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Getting Started

System Requirements

For specific information about supported operating system and browser combinations, or to download required plug-ins, access the System and Browser Requirements page from the System Requirements link on the Log In and Welcome pages.
Manuscript Central Basics

About Standard Review Processes

As the market leader in online peer review, ScholarOne has worked in conjunction with journals and publishers to develop standard, or 'best practice' review processes. We further refine your Manuscript Central site to meet your needs by providing hundreds of configuration options.

For the purposes of this guide we use one of our 'best practice' workflows, Review Process #1, to demonstrate a manuscript's journey through the peer review process.

Keep in mind that your journal may have a different review process. The following graphics depict workflows 0 and 2-7:
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Review Process: Mlrl<flow #2

Author Submits
- Admin Checks and Passes to EIC
  - EIC Assigns to Associate Editor
    - AE Invites and/or Assigns Reviewer(s)
      - Reviewers Score
        - AE Makes Preliminary Decision
          - Board of Editors Approved Decision or Suggests Change

Review Process: Mlrl<flow #3

Author Submits
- Admin Checks and Passes to EIC
  - EIC Assigns to Associate Editor
    - AE Invites and/or Assigns Reviewer(s)
      - Reviewers Score
        - AE Makes Preliminary Decision
          - EIC Approves or Suggests Change
System Role Types and Roles

The following describes which system attributes change based on roles, role types, and permissions.

Role Types
Role types help link your role terminology with the Manuscript Central functionality. So your "Managing Editor" is translated as the Administrator role type when configuring your journal site.

Other system role types include:
- Authors
- Editors in Chief (EIC)
- Associate Editors (AE)
- Reviewers
- Submitting Author (by configuration)

In some cases, having a certain role type allows us to configure special permissions:

**Editor-in-Chief (EIC)**
By journal preference, those with the EIC role type can "proxy" or perform tasks on behalf of another user.

**Administrator**
By journal preference, those with Administrative role type can:
- Proxy
- Edit the manuscript ID number
- Edit the submission date

**Roles**
A user's role or roles determine the center(s) to which they have access. As seen above, each role is described by a single role type.

System parameters which vary based on role include which pages the user can see. Many of these are based on your requirements (refer to your journal's Configuration Requirements Document [CRD] to see your journal's configuration choices). Some of the configuration options by role are as follows:
- Viewing original files
- Viewing the First Look PDF
- Viewing Supplementary Files for Review
- Viewing Supplementary Files Not for Review
- Editing the author-supplied metadata
- Viewing the Audit Trail tab
- Working in the Manage Files tab
- Viewing cover letters
- Viewing correspondence history (includes the ability to edit/forward the correspondence)
- Viewing the Reviewer List
- Granting author extensions for revisions or resubmissions
- Granting task extensions to editors

**Permissions**
Those with administrative rights can grant or remove roles for a user, except for the Admin role itself. Our Customer Support team is happy to help you with Admin role management.
Note the arrow in the screenshot above. In addition to basic Admin roles, additional features are activated if "Admin" is chosen here. These additional features are:

- Admin can edit instructions on pages
- Admin can manage the content of the Instructions and Forms link
- Admin can mark an issue as closed within Issue Management

Note: Your publisher may prefer not to grant this additional access to journal admins. Please contact your publisher if you have questions.

attributes of user role centers

Manuscript Central is organized around "Centers", each one a logical destination for peer review participants. Manuscript Central accommodates all possible user role types in the peer review process including Authors, Editors in Chief, Associate Editors, Reviewers, Administrative Staff and Boards of Editors.

Note: Roles are configured specifically for your journal, so role names may be different and you may have more or fewer roles than shown in the example here.

Each of the centers discussed below are covered in detail elsewhere in this guide.

Administrative Center

The Administrative Center allows the journal's administrative staff to check submitted manuscripts in and to monitor the full review process. This is also where you perform your Manuscript Central administrative tasks such as setting up user accounts, creating your e-mail templates, etc.

Key features of the Admin Center include:
- For peer review process:
  - Quick links and summaries to all submitted manuscripts
• Proxy function with 'Logged in as' user display
• Advanced search capability including the ability to save frequently used searches
• Ability to edit all author submitted manuscript data
• Ability to 'back up' status to previous step in review process

• Administrative tasks
  • Audit trail of all letters and actions by manuscript
  • Unique set of email templates for each manuscript status workflow and task
  • Generation of broadcast emails
  • Journal-specific instructional text on each page
  • Ability to enable and disable reviewer rating system
  • Selection and merge capability for duplicate user accounts
  • Management of all files associated with a manuscript

Associate Editor Center
Each Editor/Associate Editor has their own center.

Key features of the Associate Editor Center include:
• Workflow configuration allows the tasks of reviewer selection, invitation, and assignment to be completed by a single Associate Editor, or to be divided among a combination of users
• Selection of reviewers by Quick Search, Advanced Search, Related Papers or Keyword Matching
• Ability to add reviewers "on-the-fly" to journal database with e-mail notification to potential reviewer and enforcement of journal-required fields for account creation
• Ability to grant reviewer deadline extensions
• Sending final e-mail commits decision (workflow dependent)

Author Center
Each author using Manuscript Central has their own Author Center for submitting manuscripts and tracking their status.

Key features of the Author Center include:
• Quick links and summaries for all manuscripts submitted
• Display of recent manuscript related correspondence
• Prompts for creation of revision and resubmission manuscripts
• Submission progress indicators
• Check for existing co-author accounts
• Easy manuscript upload with multiple files allowed and upload progress indicators
• Automated concatenation of files and images into a single integrated proof document
• Validation of complete submission process

Editor in Chief Center
Each Editor in Chief has their own Center for receiving and reviewing manuscript, assigning editors, and making decisions.

Key features of the Editor-In-Chief Center include:
• At-a-Glance statistics display for journal site
• Tabs for viewing manuscript information, audit trail, and file management
• Immediate Decision capability
• Select Associate Editor by dropdown selection list or search field

Production Editor Center
Manuscript Central also provides you with the capability to include a Production Center for accepted manuscripts.

As specified by the journal, Production Editors are allowed to:
Send author a web-ready PDF of the manuscript for final approval (First Look™)
• Review accepted manuscripts for adherence to a production checklist
• Use Image Quality Checker pre-flight system to check all manuscript images
• Create batches for export using
• Name
• Timing
• Target location
• Assign accepted manuscripts to a batch for exporting
• Create and manage journal volumes and issues

Reviewer Center
Reviewers access manuscripts for review through their Reviewer Center.

• Key features of the Reviewer Center include:
• Newly added reviewers are required to complete and update their User Profile before proceeding
• Pan and zoom capabilities on HTML embedded figures and images
• Links to specified database targets like PubMed for automated referencing
• Manuscript status and final decision can be displayed on completed reviews

Creating and Maintaining an Account

Creating Your User Account
Each journal’s Manuscript Central site has a unique Web address that is sent to you by email. To access the site, click the link within the email or enter the web address (URL) in the address field of your browser. If the journal has not already created an account for you, you can create your user account. To begin, click the Create Account link on the journal’s Log In screen.
Step 1: E-Mail / Name
Enter your name and email information. As needed, click the Special Characters icon to insert characters in your first, middle, or last name.

Note: Required information is denoted by a \( \text{req} \) symbol beside the field.

Click Next.

Note: The Progress Bar on the left side of the screen displays each step in the Create an Account process. Progress Bars appear throughout Manuscript Central wherever there are processes requiring multiple screens.

Step 2: Enter Address
Enter your address information. Optionally, you can enter secondary address information.

Step 3: User ID & Password
The User ID field defaults to the email address you entered in Step 1. You can change your User ID here if you wish. Enter a password and enter it again to confirm.

    Note: Please retain your new password information. Manuscript Central will not send your password via email.

Keywords

Many journals require keywords be associated with their users. This allows journals to keep track of specialty areas for each user.
Add keywords to your account by selecting a word from the left column and clicking Add. The keyword is added to the column on the right.

Unavailable dates

Enter calendar dates that you are unavailable as needed. The journal may also display a field to enter reason for unavailability.

Signature

If you enter a personalized signature here the journal may choose to use the text in email correspondence.

File attachments
Manuscript Central gives you the option of attaching files to your user account. The journal may have specific requests or you may include documents you deem relevant.

Note: This is NOT the area you use to attach a manuscript.

After completing all applicable fields, click Finish.

Changing Your User Account Information
Your email address, phone number, or address may change over time. If the journal allows you to edit your own account information, the Edit Account link displays in the upper right corner of the journal pages.

The Edit My Account pages contain the information you entered when creating your account, in editable form. Move through the pages and click Finish at the end.

You can also change your User ID and/or password on Step 3.

Note: Please retain your new password information. Manuscript Central will not send your password via email.

If you cannot edit your own account, please contact the Journal Administrator with your updated information.

Account Access Privileges
Unless otherwise configured by the journal's administrator, journals give new accounts "basic" access: typically the Author or Author and Reviewer Centers. The Author Center is where authors submit and track manuscripts. The Reviewer Center is for those reviewing and scoring manuscripts.

Access to additional centers
If you are an Editor, Editor in Chief, or have another role that requires access to other centers, contact your journal administrator.

Once granted the additional access, your Welcome page shows links to the centers you are authorized to use.

Logging In/Out

Initial Log In
Each journal's Manuscript Central site has a unique Web address that is sent to you by email. To access the site, click the link within the email or enter the web address (URL) in the address field of your browser. The journal's Log In page opens.

Note: Each journal can configure Log In pages differently. Your view specific instructions for downloading manuscript templates and/or links to various journals if the site is a portal site that supports multiple journals.

Access to the journal site may be provided in one of two ways:
1. The journal may create your account for you and email you with instructions on how to log in and set your User ID and password.
2. Some journals allow their users to create their own accounts. If yours does, you will see a Create Account link in the top right corner of the page. Follow the step-by-step instructions for creating your account.

To keep your account information current, use the Edit Account link in the upper right corner (Create Account changes to Edit Account after your account is created). You can also change your User ID and password here.

*Note: Please retain your new password information. Manuscript Central will not send your password via email.*

You can log out of Manuscript Central at any time by clicking Log Out at the top right corner of the page you are on. You will be returned to the Log In page.

Once logged into Manuscript Central your session stays open for 75 minutes. After 75 minutes of inactivity you are automatically logged out and returned to the Log In page. Simply log in again to return to Manuscript Central.

**Password Help**

For security reasons, Manuscript Central will not send you your current password. Instead, by entering your primary email address in the Password Help field, you will be provided with an email that provides instruction on how to log in and reset your password.

**Resources section**
This section contains links to helpful resources.
- Instructions & Forms - journal-specific links and documents for download
- User Tutorials - access to author and reviewer user guides, PDF "quick guides", and links to the Education and Support portal (password-protected)
- System Requirements - information on operating system/browser requirements and links to required software downloads

**Logging Out**
You can log out of Manuscript Central at any time by clicking Log Out at the top right corner of the page you are on. You are returned to the Log In page.

Once logged in to Manuscript Central your session stays open for three hours. After three hours of inactivity you are automatically logged out and returned to the Log In screen. Simply log in again to continue your Manuscript Central session.

**Forgot Your Password?**
For security reasons, Manuscript Central will not send you your current password. Instead, by entering your primary email address in the Password Help field, you will be provided with an email that provides instruction on how to log in and reset your password.
Note: Please retain your new password information. Manuscript Central will not send your password via email.

Understanding the Interface

Welcome Page (Main Menu)
When you log into Manuscript Central, the Welcome page displays. This page provides links to all centers you have access to, as well as supporting actions and information.

The look of the Main Menu is customizable by each journal, so you may also see images, links, and text with journal-specific information.

Resources section

This section contains links to helpful resources.
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- Instructions & Forms - journal-specific links and documents for download
- User Tutorials - access to author and reviewer user guides, PDF "quick guides", and links to the Education and Support portal (password-protected)
- System Requirements - information on operating system/browser requirements and links to required software downloads

In addition, journals configured to share a database ("portal sites") can jump to another journal by choosing from a dropdown menu that will be displayed here.

Returning to the Main Menu
You can return to the Main Menu from anywhere in Manuscript Central by clicking the first link in the navigation "breadcrumb" trail at the top left of the page.

Header Features
The header displays at the top of every page in Manuscript Central. It will vary slightly depending on your role but in general, the features of the header are as follows.

Journal logo
Journal-specific logos.

Navigation ("breadcrumb") trail
The menu path you have followed to arrive at the current page. You can click a link to navigate back to a previous page.

Quick links
Key links that allow you to perform the following functions:
- Create or edit your account
- View Instructions & Forms - page of journal-specific instructions for users and any journal-specific forms required for the peer review process
- Log out of Manuscript Central and return to the Log In page
- Get Help Now - links you to various help functions
  - Frequently Asked Questions
• Online User Guides
• Send a Question to the Help Desk
• Track the Status of a Question

Simple search

This feature displays in the header for the Admin, Associate Editor, EIC, and Production Editor. You can search for manuscripts based on the following:
  • Manuscript ID
  • Title

You can also perform a wildcard search by placing the symbol * at the beginning and/or end of your search text.

  Note: Users with Admin privileges can also use this function to search by email address and first and last name.

Progress Bar
Whenever you perform a task in Manuscript Central that requires several steps/pages to be completed, a progress bar on the left side of the pages represents and links you to the steps needed to complete the task.

Progress Bar Status Indicators
The progress bar not only shows you the order of the steps and which step you are on, it also indicates four potential statuses of each step.
The current step has a dark ring around a blue background.

A light gray background indicates an unvisited state.

A step where all required fields have been completed shows a green checkmark next to the circle.

A light blue background indicates a visited step.
Submitting Manuscripts

Understanding the Author Center Dashboard

Author Center Overview
When you log in and click the Author Center link, the Dashboard page opens. This is where you submit your manuscripts. Also, at a glance, you can track the status and view details of all your manuscripts in the journal’s Manuscript Central site.

My Manuscripts Section
The My Manuscripts section of the dashboard is where the number and status of your manuscripts is listed. Clicking a numbered link displays details at the bottom of the page.

Note: Keep in mind that each journal can configure the Author Center differently. The status categories and groupings of your Author Center may be different than the example.
Unsubmitted Manuscripts
These are new manuscripts you have begun but not yet submitted. To continue a submission, click  and you will be brought back to the point you left off in the submission process. To remove the manuscript, click  .

Resubmitted Manuscripts in Draft
This category is for all manuscripts that you have begun to resubmit but that are still in draft.

Revised Manuscripts in Draft
This category shows all manuscripts you have begun revising but that are still in draft.

Submitted Manuscripts
This category shows all manuscripts you have submitted but are still waiting on a decision from the journal.

Manuscripts with Decisions
This category shows all manuscripts that have been decided on by the journal. To view the decision letter, click the link in the Status column. A popup window displays the letter. Depending on the decision type and workflow, you may take follow-up actions on your manuscript such as create a revision/resubmission, appeal the decision, or upload files for publication.
If you have already created a revision, resubmission or appeal for a manuscript, the Actions column provides a record of those actions as well as the new manuscript ID (if applicable). The Actions column also displays the number of days left to submit your revision, resubmission, or appeal.

**Manuscripts I Have Co-Authored**

This category shows a summary of all of the manuscripts in which you are listed as a co-author. If the submitting author selects your email address when submitting their manuscript, your dashboard is updated to include the manuscript. You can check the status and view a proof of the manuscript by clicking the title link. You cannot edit these manuscripts.

**Manuscripts in Appeal**

This category shows a summary of manuscripts in which you have appealed a decision. This list shows the manuscript ID, title (linked to proof), date created, date submitted, and status of the appeal.

**Withdrawn Manuscripts**

This category displays a list of all manuscripts that you have submitted, but have been withdrawn by the journal office. The list shows the manuscript ID, title (linked to proof), date created, date submitted, and the status of the manuscript.

*Note: Withdrawn manuscripts cannot be resubmitted.*

**Invited Manuscripts**

If you have accepted an invitation from the journal to complete an Invited Manuscript, the manuscripts are listed here. This list displays the topic title, manuscript title, editor, due date, a link to the submission template, and the option to continue the submission.
The submission process is identical to any other submission, except that some fields may be read-only. To begin the process, click ![submit button](image).

**Author Resources**
The Author Resources section of the dashboard is where you begin the process of submitting a manuscript. It also displays links to the 5 most recent emails sent to you from the Manuscript Central site.

Click the linked subject line to view an email.

**Post-Decision Actions**
You can view journal decisions about your submitted manuscripts from your Author Center dashboard.
If a journal decides not to accept your manuscript, they may provide you with a decision that allows for reconsideration. If so, the Actions column provides you with links to create a revision (for decision types of Minor Revision or Major Revision) or a resubmission (for decision types of Reject with Resubmit).

### Related Topics

**Submitting an Original Manuscript**

**Submitting a Manuscript**
Submit manuscripts from the dashboard by clicking the link in the Author Resources section.

You are directed to the first step in the journal’s process for submitting a manuscript.
Manuscript Submission Variations
Because of the high degree of configurability Manuscript Central provides to journal sites, the manuscript submission process can vary. For example, a journal may require different criteria based on the type of manuscript you are submitting.

The example in this guide describes a "typical" 7 step original manuscript submission process. Always follow journal instructions carefully when submitting manuscripts.

Step 1: Type, Title, & Abstract
The first step in submitting an original manuscript typically includes selecting a manuscript type, completing the Title field, completing a Running Head field, and typing or pasting an abstract into the Abstract field.

Note: The journal's required information is denoted by a req symbol.
Click \(\text{Next}\) to move to Step 2. You can also use the Progress Bar to step through the pages.

**Submission Based on Manuscript Type**
Some journals have different submission requirements based on the Manuscript Type. If the journal to which you are submitting has different submission requirements by type, the system will show only those submission requirements that are based on the manuscript type you selected.

**Special Characters**
Because text boxes on this screen are plain text fields and Manuscript Central converts these fields to HTML, a Special Characters popup box is provided.
Place your cursor where you want to insert a character or formatting option and click 

. Click a character to insert it. When formatting you'll need to insert the tag at the 
beginning of the phrase and again at the end point.

When you close the Special Characters box, note that an HTML tag is now inserted. 
Clicking 
allows you to verify the code.

