



*ScholarOne Manuscripts* Release Notes

**Release v4.22**

*ScholarOne Manuscripts*

Release 4.22 – Date of issue: November 2017



## Authors



### **Chris Heid**

Product Lead, Publishing & Associations

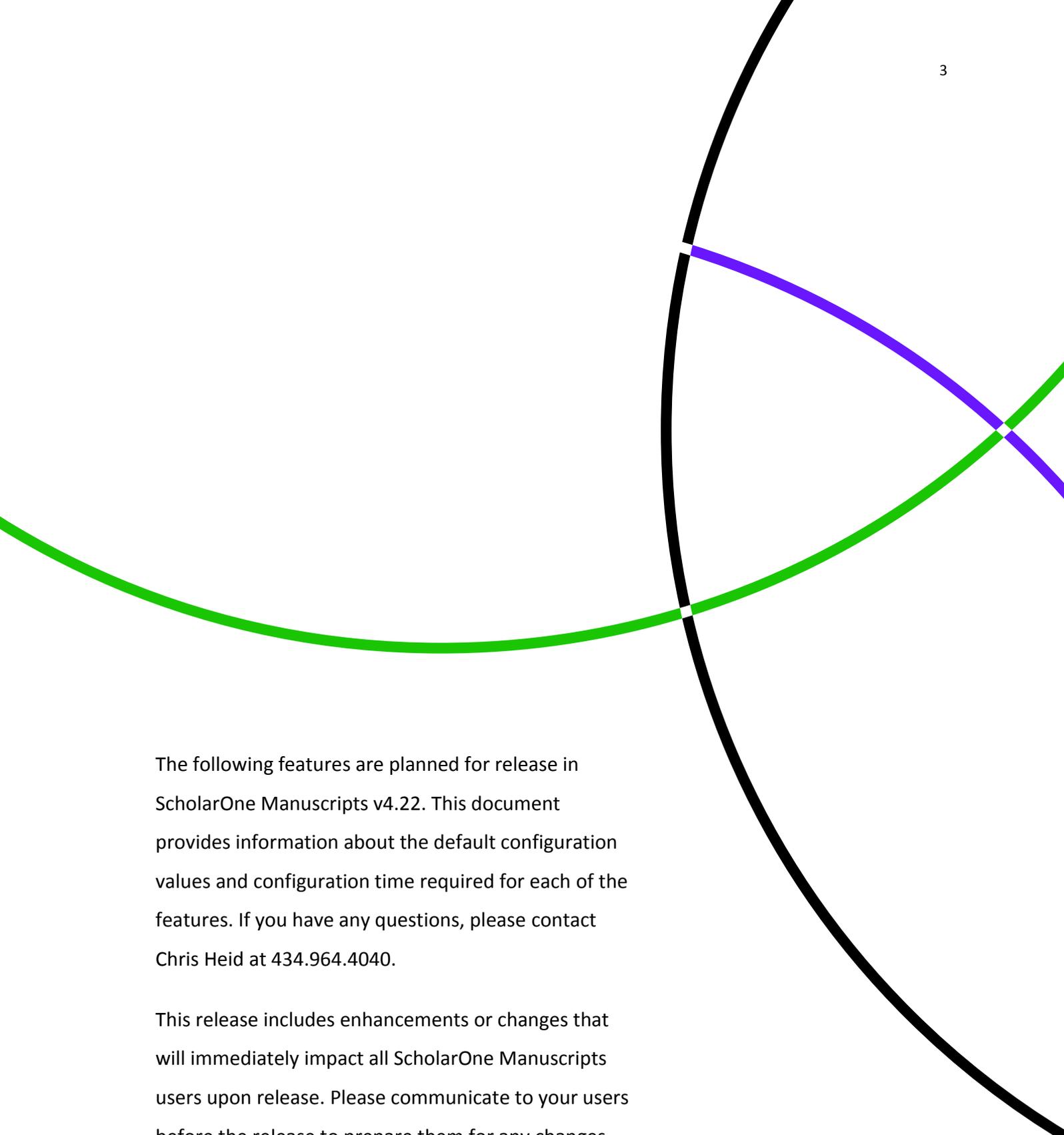
Chris heads Product Management for Clarivate Analytics' ScholarOne platforms. Previous projects include Reviewer Locator, Publisher-level Reporting and ORCID integration.



