ScholarOne Manuscripts ™

End of Year Reports Guide

9-August-2017

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STANDARD REPORTS

Below is a list of all available Standard Reports, filtering options, fields and open issues, grouped by sections as displayed on your Admin/Editorial Office Dashboard. Please note that you may not have all Standard Reports available, based on your site's configuration.

MANUSCRIPT STATUS AND SUMMARY REPORTS

Manuscripts Received

Click here to view a sample. There are no known issues with this report.

Search Criteria: Original or Revised Submission, Submission Date, Do you want to see the detailed portion of Cover Pages (Yes or No)

Fields: Manuscript Type, Original, Revised, Total

Additional Information: This report does not include draft manuscripts. The assigned editor field will only include the Assigned Editor role, not EIC or Admin role types.

Manuscripts Received (Detailed)

Click here to view a sample. There are no known issues with this report.

Search Criteria: Original or Revised Submission, Submitted Date, Group by: Manuscript Type, Country of Submission, Assigned Editor, Manuscript Status, Month of Submission

Fields: Manuscript ID, Manuscript Title, Manuscript Type, All Author Names, Submission Date, Decision Date, Manuscript Decision, Institution of Submitting Author, Assigned EIC, Assigned Editor.

Additional Information: This report does not include draft manuscripts. The Assigned Editor and EIC are displayed, but it will not show assigned Admin role types. If an Admin would like to report on submissions by country, this would be a good report to use.

Manuscript Status by Date Submitted

Click here to view a sample. There are no known issues with this report.

Search Criteria: Original or Revision Submission, Submission Date, Original and/or Revised Submissions

Fields: Manuscript Id, Submission Date, All Author Names, Country of Submitting Author, Editor, Status.

Additional Information: This report does not include draft manuscripts. The Editor field does not include Admin or EIC role assignments; it will only display the assigned Editor.

Manuscripts Undergoing Review

Click here to view a sample. There are no known issues with this report.

This report shows detailed Information for manuscripts in the review process. This Information is shown for manuscripts not having a decision.

Fields: Manuscript Id, Manuscript Title, Submission Date, Contact Author Name, Assigned Editor, Manuscript Type, Days Since Original Submission, Days Since Current Submission, Number of Reviewers Invited, Number of Reviewers Agreed, # Revisions, Date First Review Completed, Number of Reviews Received.

Additional Information: This report contains Information for all submitted manuscripts that have not received a decision.

Manuscripts in Process

Click here to view a sample. There are no known issues with this report.

Fields: Manuscript ID, Manuscript Type, Manuscript Title, Contact Author Name, Manuscript Status, Submission Date, # Days since Submission, Assigned Editor, Date First Reviewer Agreed, Number of Reviews Received

Additional Information: The Assigned Editor field will only include the Assigned Editor role, not EIC or Admin role type.

Final Decisions

Click here to view a sample. There are no known issues with this report.

The Final Decisions standard report shows Information about manuscripts that have received a final disposition. Users may group results by manuscript type, country of submission, assigned editor, manuscript decision, or month of submission.

Search Criteria: Original or Revised Submissions, Submitted Date, Group by: Manuscript Type, Country of Submission, Assigned Editor, Manuscript Decision, Month of Submission

Fields: Manuscript ID, Manuscript Type, Manuscript Title, Original Submission Date, Submission Date, Author, Institution of Submitting Author, Country of Submitting Author, Assigned EIC, Assigned Editor, Decision, Decision Date, # Days, Revision Number

Drill Down: Task Name, Task Status, Start Date, End Date, # Days

Additional Information: This report only contains manuscripts that have been given a decision. Only Assigned Editor and Assigned EIC roles are included in this report, but filter is only on Editor role. This report does not include assigned Admin Role types.

Please also note that to export the drill-down data, you must load each drill-down page and export individually.

Manuscripts Decided

Click here to view a sample. There are no known issues with this report.

Search Criteria: Original or Revised Submissions, Submitted Date, Decision Date, Group by: Manuscript Type, Country of Submission, Assigned Editor, Manuscript Decision, Month of Submission.

Fields: Manuscript ID, Manuscript Title, Contact Author, Submission Date, Decision Date, Manuscript Decision, Country of Submitting Author, Institution of Submitting Author, Assigned EIC, Assigned Editor

Drill Down: Task Name, Task Status, Start Date, End Date, # Days

Additional Information: This report does not include draft manuscripts. The Assigned Editor and EIC are displayed, but it will not show assigned Admin role types.

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Manuscripts Accepted by Country

Click here to view a sample. There are no known issues with this report.

