Configuration	The process of customizing a client site to specific requirements; CIM sets optional criteria on the back-end of the system per client specifications filled out in the CRD.
Contact Author	User who submitted the abstract; also called Submitting Author.
CRD	<u>C</u> onfiguration <u>R</u> equirements <u>D</u> ocument- the document shared by CIMs and societies to determine workflows and configurable elements.
CSV	<u>C</u> omma <u>S</u> eparated <u>V</u> alues, a file type exportable to/from Excel for more agile data management.
Custom Emails	Functionality that allows the Administrator to send customized emails to specified users of the system.

Custom Field 1	Custom Field 1 can be used to store information about a control ID that is not available in the system. The tag is then available for use in system and custom email templates. The field is populated via a template upload. The import is available under Admin/Email Templates/Upload Custom Field Data. The tag populated is ##custom_field_1##.
Custom Questions	Client-specific questions that can be collected for submissions, awards, user records, and Speaker Management; used to gather client-specific data not covered by standard configuration.
Dashboards	Dashboards appear on the Admin tab and Session tab. The Admin Dashboard displays relevant summary data on the different phases of a meeting cycle. The Admin Dashboard also includes configurable Helpful Links to various site functionality. The Session Dashboard includes four types of charted session data.
Data Export Tool	This tool allows an admin to download or FTP both standard and custom exports. Exports include abstract, people, and session data exports. Standard exports are available for program guides, abstract guides, and indices. Custom exports are pre-programmed exports for society- specific data requirements.
Disclosures	Client-specified statements/queries regarding the submission; can include financial COI queries, Release of Copyrights, Adherence to Animal Testing Requirements, etc.
Early Access	Functionality that allows the Administrator to grant a specific user access to a role prior to the set opening date; used mostly during the testing phase.
eCommerce	Optional functionality that provides a means for the Society to charge submitters for the abstracts; based on a PayPal and Merchant Bank Account or Netforum.
Edit Before Sending	Several email templates can be configured so that the email appears as a pop-up that may then be edited before sending. The Account Creation is an example of this type of template.
Event	Optional functionality that provides the Administrator with a way to indicate in the program where events that are not abstract-based occur; for example, coffee breaks, receptions, etc.
Export	The process of pulling data from the system into a format the Society can use for various reports, print publications, etc.
Final ID	Client-specified numbering schema for the submissions contained in the sessions.
FTP	<u>F</u> ile <u>T</u> ransfer <u>P</u> rotocol; used for transferring large documents between ScholarOne and the client via a secure domain.
FTP address	The URL of your FTP directory and folder. This looks like a normal web site, but with ftp:// instead of http://. For example, it could look something like “ftp://ftp.meeting.society.org/production/”.
Full Field Email	System email that can be triggered to go to those submitters who have all submission fields completed but have not yet submitted their abstract; used just prior to the submission deadline.
Full Screen	Icon driven option that maximizes a window to the full width of the user's screen. The icon is four green arrows at the top right of the window.
Host	Sometimes called Moderator; person designated as a host or moderator for a specific session.
HTML	<u>H</u> yper <u>T</u> ext <u>M</u> arkup <u>L</u> anguage; coding language used to develop websites; used in the instructions and configuration of ScholarOne Abstracts sites.
HTML Format	Export format which displays data in an HTML view; used to hyperlink into abstracts for editing purposes.
Import Resources	Resource files are available for several types of data uploads. The files contain the specific values that may be used in an import template.
In-Line-Editing	Option for the editing of one specific data field. To access a field, double click on the field and type the edits directly into the field or use an available dropdown to change a selection. Columns with in-line editing fields are identified with a pencil icon beside the column header. In-line editing is available on the Review Center Scoresheet and the Sessioning Grid in the Session Center.
Institutions	*see affiliations.
Invitation	Part of the Speaker Management functionality; allows Administrator to send invitations to presenters, hosts, and owners for the sessions of the program.