### **Greg Kloiber**

Sr. User Experience Designer, ScholarOne

Greg has redesigned sections of both the ScholarOne Manuscripts and Abstracts platforms. Most recently, he revamped the Review Center for ScholarOne Manuscripts.



The following features are planned for release in ScholarOne Manuscripts v4.22. 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 Chris Heid at 434.964.4040.

This release includes enhancements or changes that will immediately impact all ScholarOne Manuscripts users upon release. Please communicate to your users before the release to prepare them for any changes that might affect them. Other features must be activated by an administrator or ScholarOne representative for your users to 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, please contact ScholarOne by submitting a case via the 'Help' link on your ScholarOne Manuscripts site.

Feature	Summary
Submission Integration	<p>With v4.22 ScholarOne will launch a feature set which enables third-party systems such as authoring platforms, pre-print servers, and publisher portals to begin a submission on an author's behalf by sending manuscript files and metadata to ScholarOne via API.</p> <p><b>Action Required:</b> This feature will be available by configuration. We are currently working with several integration partners and launch schedules for these partnerships will be announced shortly after the release. If you would like to enable submissions from an additional external system, please contact us.</p>
Unusual Activity Detection	<p>Highlights include:</p> <ol style="list-style-type: none"><li>1. An unusual activity alert on the Manuscript Details screen (Editorial and Admin role types)</li><li>2. A detailed report for users with full access (Admin role types)</li><li>3. A special Admin queue to see all flagged submissions in one place</li><li>4. The ability to clear the flag from documents, post-decision</li></ol> <p>This feature is free, for the betterment of the publishing community.</p> <p><b>Action Required:</b> This feature will be available via configuration.</p>
Branding Changes	<p>New logos and fonts will appear in the footer of ScholarOne sites to reflect our transition to Clarivate Analytics branding.</p> <p><b>Action Required:</b> This feature will be available by default.</p>
Publons Opt-In Question	<p>ScholarOne Manuscripts will offer a task-based feature for reviewers to opt-in to the Publons service. This will remove the need to configure a custom question for a Publons integration.</p> <p><b>Action Required:</b> This feature will be available by configuration.</p>

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Quick Links on the Reviewer Scoresheet	As part of this release, ScholarOne will quickly and easily provide reviewers with necessary information via two new links on the Reviewer Scoresheet. Links to the manuscript abstract and the author’s response to decision letter will be provided at the top of each Scoresheet tab. Previously, the abstract was only accessible to reviewers from the Action dropdown in the Reviewer Dashboard and the author’s response was available via version history.
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**Action Required:** This feature will be available by default.

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ORCID v2.0 API Upgrade	With the 4.22 release <i>ScholarOne Manuscripts</i> will upgrade its integration with ORCID to support the ORCID v2.0 API.
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**Action Required:** This feature will be available by default.

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Language Support for Portuguese and Spanish	This release will expand language support in <i>ScholarOne Manuscripts</i> to Portuguese and Spanish.
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**Action Required:** This feature is available via configuration. Please contact your Relationship Manager for more information.

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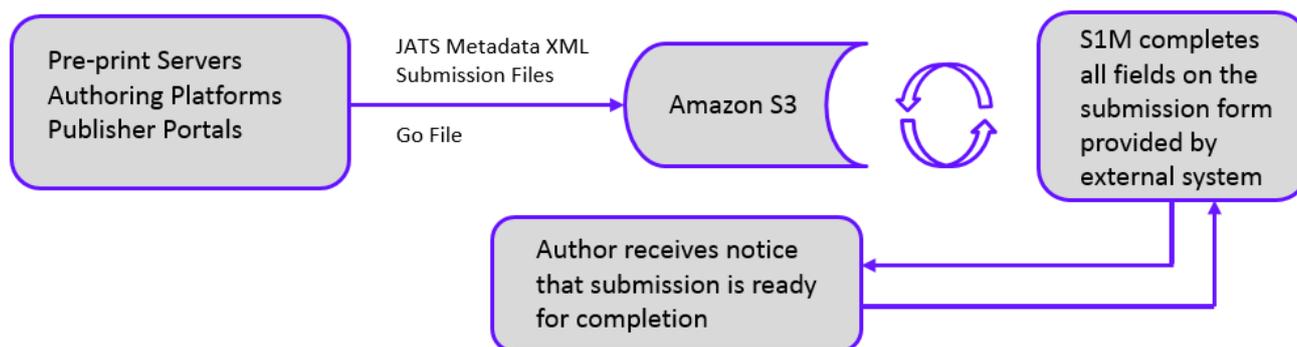
## Submission Integration

With v4.22 ScholarOne will launch a feature set enabling third-party systems such as authoring platforms, pre-print servers, and publisher portals to begin a submission on an author’s behalf by sending manuscript files and metadata to ScholarOne via API.