**Related Topics**

**Step 2: Attributes**

Manuscript attributes (sometimes called "keywords") can be important in helping 
determine the appropriate editors and reviewers for your manuscript. Journals have 
several options for setting up this step. In the example below, keywords are 
displayed in a scrolling list. There is also an option to search on a keyword.

To add a keyword to your manuscript submission, select a word and click 

. The 
selected keywords display in the fields to the right.
Note: Select multiple keywords by holding the Ctrl key while selecting words.

Click to move to Step 3.

**Step 3: Authors & Institutions**
In this step of the submission process you confirm or edit your name and institution information and add any co-author information.

*Note: If the journal has configured Manuscript Central to do so, your information (as the submitting author) is pre-filled in the My Authors list and is defaulted to Corresponding Author.*
About adding a Co-author to your Manuscript
To add a co-author, enter their information in the required fields. You must include the co-author's email address or the manuscript will not submit. In some journals, this automatically creates an account for the co-author.

Finding an author
If configured for the journal, you can search the database for existing co-author accounts by typing the author's email address and using the Find feature.

If the author's email address is found, the system will pre-fill the Add a New Author fields with editable information.

Note: A co-author cannot be added if you edit both the first and last names, making them inconsistent with those already in the system.

Adding multiple institutions for an author
You can enter multiple institutions and departments for co-authors.
Clicking the link displays a popup box. Enter the information and click for each entry.

**Ordering and editing co-author information**

You can adjust the order in which all authors appear in the My Authors section by selecting from the Order dropdown list.

Click ➤ to move to Step 4.

**Step 4: Reviewers & Editors**

Some journals use this step to allow or require you to specify preferred and non-preferred reviewers and/or editors of your manuscript. Journals editors, when assigning reviewers for your manuscript, can take preferred and non-preferred reviewers into consideration.

**Add a Reviewer**

To add a reviewer to the list, enter the information. Click the appropriate ☑ to designate them as either a Preferred Reviewer or a Non-Preferred Reviewer.
Add an Editor
Since journals know the list of editors, they may create a dropdown list from which to choose. Select an editor's name and click the appropriate to designate them as either a Preferred Editor or a Non-Preferred Editor.

Click \(\text{Next}\) to move to Step 5.

Step 5: Details & Comments
This page usually contains a Cover Letter section for submission of a cover letter with your manuscript.

Depending on the journal's requirements, you may submit a cover letter in one of 3 ways:
- Type your cover letter in the text field
- Paste an existing cover letter into the field
- Browse to and attach an existing file
Custom Questions
Journal may also use this step for any custom questions they may have about your manuscript submission. These may be optional or marked as required.

Click to move to Step 6.

Step 6: File Upload
Upload all the files associated with your manuscript from this page. **Be sure to follow journal-specific directions regarding which file types they accept.** These directions could be found on the top of the page, within the Files and Instructions link on the Log in and Welcome pages, or on the journal's website itself.

Click Browse and navigate to the file location on your computer. Double-click to place the file into the Upload new files field.

<table>
<thead>
<tr>
<th>File Designation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Document</td>
<td>The main content of a manuscript</td>
</tr>
<tr>
<td>Figure</td>
<td>An image file that depicts a chart or graph</td>
</tr>
</tbody>
</table>
Image An image file that shows a drawing or photograph

Supplementary File Files that provide valuable background or reference information for peer review. Journals may designate these files as "For Review" or "Not for Review" based on the file type submitted.

Table An image or other format document that contains a table

Table Data The data used to create a table

TeX/LaTeX Suppl File Any file that is part of a TeX/LaTeX document

**Important Note on Uploading TeX/LaTeX Files:** The main body of the TeX/LaTeX document (i.e., a file ending with ".tex") should be designated as a Main Document. All files referenced by a main TeX/LaTeX document (including other ".tex" files) should be designated as TeX/LaTeX Suppl Files. See Related Topics.

The number and total file size you are allowed to upload varies by journal. (Manuscript Central has an individual file size capacity of 40 megapixels.) Clicking when you have used all fields on the page usually gives you more upload fields. During upload, a Details popup window displaying file attributes appears for each file. Click to move to the next file. Click at the end of the file upload process.

**Uploading Image Files**

The image file popup window allows you to specify how the image is referred to in the text of the manuscript. This phrase then hyperlinks to the image itself in the HTML version of the files. During review, when someone clicks the link in the HTML document, they are directed to the image file.

To hyperlink an image to the HTML file:

- Type the name of the image in the **What do you call this image in the manuscript?** field.
• Optionally, type a caption or legend for the image (text appears under the image).

**NOTE:** The image caption field has a limit of 512 characters.

---

Note: If you try to upload an image with a width and height greater than 40 megapixels (40 million pixels), you will receive an error message stating that you need to upload a lower-resolution version (smaller file) for peer review.

**Viewing Uploaded Files**

After upload, all files are displayed in the My Files section. You can change the order of the files and edit details.

---

**Sending Files Off-Line**

Some journals allow authors to submit files offline. If you see this option on the File Upload page, you can submit your manuscript without attaching any files.

To use this feature, enter the number of files you are sending in off-line in the field and click **30**. The system displays the appropriate number of fields. Enter a file name/description for each file and select a file designation from the dropdown list.
Click to move to Step 7.

**Step 7: Proof & Submit**
The final step in the manuscript submission process is to review all information and to view the required proof or proofs of the manuscript. Completed steps display a ✓. Incomplete steps display an ✗. The system will not allow you to submit your manuscript until all sections display as completed.

Clicking in a section allows you to edit that step's information. Invalid special characters in the title and/or abstract results in an error message in the Step 1 section with information on which character is invalid.

*Note: you can print this screen for your records by using your browser's Print button prior to submission.*
Submit a Manuscript

Submit Manuscript

Manuscript Information

Manuscript Type: OnQML Mode
Title: The Effect of Titles on Manuscripts
Subtitle: 
Abstract: This paper will show the effect of titles on manuscripts.

Keywords: different topics, education

Step 2: Attributes

Step 3: Authors & Institutions

Author: Amy, trueName, department

Step 4: Reviewers & Editors

No Reviewers Entered

Step 5: Details & Comments

Is this manuscript a candidate for a special issue?

Yes

No

Has this manuscript been submitted previously?

Yes

No

Are any of the included images potential covers?

Yes

No

Are you willing to pay the journal for color production?

Yes

No

N/A

Confirm the following:
Viewing Proofs
Prior to submission, you are required to view proofs of your manuscript. Some journals require you to view either the HTML, PDF or both types of proofs before submission. The journal may also provide a PubMed MEDLINE® index display format for viewing.

After you have viewed the proof(s), checkmarks display.

HTML proof
Click HTML. A window displays your HTML proof. Click the links to view the individual files.

You can use ScholarOne Image Spy to proof your images more carefully. This link displays at the bottom of all image files:

The image opens in an Image Spy window and instructions for use are displayed.

PDF proof
Clicking PDF allows you to view your proof in Adobe Acrobat. By default, the first page of the proof is the cover and metadata, with the concatenated files appearing after. Displays are configurable by the journal.

Submitting your Manuscript
When you have reviewed all data and files and are ready to submit your manuscript and associated data to the journal, click **Submit**. A submission confirmation message displays and can be printed. You will also receive confirmation by email.

**Creating a Revision**

To submit a revision of your manuscript, click the link in the Manuscripts with Decisions list.

<table>
<thead>
<tr>
<th>Manuscript ID</th>
<th>Title</th>
<th>Date Submitted</th>
<th>Date Decisioned</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRK1-0390</td>
<td>Type II Diabetes &amp; the Elderly</td>
<td>22-Apr-2004</td>
<td>27-Apr-2004</td>
<td>Major Revision</td>
<td>create a revision</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>View Decision Letter</td>
<td></td>
</tr>
</tbody>
</table>

A new manuscript record is created with the same manuscript ID and ".R1" (for revision 1) appended at the end. After confirming your intent, the system takes you to the first step in the revision submission process.

Once you begin the revision, the **create a revision** link disappears and the manuscript moves into your Revised Manuscripts in Drafts list. The option reappears if you delete the revision before it is actually submitted.

**Viewing and Responding to the Decision Letter**

In Step 1, the decision letter regarding your original submission is displayed. If the journal site is configured to allow you to view the entire reviewer scoresheet, there is a link to view a read-only copy of the scoresheet.

Respond to the decision letter and reviewer comments by entering your text in the Response to Decision Letter field or, if allowed, by attaching a file.
About the Revision Submission Process

Revision submissions may have different requirements than that of the original submission. Always follow journal-specific directions carefully when submitting a revision.

Some journals allow the author to change the Manuscript Type during revision submission. If allowed, the system will present submission steps and fields specifically for that manuscript type.

Creating a Resubmission

If your manuscript receives a decision of Reject & Resubmit you can resubmit a new manuscript by clicking the link in the Manuscripts with Decisions list's Action column.
Once you begin the resubmission, the create a resubmission link disappears and the manuscript moves into your Resubmitted Manuscripts in Drafts list. The option reappears if you delete the revision before it is actually submitted.

A new manuscript record is created using a new Manuscript ID. After confirming your intent, the system takes you to the first step in the resubmission process.

Note: Revision submissions may have different requirements than that of the original submission. Always follow journal-specific directions carefully when submitting a revision.

**First Look PDF Submission**

You may work with journals that use Manuscript Central's First Look functionality. When a manuscript is accepted for publication, the journal can quickly provide you with Web-ready PDF version prior to the formal copyedited manuscript delivery via print.

When a manuscript receives an Accept for First Look decision, it appears in your Author Center in the “Manuscripts Accepted for First Look” queue.
The Status column allows you to view the decision letter and the Actions column displays a submit updated manuscript link. Click this link to begin the submission process.

**Instructions and Reference Preview**
The submission process contains a First Look Instructions page. This page contains some configured instructions, a reference preview, and any configured custom questions.
The Reference Preview section formats the title, authors, institutions, and abstract just as they would be formatted on PubMed.

**Editing First Look files**

Edits are not typical, but the My Files section of the File Upload page allows you to edit files and to recreate the First Look PDF.

**Review and Submit**

On the Review and Submit page, the First Look PDF proof of the file has all “extras” removed – no cover page, no watermark, no line numbers, etc. You are always required to view this proof before submitting the updated manuscript.
Uploading TeX/LaTeX files

Journals may allow for the upload of TeX / LaTeX files. It is important to load this files correctly so that conversion to PDF can take place.

When uploading your files, load the .tex file with a Main Document file designation. Designate all files that are part of a TeX/LaTeX document as "TeX/LaTeX Suppl File."

After upload, you can change the order of the files from the Order column.

Additional information for TeX/LaTeX authors:

- When uploading a TeX/LaTeX main document, the system will analyze the file to determine what additional resource files (such as image files and bibliographic files) are necessary to complete the document. The system will not allow you to submit your manuscript until you have completed your TeX/LaTeX document upload, including all necessary resource files. The system will also not allow you to submit your manuscript if you designate a file as a TeX/LaTeX Suppl File and it is not referenced by any TeX/LaTeX files uploaded to the system.
- When you view the HTML proof of your manuscript, the link to your TeX/LaTeX document will open the PDF proof. This is necessary to ensure all formulas and other special formatting are rendered correctly.
- Files uploaded as TeX/LaTeX Suppl Files will not be viewable as individual files in the HTML proof and will not be rendered independently of the entire TeX/LaTeX document. Therefore, images and other content will show up in the PDF proof at the location specified in your TeX/LaTeX document. In addition, captions for images displayed within a TeX/LaTeX document must be created in the TeX/LaTeX document, since image proofs cannot be created separately.
Type 3 Fonts and PDF Creation

PDFs generated from LaTex files generally do not display well on screen because the fonts that are generated from LaTex for the PDFs are bitmap images. Bitmapped fonts display poorly on screen in PDF files and sometimes cause printing problems. Whenever possible, please substitute Type 1 Postscript fonts for Type 3 fonts in LaTex files before generating the PDF.

Using a Submitting Agent

Journals may be configured to use the Submitting Agent functionality. "Submitting agents" are defined as individuals who are not part of the list of authors on a paper but who submit the manuscript on behalf of an author or co-author.

Submitting agents cannot view a manuscript's status in the peer review process and are not listed anywhere author and co-author names are displayed.

Creating a Submitting Author Account

The submitting author must have (or create) an account on the journal site. They will access the their Author Center to submit the manuscript.

The Submission Process

A required question on the “Type, Title & Abstract” page asks the user if they are an author or a submitting agent.

Submitting agents will be required to designate a corresponding/contact author and any other authors on the Authors & Institutions step. This designation indicates who
receives the correspondence for the manuscript. Only the corresponding author receives journal correspondence.

**Post-Decision Actions**
When the manuscript has received a decision, it displays in both the submitting agent and contact author’s Manuscripts with Decisions queue. Both have the opportunity to submit the revision or resubmission. As soon as one clicks the "create revision" or "create resubmission" link, the link is removed from the other person’s center and the person who clicked the link will own the process.

In the non-revision/resubmission owner's center, the decided manuscript is listed in their Manuscripts with Decisions queue along with a status of "a revision/resubmission has been started."
Reviewing and Scoring Manuscripts

Receiving & Responding to an Invitation

As a reviewer, you will be notified by e-mail of an invitation to review a manuscript. Text of the e-mail is customized by each journal so their appearance may vary.

Many times, e-mails come embedded with hyperlink invitation responses. Clicking the appropriate hyperlink sends the response to the journal.
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The system notifies the editor and places the manuscript in your Reviewer Center. You will receive an Invitation Response email containing any specific instructions you may need in order to proceed, including your user ID and password.

If emails do not come with embedded response links, email your response directly to the inviting editor.

**Invitation response letter - Agreed**
Some journals include a link in their invitation-response letter when you agree to review a manuscript. This link leads you directly to the exact manuscript and review form without the need for logging into Manuscript Central.

**The Reviewer Center**

If you agree to review the manuscript, access the manuscript and score sheets through your Reviewer Center. Log in to Manuscript Central and click your Reviewer Center link.

**View Manuscripts page**
This page consists of two sections: Review & Score and Scores Submitted. To begin reviewing the manuscript, click to open the Review Manuscript page.

<table>
<thead>
<tr>
<th>Review &amp; Score</th>
<th>Manuscript ID</th>
<th>Title</th>
<th>Due Date</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRK1-0041.R1</td>
<td>Test Manuscript for red</td>
<td>16-Mar-2005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRK1-0063</td>
<td>The Consequence of Action</td>
<td>02-Apr-2005</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scores Submitted</th>
<th>Manuscript ID</th>
<th>Title</th>
<th>Date Completed</th>
<th>Status</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRK1-0032</td>
<td>Document three for the V3.2 Reviewer Test Plan</td>
<td>15-Feb-2005</td>
<td>Major Revision due on 20-Mar-2005 (16 days left) view decision letter Response to Decision Letter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRK1-0041</td>
<td>Test Manuscript for red</td>
<td>15-Feb-2005</td>
<td>Major Revision a revision exists view decision letter Response to Decision Letter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRK1-0030</td>
<td>Document one for the V3.2 Reviewer Test Plan</td>
<td>15-Feb-2005</td>
<td>ADM: Healy_Tom * In Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRK1-0031</td>
<td>Document two for the V3.2 Reviewer Test Plan</td>
<td>01-Mar-2005</td>
<td>ADM: Healy_Tom * In Review</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sorting**
You can sort the list by clicking on any (linked) column header. In the example above, the both lists are sort by date, in ascending order. Reverse sort by clicking the column header again.

**Review & Score section**
This section lists manuscripts for your review.
- Manuscript ID - Journal’s system-generated identification number
- Title - includes a link to view the manuscript
- Due Date - Date review is due to the journal
- View Details - click to access the review process

**Score Submitted section**
This section lists those manuscripts that you have already sent reviews on.
- Manuscript ID - the journal’s system-generated identification number
- Title - includes a link to view the manuscript
- Date Completed - date review was sent back to the journal
- Status - current status in the peer review process and any correspondence
- View Details - click to access details of your review

### The Review Manuscripts Page

This page consists of three tabs to use when reviewing and scoring manuscripts:
- Instructions
- Details
- Score Sheet

**About the Manuscript Header**
A summary header appears at the top of each tab.

![Manuscript Header Example](image)

The header contains the following:
- Manuscript title
- Manuscript ID
- Authors - may be blinded
- Date Submitted - date manuscript was submitted to the journal
- Total Time in Review - time manuscript has been in the peer review process
- Status - who has the manuscript (you) and what stage the manuscript is in

Clicking a named link opens an editable email to that person.

**Viewing proofs**
View proofs by clicking the proof icons (see topic).

**Performing external searches**
Click to display the following popup box:
Select check boxes in the Search On section. You can enter your own criteria in the Other field. Then choose from the Search Across search engine links.

**Instructions tab**
This page provides journal-specific instructions for your review. Be sure to read these instructions prior to scoring the manuscript.

**INSTRUCTIONS TO REVIEWERS**

**General Instructions**
Above this section, you will see the manuscript title, ID number, status, total time in review, and links to view the manuscript in various formats (e.g., HTML, PDF, etc.). This information is available from each of the additional tabs (Details and Score Sheet) as well. Clicking on the Details or Score Sheet tabs will make those screens active.

- **The Details tab** contains the manuscript type, keywords or attributes the author associated with the manuscript, and the date submitted. You can still view the title, status, id number, time in review, and links to the manuscript files at the top of the table.
- **The Score Sheet tab** contains the score sheet for the journal. Based on journal specifications, this score sheet may include specific manuscript questions or ratings, a recommendation field, comments to the author, comments to the editor, and the ability to attach a file.

**Viewing the Manuscript**
There are two ways for you to view the manuscript assigned to you. You can click either of the "PDF" links at the top of the table and print the resulting PDF proof. You can also read directly from the screen by clicking the "HTML" link at the top of the table and viewing the resulting HTML proof.

**Completing the Score Sheet**
To complete the score sheet, respond to all fields. When filling out the score sheet, please remember the following things:

- **Comments to Editor**: Use this space to transfer the Editor the basis for your recommendation for acceptance or rejection. These comments will NOT be conveyed to the author.
- **Comments to Author**: Use this space to convey specific feedback to the author on your recommendation. Please do NOT reference the Comments to Editor field as the author will not have direct access to these comments.