Search Criteria: Decision Date

Fields: Country, Accept, Reject, Total, Accept Ratio

Drill Down: Manuscript ID, Submission Date, Manuscript Type, Manuscript Title, All Author names, Manuscript Decision, Decision Date, Assigned Editor

Additional Information: This report does not include draft manuscripts. The Assigned Editor field will only include the assigned Editor role, not EIC or Admin role type.

Export Manifest

Click here to view a sample. There are no known issues with this report.

Search Criteria: Users will be able to select all batches configured for a site and a time frame of the export, i.e. Past 24 hours and a defined Date/Time range.

Fields: Manuscript Id, Export File Name, Date / Time Exported Via Batch, Batch Name, Export File Size.

Additional Information: This report only contains information regarding exports that have been completed successfully.

File Storage

Click here to view a sample. There are no known issues with this report.

Search Criteria: All Manuscript Files, PDF Proofs and Renditions, All Manuscript files only, All PDF Proofs only, All File Renditions

Fields:

Year - Month: This report is broken down into sections according to month. This is the month the files are uploaded for each manuscript and then the manuscript is listed under every month after that as long as the files remain on the site.

Manuscript ID

File Size: This field will pull the total file size in KB, of the total number of files uploaded to the manuscript.

Rendition Size (K)

PDF Size (K)

Manuscripts: This number represents every manuscript version (not a set of versions) that has not been deleted and has been scheduled for archiving.

Volume and Issue

Click here to view a sample. There are no known issues with this report.

Search Criteria: Volume Number, Issue Number

Fields: Manuscript ID, Manuscript Type, Manuscript Title, Submission Date, Contact Author Name, Primary Contact E-mail Address, Country of Submitting Author, Institution of Submitting Author, All Author Names, Volume Number, Issue Number, DOI

Additional Information: This report only contains manuscripts that have been assigned to an issue.

PEER REVIEW DETAILS REPORTS

Manuscripts with Reviewers

Click here to view a sample. There are no known issues with this report.

The Manuscripts with Reviewers report displays manuscripts and reviewers with contact Information and turnaround times.

Search Criteria: Date Assigned or Invited

Fields: Manuscript ID, Editor, Reviewer, E-mail of Reviewer, State, Country, Assign or Invite Date, Response, Date Complete, # Days

Additional Information: The Assigned Editor field will only include the assigned Editor Role, but not EIC or Admin Role types.

Decision Ratio

Click here to view a sample. There are no known issues with this report.

The "Decision Ratio Report" displays the number and percentage of manuscripts given each type of decision. This report can be grouped by manuscript type, country of submission, assigned Editor, month of submission, or type of decision. Includes pie chart and detailed manuscript information.

Search Criteria: Original or Revised Manuscripts (defaults to all), Submission Date, Month of Submission, All Manuscripts or Most Recent Disposition

Fields: Manuscript Decision, # Manuscripts, Percentage

Drill Down: Manuscript ID, Manuscript Title, Manuscript Type, All Author Names, Original Submission Date, Submission Date, # Days, Decision Date, Revision Number, Decision, Institution of Submitting Author, Country of Submitting Author, Assigned EIC, Assigned Editor

Additional Information: This report includes both Assigned Editor and EIC roles, but it will not include assigned Admin role types. This report only contains manuscripts that have received a decision.

Decision Ratio by Month

Click here to view a sample. There are no known issues with this report.

The Decision Ratio by Month report displays the number and percentage of manuscripts given each type of decision grouped by month of decision. It includes a pie chart and detailed manuscript Information.

Search Criteria: Submission Date, Decision Date.

Fields: Submission Month, Manuscript Decision, # Manuscripts

Drill Down: Manuscript ID, Manuscript Type, Manuscript Title, All Author Names, Submission Date, Decision Date, Assigned Editor

Additional Information: This report does not contain draft manuscripts; it does contain manuscripts pending a decision. The Assigned Editor field will only include assigned Editor role, not EIC or Admin role type.

Manuscripts by Decision Status

Click here to view a sample. There are no known issues with this report.

The Accept-Reject report shows whether manuscripts have received a final decision of Accept or Reject or if they are still in process. Versions of a manuscript are summarized and listed by the Manuscript ID of the original submission. Information about each submission includes the manuscript type, date of original submission, first decision date and type, date of the last revision, and final decision (left blank if there is no final decision yet).

Search Criteria: Submission Date

Fields: Manuscript ID; Manuscript Type; Original Submission Date; First Decision Date; Type of First Decision; Date of Last Revision rec'd; Accept or Reject; Accept/Reject Date; Country; Editor.