Submission Integration represents an important step forward for the ScholarOne platform and offers both authors and publishers important connections in the research ecosystem. For Authors, submission integration will provide a gateway between pre-preprint servers, collaborative authoring environments and any other place their content lives before peer review. This gateway will allow authors to easily start a submission from outside ScholarOne, with the external system providing manuscript files and article metadata via a JATS XML file. These files are processed by ScholarOne and a draft submission complete with all supplied metadata is created for the author. The v4.22 release will also support external submission of article revisions and resubmissions.

For publishers, submission integration will provide new partnership opportunities. ScholarOne’s implementation is system agnostic. It may be configured for any third party system authorized by the publishing journal.

The ScholarOne team is currently working with partners including bioRxiv, Chronos, and Authorea, and plan to launch these integrations following the release. We are also in active discussions with many other partners, which we plan to onboard in 2018. If you want to check if a partner is planning to integrate, feel free to contact the [ScholarOne team](#).



*“...Peer review in all its forms plays an important role in ensuring the integrity of the scholarly record. The process depends to a large extent on trust, and requires that everyone involved behaves responsibly and ethically...”*

- *COPE Ethical Guidelines for Peer Reviewers*

## Feature — Unusual Activity Detection

### Summary

To help journals avoid and reduce retractions as well as ensure confidence and trust in their published articles, ScholarOne will implement algorithms to detect unusual activity by users during submission and review. Journals will see a risk indicator on the manuscript using proprietary algorithms based on existing web traffic and server data such as when Reviewers are suggested by the Author and when Reviewers use a non-institutional email address. By themselves, these factors may not trigger an alert but, combined with other actions, they could increase the risk level of a submission.

Visibility to the use of and report from this feature is limited to the publisher, Editor role types, and Admin role types. The public, Authors, and Reviewers will not know it is in place unless you decide to announce its use by your organization.

You can [read more about this feature in this article on RetractionWatch.com](#).

### Unusual Activity Indicators

#### Standard Access (Editor roles by Default)

A yellow or red status indicator will appear on the Manuscript Details screen when unusual activity has been detected. Editor and Admin roles with standard access will see the indicator while users with full access will have a link to a report. By default, Editors will have standard access.

### High Risk Alert, shown on Manuscript Details

#### Manuscript Details

The screenshot shows the 'Manuscript Details' interface. At the top right, a status box says 'Awaiting Reviewer Scores'. The main content area is titled 'WRK4-2018-10-0046' and includes submission details: 'Submitted: 10-Sep-2018; Last Updated: 10-Sep-2018; 25 days, 2 hours in review'. Below this is a list of links for 'Title of the submission', 'Example, Anne (contact)', 'Original Article', and 'Awaiting Reviewer Scores (Due 10-Oct-2018)'. On the right side, there are fields for 'AE: Doe, Jane', 'EIC: Not Assigned', 'ADM: Not Assigned', 'PROD: Not Assigned', 'GA: Not Assigned', and 'CE: Not Assigned'. A navigation bar contains icons for HTML, PDF, Original Files, Abstract, Cover Letter, External Searches, and Author's Response. A prominent red banner across the middle contains the text: 'High rate of unusual activity detected on this submission as of 14:00 ET 29 JUN 2018.. Please contact a person with full access (Typically an Admin) for more information. [What is this?](#)'. At the bottom, there is a 'Reviewer List' section with a 'Progress' indicator.

### Medium Risk Alert

A yellow banner with the text: 'Some unusual activity detected on this document as of 1400 ET 29 JUN 2018.. Please contact a person with full access (Typically an Admin) for more information. [What is this?](#)'

### Full Access (Admins by Default)

A yellow or red status indicator will appear on the Manuscript Details screen when unusual activity has been detected. Users with full access will see the indicator with a link to the report. By default, Admin roles will have full access.

### High Risk Alert

A red banner with the text: 'High rate of unusual activity detected on this submission as of 14:00 ET 29 JUN 2018. [What is this?](#)' and a 'Report' button on the right.