**Details tab**
This tab displays manuscript details and any version history. Depending on journal configuration, links to view the author’s response and the decision letter may display.
Score Sheet tab
The score sheet tab presents you with the customized score sheet for the journal. This typically includes journal-specific questions, a recommendation field, comments to the author, confidential comments to the editor, and possibly the ability to attach a file.

Fields which require a response are marked with **req**.

**Related Topics**

**Reviewing Proofs**
A summary header appears at the top of each Review tab. The header contains the links for viewing the manuscript files in a variety of ways, depending on journal preference.
HTML proof
Click \(\textcolor{blue}{\text{to view the manuscript files through your browser. The files display}}\) separately to the left of the main document. There is also a link for viewing the cover and the author-supplied metadata. Click the links to view the individual files.

You can use ScholarOne Image Spy to proof your images more carefully. This link displays at the bottom of all image files:

The image opens in an Image Spy window and instructions for use are displayed.

**Instructions:** Click area to zoom in, shift-click to zoom out, press 'R' to reset to actual size
Move mouse over image to pan

PDF proof
Clicking \(\textcolor{red}{\text{allows you to view and print the concatenated files from Adobe Acrobat.}}\)

By default, the first page of the proof is the cover and metadata, with the concatenated files appearing after. Displays are configurable by the journal.

Supplementary Files
This links to any additional files submitted by the author and marked as being for review.

Abstract
If an abstract is included, clicking \(\textcolor{orange}{\text{displays the manuscript abstract.}}\)
Submitting a Review

The score sheet tab presents you with the customized score sheet for the journal. This typically includes journal-specific questions, a recommendation field, comments to the author, confidential comments to the editor, and possibly the ability to attach files.

Any section marked with **[req]** is a Required field.

About the Comments fields

There are a couple of things to be aware if you plan to enter a large amount of information in the Comments fields:

- **Save your work often!** Manuscript Central has an automated time-out feature that will log you out if you are on the same screen for over 75 minutes. If you plan on working on your review for long periods, we recommend you work in a text editor, then copy and paste your work or attach the file.
- **Use a plain-text editor.** Copying and pasting text from Word may create some issues on the other end, where your Comments to Author are sent to
the author inside the Decision Letter email. In order to display properly for the largest percentage of email users, the Comments fields use "plain text." Therefore, using a plain text editor such as WordPad or Notepad may cause fewer formatting issues than Word.

Attaching files
If allowed by the journal, you can attach files from an Attach a File section by browsing to the file and clicking Attach. Then choose a radio button to mark the file as either:
- for Author and Editor
- for Editor Only

Manage these attachments from the Files Attached section.

Submitting your review
There are three buttons at the bottom of the page:
- Click Save as Draft to save the score sheet without sending it to the editor.
- Click Submit to saves the score sheet and sends it to the editor.
- Click Print Saved Version to opens a popup window with a printable version of the score sheet.

When you submit your review, the manuscript moves into the Scores Submitted section of your Reviewer Center. Depending on the journal, you can then view additional information in the Status column as the manuscript continues the peer review process.
Editor Center Features/Tasks

Dashboard Overview - Admin, Editor, EIC, Production

The Associate Editor, Editor in Chief, Production, and Admin Center Dashboards are separate centers in Manuscript Central that share some functionality. The three sections in each dashboard are:

- Lists
- Search
- Tools

Lists

The role Lists section displays the number of manuscripts in your role task list in any given status.

- To access the View Manuscripts page for all the manuscripts in the status queue, click the named task (e.g., 3 Invite Reviewers).
- To jump to the first manuscript in the task list, click the numeral (e.g., 3 Invite Reviewers). Then move through the manuscripts by clicking the active arrow (e.g., 1 / 4 )

Search

Each center's dashboard contains a manuscript search section. You can search using the quick or advanced search functions.

*Note: The journal header also contains search functionality in the top right corner of all journal pages.

Tools

This section is configured by role and is discussed separately within this user guide.

Related Topics
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At-A-Glance Statistics

Depending on your journal's role configuration, your dashboard may contain a link for viewing general statistics regarding your journal's Manuscript Central site. If configured for your use, access this feature in the Tools > Reports section of your dashboard.

Viewing Manuscript Information

Viewing Manuscripts for Performing Tasks

As an Editor, Editor in Chief, or Journal Administrator, you have specific tasks to perform on manuscripts as part of the review process. This work begins in the (Role) Lists section of your dashboard. Here you view the number of manuscripts that are in
each status category. Except for the Admin Center, you will view only those manuscripts assigned to you.

Note: Journal list configurations vary widely among journals and roles. Clicking any of the named task status links opens the View Manuscripts page for that task (e.g., Invite Reviewers).

View Manuscripts page
This page provides a place to view all of the manuscripts that you need to process in some way.
Each manuscript list displays the following:
• Manuscript ID
• Type - category of manuscript
• Title - includes a link to view manuscript
• Submitting Author - click to view author details
• Date Submitted
• Status
4.0 Online User Guide_edadmin

- Take Action

You can sort the list by clicking on a (linked) column header. In the example above, the list is sorted first by manuscript ID, then by submission date. Reverse sort by clicking the column header again.

Take Action

To perform an action on a manuscript associated with the review process (e.g., Assign Reviewers, Assign Editors, Make Final Decision, etc.), navigate to the details page of the manuscript by clicking □. The Details page opens and you can perform the chosen action.

*Note: For speed, the Admin and Production Editor views allows selection of an action (including View Details), from a dropdown list.*

Manuscript Details Overview

Your role’s view of manuscript details contains any information and action tabs you’ll need in order to move a manuscript to the next stage in the peer review process.

Access this page by clicking □ in the Take Action column of the View Manuscripts page.

*Note: In Admin or Production Editor view, select View Details from the dropdown list.*

Manuscript Header

Manuscript details include a summary section at the top. This header remains at the top of pages throughout the workflow.
Manuscript files

Manuscript Central creates a variety of manuscript files for review. Based on your journal’s configuration, you may be able to view the following:
- HTML proof - for viewing manuscripts on the Web
- PDF proof - for downloading or printing
- Supplementary Files - Separated based on journal configuration into For Review and/or Not For Review sections
- Original Files - Files in their raw submitted format
- Abstract - for viewing only the manuscript abstract
- First Look PDF - Web-ready PDF proof created prior to copyediting or other production changes (requires configuration)

View an explanation of these files by clicking 📚 in the bottom right corner of the header (see arrow).

Performing external searches

Manuscript Central makes it easy for editors and reviewers to find a variety of information online. Clicking 📚 External Searches displays the following popup box:

Select checkboxes in the Search On section. You can enter your own criteria in the Other field. Then choose from the Search Across search engine links.

Action tabs
Action tabs display horizontally at the top right of the page. Names of the tabs change to reflect the current action needed in the manuscript (e.g., Assign Editor, Select Reviewers, etc.).

**General Information tabs**
General Information tabs display vertically on the left side of the page. Depending on configuration, your view may contain the following tabs:
- Manuscript Information
- Audit Trail
- Manuscript Files

**Manuscript Information**

This tab contains some/all of the following information:
- As applicable, section for detailing previous tasks performed within the workflow
- Manuscript summary
- Peer review milestones
- Version history
- Author-supplied data ("metadata")
- Companion paper information
- Information related to all previous actions performed on the manuscript (if configured)
- Notes (display at the bottom of all General Information tabs)

**Audit Trail**

A description of time and date-stamped events and changes. The most recent action is displayed first in the list. If more than 10 events associated with the manuscript have taken place, access them from the Events dropdown.

<table>
<thead>
<tr>
<th>Date / Time</th>
<th>Event</th>
<th>Manuscript Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-Dec-2005 12:50 PM EST 03:50 PM GMT</td>
<td>To: <a href="mailto:derek.garnett@scholarone.com">derek.garnett@scholarone.com</a> From: <a href="mailto:jackie.cassada@scholarone.com">jackie.cassada@scholarone.com</a> Subject: Manuscript ID WRK1-0637 now in your Reviewer Center - Red Result: Successfully sent.</td>
<td></td>
</tr>
<tr>
<td>03-Dec-2005 12:50 PM EST 03:50 PM GMT</td>
<td>Reviewers Score became pending</td>
<td></td>
</tr>
<tr>
<td>09-Dec-2005 12:50 PM EST 03:50 PM GMT</td>
<td>To: <a href="mailto:derek.garnett@scholarone.com">derek.garnett@scholarone.com</a> From: <a href="mailto:RedJournal@scholarone.com">RedJournal@scholarone.com</a> Subject: Invitation to Review for the Red Result: Successfully sent.</td>
<td>AE: Cassada, Jackie EIC: ETC, Edward ADM: Cassada, Jackie</td>
</tr>
<tr>
<td>05-Dec-2005 03:17 PM EST 08:17 PM GMT</td>
<td>File: xray.jpg (1.0) was moved from folder Supplementary Files For Review to Manuscript Files For Review by Lahue, Diane (Admin)</td>
<td>AE: Cassada, Jackie EIC: ETC, Edward ADM: Cassada, Jackie</td>
</tr>
</tbody>
</table>

To view only the e-mail correspondence, click the **letters only** link. Clicking the envelope icon allows you to view and forward the e-mail.

**Manuscript Files**
Within this tab, you (typically the Administrator) have the ability to manage manuscript files, perform exports and unsubmit or withdraw the manuscript.

**Related Topics**

**Viewing Manuscript Proofs**
Manuscript Details contain a summary section at the top. This header remains at the top of pages throughout the workflow. View manuscript files using the icons contained in the header. Depending on your journal's preference, you may view some or all of the following.

**HTML proof**
Click to view the manuscript files through your browser. If properly formatted, references will link to PubMed.

The files display separately to the left of the main document. There is also a link for viewing the cover and the author-supplied metadata. Click the links to view the individual files.
You can use ScholarOne Image Spy to proof your images more carefully. This link displays at the bottom of all image files:

The image opens in an Image Spy window and instructions for use are displayed.

**Instructions:** Click area to zoom in, shift-click to zoom out, press 'R' to reset to actual size
Move mouse over image to pan

**PDF proof**
Clicking allows you to view and print the concatenated files through Adobe Acrobat.

By default, the first page of the proof is the cover and metadata.

**Supplementary Files**
These are files sent in by the author with the manuscript. Your journal may be configured to designate file types that automatically separate files into "For Review" and "Not For Review."

**Original Files**
These are the raw submission files (e.g., .DOC, .JPEG, etc).

**Abstract**
View the abstract as submitted with the manuscript through this link.

**First Look PDF proof**
This option is available for journals configured for production. See separate topic.

---

**Searching for Manuscripts**

**Searching for a Manuscript: Quick and Advanced**
Except for Author and Reviewer roles, each center's dashboard contains a manuscript search section. You can search using the quick or advanced search functions.
Quick Search
Search quickly for a manuscript by entering information in any/all fields and clicking Search.

The system displays any manuscript that matches your search criteria.

Advanced Search
If you cannot locate a manuscript using Quick Search, click the link to Show Advanced Search.

You are presented with a variety of search fields, filter options, and date options. You can select any combination of criteria for your search, then click Search.
Retaining search criteria

If you want to save your search criteria for future use, select the checkbox and name your search before clicking Search.
Your named searches are now available in the Saved Search dropdown list at the top of the page.

**Using Simple Search**
You can perform or access searches easily from within your journal site pages. The top right corner of pages contains a simple search field. Searches are dependent on your role:

**Editors**
Editors can search on Manuscript ID or Title. Editors can also select the **Adv. Manuscript Search** to open the advanced manuscript search page.

![ScholarOne Manuscript Central](image)

**Administrators**
Administrators can search on all parameters listed. You can also select **Adv. User Search** to open the advanced user search page.

**Granting Extensions**
Your journal allows a specific number of days in order to perform tasks. Depending on your journal's configuration, you may be able to grant extensions for the following:

- Author revisions/resubmissions
- Review submissions
- Editors

**Granting an Extension for Review Submission**
From within the manuscript, click ![next to the Reviewer's name. Their Person Details page opens.**
Scroll down to the "Grant an Extension" section and enter a calendar date.

Click Go and then Close Window.

**Granting an Extension for Revisions/Resubmissions**
When a revision or resubmission decision is made, the manuscript moves back into the Author Center. Your journal has configured a certain number of days before the option to revise expires. Grant a deadline extension to an author from the calendar tool in the Peer Review Milestones section of the Manuscript Information tab (then click Save).

**Granting an Extension to Editors**
Grant an extension to an editor from the Manuscript Information tab. Scroll to the Editor List and click next to the editor's name. Their Person Details page opens. Scroll down to the "Grant an Extension" section and enter a calendar date.

![Grant an Extension:](image)

Click Go and then Close Window.
General Information Tabs

Working with Manuscript Information

Your journal's Manuscript Information tab contains some/all of the following sections:

- Manuscript header
- Peer review milestones
- Version history
- Author-supplied data
- Companion paper information
- Information related to all previous actions performed on the manuscript (if configured)
- Notes (Notes display at the bottom of all General Information tabs)

Manuscript Header

Manuscript Details contain a summary section at the top. This header remains at the top of pages throughout the peer review process.

![Manuscript Header Example]

The header may list the following:

- Manuscript ID
- Notes link - if applicable, appears to the left of the manuscript ID.
- Title
- Companion Paper link - if applicable, appears to the left of the manuscript ID.
- Author (and any co-authors) - author's name is hyperlinked for email correspondence
- Status
- Dates - Submitted, Last updated, Total time in review
- Names and roles of people assigned to the manuscript. Names are hyperlinked for email correspondence. If you have administrative permissions, you also see proxy links.

Navigation

To jump directly to a section of the Manuscript Details page, select from the Scroll To dropdown list.
4.0 Online User Guide_edadmin

Viewing proofs
View proofs by clicking the links in the Summary header (see topic).

Peer Review Milestones
This section provides a quick look at a manuscript’s current progress through the peer review process, by role and date.

Email a user by clicking the named link.

Admin permissions
Those viewing this section using admin permissions can perform actions as a user by clicking the proxy link.

Version History
You have access to all versions of a manuscript. Revisions are indicated by a .Rn appended to the Manuscript ID.
- Click the links in the Decision Letter & Response column to view any correspondence regarding a previous version.
- Click in the Switch Details column to view the Manuscript Details page for the previous version.

To help you keep track of which version you are currently viewing, a red bar displays along the left of the page.
Author-Supplied Data
This section lists all the information entered by the author during the manuscript submission process (excluding uploaded files). This may include the following:

- Manuscript type
- Title
- Manuscript ID
- Submitting author - click to view person details
- Authors and institutions - click to view person details
- Contact author (the Contact Author defaults to Submitting Author) - depending on role permissions, this field can be edited.
- Running head
- Any keyword attributes entered by the author
- Author preferred and non-preferred reviewers and editors
- Cover letter text
- Custom questions - click Show to view any custom questions asked by the journal during the Submit Manuscript process

Admin permissions
Those viewing this section using admin permissions can perform additional functions:
4.0 Online User Guide_edadmin

- Change the Contact Author
- Edit the author's data by clicking the edit this information link located at the bottom of this section.

Note: Remember to click Save after editing data on this page.

Companion Papers
You can link the current manuscript with another manuscript that is related in some way (a "companion paper"). Other than Admin, only those papers that have been assigned to the user are displayed in Search results.

First, locate the companion paper to associate by clicking search for a companion paper. An Advanced Search page opens. Select the criteria to search by. When you locate the desired manuscript, click +.

Note: Designating a companion paper is reciprocal - both papers will be linked to each other.

Notes
All General Information tabs share a common Notes section at the bottom. Every person who can act on or view the manuscript can view and enter notes. View notes by clicking the link in the Note Title column.

Note: Author and Reviewer roles do not have access to these notes.

Adding a note
To enter a note, click add note. A popup window appears. Enter a title and text of the note, then click Save.

You can edit and delete the notes you create.
Viewing the Audit Trail

The Audit Trail page contains a chronological listing of events, communications, and changes to a manuscript's history in the system. The audit trail page lists the time/date, event description, and status of the actions, letters, and changes that occur. This page also displays the manuscript details Notes section.

Note: The Audit Trail tab displays only with role permissions from the journal.

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Event</th>
<th>Manuscript Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-Feb-2005</td>
<td>RC - EIC Select Reviewers became overdue by system (Default)</td>
<td>+ Select Reviewers 9 days overdue</td>
</tr>
<tr>
<td>21-Jan-2005</td>
<td>RC - EIC Select Reviewers became pending</td>
<td></td>
</tr>
<tr>
<td>21-Jan-2005</td>
<td>Branch on Type became completed by King, Kitty (Admin)</td>
<td>Changed</td>
</tr>
<tr>
<td>21-Jan-2005</td>
<td>Admin Checklist became completed by King, Kitty (Admin)</td>
<td></td>
</tr>
<tr>
<td>21-Jan-2005</td>
<td>The checklist was saved by King, Kitty (Admin)</td>
<td>Complete Checklist</td>
</tr>
<tr>
<td>20-Jan-2005</td>
<td>To: <a href="mailto:qa-mc@scholarone.com">qa-mc@scholarone.com</a> From: <a href="mailto:qa-mc@hermes.green.knowspace">qa-mc@hermes.green.knowspace</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subject: Thank you for your manuscript submission - Red Result: Successfully sent.</td>
<td></td>
</tr>
</tbody>
</table>

The following events are tracked on the Audit Trail page.

Actions
If the event in the list was an action, the list displays the date of the action, the name of the action, who performed the action and their role, the date and time that the action was performed, and the status of the manuscript at the time the action was performed.

Changes
If the event that occurred was a change, the list displays the date of the change, what general aspect of the manuscript was changed (manuscript metadata, custom questions, checklist), what specific aspect of the manuscript was changed (plus a link to view the previous value), the person and role who changed the aspect, the date and time the change was performed, and the status of the manuscript at the time the change was made.

Communications
If the event that occurred was the sending of a letter (any e-mail, including decision e-mails, automatic reminder e-mails, invitation e-mails, etc.), the list displays the date the letter was sent, the name of the letter, who sent the letter, and the date and time the letter was sent.

Clicking 💌 opens a popup box with the text of the e-mail letter that was sent. You have the option to forward and edit from the popup box.

If a user were acting as proxy for another user, the Description field in the table notes this (e.g., Lee Tran performed the action while proxied as Pat Lorenzo).