Itinerary Planner	Online functionality that provides a way for users to query the program and build customized itineraries for the conference/meeting.
Keywords	Similar to categories; optional step of the submission process that gives the submitter a way to further define the topic/main point of their submission.
Late Access	Functionality that allows the Administrator to grant a specific user access to a role after a deadline has occurred.
Login Page	The very first page a user comes to when they enter the Society's site.
Logo	Optional image that may be placed on the Welcome Page of the Society's site; recommended spec of 250X250 or smaller.
Mass Update	An option available in both the Review Admin Center and the Session Admin Center. The tool is used to update a series of fields with one process. The format of the data can be configured.
Meeting Long Name	Full name of the meeting; this can be used throughout instructions and emails by using a variable tag.
Meeting Short Name	Abbreviation for the meeting; this can be throughout instructions and emails by using a variable tag.
Merge Duplicate Users	Functionality that allows the Administrator to combine duplicate user accounts.
Message Template (Invitation)	Used in the Speaker Management tool, Messages are also called Invitations. The Message Templates are created by the Admin to include society-specific and session-specific information. The Message/Invitations appear in the invitees Message Center.
Notification Date	Date the Society contacts the submitters with their final decisions.
Open Editing	A society designated period of time in which submitters can update their abstracts post decisioning.
Person Details	Custom Questions specified by the society that are collected on the account level.
Person-based Disclosure	Individual disclosure which must be completed by each person through his/her own account.
Placeholder	When creating a session, the placeholder option can be used to designate a period of time in which an abstract is not being presented. Events such as coffee breaks and luncheons which occur during the session duration are examples of placeholders.
Presentation Types	Client-specified submission type, such as Oral or Poster.
Presenter	Author or co-author who will present the submission at the conference/meeting; may or may not be the contact author.
Program	The compilation of the sessions and events that make up the conference/meeting.
Program Book Export	The data pull of the program including the sessions and events; based on client specifications.
Program Committee	The governing body of the Society's meeting; often the committee that makes the final decisions regarding accept/reject.
Proof	A compilation of the data entered by the submitter; can be customized for each role (including author, reviewer, sessioner, etc.).
Recommendation Codes	Multi-select options linked to recommendations to provide more information for a recommendation.
Recommendations	Used during the review and decision processes so that the reviewer/decisioner can indicate their opinion of the abstract.
Release Notes	Summary of changes to functionality included in an upgrade or fix to the system; sent out via email to all Administrators prior to a system upgrade.
Return to Draft	Functionality that allows a submitter to convert their submitted abstract back to draft status so that they can update/edit their abstract.
Role Definition	Provided by the client to describe what a submission role means; appears next to a role on the role selection page when there is more than one submission role.
Roles	Task-oriented access to different functionality; for example, submission, review, and decision roles.
Schedule	The timeline for all roles on the site; opening dates, published close dates, and actual close dates; viewable and maintained by the administrator.
Scheduling	The process of assigning rooms and times to the sessions and events of the program.
Score Reports	Reports which detail the reviewer scores, comments, and flags.