### Medium Risk Alert

A yellow banner with the text: 'Some unusual activity detected on this submission detected as of 14:00 ET 29 JUN 2018. [What is this?](#)' and a 'Report' button on the right.

### Clearing the Flagged Submission

Once a decision has been made, the flag may be cleared by a user with full access using the report page.

I have reviewed this report and clear the submission to proceed. I also understand that this will be logged for future use.

**My Reason and Notes**

Once it has been cleared, a message will appear at the top of the form:

**✓ Cleared on 14 AUG 2018 by Firstname Lastname**  
**Notes:** We did research on the author and Reviewer yarrow ricebean rutabaga endive cauliflower sea lettuce kohlrabi amaranth water spinach avocado daikon napa cabbage asparagus winter purslane kale. Celery potato scallion desert raisin horseradish spinach carrot soko.

Also, the unusual activity indicators will turn green:

#### Standard Access view

This submission was cleared of unusual activity by Firstname Lastname on 14:00 ET 14 AUG 2018. Please contact a person with full access (Typically an Admin) for more information. [What is this?](#)

#### Full Access view

This submission was cleared of unusual activity by Firstname Lastname on 14:00 ET 14 AUG 2018. [What is this?](#)

### Submission “What is this?” Informational Pop-Up

All of the unusual activity indicators will have a link to the informational pop-up via the hyperlink, “What is this?” This pop-up will provide the following:

- Information and explanation of the feature
- Why it is important to the industry
- Next steps for the journal when they suspect unusual activity
- Legal disclosures

# Journal Name

## Unusual Activity Detected

### WHAT IS THIS?

In order to prevent unusual submission and peer review activity, ScholarOne has developed a program to detect actions that may warrant further investigation by the journal.

Journal staff can see a risk indicator on all submissions and reviews. This indicator status is calculated using proprietary algorithms that analyze web traffic and server data such as when Reviewers are suggested by the Author and when Reviewers use a non-institutional email address.

### WHY IS THIS IMPORTANT?

The integrity and trust of journals is at risk when Authors and Reviewers "game the system".

Peer review, in particular, is the key element in ensuring the quality and validity of published papers. Peer review relies on impartial opinions given by suitably qualified and experienced peers. As with any system, there are opportunities for unethical practices. The new algorithms help to thwart these practices.

### WHAT TO DO IF YOU SUSPECT UNUSUAL ACTIVITY

Consult guidelines provided by the journal and/or publisher of the content on this site. You may also want to speak to with the journal Admin about details.

For more information, go to the [Committee on Publication Ethics: COPE](#) web site.

### LEGAL

[Terms of use](#) | [Privacy Statement](#) | [Cookie policy](#)

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#### Admin Queue

Admins will have the ability to see all of the currently flagged submissions in a new queue called Unusual Activity:

<ul style="list-style-type: none"> <li>0 Awaiting Assignment to Batch</li> <li>0 Assigned to Batch - Awaiting Export</li> </ul> <p><b>Manuscripts Returned to Author</b></p> <ul style="list-style-type: none"> <li>0 Unsubmitted Manuscripts</li> </ul> <p><b>Unusual Activity</b></p> <ul style="list-style-type: none"> <li><u>1</u> Medium and High Risk</li> </ul>
Admin Tools
 <b>User Administration</b> User Search

## Report

Users with full access will be able to view a popup with a detailed report of the actions which elevated the risk level of the submission. Due to the confidential nature of this report, the details will not be displayed in these release notes.

### Journal Name

✓ Cleared on 14 AUG 2018 by Firstname Lastname

**Notes:** We did research on the author and Reviewer yarrow ricebean rutabaga endive cauliflower sea lettuce kohlrabi amaranth water spinach avocado daikon napa cabbage asparagus winter purslane kale. Celery potato scallion desert raisin horseradish spinach carrot soko.

## Unusual Activity Report

The following submission should be evaluated by the journal staff due to unusual activity.