Additional Information: This report does not contain draft submissions. It will include pending decisions and manuscripts without decisions.

Please note that the "Date of Last Revision rec'd" should follow the life-cycle of a paper and mark it 1) with 'Accepted' or 'Rejected' if the original was decided as such or 2) with 'Latest Rev. Not Yet Received' if the latest version (be it original or latest revision) was decided as a revision but the subsequent paper hasn't been submitted yet or 3) with 'date' if paper receives 'final' decision.

Manuscript Milestone

Click here to view a sample. There is 1 known issue with this report:

7065 - "Manuscript Milestone" report - Original Submission Date includes resubmissions.

Description: Approximately 50% of sites with a resubmission workflow think of resubmissions as later "versions" of the original submission, even though resubmissions have new manuscript ID numbers. For these sites, the original submission date in the Manuscript Milestone report is correct - the original submission was the first version, and not the date of resubmission. Approximately the remaining 50% of sites with a resubmission workflow think of resubmissions as wholly new manuscripts. For these sites, the Manuscript Milestone report will appear to be in error because the original submission date will not be the submission date of the resubmission, but the submission date of the original paper.

*At this time we do not have any indication as to how this will be changed, but we are offering a custom report.

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Solution: A Custom Report can be created by development.

Fields: Manuscript Type, Count, Accept, Acc. Ratio, Reject, Reject Ratio, Average, Median, Minimum, Maximum

The Average, Median, Minimum and Maximum columns on the first page of Manuscript Milestone report are referring to number of days between the Original Submission date and the Decision Date. All calculations are for the Time to Final Decision (in days) grouped by Manuscript Type.

Drill Down: Manuscript ID, Original Submission Date, Decision Date*, Time to Final, Decision

Additional Information: This report only contains manuscripts that have been given an accept or reject final decision.

Note: This is actually the Final Decision Date, so Manuscripts with Reject & Resubmit decisions will not be included if you add a date range.

Manuscript Task Timespans

Click here to view a sample. There are no known issues with this report.

Search Criteria: Original or Revised Manuscripts (defaults to all), Submission Date, Group By: Manuscript Type; Country of Submission, Assigned Editor; Manuscript Decision; Month of Submission, Select from available Tasks
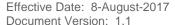
Fields: Manuscript ID, Author, Editor Name, Date Submitted, Task Status, Task Start, Task End, # Days

Additional Information: This report does not include draft manuscripts.

Time from Submission to Decision

Click here to view a sample. There are no known issues with this report.

Search Criteria: Original or Revised Manuscripts (defaults to all), Submitted Date, Group By: Manuscript Type; Country of Submission; Assigned Editor; Manuscript Decision; Month of Submission

Fields: Manuscript ID, Manuscript Type, Author, Submission Date, Decision Date, No. Day, Country of Submitting Author, Institution of Submitting Author, Assigned EIC, Assigned Editor

Drill Down: Task Name, Task Status, Start Date, End Date, # Days

Additional Information: This report only includes assigned EIC and Editor roles - it does not include any assignments with Admin role type. It will not include drafts or manuscripts without decisions.

USER ACCOUNT REPORTS

Active User Information and Active User Information for Export

Click here to view a sample. There are no known issues with these reports.

Search Criteria: Role, Date Assigned

Fields: Name, Full Address, Email, Phone, Fax, Unavailable Dates, Keywords (Attributes), Manuscript ID, Manuscript Type, Assigned Date, Task Name, Role*

Additional Information: This report filters on Author, Reviewer, Editor, EIC, Admin, and Production Editor Task assignment dates.

Please note that under the Role drop down, you will only see roles associated with a task. Unless you have invited authors who have submitted on your site, Author will not appear in this drop down.

All User Information and All User Information for Export

Click here to view a sample. There are no known issues with these reports.

Search Criteria: Role

Fields: Salutation, First Name, Middle Name, Last Name, Suffix, Degree, Email Address, Secondary E-mail Address, Phone, Fax, Unavailable Start Date, Unavailable End Date, Department, Institution, Address 1, Address 2, City, State, Country, ZIP, Keywords, Keywords 2, AUTHOR, REVIEWER, EDITOR, EIC, ADMIN, PROD

Additional Information: Expired roles will be displayed on the search criteria page - this will display users who previously had the selected role that has since been expired.

USER PERFORMANCE REPORTS

Reviewer Contact Info and Lifetime Statistics and Reviewer Contact Info and Lifetime Statistics for Export

Click here to view a sample. There are no known issues with these reports.