Revisions and resubmissions
If a revision or resubmission is created, it is indicated in the last audit trail entry. If the screen shows the details for a revised/resubmitted manuscript, the first entry in the audit trail indicates that a revision/resubmission was created and displays the original manuscript ID.

**File management activity**
The audit trail also displays file management activity. If a manuscript file is deleted, uploaded, or re-categorized (from the Manuscript Files tab), the activity is recorded and displayed in the audit trail.

**Uploading Correspondence**
Those with roles that access the audit trail allows users to enter correspondence sent or received outside of the system.

A section at the bottom of each page in the audit trail allows you to save the information about the correspondence.

You can save the following:
- Date Sent
- To: address
- From: address
- Subject: usually the subject line of the email
- File attachment option
- Time sent:
- Body: to give you the option of either attaching the email or pasting the text of the email into the Body.

This correspondence is saved in the appropriate location within the audit trail. It includes Last Updated information and a link to edit the entry.

**Working with Manuscript Files**

Based on role permissions (typically admin), your journal's Manuscript Files tab allows you to perform the following:
- Manage manuscript files
- Import files
- Export files
- Change the manuscript's status

This page also displays the manuscript details Notes section.
Managing Manuscript Files
Your Manage Manuscript Files section may be comprised of the following categories:
- Manuscript files
- Files sent in offline
- Review files
- Recommendation files
- Decision files

Each category's file information contains the following elements:
- Order - you can change the order the files are displayed
- File name - linked for downloading
- File designation
- Uploaded by
- Upload date
- Ready for batch/page count - check appropriate boxes for export
- Edit file details
- Delete file

Importing files
As needed, you can import files for this manuscript. When you import files, the system automatically re-concatenates the manuscript.
Browse to the file location, select a file designation, choose a folder to upload to, and click [Upload Files].

Exporting files
You may export a manuscript directly from the Manuscript Files tab. All files with "Ready for Batch / Page Count" checkboxes selected will export. Clicking [Export] opens the Export window, where you must define the export target. See Batch Management > Configuring Batch Exports topic for detailed information.

About file designations
When uploading files, you must pick an appropriate file designation for each. Here is a brief description of file types that may be available:

- Main Document: The main content of a manuscript
- Figure: An image file that depicts a graph or chart
- Image: An image file that shows a drawing or photograph
- Supplementary Files Not for Review: Files intended for reference or background information, but not suitable for peer review
- Supplementary Review Files: Files that provide valuable background or reference information for peer review
- Table: An image or other format document that contains a table
- Table Data: The data used to create a table
- TeX/LaTeX Suppl File: Any file that is part of a TeX/LaTeX document

**Note:** The main body of the TeX/LaTeX document (i.e., a file ending with ".tex") must be designated as the Main Document. All files referenced by a main TeX/LaTeX document must be designated as a TeX/LaTeX Suppl File (including other ".tex" files).

Additional TeX/LaTeX upload information

- When uploading a TeX/LaTeX main document, the system analyzes the file to determine what additional resource files (such as image files and bibliographic files) are necessary to complete the document. The system will not allow submission until the author has completed the full TeX/LaTeX document upload, including all necessary resource files. The system will also not allow submission of the manuscript if a file is designated as a TeX/LaTeX Suppl File but is not referenced by any TeX/LaTeX files uploaded to the system.
- When you view the HTML proof of a manuscript, a link to the TeX/LaTeX document opens the PDF proof. This is necessary to ensure all formulas and other special formatting are rendered correctly.
- Files uploaded as TeX/LaTeX Suppl Files will not be viewable as individual files in the HTML proof and will not be rendered independently of the entire TeX/LaTeX document. Therefore, images and other content will show up in the PDF proof at the location specified in the TeX/LaTeX document. In addition, captions for images displayed within a TeX/LaTeX proof must be created in the TeX/LaTeX document, since image proofs cannot be created separately.
General Information Tabs

**Editing file details**

You can perform actions on a manuscript file by clicking in the Edit Details column. The File Details page opens. Here you can perform a variety of actions on the file, including:

- Change the name of the file as referenced within the manuscript
- Change the file designation
- Edit the Caption / Legend
- Change the category (folder) where the file is located
Uploading file versions
As needed, you can upload later versions of the file. Browse to the location of the updated file and click on Upload Files. You can choose to designate the uploaded file as a minor or major version. We also recommend that you type notes in the Comments field.

Version History
When Manuscript Central uploads new versions of a file, previous versions are stored in Version History. To avoid confusion, these versions are only viewable from File Details.
Assigning Manuscripts

Assignment Overview

If it is part of your task list, the Assignment action tab displays at the top of the Manuscript Details page. The options you have on this page depend on your role and the status of the manuscript in the review process. You may be assigning either an editor or a reviewer to the manuscript.

This process is different than that of picking, inviting, and assigning reviewers to a manuscript. In this configuration, direct assignments are made without the invitation process.

Assigning an editor (EICs or AEs)
Assigning an editor may be part of your journal's workflow. If so, your journal will have chosen either a role-populated list of names or have chosen the Search feature.

Assigning a reviewer
In most workflows, the task of assigning reviewers includes searching for and selecting reviewers, inviting reviewers, and then assigning reviewers. In some workflows, reviewers are assigned without using the invitation process.

Assigning Editors to a Manuscript

The Assign action tab allows you to assign editors to a manuscript.

Depending on your journal's configuration, you may perform the Assign Editor task in one of two ways:

- Pick the editor name from a dropdown list of journal editor names
• Perform a search for an editor

When assigned, the manuscript is placed in the appropriate status category (e.g., Assign Reviewer) in the assigned Editor's Center. Typically, the journal also sends a notification e-mail to the editor that a new manuscript has been assigned to him/her.

**Picking editors from a list**
The action tab displays a dropdown list containing the names of the journal editors. The number of current assignments for that editor is displayed in parentheses beside their name.

Click ![View Details](image) to access their Person Details page, where you can drill down into the actual assignments via their editor History Analysis section.

Choose the person you wish to assign from the list and click ![Assign](image).

**Searching for editors**
If your journal uses the search tool for editors, click the Select an [AE] link. The editor search page opens. Note in the search results that a column indicates the number of current assignments and the number of assignments for the past twelve months.

Click ![to access the editor's Person Details page](image), where you can drill down into the actual assignments via their editor History Analysis section. If the journal has configured it, clicking the link in the Current column also displays those manuscripts.

**Preferred/Non-Preferred Editors**
Assigning Manuscripts

Some journals build into the submission process an author's ability to indicate preferred or non-preferred journal editors. If your journal is configured this way, the abbreviation displays next to the Editors name in the dropdown list.

You can also access the list of preferred and non-preferred editors from the Manuscript Information tab.

Assigning Reviewers

Some journals select their reviewers and then assign (rather than invite) them. If you have the option to assign a reviewer without inviting him or her first, Assign displays next to each person on the list.

Assign a reviewer by clicking Assign. The Status and History columns reflect the action.

See the Selecting and Inviting Reviewers > Reviewer Selection Methods topic for instructions on how to search for reviewers to add to the Reviewer List for assignment.
Selecting and Inviting Reviewers

About the Progress Indicator

Throughout the process of selecting, inviting, and assigning reviewers, the progress indicator shows you exactly what is required for task completion and which steps have been completed.

Required Reviews

In a typical task flow below, note that the number of reviews required to make a decision is an editable field. You can change the number of default reviews required by typing a different number in the field and clicking Save.

Bypassing the Review Cycle

Setting the required number of reviews to zero (0) bypasses the peer review process and allows an "any time" decision (including preliminary or recommendation) or an immediate decision to be made.

Symbols

Green checkmark

The progress indicator displays ✓ when the number of required reviews in that stage of assignment is greater than or equal to the number of required reviews.

Exclamation mark

A ! displays for a line item if that stage of assignment is overdue. Examples of when this symbol displays:
### Reviewer Selection Methods

The Select action tab allows you to select the reviewers of a manuscript. Depending on workflow, reviewers will then either be invited or assigned. To begin, click the Select Reviewers tab.

The Reviewer List section displays at the top of the page, along with a progress indicator that helps you keep track of the review cycle at a glance.

<table>
<thead>
<tr>
<th>Line item</th>
<th># Active selections</th>
<th>(one person selects reviewers and a different person assigns reviewers): If the reviewer selection task is overdue.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># Active selections</td>
<td>(a single person both selects and assigns reviewers): When the Reviewer Invitation or Assignment task is overdue and there are not enough selected reviewers that haven't been invited or haven't yet responded.</td>
</tr>
<tr>
<td></td>
<td># Invited</td>
<td>When the Reviewer Invitation task is overdue.</td>
</tr>
<tr>
<td></td>
<td># Agreed</td>
<td>When the Reviewer Assignment task is overdue.</td>
</tr>
<tr>
<td></td>
<td># Returned</td>
<td>When there is at least one overdue review.</td>
</tr>
</tbody>
</table>

**Author's Preferred / Non-Preferred Reviewers**
During the manuscript submission process, some journals allow or require authors to add reviewers and to mark them as "Preferred" or "Non-Preferred." These preferences display on the page for selecting reviewers. You may select a reviewer from any preferences the author submitted with the manuscript.

To add a preferred reviewer to the Reviewer List, select the corresponding check box in the Add column. If applicable, select Category type of reviewer from the dropdown list of choices. Click Add.

**About Search Options**

There are a number of reviewer search options on this page:
- Quick search by first or last name
- Related papers search
- Reviewer auto-suggest (based on manuscript keyword/person attribute matches)
- Advanced search

See the Reviewer Search Methods topic for more information.

**Reviewer Search Methods**

**About Searching for Reviewers**

There may be a number of reviewer search options on the Select Reviewers page, including:
- Quick search by first or last name
- Related papers search
- Reviewer auto-suggest (based on keywords/attributes)
- Advanced search

These searches are considered “AND” searches where multiple criteria are selected.

**Customizing the page**

You can customize your Select Reviewers page. Manually expand or collapse search sections by clicking the button to the left of the header:

To save your preferred expanded or collapsed sections, click Set My Search Preferences. Select the radio buttons to expand or collapse the search sections, then click Save.

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Sort Order
Before you run any of the searches, you can specify the primary and secondary sort order. You may also specify “ascending” or “descending” order for the sort criteria results.

The available sort criteria are the following:
- Last Name
- Institution
- # Current Assignments
- # Assignments in Past 12 Months
- # Days Since Last Completed Review
- R-Score (if configured)

If you don't specify a sort order, the results will be sorted as follows:
- Primary: ascending (A – Z) on last name
- Secondary: descending (n - 1) on # current assignments

Changing Sort Order
A Change Sort link displays in the search results header. This allows you to re-run the current search with new sort criteria. Clicking this link opens a pop-up window which allows you to select new sort criteria and re-run your search.

Quick Search
Find reviewers quickly by searching on first or last name. You can search on multiple names by using commas to separate them.
Selecting and Inviting Reviewers

Auto-Suggest Search
You can add reviewers to your list by using the auto-suggest feature, which searches for people based on manuscript keyword and person (reviewer) attribute matches. This type of search requires that your journal's keyword list for people added to the system and for document submission be the same.

The Auto-Suggest search allows the Boolean AND / OR / NOT search based on the manuscript keywords.

For example, the author submits the manuscript with the keywords of Red and Blue. If you search on Red (first field) and Blue (next field):
- **AND** looks for reviewers whose keyword designations include both Red and Blue
- **OR** looks for reviewers with keyword designations of Red or Blue (or both)
- **NOT** looks for reviewers who have the keyword designation Red and not the keyword Blue

Advanced Reviewer Search
You can search by any combination of the fields on this page. The Advanced Reviewer Search contains search criteria divided into the following sections:

**By Reviewer Account Information**
- Salutation
- First Name, Middle Name, Last Name
- Degree
- E-Mail Address
- Notes
- Institution
- Department
- City
- State/Province
- Postal Code
- Country
- Keywords (if configured, will show all journal site keywords)
- Areas of Expertise/Person Designations (if configured)
- Role
- Where to Search (this only appears if the site shares a user database with another journal)
- Exclude Institution - the system will exclude any reviewer that has the exact string as their Institution. This field allows for wildcard (*) searching
- Exclude Postal Code - the system will exclude any reviewer that has the exact string as their Postal Code. This field allows for wildcard (*) searching
By Reviewer Activity Information
You can enter a minimum and/or maximum number of the following criteria:

- # Current Assignments (# current pending, overdue, rescinded, closing, processing score tasks)
- # Assignments in Past 12 Months (# discrete pending, overdue, rescinded, closing, processing score tasks in the past 12 months)
- # Invitations Declined in Past 12 Months (# times a reviewer was invited and a response was recorded, and the response was NOT an "Agreed" response)
- # Days Since Last Completed Review
- M-Score (if configured)
- R-Score (if configured)
Related Papers Search
You may want to find a reviewer by searching for people associated with manuscripts with selected criteria:

- Author Name (all manuscript authors)
  - First
  - Middle
  - Last
  - Contact Author Only checkbox
- Reviewer Name
  - First
  - Middle
  - Last
- Manuscript ID
- Manuscript Title
- Keywords (if configured, will show all journal site keywords)
- Where to Search - displays if the site shares a user database with other journals

Reviewer Search Results
Search results all display the following criteria:

- Person Details icon (see subtopic this page)
- Reviewer name (Last, First Middle)
- Unavailable dates (if applicable, in orange)
- Reviewer person attributes (in blue)
- Institution & Department (in gray)
- Roles (in gray)
Depending on the options selected in , the search results will display up to three of the following options:

- Current Assignments (# current pending, overdue, rescinded, closing, processing score tasks)/Past 12 Month Assignments (# discrete pending, overdue, rescinded, closing, processing score tasks in the past 12 months)
- Days since last review
- Average R-Score (if configured) - average score this person's reviews received from the editors
- Average M-Score (if configured)
- # Open Invitations
- Date of Last Invitation

If a search result has the same postal code or institution as the contact author, a red exclamation icon will be displayed to the right of the person’s name. Clicking the icon displays the message: “This person has the same postal code or institution as the contact author.”

**Related Papers Search Results**

In addition to the results displayed for all reviewer searches, these results display related manuscript information:

- Manuscript ID
- Manuscript Title
- Link to view manuscript proof
- Manuscript attributes
- Submitting author on that paper
- Co-authors on that paper
- Reviewers on that paper (any reviewer with a completed score task for that paper)
Selecting and Inviting Reviewers

The results are grouped by person, with 5 person results per page displayed.

Selecting Reviewers
When you have located a reviewer to add to the Reviewer List, select the check box in the Add column. If applicable, select Category type of reviewer from the dropdown list of choices. Click Add.

About Person Details
Clicking next to the reviewer’s name displays their view person details. The Person Details page gives you much information about a reviewer.
4.0 Online User Guide_edadmin

Det A summary of the account appears below. To send e-mail, click on the name. You may also enter comments about the use; send them to the login information, or view their information by the PubNed database.

Name / Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fun Name</td>
<td>tiillJTH 21: 1691/ ft. PHFst</td>
</tr>
<tr>
<td>Primary affiliation</td>
<td>Implementation</td>
</tr>
<tr>
<td>School or Other</td>
<td>Schor-Or One</td>
</tr>
<tr>
<td>Address</td>
<td>378 Green hill, or.</td>
</tr>
<tr>
<td>City</td>
<td>Charltonville</td>
</tr>
<tr>
<td>State</td>
<td>PA</td>
</tr>
<tr>
<td>Zip Code</td>
<td>15902</td>
</tr>
<tr>
<td>Phone</td>
<td>(724) 811 120</td>
</tr>
<tr>
<td>Primary Email</td>
<td>qa.mcsdlarome.com</td>
</tr>
<tr>
<td>Second Email Address</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Permission groups</td>
<td>ttor author, Rev.-As. Assoc. Ednor, Editor-Chief, Admin. Production Editor</td>
</tr>
<tr>
<td>Extra Links</td>
<td>Cl to view author's information on PubNed.</td>
</tr>
</tbody>
</table>

Rfviewer History Analysis

The numbers below represent the count for MCU.1

0 Total number of manuscripts assigned & e P.Mt 12 months
0 Total number of manuscripts assigned & e P.Mt 12 months
0 Total number of reviews completed in the post 12 months
0 Total number of open invitations (person has been invited, but hasn't responded to the invitation)
N/A Date of last invitation
0 Number of times Agreed
0 Number of times Declined
0 Number of times Invited
0 Number of times Invited
0 Number of times Unavailable
N/A Average turnaround time
N/A Average Return to published

Editor History Analyst

The numbers below represent the count for “CUI.1”

1 Total number of manuscripts submitted in the post 12 months
1 Total number of manuscripts submitted in the post 12 months
N/A Lifetime acceptance ratio

Author History Analysis

0 Number of manuscripts submitted in the post 12 months
0% Lifetime acceptance ratio

History: Show Author History

Attributes

Keyword: 1
You can add a reviewer directly from Person Details by clicking Add to List at the top or bottom of the window.

**Show Reviewer History link**

When you click the Show Reviewer History link, you can view specific information about the reviewer's history.

---

**Creating a New Reviewer Account**

If you want to add a reviewer to the manuscript who does not have an account, you can create an account and then adds them to your journal site as a reviewer.
Enter the required information in the fields. At a minimum, you must enter their First and Last name and email address. Clicking <code>Provide more account info</code> opens a popup box, where you can enter more detailed information.

Click <code>Create and Add</code>. An informational email is sent to the new reviewer. In it, they receive a temporary password that allows them to create their own password.

The system alerts them to update their user information (that required by the journal) when they first log into your journal site. The new reviewer is also added to your Reviewer List for potential invitation.

<em>Note: Manuscript Central will alert you if the email address you entered indicates that the user already exists in the journal site.</em>

**Inviting Reviewers**

After selecting reviewers, the page refreshes and the action tab becomes Invite Reviewers.
To invite selected reviewers, click **Invite** in the Status column. The invitation email configured for your journal opens.

The email opens in editable form, allowing you to make changes as needed. You may also attach ad-hoc or manuscript files as needed (although manuscript files are automatically placed in the Reviewer Centers when reviewer's response is Agreed.

Saving any changes and sending the email are both accomplished when you click **Save and Send**.

**Reviewer Responses**

**Automatic responses**

Journals may configure their Reviewer invitation emails with hyperlink responses.