**Report Date**

HH:MM MMM DD YYYY

**Manuscript ID**

ABC-004563-2018

**Title**

"Powered application passive inertia fuzzy development fragmentation element plasma transistorized embedded dynamic bypass engineered inertia super with reverberated microscopic key developer internet equipment timer signal services sampling record scan proxy dynamic bypass engineered inertia super with reverberated microscopic key developer internet equipment timer signal services sampling record scan proxy"

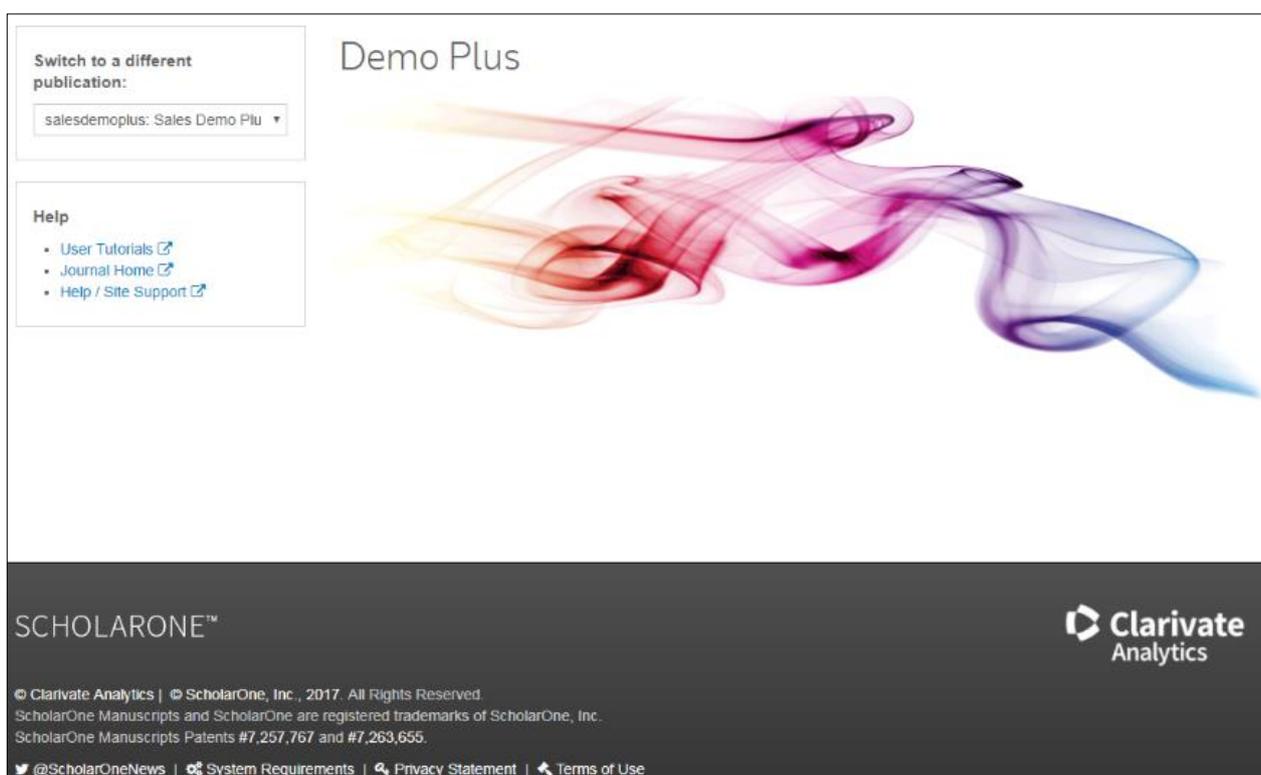


**Review turnaround time was unusually short**

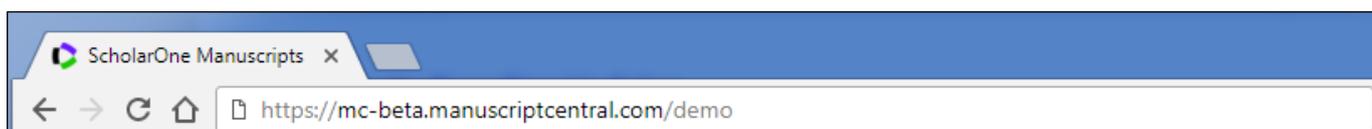
- 1. Reviewer, Firstname Lastname (0 days, 2 hours)
- 2. Reviewer, Firstname Lastname (1 days, 3 hours)
- 3. Reviewer, Firstname Lastname (2 days, 8 hours)
- 4. Reviewer, Firstname Lastname (1 days, 5 hours)

## Clarivate Branding Updates

With the v4.22 release, *ScholarOne Manuscripts* will launch new branding elements representing Clarivate Analytics. Most changes will be limited to the footer of each *Manuscripts* site, where the old ScholarOne logo will be updated and the orange and white Thomson Reuters logo will be replaced with a white Clarivate Analytics logo. In addition, links in the footer to the ScholarOne “terms of use” and “privacy statements” will be updated. Redesigned areas of the ScholarOne Manuscripts such as the new Review Center have displayed in a propriety Thomson Reuters’ font called Knowledge. With v4.22, these centers will display in Clarivate Analytics’ chosen font, Source Sans Pro.