Fields: Name, Full Address, E-mail, Phone, Fax, Unavailable Dates, Invited, Declined, Agreed, Submitted Date, R Score, Average Turnaround Time, Attributes

Reviewer Summary

Click here to view a sample. There are no known issues with this report.

Search Criteria: Original or Revision Submission, Submitted Date range, Selected Date Range, Invited Date Range, Assignment Date Range, Score Completion Date Range

Fields: Name, Email, Selected, Invited, Unassigned, Uninvited, No Reply, Declined, Agreed, Completed, Average R-Score, Average Turnaround Time

Drill Down: Manuscript ID, Date Selected, Date Invited, Response/Status, Response Date, Date Assigned, Date Completed, Review Time

Additional Information: The Reviewer Summary Standard Report is designed to allow filtering on a single date range, rather than filtering on each option with a date range. If a date range is added to each available option on the Search Criteria page, results may appear to be incorrect.

We recommend selecting on date range for only one of the available options (in combination with the "Which Manuscripts?" option) as listed below:

- Manuscript Submission Date
- Invitation Date
- Score Completion Date
- Selection Date
- Assignment Date

Please also note that if you select one of these options, the report will filter out any manuscripts that have not reached the state of the selected filter. For example, if you

select a date range around the "Score Completion Date" the report will only show data for manuscripts where the reviewer submitted a score sheet.

Accept-Reject Ratio by Editor

Click here to view a sample. There are no known issues with this report.

The Accept Reject Ratio by Editor report enables users to review and compare all editors' accept and reject percentages. For each editor, the report lists the number and percentage of accepted manuscripts and the number and percentage of rejected manuscripts. This report shows the number of manuscripts decided, accepted, accept ratio, rejected, reject ratio. The report is sorted by editor name.

Search Criteria: Decision Date

Fields: Editor Name, Accepted, Accepted %, Rejected, Rejected %, Decided.

Drill Down: Manuscript ID, Submission Date, Manuscript Type, Manuscript Title, Contact Author Name, Manuscript Decision, Decision Date

Additional Information: The Editor Name field does not include EIC or Admin role types.

Turnaround by Editor (Editor Recommendation)

Click here to view a sample. There are no known issues with this report.

The Turnaround by Editor report shows the average turnaround time for Editors from the date they were assigned to the date the recommendation was made.

Search Criteria: Original or Revised Manuscripts (defaults to all), Submitted Date

Fields: Associate Editor, <30 Days, 31-60 Days, 61-90 Days, 91-120 Days, >120 Days, Average Turnaround Time (Days)

Drill Down: Manuscript ID, Date Sent to Editor, Editor Recommendation Date, Turnaround Days

Additional Information: This report will only include Editor Role type assignments, not Admin or EIC. This report will only display manuscripts that have already been given a recommendation.

The calculation of the turnaround time is from assignment to recommendation.
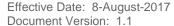
Turnaround by Editor (Editor Decision)

Click here to view a sample. There are no known issues with this report.

The Turnaround by Editor (Editor Decision) report shows the average turnaround time for Editors from the date they were assigned to the date the decision was made.

The Search Criteria, Fields, and Drill Down are the same as the Turnaround by Editor (Editor Recommendation) report. The calculation of the turnaround time is from assignment to decision.

BUILD YOUR OWN REPORTS

For brief descriptions of the Build Your Own Reports packages and a list of available Cognos fields, click here.

If you would like assistance or training on how to build your own end of year reports, please contact our Training Department at TS.S1Training@thomsonreuters.com

AD HOC (BUILD YOUR OWN) FIELDS WITH ISSUES

Salutation

Package Location: User Accounts->USERS

24504 - Incorrect Salutation shown (Prof. instead Professor)

Description: Cognos is not displaying the correct salutation as displayed in ScholarOne Manuscripts.

Solution: The report can be exported to Excel and a find and replace all can be used to change Prof. to Professor.

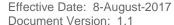### Score Sheet Question and Score Sheet Response

Package Locations:

Peer Review Details->CUSTOM QUESTIONS->SCORE SHEETS

Reviewer Performance->CUSTOM QUESTIONS->SCORE SHEETS

17368 – Score Sheet Questions duplicated when multiple score sheets for workflow tasks

Description: The Score Sheet Questions Ad Hoc field is pulling all questions on score sheets across workflows. Because of this, the Score Sheet Response field is showing a response and a blank.

Solution: Users can filter on the Score Sheet Response field to "leave out missing values".

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