When the reviewer clicks a response link it updates your reviewer list to indicate the response and moves the manuscript into their Reviewer Center. The system generates your journal's Reviewer Agreed email to the reviewer.
If configured, reviewers who decline to review can suggest additional reviewers via a link in their invitation e-mail. Clicking the link will bring up a screen which will allow them to suggest reviewers by first or last name, e-mail address, or free response comments. Suggested reviewers can be viewed by clicking the "view additional possibilities" link in the reviewer list.

**Manual entry of response**
If the reviewer responds without clicking a response link, you can add the reviewer's response by selecting it from the dropdown list.

When you click **Save**, your reviewer list updates and your journal's Reviewer Agreed email opens.
Selecting and Inviting Reviewers

This email contains the information the reviewer needs in order to review the manuscript. The email opens in editable form, allowing you to make changes as needed. You may also attach ad-hoc or manuscript files as needed.

Saving any changes and sending the email are both accomplished when you click Save and Send.

Forwarding the List of Reviewers for Invitation

Your journal's workflow may be configured so that one person creates the list and another person invites/assigns the people in the list. In this case, click Send List to forward the completed list on to the next person in the workflow.

As needed, that person has the ability to request that you select more reviewers.
Invitation Methods for Previous Versions

There are a variety of journal configuration options that determine what happens with selection, invitation, and assignment process of previous reviewers on a revision or resubmission of a manuscript.

Many journals have a question within the score sheet that asks the reviewer if he would like to review the revision. The answer to this question does not determine whether the reviewer is invited again but it is information available to the editor through the score sheet.

The Selection Process
By configuration, your journal has also decided whether a person who reviewed the previous version is displayed in the Reviewer List with an (RO) for "reviewed original" next to their names.

If the reviewer is not listed, view the Reviewer List of the previous version by clicking the link to the previous version.

The Manuscript Information tab for the previous version opens. Here you can view the Reviewer List section. Return to the current version by clicking the appropriate Switch Details button in the Version History section.

The Invitation and Assignment Process
What happens with the invitation process is determined by your journal’s configuration. Your journal has chosen one of the three different configuration options:

- The editor can invite and then assign the previous reviewers.
- The journal bypasses the invitation step for the previous reviewers and assigns the reviewers, who then receive the "Agreed" invitation response e-mail.
- The previous reviewers are automatically invited and agreed. When auto-agreed, the reviewers receive the "Agreed" invitation response e-mail.

Removing Unwanted Reviewers from List

When all needed reviews have been submitted, you may remove those reviewers who have either not responded, not submitted their score sheet, or have not been invited.

In order to maintain complete review history for a manuscript, reviewers who have submitted their score sheets cannot be removed from the Reviewer List.

Viewing Version History on Revisions

Version history information is available while assigning reviewers to revised manuscripts.

Viewing Previous Version
To view details of a previous version, click the appropriate Manuscript ID number.
Clicking this link opens the Manuscript Information tab (see related topic link, below).

**Viewing Review History on Revisions**
To view review details on previous versions, click the appropriate View Review Details link.

The Review Details page opens. This page contains details on the following:
- Decision Letter
- Author's Response to Decision Letter
- Reviewer Comments
- Decision Comments

For your convenience, a print button is available at the top and bottom of this page.
Making Decisions on Manuscripts

Viewing Completed Reviews

When the required number of reviews has been returned, they return to the appropriate queue in the editor's dashboard and display in the editor’s Make Decision, Make Preliminary Decision, or Make Recommendation action tab.

You can perform the following in each returned review:

- See the reviewer’s name, which is hyperlinked for sending e-mail correspondence
- An icon that opens the reviewer's Person Details page
- See the reviewer’s recommendation
- See a link to view review
- Potentially see a link to rescind the review (see topic below)

To see the full score sheet of the Reviewer including comments and any attached files, click the view review link. The Completed Review page opens. Here you see the metadata associated with the reviewed manuscript and the Reviewer’s recommendation.
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Completed Review

Reviewer 1: Reviewer, E19ht

Manuscript Title: W11:1 06 Apr 0043
Manuscript Type: Original Article
Keywords: Keyword 1, Keyword 2, Keyword 3
Submitted: U 0 Apr 2006
Manuscript Title: Geography displacement and Ho Child Left Behind
New Ref/Mod: 19 Jul 2006
Author(s): FitzP <1> <2> Sydney
E Kaique-meOsulio.unoM.com

Recommendation

- Minor Revision
- Major Revision
- Reject
- Resubmit
- Reject

Would you like to review the revision of this manuscript?

Yes

Comments

Confidential Comments to the Associate Editor

Good overview; I think this point would benefit from a Table in Section 4.

Comments to the Author

no. I've recommended only a minor change in section 4.

Attach a File

Files attached

This file is for the Author and Editor
This file is for the Editor only
This file is for the Author only

Timeliness

O 3 - Review was On time
O 7 - Review was slightly delayed
O 1 - Review was severely delayed

Quality Assessment

O 3 - Review was highly relevant
O 2 - Review was sufficient
O 1 - Review was below average
Review a Revision Option
Some journals allow reviewers to select whether they wish to review any revisions to the manuscript. If the reviewer selects Yes, their name is automatically added to the reviewer selection list, where the editor may choose to send the revised manuscript to them again.

Comments Section
You will also see any confidential comments to the editor and comments to the author. Comments to the author are included in the Decision Letter.

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidential Comments to the Associate Editor</td>
</tr>
<tr>
<td>This manuscript would benefit from a summary table in Section Four.</td>
</tr>
<tr>
<td>Comments to the Author</td>
</tr>
<tr>
<td>Please see my comments, attached.</td>
</tr>
</tbody>
</table>

File Attachments
If the reviewer has the option to attach files and has done so, you can view or remove them. If the reviewer marked the file for Author and Editor, you can choose Editor only. Attachments for the author appear as a link in the Decision Letter.

Rate Reviewers Option
If your journal has turned on the “Rate Reviewers” option, there is an additional section at the bottom of the page. In this area, you can rate a reviewer's score for timeliness and quality.

<table>
<thead>
<tr>
<th>Timeliness</th>
<th>Quality Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 - Review was on time</td>
<td>3 - Review was highly relevant</td>
</tr>
<tr>
<td>2 - Review was slightly delayed</td>
<td>2 - Review was sufficient</td>
</tr>
<tr>
<td>1 - Review was severely delayed</td>
<td>1 - Review was below average</td>
</tr>
</tbody>
</table>

Unless your journal uses the Rate Reviews feature, you now have the opportunity to Save, Print, or Close Window.
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The average score this person’s reviews receives from the editors is called the R-Score. This information is saved in this reviewer’s Person Details and can be taken into account in future decisions to invite reviewers.

Note: Ratings are not viewable by the reviewer, but only to the journal staff and editors.

Your journal may also display the Average M-score, which is the average score this reviewer has given all manuscripts he/she has reviewed for your journal.

When you have rated a reviewer, the view review link notes that the reviewer has been rated.

About Rescinding a Decision
Manuscript Central provides the ability to rescind a decision. Administrators typically have this option, although your journal may be configured to include other roles. Rescinding a decision moves the manuscript back into the previous task in the review process.

So rescinding a review places it back in the Reviewer's Center. Perform any email correspondence about the rescind as needed with the reviewer.
Making a Recommendation

Same journals use a review process that requires an editor to make a recommendation to the final decision-maker.

Select the appropriate recommendation and add any comments, files, or notes as needed. We recommend the use of a plain text editor (such as Notepad or WordPad) if cutting and pasting into Comment fields (to avoid the potential of illegal characters).
To save your work without yet submitting it, click Save as Draft.
To commit and send your decision, click Submit.

Making a Preliminary Decision

In some journals, once the required number of reviews has been received, the editor makes a preliminary decision that then goes to the final decision-maker for approval. This decision cycle can happen as many times as needed until a decision is reached and approved.

Select a radio button and add decision comments (to the decision maker) as needed. We recommend the use of a plain text editor (such as Notepad or WordPad) if cutting and pasting into Comment fields (to avoid the potential of illegal characters).

Next, select from three buttons:
- To save your work without yet sending it, click Save.
- To open the editable decision letter to the author, click Create Draft E-Mail.
  - You must review the email before you can send the decision for approval.
  - The decision letter is sent along with your decision for final approval.
- To commit and send your decision for approval, click Send for Approval.

Re-decisions
The final decision-maker has the option of sending the decision back to you for rework.
Making Decisions on Manuscripts

When this happens, make a new decision based on feedback and click \checkmark Send for Approval to send it back for final approval.

The decision process history is retained in the Manuscript Information tab for the manuscript, along with a link to view the decision letter.

Related Topics

Approving a Decision
Based on your journal-specific workflow, one person may make a preliminary decision and another person may approve it. This decision cycle can happen as many times as needed until a decision is reached and approved.

If the Approve Decision task appears in your dashboard lists, click the named task link to open the View Manuscripts page or click the numeral to go to the first manuscript in the list.

The Approve a Decision tab displays. The preliminary decision is displayed at the top, along with a link to view the decision letter. As final decision maker, you have several options here:

- To save your work without yet sending it, click **Save**.
- To view an editable version of the decision letter, click **Edit Draft E-Mail**.
- To commit and send your decision, click **Approve**.
- Enter a suggestion for a new decision to the preliminary reviewer and click **Send Back**.

We recommend the use of a plain text editor (such as Notepad or WordPad) if cutting and pasting text into fields (to avoid the potential of illegal characters).

**Re-decisions**

You can send a decision back to the preliminary decision-maker. They will make changes and send the decision back to you.
Making Decisions on Manuscripts

The decision process history is retained in the Manuscript Information tab, along with a link to view the decision letter.

Related Topics

Making a Decision on a Manuscript

Depending on your journal's workflow, various roles are responsible for making the final decision on a manuscript. A typical Make Decision task page is shown here:
Reviews section
This provides a quick summary of all submitted reviews. Clicking next to the decision opens a page containing the completed review.

*Note: You can still solicit additional reviews at this point by increasing the number in the **# reviews required to make decision** field and then clicking **Save**.*

Recommendations or Preliminary Decision section (if applicable to journal workflow)
Depending on journal workflow, the final decision may be made after a preliminary decision or recommendation.

Version History section
Use this section to view details of a previous version by clicking the appropriate Manuscript ID number. To view review details on previous versions, click the appropriate **View Review Details** link. The Review Details page opens. This page contains details on the following:

- Decision Letter
- Author's Response to Decision Letter
- Reviewer Comments
- Decision Comments

Making a Decision
Make your final decision here. This section displays the available journal-specific decision options.
Select a radio button and add decision comments (to the author) as needed. We recommend the use of a plain text editor (such as Notepad or WordPad) if cutting and pasting into Comment fields (to avoid the potential of illegal characters).

Next, select from three buttons:
- Click Save to save your work without yet sending it.
- Click Create Draft E-Mail to open the editable decision letter to the author.
- Click Commit Decision to save and commit your decision.

Note: The decision does not commit until you click Send and Commit Decision in the email.

The Manuscript Information tab now contains the details of your actions.

Making an Anytime Decision
Some journals allow the decision-maker to bypass the peer review cycle and make an "anytime" decision. You can do this from any of the review task action tabs: Select, Invite, and Assign Reviewers. In the Progress indicator, set the number of reviews required to zero (0). The action tab changes to the Make Decision task.
This action differs from the Immediate Decision action, which, according to journal preferences, can be accessed at any time from the Manuscript Information tab and is not task-related.

**Rescinding a Decision**
Your journal may be configured to allow Editors to rescind their own decisions. To rescind a decision, click the Rescind button on the top right corner of the decision screen.

![AE Decision](image)

To post an immediate decision, set required reviews to 0 and click Save. Select the appropriate radio button and add any (confidential) decision comments as needed. We recommend the use of a plain text editor (such as Notepad or WordPad) if cutting and pasting into Comment fields (to avoid the potential of illegal characters).

Next, select from three buttons:
- Click ☑️ Save to save your work without yet sending it.

**Related Topics**

**Making an Immediate Decision**
Some journals allow the option to make an immediate decision on a manuscript without it completing the peer review process. This ability is role-based depending on the journal’s preference and is not task-dependent.

**Immediate Decision**
If your journal uses this option, it is located in the Manuscript Information tab.

![Editor Immediate Decision](image)
Making Decisions on Manuscripts

- Click Create Draft E-Mail to open the editable decision letter to the author.
- Click Commit Decision to save and commit your decision.

*Note: The decision does not commit until you click the email.*

Send and Commit Decision in

The Manuscript Information tab now contains the details of your actions.

Related Topics
Working with First Look PDFs

Processing First Look™ PDFs

*Note: This topic is for those journals who have elected to activate the First Look functionality within Manuscript Central.*

When a manuscript is accepted for publication, your journal can quickly provide a Web-ready "First Look" PDF to the author and production staff prior to the formal copyedited manuscript delivery via print. This also provides accessibility for future article reference and citation.

Using the Accept for First Look decision type sets the following in motion:

- Creation of a First Look PDF proof, including removal of all cover pages, watermarks, and line numbering
- Delivery of the First Look PDF to the production center and to the author. You can send the manuscript back repeatedly to the author without generating a new .R manuscript version number
- The author can review and approve the First Look PDF and all associated manuscript metadata, and can send the approved information directly to the user responsible for production tasks

**First Look workflow**

Making an “Accept for First Look” decision

A manuscript, after going through the normal peer review process, can receive a decision of type "Accept for First Look." When this decision is entered into the system, the manuscript is sent back to the author but retains the same manuscript ID.

The Accept for First Look decision is a final disposition and is treated as such for reporting purposes.

**Viewing dashboard lists**

When an Accept for First Look decision is made, the First Look PDF version of the manuscript is placed in the author's Author Center. The manuscript is also placed in
the appropriate role's Accepted Manuscripts Sent Back to Author dashboard lists. This queue contains the listing of accepted manuscripts that have been sent back to the author, either via the First Look functionality or through the link in the Manuscript Files tab (see topic).

When the author has reviewed the First Look PDF and has submitted it back the journal, the manuscript is transferred into the next appropriate queue in your journal's Accepted workflow.

**Accessing the First Look PDF**

Once a manuscript has received a decision type of Accept or Accept for First Look, you can view the First Look PDF via a link in the manuscript summary header.

**Exporting First Look PDFs**

You can create a batch for the First Look PDF & Metadata that will export only the stripped-down version of the PDF proof and the metadata.
In the Author Center

After a manuscript receives an Accept for First Look decision an email is sent to the author, informing them that the manuscript has been placed in the First Look Accepted Manuscripts queue of their Author Center. The Status column links to the decision letter and the Actions column displays a submit updated manuscript link. Authors click this link to begin the submission process.
Instructions and Reference Preview
This submission process begins with an Instructions & Reference Preview page which contains some configured instructions, a preview, and any configured custom questions.
Working with First Look PDFs

Editing a First Look PDF

Although not typical, the author can make edits to the files and reconcatenate the PDF.

Submitting the manuscript

At the Review and Submit step, the First Look PDF link displays.

The PDF proof of the file has all “extras” removed – no cover page, no watermark, no line numbers, etc. You must view this proof before submitting the updated manuscript.

After you click Submit, the manuscript moves into the Manuscripts with Decisions queue of your dashboard.
The Send Manuscript Back to Author option

With the First Look PDF feature activated for your journal, an additional option is provided in the Change Manuscript Status section of the Manuscript Files tab.

An additional link, Click here to send the manuscript back to the author allows you to send accepted manuscripts back to the author for post-acceptance changes and proofing.

This process takes place outside the First Look workflow.
Production Center Tasks/Features

Production Editor Center Overview

If configured in your journal's workflow, after a manuscript is approved it can go through the production process via Manuscript Central. This process is managed through a Production Center dashboard. Users with the role type of Production Editor have editor permissions plus the ability to assign manuscripts to batches for export and to configure the batches.

Lists section
Production Editor Lists gives you a view into the number of manuscripts in any given status in the production workflow:

- Complete a production checklist
- Assign manuscripts to a batch
- Assigned manuscripts waiting for export
- Exported batches

Your journal may have granted administrative access to the Production Editor Lists.

Accessing tasks in your list
You can access the tasks in two ways:

1. Clicking the task name displays the View Manuscripts page for all manuscripts in that task status. From the Take Action column you can:
   - Access individual Manuscript Information in order to view and add manuscript production details.

Note: Additional information about general editor pages and functionality is available in the Assigning Manuscripts section of this user guide. Please review those pages.
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- Go to the action tab for that task.

2. Clicking the numeral instead of the task (e.g., 3) opens the action tab for the first manuscript.
   - From here you can also click the Manuscript Information tab in order to view and add manuscript production details.
Tools section
This section allows you to create and manage your volumes, issues, and batches for export.

Issue Management
- Create and manage your volumes and issues.
- Add manuscripts to your issues for export.

Exports
- Batch: Create/manage your list of available export batches.
- Marked - Not Assigned: View and assign manuscripts that have been marked for export, but have not yet been assigned to a batch.
- History: View history of all batch exports and emails.

Production Workflow Tasks

Completing the Production Checklist
The first task in a production workflow is typically the completion of a checklist. The checklist displays in the Complete Production Checklist tab. Any items marked with "red" are required for completing the task.
Note: Each journal can create a custom checklist, so the example may not match your journal configuration.

Actions you can perform on this page:

- Move this manuscript to the next task in the workflow by clicking Checklist Complete.
- Save your work without moving it to the next step in the workflow by clicking Save.

Adding Manuscript Production Details

The Manuscript Information tab may contain production sections for adding and viewing production details. If so, you can perform the following on this page:

- Enter any journal-specific production details
- Assign the manuscript to an issue (create the issues in the Issue Management section of your dashboard tools)
- View the page count calculation
Production Details

DOI (Digital Object Identifier) Information

DOIs are names (characters and/or digits) assigned to objects of intellectual property. DOIs can then be used to find information about the content, including where the content can be found on the Internet. Information about a digital object may change over time, including where to find it, but its DOI will not change.

If the field exists, enter a DOI and click \[\checkmark\] Save.