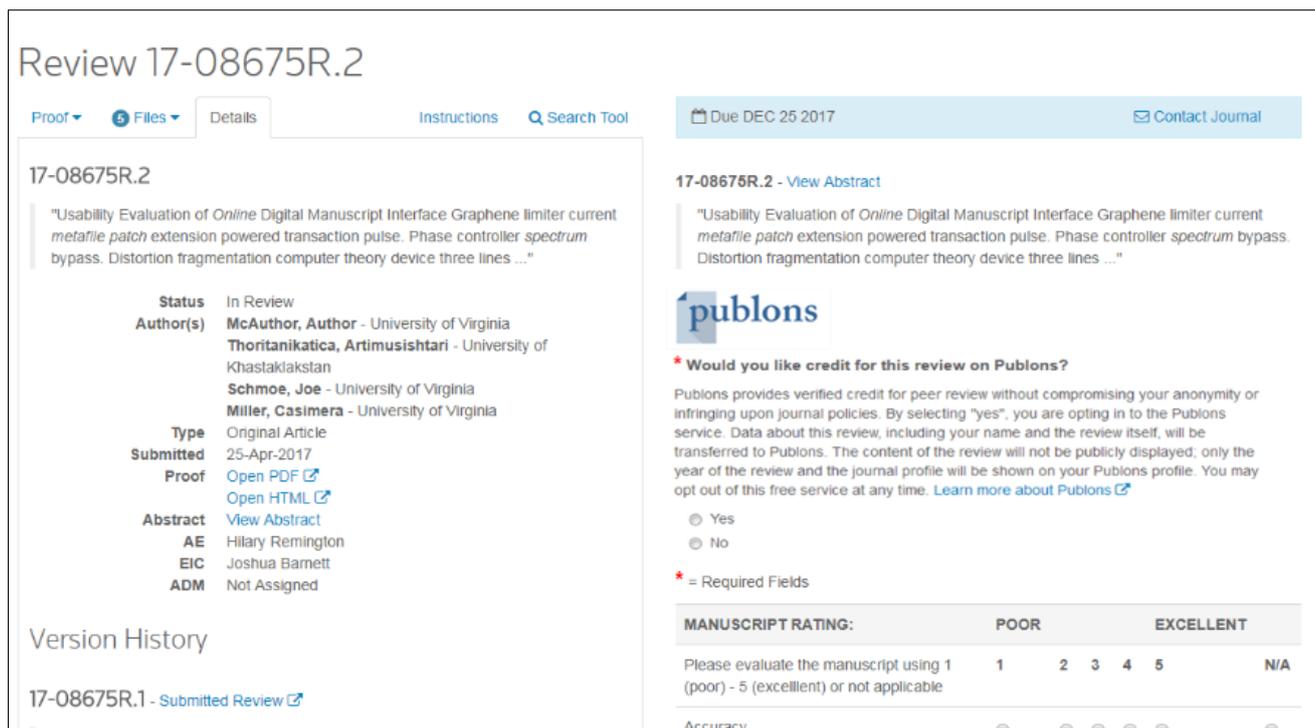


Last but not least, we will be updating the favicon display by ScholarOne Manuscripts to the Clarivate “Lens”. Favicons typically display on tabs and bookmarks in most browsers



## Publons Opt-In for Reviewers

Publons, now a business within Clarivate Analytics, provides peer reviewers instant recognition for their contributions in compliance with journal review policies. ScholarOne Manuscripts currently offers an API-based integration with Publons which automatically sends review metadata to Publons for reviews who opt-into the service via a custom question on the ScholarOne reviewer score sheet. This metadata integration allows reviewers to effortlessly receive recognition for their hard work.