Score Sheet	The Reviewer's scorecard which contains the scores, recommendation, or comments for a submission.
Scoring Scale	Client-specified scale for the scoring of the abstracts by the reviewers; one scale may be used to score several different criteria.
Session	The grouping of abstracts for presentation; sessions make up the program.
Session Abbreviation	Client-specified identification for sessions; used to facilitate sorting of sessions in the session center.
Session Builder	A tool that is used by members of a program committee who are responsible for building sessions and adding abstracts to sessions.
Session Proposal	A type of submission for the collecting the proposal ideas. There are two types of proposal submissions. Inline proposal submission entails submitting the abstracts and authors within the single proposal submission. Standard proposals require the individual abstract submitters to input their abstracts separately and then tie them to a proposal via a selection dropdown.
Session Role Names	Client-specified terms for the hosts of the sessions; common terms used are moderator, host, leader, chair, or co-chair.
Session Topics	An optional designation which societies may use to organize their categories into higher level groupings. Also known as Tracks.
Session Types	Client-specified terms used to designate the type of session created; common terms used are Oral, Poster, Forum, Panel, etc.
Sessioner	User identified by the Society who performs the sessioning process; usually is the Administrator, but maybe a committee with many members.
Single Sign-on	This allows users to log in to the society's website and be passed through to ScholarOne without logging into ScholarOne with a separate user ID and password
Site Contact Email Address	Email address of the site contact working with the Implementation team - usually the administrator; this can be used throughout instructions and emails by using a variable tag.
Site Contact Name	Name of the site contact working with the Implementation team - usually the administrator; this can be used throughout instructions and emails by using a variable tag.
Site Contact Phone Number	Phone number of the site contact working with the Implementation team - usually the administrator; this can be used throughout instructions and emails by using a variable tag
Site Tags	Site specific tags populated by the Society using the Client Configuration/General Configuration section of the Admin tab. The tags include Society Contact Name, Society Contact Email Address, and Society Contact Phone Number. The tags may be used in email templates and instructions. The site tags are used in the Contact Information section of the Welcome Page.
Speaker Management	Optional functionality that provides the Administrator with a way to send invitations to presenters, hosts, and owners of the sessions.
Speaker Management/Invitations & Emails	This feature may be added to the Session Center functionality and is used to invite and track invitation information on presenters, hosts, and session owners. The Invitation can be configured to require file uploads and custom questions.
Special Character Palette	Functionality that allows a submitter to insert special characters and formatting tags into their abstract.
Sponsor	Optional submission step where sponsorship information is collected when a Society requires a sponsor for a submitter who is not a member of the society.
Std. Dev.	Standard Deviation: A quantity calculated to indicate the extent of deviation for a group as a whole.; a value that may be used in score reports.
Stub	Functionality that allows for submissions to be created and submitted from the Session Center for direct inclusion in the program. Usually a paired down version of a submission role and managed by the Administrator.
Sub-Category	Dependent on the category chosen.
Subject Index Export	Standard data pull based on categories selected by the submitter during the submission process; maybe be used as a supplement to the Abstract Book.
Submission Page	Pages/Steps that are in the Submission center.
Submitting Author	User who submitted the abstract; also called Contact Author.

Sub-Presentation Type	Dependent on the presentation type chosen.
Support Team Contact Email	ts.acsupport@clarivate.com
Support Team Contact Phone Number	434-964-4100 (toll)/888-503-1050 (toll free)
Symposia	Functionality in the session center that allows sessions to be grouped together; one level above sessions and can have its own owners, hosts, and details
System Tags	Tags that can be configured to represent society-specific information. The tags are available for use in email templates, instructions, and on the Welcome Page. The tags will appear at the top of the full Site Tag listings in email templates.
System-generated Emails	System-triggered emails such as the Account Creation, Abstract Submitted, and Abstract Returned to Draft; triggered by user actions.
Tab Delimited	Export format: used to export data into Excel.
Tables	Built-in functionality that allows submitters to create their own tables as part of their submissions.
Text Editor	The formatting options available to a submitter which appear above specific fields of submission. These include bolding, italicizing and underlining. The individual options may be activated or turned off depending on the society's requirements. Configurable under Client Configuration/General Configuration of the Admin tab.
User Defined Column	A checkbox during review and/or sessioning defined by the society.
Variable tags (email tags)	Coded tags used in the email functionality that allow Administrators to pull database elements into email templates.
Visa Letter	Optional feature which allows the society to create individualized visa letters for their attendees. Visa Letters appear in the Message Center of the submitter.
Welcome Page	The page the user lands on after logging into the site; Client-specified text appears on this page which may or may not include a Society logo.
Withdraw	A function that allows administrators and sessioners to denote that a submission will not be presented at the meeting per the submitter or presenter's request.
Wrong Category Checkmark	Option during Review whereby a reviewer can indicate they feel an abstract has been assigned to them based on a wrong category designation.
WYSIWYG	<u>W</u> hat <u>y</u> ou <u>s</u> ee <u>i</u> s <u>w</u> hat <u>y</u> ou <u>g</u> et - text editor used to edit instructions.
XML	<u>E</u> xtensible <u>M</u> arkup <u>L</u> anguage is a data export language that defines a set of rules for encoding documents. Used for the output of data from the Data Export Tool.

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