Assign to Issue

If you use the Issue Management functionality, you can choose an issue from the dropdown list and click \[\checkmark\] Assign. The issue assignment then displays in the header. Manuscript Central allows you to assign manuscripts to issues before acceptance.

\[\text{Note: If you assigned a manuscript to an issue and then need to unassign it, access the Issue Lineup from the Production Center and click the button to remove the manuscript from the lineup.}\]

About Page Count Calculation

Manuscript Central automatically determines the page calculation of manuscripts based on journal-established formulas for figures, words, and other variables.
To calculate page count, the system counts the number of pages in the PDF proofs of each file uploaded with a manuscript submission. By configuration, the journal can specify a multiplier (for each file type designation) to be used in calculating the composed page length of that file.

This section displays the name of each file uploaded, the number of PDF pages per file, the multiplier for the file type designation, the calculated number of journal pages for each file, and the total number of journal pages. The calculated number of pages appears by default in the editable # Pages in Issue column of your Issue Management > Issue List.

**Assigning ManuScriptS to a Batch for Export**
After completing the Production Checklist, the next action is to assign the manuscript to a batch for exporting.

Select a batch from the dropdown list and click Assign.

Now the manuscript is in the batch awaiting export. Exports are performed by the system according to the set criteria.

*Note: To batch multiple manuscripts and then assign them, see topic "Marking Manuscripts for Export."

**Related Topics**
**Marking Manuscripts for Export**
When in the Production Center, View Manuscripts pages include an extra function: Mark for Export. This function allows you to quickly select multiple manuscripts for batching.
To mark manuscripts for export, select the checkboxes in the Ready for Batch column. If you are not clicking Export to CSV, your action is captured and you can leave this page.

**Marked - Not Assigned**

Note in the screenshot example above that we can mark manuscripts for batch without first performing the task of assigning it to a batch. When a manuscript is marked for export using this method, it appears in your Marked – Not Assigned list for assignment to batch.

To assign the manuscripts to a batch, select the desired batch from the Batch Selection dropdown list and click Save.
Using Image Quality Checker

*Note: This topic is for those journals who have elected to activate the Image Quality Check functionality within Manuscript Central.*

Image Quality Check software checks whether image files meet print specifications. If a file does not pass inspection, the system creates a report with detailed suggestions for improving the image. You can email the file to an author, who can upload the revised files and email the corrected images back for upload into the Manuscript Files tab.

If your journal is configured with the Image Quality Check, a queue displays in the Production Editor dashboard lists.

The Action tab contains the image checking functionality. Files available for image checks are displayed. Choose the Select checkboxes for the images you want checked, then click Image Quality Checker.

When the image check is complete, results display in the Most Recent Results column. View individual file results by clicking results, or view the results of all image checks by clicking View Complete Analysis History.
The results page contains a summary section, with any detailed information listed below.

<table>
<thead>
<tr>
<th>Status</th>
<th>Details</th>
<th>Results</th>
</tr>
</thead>
</table>
| Warning | File Type: TIFF  
Color: RGB  
Size (pixels): 92 / 285  
Resolution: 96 dpi  
16 Pica Effective dpi: 79  
24 Pica Effective dpi: 54  
36 Pica Effective dpi: 39 | Color Mode: RGB (Warn)  
Image Resolution low @ 400 dpi (Warn) |

Issue Details:
- Warning: This file has components that use the Red Green Blue (RGB) color model. The image needs to be converted to the Cyan Magenta Yellow Black (CMYK) color model before the job will pass preflight. Further information on the need for images to be in the CMYK color space is explained below.

Suggested Procedure:
- Convert the image from RGB to CMYK. To do this, it is best to use Adobe Photoshop.

If you need to send the images back to the author for correction, click Send Author Most Recent Results. An editable email opens. This email should contain the information the author needs to know in order to resubmit the corrected images.

Typically, the author resubmits the images by email. Replace the original images with the revised images via the Manuscript Files tab. You can perform the image check on newly resubmitted images as often as needed.
Once all files have passed the image check, click on Files Checked - Move to Next Task.

**Batch Management**

**Configuring Batch Exports**
Before you can export any accepted manuscripts, you need to create your export batches. Production Editors (and sometimes Administrators) have the ability to configure an infinite number of batch (timed or bulk) exports. Batches define the format, timing, and location of the export. When you have defined your batches you can assign individual manuscripts to the batch.

Clicking the Batch link in your Tools opens the Batch Setup page.

The Batch Setup page lists the following:
- Name of the batch
- Timing of the batch exports
- Target location of the export

You can edit and delete batches on this page.

**Creating a New Batch**
Below your list of current batches is a section for adding a new batch.

Name the batch

To create a new batch, enter a name for it in the Name of Batch field.

Choose the timing of the export

Select the timing of the batch:
- A specific date
- Weekly on your selected day of the week
• Monthly on your selected day of the month
• Daily
• Within 24 hours when the number of manuscripts reaches a number you enter in the field

Select a target

Next, select the export target (destination of the file). There are two ways to do this:
1. Select a radio button for a previously-entered target. These are listed on the left of the page.
2. Create a new target by completing the information fields on the right of the page.

Creating a new target

1. Give the export a name.
2. Choose which files you want to export.
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3. Enter a destination location: Email or FTP.
   - If email, enter the email address and select a template.
   - If FTP, enter the publisher’s FTP address and your user name and password for the FTP site.

4. Choose a file format.

5. Mark whether this batch is always available or is available only after the Production Checklist is completed.

Click Add to add the new batch to your list of batches. The system will export all manuscripts in the batch according to the criteria you have set.

**Viewing Batch Export History**

There are two options for a journal's view of export history.

![Production Editor Tools](image)

**Basic View**

The Export History page displays a list of manuscripts exported in the past.

![Export History Table](image)

View the batch email for each exported batch by clicking show email. This opens a popup box with information on the export, as well as a link to the files.
Detailed View
By configuration, a journal's batch history displays a more detailed view of batch history for a manuscript.

To view the details of the export history for a manuscript, select View Details in the Take Action column. This brings you to its Manuscript Information tab. Scroll to the Export History section. This section displays the export method, date exported, and history of each export of the manuscript.
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**Issue Management**

**Issue Management Overview**
Create and manage your volumes and issues from the Production Editor Tools section of your dashboard.

This page contains the list of issues already entered in the system. From this page, you have the ability to perform the following:
- View and edit lineup
- Edit the issue
- Add an issue
- Close an issue
- Delete an issue
Adding/Editing an Issue
Access the ability to add or edit an issue from the Issue Management link in the Production Editor Tools.

Adding an Issue
To create an issue, enter information in the following fields:
- Description
- Volume
- Issue
- B/W Image Count
- Page Budget
- Color Image Count

Enter a calendar date (dd-mmm-yyyy) for Print Scheduled Date and Date to Public. You can click the calendar icon to use the popup calendar.
If you select the check box to Mark as Closed, this issue data cannot be edited.

Click Add. The new issue displays in the Issue List.

**Editing an Issue**

To edit the properties of an issue, click the appropriate icon in the Issue List. The page refreshes to display an Edit an Issue section populated with the current data. Make changes as needed and click Save.

**Managing an Issue Lineup**

To add manuscripts to the issue lineup, click the appropriate View/Edit Lineup icon in the Issue List.
The Issue Lineup page opens. This page is comprised of 3 sections:
- A summary of the issue lineup
- An advanced manuscript search
- A section to add placeholders

**Issue Lineup section**

This section displays the current issue lineup, as well as the order and number of pages.
- Send an e-mail to the author by clicking their name.
- Change the order of manuscripts by selecting from the Order column dropdown list.
- Edit the actual number of pages in each manuscript by entering a new number in the # Pages column.
• Click in the Details/Edit column to access/edit information in the Manuscript Information tab.
• Click in the Remove column to remove the manuscript from the issue. This does not remove the manuscript from Manuscript Central.

Click to save any changes you make in this section. For instructions on using Export Lineup, see topic "Exporting an Issue".

Searching for Manuscripts
Use the Advanced Search section to locate and add manuscripts to the current lineup. Enter any search criteria and click Search.

The search results display with a Use This Paper column.

To add manuscripts to the issue lineup, select the appropriate check boxes and click Add Selections from this Page.
To continue searching or to remove the results of this search from view, click Return to Search.

Adding Placeholders
In addition to adding manuscripts, you can add placeholders to your issue lineup.

To add a placeholder, complete the fields and click Add.

Closing an Issue
When an issue is closed, manuscripts can no longer be added to it – the Search for Manuscripts link becomes inactive.

   Note: Users need Admin Permissions (as opposed to Role) in order to mark an issue as closed.

Close an issue by clicking in the Issue List. The Edit an Issue section appears in the lower half of the page.

In the edit interface, select the Mark as Closed checkbox and click Save.

All actions are captured in the Description column of the issue list.

Reopening an issue
If you have the need to re-open an issue, deselect the check in the Mark as Closed checkbox.

**Exporting an Issue**

To export an issue, click ![Export Lineup](#) from the Issue Lineup page.

An Export popup box opens.
If you have already configured export details for the batch you want to send, select one of the available export targets. You can also create a new target.

Select a pre-defined export target

Next, select the export target (destination of the file). There are two ways to do this:
1. Select a radio button for a previously-entered target. These are listed on the left of the page.
2. Create a new target by completing the information fields on the right of the page.

Define a new export target

1. Give the export a name.
2. Choose which files you want to export.
3. Enter a destination location: Email or FTP.
   • If email, enter the email address and select a template.
   • If FTP
4. Choose a file format.

When you are finished specifying the export format and target, click Export. An export confirmation message displays when the export is complete.
Journal Administration

Admin Center Overview

This section of the user guide covers the Manuscript Central features and options for the journal's administrative staff. The Dashboard allows you to manage submitted manuscripts and monitor them through the full review process. This is also where you perform Manuscript Central administrative tasks such as setting up user accounts and creating email templates.
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Dashboard
You can access manuscript in each peer review status by clicking on the status queue title. The number next to each status queue title indicates the number of manuscripts in that status. You may search for specific manuscripts with the Quick Manuscript Search form or conduct an "Advanced Search" by clicking the link below (the advanced search form will display at the bottom of this page). For tips on conducting searches, click the following link: 

Admin Lists Section
Admin Lists gives you a view into the number of manuscripts in any given status. Clicking a link brings you to a details page and allows you to view details and take action. Your task list may look different than the example.
Admin Tools Section
This section and its functionality appears only on the Admin dashboard. Manage the journal's configuration and functionality through this section.

Quick and Advanced Manuscript Searches
Except for Author and Reviewer roles, each center's dashboard contains a manuscript search section. You can search using the quick or advanced search functions.

Note: Headers on all pages also contain search functionality. As Admin, you can search by title, manuscript ID, email address, and first and/or last name.

Related Topics

Configuring Journal-Specific Instructions for Users

As the journal administrator, you may have been granted the additional role permissions to customize all page instructions to further aid the users of your journal's Manuscript Central pages. This is particularly helpful for ensuring that your journal's author submission process is followed.

Add custom instructions by clicking this link at the bottom of most Manuscript Central pages:

Admin: configure instructions

Note: If you do not see this link, you may contact your Publisher or ScholarOne Customer Support for assistance.

An Instructions dialog box opens. Here you can add, edit or delete the brief and full instructions and insert links to files.
Brief Instructions
Enter brief instructions that will be displayed at the top of the page. We typically recommend this be no more than 3 or 4 lines.

Full Instructions
Users can access any further instructions by clicking a link at the end of the brief instructions.

Inputting Text
To input text, type text into the Brief Instructions and Full Instructions fields. You may also copy and paste from a basic text editor, such as Notepad. Do not copy and paste from Word. We strongly recommend that you use only plain text (not HTML) when creating instructions. If you must use HTML tags, please test them first on mc-impl before applying them to your live side. Small errors in HTML tags can cause serious problems with your Manuscript Central site.

Uploading Links to Files
To include a file on this page, first upload it to the system by clicking Browse. Locate and double-click the file, then click . The page refreshes to show the file has successfully uploaded to the site. Now create a link to the uploaded file by copying the full HTML “a href” tag and pasting it where you want the link to go.

When you are finished adding text and files to this page, click . Always verify that your text and links are correct.

Instructions & Forms
Users with configuration or administrative permissions can edit the text and files on the Instructions & Forms page either by navigating to the Configuration Center or by clicking the Instructions & Forms link in the header from any page where they are logged in to the system.

Examples of use for this page include links to copyright forms, disclosure forms, images, and HTML-formatted text.

Access these files through the Instructions & Forms tab at the top of all pages, or through the link within the Resources section on the Log In and Welcome pages.

*Note: If you do not have the ability to edit this page, contact your Publisher or ScholarOne Customer Support for assistance.*

*Note: Please do not attempt to upload files while you are editing the text. You will lose any changes if you leave the text editing without saving.*

The default text appearing on the Instructions & Forms page contains any system and browser requirements that are necessary in order to successfully use the system. Do not removed this text. Instead, place any custom links or text above the default text.

**Uploading Files**
To include a file on this page, first upload it to the system by clicking Browse. Locate and double-click the file, then click Upload. The page refreshes to show the file has successfully uploaded to the site.
To create a link to the uploaded file, use the HTML "a href" tag to link to the appropriate Link to this File text in the Uploaded Files list. Be sure to include the whole tag, which has </a> at the end. Click Save.

**Inputting Text**

To input text to be used on this page, type or copy-and-paste text into the Text on this page field. You need to use HTML code for anything other than plain text.

For example, the HTML formatting for italics is <i> and </i>. Place the <i> in front of the text you want to italicize and the </i> at the end:

<i>Here is my italicized text.</i>

When you are finished adding text and files to this page, click Save.

**Validating Results**

To view what the Instructions & Forms page will look like to your users, log out and click the Instructions & Forms link in the Resources section of the Log In page. Be sure to test your links to make sure they are working properly.

**Completing the Admin Checklist**

Many review processes include a step where manuscript files and details are reviewed prior to sending the manuscript to the Editorial Staff. If your journal has configured this step into the review process, view the link from the Admin Lists section of the dashboard.
Clicking the numeral opens the first manuscript for checklist completion. Clicking the linked task ("Complete Checklist") brings you to the View Manuscripts page, which displays a list of all manuscripts awaiting check-in.

**Manuscript Header**

The header displays a summary section at the top. This header remains at the top of pages throughout the workflow.

The header may contain the following information:

- Manuscript ID
- Notes link - if applicable, appears to the left of the manuscript ID.
- Title
- Companion Paper link - if applicable, appears to the left of the manuscript ID.
- Author (and any co-authors)
- Status
- Submitted date
- Last updated date
- Total time in review

**Proofs (see topic in Editor Center Features/Tasks > Viewing Manuscript Information section)**

You can view manuscript files in a variety of ways.

- HTML
- PDF
- Supplementary files submitted with the manuscript
- Files in their original format
- Manuscript abstract
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Note: Each journal can create a custom checklist, so the example is likely not match your journal configuration.

Complete the checklist. Any fields marked with *req* are required.

Actions you can perform on this page:
- If after reviewing the files and checking through the checklist you wish to allow the manuscript to continue in the peer review process, click ✔ Approve.
- Some journals give you the option to reject a manuscript immediately. If you wish to reject the manuscript immediately, click ✗ Reject. The system requires you to confirm this choice.

*If the Admin does not have the ability to Reject a manuscript, a Checklist Completed button is displayed in place of the Approve button.*

- Save your work without moving it to the next step in the workflow by clicking ✔ Save.

**Proxying as a User**

As the Journal Administrator, you have the unique ability to proxy (log in) as other users. This is helpful when you need to push papers through the review process or in order to assist a user.

There are three ways to access this capability:
- View the Manuscript Information page for a manuscript. All users associated with the manuscript appear with a proxy link next to their name.
- Search for users with the Adv. User Search in the quick link area on the top right of pages.
- Search for the user through the Admin Tools > User Administration area of your dashboard.

The Search Results page opens.
Click the **proxy** link in the User ID / E-Mail column. The user's Welcome page opens.

Note the highlighted area on the upper right of the page, indicating that the admin is proxied in as the author. Manuscript Central logs all actions you perform while you are proxied as another user. This information is tracked in the Audit Trail tab.

To log out as the user and return to your view, click Previous User (see arrow).

*Note: you cannot "double proxy." To proxy in as another user, first click Previous User, then proxy as the next user.*

**Using the Person Details Page**

The Person Details page provides you with a summary of the user account information. When accessed through user search, it also provides you with some account administration functionality.

**Accessing the Person Details page**

You can access a user's Person Details page in many ways.

- When assigning editors, click the **View Details** link.
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- During the reviewer selection process, click to the left of a selectee's name.

- Perform a user search. On the Search Results page, click the administrative user search will return the most information.

Viewing the Person Details page
The Person Details popup allows you to view valuable user information. Sections that can be viewed by the user depend on from where you are accessing the page.
- Name/Contact Information
- History Analysis by role (including details)
- User keyword attributes
- View user information in PubMed
- Correspondence and password history
Person A

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

Name / Contact Information

- **Full Name:** [Name]
- **Primary affiliation:** Implementation Schkol or One
- **Address:** 378 Greenhllar Or.
- **Charlottesville VA 22902 United States Phone:** (334) 811 20
- **Primary E-mail:** qa mcjsdolarone.com
- **Secondary Y ft-lal**

Password guess:

- **Name:** [Name]
- **Contact Information:**
  - **Fun Name:** [Name]
  - **Address:**

Previewer History Analysis

The numbers below represent the count for MCUI

- **0** Total number of manuscripts assigned to date P.Mt 12 months
- **0** Total number of manuscripts ready assigned
- **0** Total number of reviews completed to the post 12 months
- **0** Total number of open invitations (person has been invited, but has not responded to the invitation)

**N/A** Date of last invitation

- **0** Number of times Agreed
- **0** Number of times Declined
- **0** Number of times Re: Ov. Response
- **0** Number of times No: Response
- **0** Number of times Unavailable

**N/A** Average turnaround time

**N/A** Average Score

History:

- **od11te Editor History Analysis**

The numbers below represent the count for "CU1"

- **1** Total number of manuscripts assigned in the post 12 months

**N/A** Lifetime acceptance ratio

History:

- **Editor-in-Chief History Analysis**

The numbers below represent the count for "CU1"

- **0** Total number of manuscripts assigned in the post 12 months

**N/A** Total number of submitted manuscripts

History:

- **Author History Analysis**

Number of manuscripts submitted in the past 12 months

**N/A** Lifetime acceptance ratio

- **0** Total number of submitted manuscripts (person has been invited, but has not responded to the invitation)

**N/A** Author History Analysis

**Attributes**

- **Keyword:** [Keyword]
Functions available in the Person Details page
In addition to viewing user details, you can perform some tasks on this page.
- Click the hyperlinked name on the top right of the page to open an editable email.
- Add free text in the Comments section.
- Send an e-mail reminder to an invited reviewer.
- Click the links in the Administrative Options section to either send an email with a link to the password reset process to the user or to delete the user account.