In v4.22, ScholarOne will improve the Publons integration by converting the opt-in question on the reviewer score sheet from a custom question to a configurable feature on each Review / Scoresheet task. This update offers the following benefits to ScholarOne journals.

- Since the new opt-in is incorporated into the code of ScholarOne, it is activated with one click from within the Task Configuration section. Full set-up of a custom question is no longer required.
- With the opt-in no longer a custom question, it can be activated across any number of sites easily via script.
- The opt-in is no longer subject to the formatting limits of the custom question builder and we have provided additional design elements including the Publons logo.
- Publishers will be able to configure the “Learn more about Publons” link so that it sends reviews to the publisher’s Publons portal.
- Dedicated Cognos field for reporting on Review opt-ins for Publons.

**Please note:** Sites currently integrated with Publons via a custom question will continue to function normally but will not automatically be switched over to the new task-based feature. We will work to transition all Publons clients in the months after the release.

## Quick Links to Abstract and Author’s Response on Reviewer Score Sheet

With v4.22, *ScholarOne Manuscripts* will give reviewers the option to display the article abstract directly from the Reviewer score sheet. Since the Review Center Redesign in v4.21, the abstract has only been accessible to reviewers from the Action dropdown on the Reviewer Dashboard. This release will add links to the abstract on the Details tab of the score sheet and directly above the title after the Manuscript ID.

v4.22 will also include for Reviewers an additional link to access the author’s response to the decision letter. The author’s response to each decision is currently available on the ‘Details’ tab under ‘Version History’. Placing an additional link to the response directly above the review form offers reviewers easy navigation to the most relevant information.

The screenshot shows the 'Review 17-08675R.2' interface. On the left, under 'Details', there is a '17-08675R.2' section with a link to 'View Abstract' highlighted in an orange box. The main content area shows the manuscript title and abstract. On the right, there is a 'MANUSCRIPT RATING' table with columns for 'POOR' and 'EXCELLENT'. A link to 'View Author Response' is also highlighted in an orange box above the table.

MANUSCRIPT RATING:	POOR					EXCELLENT	
Please evaluate the manuscript using 1 (poor) - 5 (excellent) or not applicable	1	2	3	4	5	N/A	
Accuracy	●	●	●	●	●	●	
Balance	●	●	●	●	●	●	
Current	●	●	●	●	●	●	

## New Manuscript and Account Flags

The v4.22 release will include 10 new system flags, five for manuscript characteristics and another five for account characteristics. Each of these flags is available in Cognos for reporting.

Flag a Manuscript or Account	REV	AE	EIC	ADM	PROD	CE	GA
<b>Flag a manuscript</b>							
Fast Track							
Special Issue							
Co-Publish							
Special Issue							
Please Hold							
Special Attention Please							
Reduce Priority							
Increase Priority		<input checked="" type="checkbox"/>					
Second Opinion Required							
Problem Solved (see note)							
New Flag							
New Flag							
New Flag							
New Flag							
New Flag							
<b>Flag an Account</b>							
Validated Email							
Post-Doctoral Mentor							
Frequent Collaborator							
Fellow							
New Flag		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Flag							
New Flag							
New Flag							
New Flag							

## Translated Name Display for Japanese-based Institutions via Ringgold

Within ScholarOne Manuscripts, user's institutional affiliations are integrated with the Ringgold *Identify* database, a standardized registry of institution names including a unique identifier and users entering an affiliation are given an option to select their institution from a type ahead search. The name displayed for a selected institution in ScholarOne is Ringgold's primary name record. Per Ringgold editorial policy, the primary name for non-English language institutions is the English transliteration of the name. Based on significant feedback from users in Japan, we will begin displaying the alternative English translation instead of the primary transliteration for entities domiciled in Japan, where the English translation is much preferred. This change will not impact the Ringgold IDs linked to these institutions, only the display of the name going forward.

## Upgrade to ORCID v2.0 API

In the v4.22 release, Scholar Manuscripts will upgrade its integration with ORCID to the ORCID v2.0 API. This update will move ScholarOne to ORCID's latest technology and pave the way for new ORCID functionality in ScholarOne Manuscripts next year.

## Language Toggle Support for Portuguese and Spanish

Starting with the v4.22 release, ScholarOne Manuscripts' Language Toggle functionality will support Portuguese and Spanish language sites. Language toggle already supports Chinese, English, French and Japanese. For more information on Language Toggle, please contact your ScholarOne Relationship Manager.