Note: You can only delete a user account if it has no current task assignments. Also, since the unique identifier for a user is their email address, that email address cannot be reused.

- View all correspondence by clicking the link in the Correspondence section
- Click the icon to open an editable version of the email message.

About Attributes
In Manuscript Central, attributes are characteristics associated with a user or a submission. Combination attributes are characteristics used to describe both. File designations are also a type of attribute.

User Attributes
Examples of the attributes used to describe a person:
- Areas of expertise
- Specialities
- Membership status

Submission Attributes
Examples of the attributes of a manuscript submission:
- Subject categories
- Keywords
- Classifications

Combination Attributes
Use combination attributes when you are trying to match submissions to users. This requires that the keyword list for people added to the system and for document submission be the same.

**Auto-Suggest feature**
This feature uses the author-supplied characteristics of a combination attribute in finding matches within user accounts. The most common search type is for reviewer selection and assignment.

**File Attributes**
Manuscripts are composed of file and their file designations, which are another kind of attribute. Common file designations include those seen here:

**Changing a Manuscript's Status**

*Note: Working in this section requires Admin role permissions.*
If the author has made an error in their manuscript submission and wishes to edit it, or if the journal would like to withdraw the submission from peer review, you can either unsubmit or withdraw the manuscript by clicking the appropriate link. Perform these actions from within the manuscript's Manuscript Files tab.

Unsubmitting a Manuscript
You should only unsubmit a manuscript that has not yet begun the peer review process. Clicking this link places the manuscript in the author's Unsubmitted Manuscripts list.

Withdrawing a Manuscript
This action takes the manuscript out of the peer review process and places it back in the author's dashboard, in the Withdrawn Manuscripts list. (Use Advanced Search if you need to locate a manuscript that has been withdrawn.)

Sending the Manuscript Back to Author (First Look functionality only)
With the First Look PDF feature activated for your journal, an additional link, Click here to send the manuscript back to the author allows you to send accepted manuscripts back to the author for post-acceptance changes and proofing.

This process takes place outside the First Look workflow.

Exporting Files from the Manuscript Files Tab

As needed, you can export the manuscript. For example, you may export files to your production center.

Clicking Export displays the Export popup box.

Choose one of the following:
- Select a pre-defined export target
- Define a new export target and format
To specify a unique target and format, enter the name of the export, select a radio button for the files you want to export, and specify the target.

Click Export.

Export History
The Export History section lists all exports that have been performed for this manuscript.

Editing Completed Review or Recommendation Forms
Administrators have the ability to edit completed review or recommendation forms without rescinding them. When you access the completed form, click \[\text{button}\]. The form opens in editable mode, allowing you to make and save changes. Any changes made to these forms are tracked in the Audit Trail.

Note: Because this is the preferred way of updating a review form after decision, the journal will not be able to rescind reviews after decision.

User Administration

User Search

Searching for Users
As the Journal Administrator, you have significant user search capabilities. Access this feature from the Admin Tools > User Administration area of your dashboard.

The User Search page opens.

Quick Search

The quick search page allows you to search for a user based on their First Name, Last Name, User ID, and/or Email Address.
Enter the search criteria and click Search. The system displays any user that matches the criteria.

Advanced Search

If you need more advanced search capabilities, click Advanced Search.
Enter criteria in any of the fields or combinations of fields.

Note: If your site is a portal site that includes families of journals, you can specify the journal.

If you want to search by keywords/attributes, you can click \( \square \) Pick next to the Keyword field and select them from the list.

You can check boxes to search for users with missing email addresses, excluded reviewers, and to mark the search criteria as case-sensitive.

When you are finished entering the search criteria, click \( \square \) Search.

Using Boolean search parameters
You can use Boolean search parameters in Advanced Search.

- Exclude a word from the search by putting a minus sign ("-") immediately in front of it. This type of exclusion can be used in any field except the Keyword field.
- You can also use a wildcard ("*"), in place of any other character (e.g., "Jo*" will return "John"). You can also use the wildcard search feature in Quick Search.
- The symbol * next to a field indicates that you can make multiple entries separated by commas.

**Simple Search**

You can also access the Advanced User Search page directly by selecting that link from the simple search links at the top right of most pages in Manuscript Central.

**About Search Results**

The search results page displays the total number of results found. (If there are more than ten results, you can page through them.)

There are a number of functions you can perform on this page.

- Clicking the linked name in the Name column brings up an editable email.
- Clicking the Proxy link allows you to perform all functions of that user.
- Use the Mark for Merge checkboxes to access the Merge Duplicate Users page.
- Click to display the Person Details page.
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- Click to go to the Edit User Account pages.

For large user searches that return more than 500 results, click the link at the top of the page to request a CSV file with the entire result set.

Full results may take as long as 30 minutes to be generated. You will receive an e-mail when they are complete, and can retrieve them from your Admin Dashboard in the User Administration section.

**User Administration**

- User Search
- Add User Account
- Merge Duplicate Users
- Broadcast E-Mails
- Broadcast E-Mails History
- Extended User Search Results

**Merging Duplicate Users**

You can easily view duplicate accounts from User Search results. To merge duplicate accounts, check the box to mark for merge each duplicate account and click Go To Merge.
The Merge Users page opens, with the selected names displayed for your action.

**Related Topics**

**Add/Manage User Account**

**Adding a User**
One of the tasks of the Journal Administrator is to create user accounts. Adding a new user is a four-step process accessed from the Admin Tools section of the dashboard.

**Step 1: Name**

Enter user name and email information.
Note: Required fields are denoted by \(*) to the right of a field.

Click Next.

Step 2: Contact Info

Enter primary and secondary address information. Click Next.

Note: The Progress Bar on the left side of the screen displays each step in the Add User process. Progress Bars appear throughout Manuscript Central wherever there are processes requiring multiple screens.

Step 3: User ID & Password

The User ID defaults to the primary email address. An email with a temporary password included is sent to the user when you finish adding the account. The
temporary password allows them to log in and set their own password (they can also change their User ID). Manuscript Central will not send permanent passwords in emails.

Add User

Enter a User ID and Password into the boxes below. The User ID cannot contain spaces; passwords must be at least 8 characters in length. If the user is planning on being unavailable for a period of time, enter the dates into the "unavailable dates" field. Click the "Edit" button to modify the user's current permissions. Required fields are marked with "req." When you are finished, click "finish."

User ID

Password

Keywords

If your journal uses keywords to further define a user, add those keywords here.
If the list is hierarchical or allows for multiple selections, highlight a word (or
multiple words) and click **Add**.
If keywords are configured as a dropdown list, select from the list.

*Note: Some journals set up keywords/attributes as a searchable list instead of a
dropdown list.*

Unavailable Dates and Email Exemptions
You can enter dates that a user is not available for assignments or contact. You
can further designate what happens to any task-related email reminders during the
user’s absence.

![Unavailable Dates and E-Mail Exemptions](image)

Enter unavailable dates in mm/dd/yyyy format or click **Select From Calendar** to select them from a
popup calendar. Your journal may also display a field for entering the reason for
unavailability.

Next, select a radio button for email activity during the user’s absence. The three
choices are:
- Any reminder emails will still be sent by the system - default
- No reminder emails will be sent
- Only email reminders for the role of reviewer will not be sent

If choosing one of the two exemptions, you have the option to enter exemption start
and end dates that are different than the unavailable dates (e.g., start sending
reviewer reminder emails three days before the unavailable end date).

Person Designations
Your journal may include this configured section. Designations flag users as
specialized, e.g., a Senior person designation when searching for reviewers.

Comments
A free text field.

Signature
Users can enter a signature as part of their user profile. Your journal can then
choose to use that signature by entering a specific Signature e-mail tag in templates.

Attach File(s)
Attach files as needed by browsing to the file and clicking **Attach**. Attachments can
be managed from the right side of the section.

Click **Next**.

**Step 4: Roles & Permissions**

In the final step, set user roles and permissions.
To edit the default roles and permissions, click A popup box appears.

Edit roles and permissions by selecting choices from the configured dropdown lists and using the checkboxes.

*Note: The Administrator Role must be added or modified by ScholarOne Customer Support.*

Assigning roles
You can give a user any combination of roles by checking the box next to the role name. Enter a Start Date by using the calendar function. If the role is temporary, use the calendar to give them a Start Date and an End Date.

*Note: Once a user has been assigned a role, never deselect the checkbox next to the role. This action removes not only the user from that role but any associated historical data (reviews, decisions, etc.). Instead, enter calendar Start and End dates.*

Click Save.

**Related Topics**

**Editing a User Account**
You can edit a user’s account by first performing a user search in order to display their account. (Also, journals typically give users the permission to edit their own account - see bottom of page.)

Clicking brings you to the first of the 4 account screens. Move through the editable pages and click Finish when you have completed your changes.

Inactivating User Roles

Never remove a user role by deselecting the checkbox next to the role. This action removes not only the user from that role but any associated historical data (reviews, decisions, etc.).
Instead, use the Start and Soft and Hard End Date fields to inactivate their role by calendar date. When a Soft End Date is entered for a role, the user will have the privileges of that role only for papers to which he was previously assigned, but will not be able to be assigned any new papers under that role. When the Hard End Date passes, the user will no longer have privileges for that role. This function is particularly useful for editors who will be leaving their role, but need to complete work on manuscripts assigned during their tenure.

Account Owner Modifying Account

A useful feature is the user's ability to edit their own account, which most journals allow. Please encourage your users to use the Edit Account tab to update their contact information. The Edit Account link displays on all Manuscript pages after log in.

Users do not have access to step 4 of the account (roles & permissions). Otherwise, they can change all information including their User ID (which they will want to do if their User ID is their old email address) and password. The User ID does not have to be their email address.
Also, please remind users that they must click the Finish button on step 3 in order for their changes to be saved.

Related Topics

Excluding Reviewers
There are a variety of reasons why a journal may wish to have a reviewer in the system but to exclude them from selection in the peer review process. You can designate a Reviewer as "Excluded" on their User Permissions & Roles page.

When you designate a Reviewer Status of Excluded:
- That reviewer can still log in and access their Reviewer Center.
- Their name does not appear in a selection dropdown list of reviewers.
• If an Editor or Admin tries to create an account for an excluded reviewer, they are notified that this person already exists in the system and is not eligible to review the manuscript.

   Note: Reviewers marked as ‘excluded’ are not provided with any indication of this setting. The anonymity and conflict configuration settings continue to apply to Excluded Reviewers.

**Related Topics**

**Merging Duplicate Users**

Duplicate user accounts can cause numerous problems for journals and Administrators should routinely check for them. Duplicate accounts can prevent the affected user from logging in, from getting their password when using the Password Help function, from locating a manuscript for review, and even from locating a manuscript that has received a decision. Thus, it benefits the journal Administrator to keep these duplicates to a minimum.

Multiple accounts can result from a user who has been entered into the system more than once, from Editors adding Reviewers "on-the-fly", from authors adding co-authors, and from users creating a second account. To correct such multiple accounts the solution is to merge them, but merging should be done with caution. Before merging any account, it is important that you first confirm that the two (or more) accounts are for the same person. You can generally do this by carefully examining the account details, but occasionally you may need to email or telephone the user.

What is merged

- Historical manuscript data
- Correspondence

What is not merged

- Account information (address, password, etc.)
- Keywords
- Comments
- "Has pending reminders for"

If this confirmation window shows pending reminders, consider merging the accounts the other way. If you merge away an account with pending reminders the system will send the review reminder letters even after the user has submitted the review.

There are 2 ways to access the Merge Users page: from the user Search Results page and from the Merge Duplicate Users link located in the Tools section of the Admin dashboard.

**User Search Results**

You can easily view duplicate accounts from User Search results. To merge duplicate accounts, check the box to mark for merge each duplicate account and click [Go To Merge].
This action opens the standard Merge Duplicate Users page, with the user accounts you marked ready for your action in the Merge section. Select one radio button to designate that account as Primary Person. The other account information will merge into this one.

Click **Merge**. The system asks for confirmation before the merge is completed.

A record of the merge is written into the primary account's Comments field.

**Admin Tools > User Administration > Merge Duplicate Users**

Access the link from the Admin Tools > User Administration area of the dashboard.

You can search for duplicate users based on several different criteria. Select the radio button next to the option you'd like to search. By clicking the radio button next to "Perform the search below," you can search for a specific user. Clicking **Search** displays the results in the lower half of the page.
Review the information to confirm that the two accounts actually belong to one person.

Merge two accounts

Select the checkbox in the Mark for Merge column for the accounts you wish to merge. Select one radio button to designate that account as Primary Person. The other account information (including correspondence) and any additional roles will merge into this one.
Click Merge. The system asks for confirmation before the merge is completed.

A record of the merge is written into the primary account's Comments field.

**Related Topics**

**Sending Broadcast E-mails / Viewing Broadcast E-Mails History**

The Broadcast Email feature allows the Journal Administrator to create and send an email message, independent of tasks or documents, to a large group of users. For example, you could use this feature to send a thank you to all reviewers at the end of the year.

All broadcast e-mails sent are captured in Broadcast E-Mails History.

**1. Create the E-Mail Template**

The first step in sending a broadcast email is to create the e-mail template you wish to send. Do this in the System E-mails > Misc. Event-Driven E-Mails section of your E-mail Templates.

*Note: When creating a new broadcast email, it is important to use the Person tag (instead of the PRole tag) in the To: field. Also, be sure to mark the new template as Active.*

**2. Conduct the User Search**
After creating the broadcast e-mail for sending, access the broadcast e-mail feature from Admin Tools > User Administration > Broadcast E-Mails.

The Broadcast E-Mails page displays:

You may use a combination of any of the fields in all 3 sections to perform your search:

- User Account Information
- Activity Information
- Filter Options

Next, select the e-mail template you created for this broadcast email from the dropdown list of selections.

Click Schedule Search.
The following page displays:

Depending on the size of the search, results may take up to 30 minutes to display. You can click the refresh link on this page, or you may leave the Broadcast E-Mail feature to perform other tasks. You will be notified by email when the search is completed.

**Start a New Search**
At any time before the search results are available, you may cancel the search by clicking Start a New Search. This action returns you to the main Broadcast E-Mails page.

**3. Manage Search Results**
When the search is completed, the results display in sets of 10. Use the Results dropdown list or the arrows to move through pages.
• You can exclude individual users from the e-mail by deselecting their Include in E-Mail checkbox.
• Use the Search Results - check all and uncheck all links to include or exclude a page of users.
• To abandon the search results and begin again, click Start a New Search.

Search results remain available for 7 days. After 7 days, the main Broadcast E-Mails page re-displays.

4. Send Test E-Mail and Send Broadcast E-Mail
As a final verification, you must send a test email to yourself by clicking Send Test E-Mail. Please perform a final review of the broadcast e-mail.

Once the test e-mail is sent, the page displays the following:

Click Send E-Mail Now to complete the process.

Broadcast E-mails History
Once the e-mails are scheduled for sending they are recorded in Broadcast History. View the list of broadcast e-mails sent by clicking the link in the User Administration section of Admin Tools.

A table lists the broadcast emails sent from your journal site. You can click the view search criteria link. Clicking displays the details of the send and gives you the opportunity to view the e-mail.
Setup Tools

Setting Configuration Defaults
The Configuration Settings page allows you to view and edit key configuration values:

- Set permissions defaults
- Set email contacts
- Turn reviewer rating feature on or off
- Reviewer Center configuration options
- Set invited author invitation reminders
- Enter your archiving preferences

Access this page from the Admin Tools > Setup area of your dashboard.

Setting Permission Defaults
Permission defaults are the those roles automatically assigned to all users when their accounts are created.
Check the boxes to assign permission defaults for your system. (We suggest author only or author and reviewer).

You can also remove the ability for users to create their own accounts by de-selecting the **Allow new users to create accounts?** checkbox.

**Setting E-mail Contacts**
This section allows you to configure the names and contact information for the Journal Administrator and the Editor in Chief. Fields using email tags for these people will populate with this information. ScholarOne uses this information to contact the journal.

**E-Mail address to use for users who don't have email addresses**

Enter a default email address to use for users who do not have an email address listed in their account. Typically, these emails will go to the Journal Admin. Be sure to check this email box often for emails.

**E-Mail address to send errors to**

Typically, these emails will go to the Journal Admin.

**Activating Reviewer Rating**

Deselect this check box to turn off the Reviewer Rating feature.
Reviewer Center Configuration

Blinding editor names

If you do not select the check boxes, the reviewer will not see the names of the Editor and/or EIC in their view of the manuscript details.

Invitation reminders

You can send up to two invitation reminders to a reviewer. Enter the number of days from invitation to reminder. To send no reminders, leave the field blank.

Note: These settings must match with the Reviewer Invitation Reminders in the journal's System E-mail templates.

Overdue Reviewer Response

This setting indicates the number of days until a reviewer response to invitation becomes overdue. This setting flags overdue reviewer responses in red, in both the appropriate manuscript lists and in the header of the manuscript.

Setting Invited Author Invitation Reminders

If your journal has an invitation or MRW workflow, you can send up to two invitation reminders to an invited author. Enter the number of days from invitation to reminder. To send no reminders, leave the field blank.

Note: These settings must match with the Author Invitation Reminders 1 and 2 located in the journal's System E-mail templates.
Setting Default Journal Options
You can set a number of defaults including country, print and digital ISSNs, and your journal name abbreviation.

Maintaining Keywords Lists
The keyword maintenance feature allows you to export your journal's list of attributes/keywords as a CSV (comma separated values) file.

Access the link from the Admin Tools > Setup area of your Admin dashboard.

Choose what you want to export by selecting one of two radio buttons:
- Export all system: choose from the dropdown list.
- Export [choose from dropdown list] entered by users between: select From and To calendar dates.
Click Go. You are prompted to save the file to your local drive. You can then open the file in Excel.

Previous Exports

Performing an export will refresh the page and add the export to the Previous Exports table. This table lists the type of export performed, who performed the export, when it was performed, and the option to download the file produced.
E-mail Templates

Working with Journal E-mail Templates

The responsibility for configuration of all of the system e-mails is usually that of the Journal Administrator. Because new journal sites receive pre-configured email templates with default text, usually the Administrator needs only to turn off the e-mails they do not wish to use and to personalize the text.

The Manuscript Central email templates are categorized as follows:
- Hyperlink e-mails
- System e-mails
- Decision letters
- Invitation e-mails
- Invitation response e-mails
- E-mail notification and reminders
- Author reminders

Many events in Manuscript Central can trigger e-mails. These e-mails may be initiated by a user or generated automatically by the system. E-mail triggers are defined by the Journal Administrator through templates tied to specific events.

Required E-mails
The following e-mails are required by the system:

**Decision-driven**
- All decision-driven e-mails are required

**Invitation-driven**
- All invitation-driven e-mails are required

**Invitation response-driven**
- The Reviewer Agreed e-mail is required

**System-driven**
- Unassign Author
- Unassign Reviewer
- Unassign Editor
- Manuscript is Withdrawn
- Manuscript is Unsubmitted
- Immediate Reject Decision from the Checklist

Administrators typically create one or more e-mail templates for any event. Each template may contain e-mail tags that are placeholders for manuscript, workflow or user information that gets replaced with actual data at the time the e-mails are sent.

Access e-mail template management from the link in the Setup section of the Admin Center dashboard.
The E-mail page opens. Use the dropdown list to access the different types of templates.

**Task Detail Help**
While creating e-mail templates, you can click 🤓 to give you a detailed explanation of the task.

**Modifying an E-mail Template**
Click 🖌️ in the Modify column. An editable template page opens. In the example below, a hyperlink e-mail template is displayed.

- The Current E-Mail section displays the most recently saved version of this template
- The Edit E-Mail section contains editable fields
You also have the ability to attach files to this template.

When you are finished, save the template.

Inserting E-mail tags (see Related Topics)
Clicking View E-Mail Tags displays a list of tags available for entering in the template. E-mail tags are replaced with the associated manuscript or user
information when an email is generated from this template. You can export this list to Excel.

To insert these tags into your template, cut and paste the desired tag into the desired location.

**Creating a New E-mail Template**

To create a new e-mail, click the add template link next to the event, decision, or invitation for which you want to create the e-mail.

This opens a blank e-mail template window. You can either fill in the fields yourself or you can begin by copying and then modifying an existing template.

**Multiple E-mails for Selection within E-mails**

You can add more than one e-mail template for a single task. When you marked them as "Required for Event," they will display in a dropdown list for selection within the actual email being sent. E-mail templates for which this is possible are as follows:

- System E-Mails
  - Submission Confirmation
  - Unsubmit Manuscript
  - Unassign Editor
  - Re-assign Editor
- Mass Author Invitation
- Decision E-Mails
- Invitation E-Mails
- Invitation Response E-Mails

**E-mail Tools**

At the bottom of each template list page is the E-Mail Tools section. You can globally replace text by clicking . Enter the existing (case-sensitive) text in the Search For field and the replacement text (case-sensitive) in the Replace With field. Click

This area also allows you to download your e-mail files, edit them in an offline text editor, and upload the modified files back into Manuscript Central. The download is in the form of an XML file containing all of your current e-mail templates.
• Save the file and then open it and make your edits in a plain-text editor such as WordPad or Notepad
• Upload the modified file by using the Browse button to locate the file on your hard drive and then clicking Upload to upload the file

Email Tags

Inserting e-mail tags into your templates informs Manuscript Central to automatically pull information into the e-mail as it's being generated. By doing this, every e-mail becomes a custom e-mail. You can recognize these "smart" tags easily within your e-mail templates as all e-mail tags use this format:

```##TAG_NAME##```

There are 12 potential categories of e-mail tags for your use.

<table>
<thead>
<tr>
<th>Email Tag Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person Fields</td>
<td>&quot;Person&quot; is the person who is receiving an action</td>
</tr>
<tr>
<td>User Fields</td>
<td>&quot;User&quot; is the person who is using the site. e.g., if you are assigning an Editor, you are the &quot;user&quot; and the Editor is the &quot;person&quot;</td>
</tr>
<tr>
<td>Site Fields</td>
<td>Tags associated with generic site parameters - site URL, journal name, etc.</td>
</tr>
<tr>
<td>Document Fields</td>
<td>Tags associated with generic manuscript parameters - title, abstract, etc.</td>
</tr>
<tr>
<td>Document Roles (PRole)</td>
<td>People who fulfill certain roles for the manuscript. Referred to as &quot;PRole&quot; (Person Role) tags.</td>
</tr>
<tr>
<td>Attributes</td>
<td>A list of the attributes associated with the manuscript</td>
</tr>
<tr>
<td>Custom Questions</td>
<td>Answers to the custom questions configured for the journal</td>
</tr>
<tr>
<td>Document Task Fields</td>
<td>Fields associated with various tasks in the workflow</td>
</tr>
<tr>
<td>Invitation Fields</td>
<td>A tag that inserts links into the e-mail, allowing invitees to respond automatically to invitations by clicking the appropriate link</td>
</tr>
<tr>
<td>Invited Paper Fields</td>
<td>These tags reflect items concerning Invited Papers.</td>
</tr>
<tr>
<td>Transfer</td>
<td>These tags reflect items concerning the</td>
</tr>
</tbody>
</table>
4.0 Online User Guide

**Document Fields**

Transfer of manuscripts from one journal to another.

**User Defined Email Tags**

Create your own e-mail tags

---

**Inserting email tags**

View a list of tags by clicking the View E-Mail Tags icon.

The list of all e-mail tags and their description opens.

To insert an e-mail tag into a template, locate the desired tag and copy/paste the tag into the e-mail. Be sure to include both sets of ##.

*Note: You can export the full list of e-mail tags into Excel using Export to CSV at the bottom of the list.*

**User defined e-mail tags**

You have the ability to create your own e-mail tags. For example, some journals create a tag containing copyright information, which they then insert into various templates.
Clicking **add user defined tag** (bottom of page) opens a popup box for configuring custom e-mail tags.

Complete the following fields:
- **Name** - will translate as ##TAG Name##
- **Description** - what the tag is used for
- **Body** - the text that will replace the tag in the actual e-mail

Click ☑️ **Save**.

Your new tag displays in the User Defined Fields section, where you also have the option to edit or delete it.

*Note: Before deleting an e-mail tag be sure it is not used in any of your e-mail templates.*

**To** field - Person tag or PRole tag?
One aspect of setting up your e-mails that can cause confusion is knowing which e-mail tag to use in the **TO** field. In general, your journal site has been configured by us to use the correct PRole or Person tag. A good rule to follow is to never replace one with the other.

Most of the time Manuscript Central knows who the “person” assigned to the task or event is, so using the Person Email tag is sufficient. However, there are instances
when you should use one of the “Person-role,” or PRole tags to be more specific with Manuscript Central. This ensures that the correct person is receiving the e-mail.

We recommend that you follow these guidelines for use of Person or PRole tags:

- Hyperlink E-mails - use the Person tag
- System E-mails - use the Person tag except for E-Mails for Authors / Co-Author section
- Decision Letters - use the PROLE tag except to the Publisher
- Invitation & Invitation Response E-mails - use the Person tag
- E-Mail Notifications and Reminders - use the PROLE tag except review and score tasks to Reviewers
- Author Reminders e-mails - use the Person tag

In addition, we recommend the use the Person tag for broadcast e-mails

**Using the Task Due Date Tags**

A tag for the task due date can be used within your e-mail templates. Please be aware that there are separate tags for different roles:

- Use the `##Task_Due_Date##` tag for internal staff
- Use the `## REVIEW_TASK_DUE_DATE##` for reviewers
- Use the `##AUTHOR_NUM_DAYS_TILL_DUE##` for authors

**Hyperlink E-mails**

Hyperlink e-mails are those e-mails sent to another user by clicking that person's name when it appears hyperlinked (underlined) in Manuscript Central.

**Types of e-mails**

There are two types of hyperlink e-mails:

**Hyperlink E-Mail (From Within Manuscript Details)**

This e-mail is triggered when the user clicks on a hyperlinked user's name within the context of the manuscript. These e-mails are recorded in the manuscript audit trail.

**Hyperlink E-Mail (From Outside Manuscript Details)**

This e-mail is triggered when the user clicks on a hyperlinked user's name outside the context of a manuscript (e.g., from User Administration). These e-mails are recorded in the person’s correspondence history, accessible from the person’s user details.
Related Topics

System E-mails

System e-mails are those triggered when system events occur that are not workflow related. Therefore any generic event occurring in Manuscript Central could trigger a system e-mail.

The System E-Mails template page displays a list of the e-mails configured for your journal.

System E-mail Categories
System e-mails are sectioned into the following categories:
- E-Mails for Authors / Co-Authors
- E-Mails for Invited Authors / MRW
- Account Related E-Mails
- Misc. Event-Driven E-Mails
System E-mail Configuration Options
Each template has two configuration option checkboxes:

- **Edit Before Sending** - check this box to allow sender to edit the email before sending (the Active checkbox must be checked also).
- **Active** - check this box to trigger the email when an associated event occurs.

You can also **Modify** or **Delete** a template by clicking the corresponding icons.

System e-mails not editable before sending
The following system e-mails are not editable before sending:
- Co-Author Account Created During Manuscript Submission
- Author Submit Manuscript
- Manuscript exported via email
- Create Account Finish
- Edit Account
- Broadcast E-Mails
- Export Failed
- Export Succeeded
- Forgot Password
- Forgot Password (with no account in system)
- Invite Authors Bulk E-Mail
- Stub Requires Update Email - Same Author
- Stub Requires Update Email - Different Author
- Topic Requires Update Email

Decision Letters

These e-mails are triggered when the decision-maker clicks the “Commit Decision” button. In the case of decision letters, the decision is not rendered as final until the decision letter is sent. These e-mails are intended to be notifications from the decision-maker to the Author (or co-authors) informing them of the decision on their manuscript.

Configuration Options
Each template has three configuration option checkboxes:

- **Edit Before Sending** - check this box to allow sender to edit the e-mail before sending (the Active checkbox must be checked also)
- **Active** - check this box to trigger the e-mail when an associated event occurs
- **Required for Event?** - When you check this box, decisions are not posted to the system until the e-mail is sent. See following discussion

You can also **Modify** or **Delete** a template by clicking the corresponding icons.
About the Required for Event? option
When you check this box, decisions are not posted to the system until the e-mail is sent. An example is when a deciding editor posts a decision, he or she must compose or edit a decision e-mail that is then sent to the author. If the e-mail is not sent, the decision does not post to the system.

Note: E-mails sent from templates not marked as Required for Event are sent sequentially after the Required for Event e-mails.

Copy Template Feature
Decision letters are broken out in the list by workflow. At the end of each workflow section you are given the option to create the same templates in another workflow.

Be sure to rename the e-mail in the new workflow. We recommend beginning the name with a workflow abbreviation, such as an SW for Submitted Workflow, an RW for Revised Workflow, an RSW for Resubmitted Workflow, etc. Also be sure to delete any older email you are replacing.

Related Topics

Invitation E-mails
Invitation e-mails trigger when an invitation is made to a person to participate in the peer review process for a manuscript. Typically, these are the reviewers but in some journals, editors might be invited to manage the peer review process.
### Configuration Options

Each template has three configuration option checkboxes:

- **Edit Before Sending** - check this box to allow sender to edit the e-mail before sending (the Active checkbox must be checked also)
- **Active** - check this box to trigger the e-mail when an associated event occurs
- **Required for Event?** - When you check this box, decisions are not posted to the system until the e-mail is sent. See following discussion

You can also **Modify** or **Delete** a template by clicking the corresponding icons.

**About the Required for Event? Option**

Invitation e-mails are similar to Decision e-mails because the invitation that triggers the e-mails cannot be completed until the e-mail (sent to the invitee) is actually sent.

When you check this box, invitations are not posted to the system until the e-mail is sent.

*Note: E-mails sent from templates not marked as Required for Event are sent sequentially after the Required for Event e-mails.*

**Copy Template Feature**

Invitation e-mails are broken out in the list by workflow. At the end of each workflow section you are given the option to create the same templates in another workflow.
Be sure to rename the e-mail in the new workflow. We recommend beginning the name with a workflow abbreviation, such as an SW for Submitted Workflow, an RW for Revised Workflow, an RSW for Resubmitted Workflow, etc. Also be sure to delete any older email you are replacing.

Related Topics

Invitation Response-Driven Emails

This e-mail is triggered when the Reviewer’s response to an invitation is recorded in the system, through one of the following two methods:

- When the Reviewer's response is sent by e-mail and is posted manually in the system by the inviter
- When the Reviewer clicks a link in their e-mail to automatically reply to an invitation to review

These e-mails are a confirmation of the Reviewer’s response, and in the case of the “Agreed” e-mail, it should contain follow-up instructions for review.

*Note: When the response is posted manually, the email will be editable. If the Reviewer selects Agreed from a link within the Invitation email, it will not be editable before it is sent.*

Configuration Options

Each template has three configuration option checkboxes:

- **Edit Before Sending** - check this box to allow sender to edit the email before sending (the Active checkbox must be checked also)
- **Active** - check this box to trigger the email when an associated event occurs
- **Required for Event?** - When you check this box, invitation responses are not posted to the system until the email is sent

You can also **Modify** or **Delete** a template by clicking the corresponding icons.

Using the `##REVIEW_LINK##` E-mail Tag
The `##REVIEW_LINK##` e-mail tag can be added to your “Reviewer Agreed” e-mail templates. This e-mail tag generates a unique link for this assigned reviewer on this specific manuscript. When clicked, the link opens a new internet browser window that takes the reviewer immediately to the exact manuscript awaiting their review. There they can view the manuscript, save a draft of the review, and even submit their final review.

When using this tag, be sure to include explanatory text; e.g., "To access the manuscript directly without logging in, please click on the link below (which will take you right to the score sheet)."

`##REVIEW_LINK##`

To insert this link into your “Reviewer Agreed” e-mail templates: Navigate to your Invitation Response E-mail templates > Reviewer Agreed template (for each applicable workflow). The `##REVIEW_LINK##` e-mail tag itself can be found within the View Email Tags table in the Document Task Fields section.

**Copy Template Feature**

Invitation response e-mails are broken out in the list by workflow. At the end of each workflow section you are given the option to create the same templates in another workflow.

Be sure to rename the e-mail in the new workflow. We recommend beginning the name with a workflow abbreviation, such as an SW for Submitted Workflow, an RW for Revised Workflow, an RSW for Resubmitted Workflow, etc. Also be sure to delete any older email you are replacing.

**E-Mail Notifications and Reminders**

Notifications and Reminders are optional task related e-mails. The template page displays a list of the e-mails configured for your journal, sectioned by workflow.
Configuration Options
Each template has two configuration option checkboxes:

- **Edit Before Sending** - check this box to allow sender to edit the e-mail before sending (the Active checkbox must be checked also)

  Note: Notification & Reminder emails are not editable before sending if they are marked for Overdue, Abandoned or Completed or if they have a number entered in the "Reminder Days" field.

- **Active** - check this box to trigger the e-mail when an associated event occurs

You can also **Modify** or **Delete** a template by clicking the corresponding icons.

There are two additional options on this page that allow you to dictate when the e-mail should be triggered: When Task Enters? and Reminder Days.

**When Task Enters?**
This dropdown list is populated with all task statuses:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>A task is in a pending state when the document first enters the task and it has not been completed (when a manuscript is first submitted, it is pending the Admin Checklist).</td>
</tr>
<tr>
<td>Processing</td>
<td>A task is in a processing state when it has been started, but not yet completed (when a manuscript has 2 reviews required, and 2 reviewers have agreed, but neither have submitted their scores, the AE Assign Reviewers task is processing).</td>
</tr>
<tr>
<td>Overdue</td>
<td>A task is in an overdue state when the number of days given to the task has expired (if the reviewers are given 14 days to complete their reviews, but a reviewer hasn't submitted their review on the 14th day, their Reviewers Score task becomes overdue).</td>
</tr>
</tbody>
</table>
Completed  A task is in a completed state when the task has been finished (a reviewer submitting their review sets the Reviewer Score task to completed).

Abandoned  A task becomes abandoned when it is open, and a decision is made (when a reviewer is assigned to a manuscript, but the EIC makes a decision before the reviewer submits their review, the Reviewer Score task is abandoned).

Rescinded  A task is in a rescinded state when it is sent back to the previous step in the workflow (an editor rescinds a reviewer decision back to the reviewer’s review center).

Reminder Days
You can configure reminder e-mails based around a pre-configured Overdue date. For example, if you want an email to be sent 7 days before a task is due, leave the When Task Enters? dropdown list empty and enter "-7" in the Reminder Days field. To configure an e-mail to go out 5 days after a task is due, enter "5" in the Reminder Days field.

Automatic PDF Copy of Review to Reviewer
You can send a PDF copy of their review to the reviewer automatically. Their completed scoresheet is sent as a PDF attachment to a “Thank you for reviewing” e-mail.

Create a Thank you for reviewing e-mail in each of the applicable workflows. Be sure it is marked as Active and When Task Enters? = Completed.

Then, click Modify and attach the Current Review file to the template.
Now when the Score task enters the Completed status, the e-mail is automatically sent to the reviewer. Repeat the process for all applicable workflows (Revised, Resubmitted, etc.)

**Copy Template Feature**

E-Mail Notifications and Reminders are broken out in the list by workflow. At the end of each workflow section you are given the option to create the same templates in another workflow.

Be sure to rename the e-mail in the new workflow. We recommend beginning the name with a workflow abbreviation, such as an SW for Submitted Workflow, an RW for Revised Workflow, an RSW for Resubmitted Workflow, etc. Also be sure to delete any older email you are replacing.

**Related Topics**

**About E-mail Tasks and Statuses**

E-mail Notifications and Reminders contain the When Task Enters dropdown list of status choices.

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
<th>When / Why</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checklist</td>
<td>Pending / Overdue</td>
<td>Usually, when a manuscript is submitted, the checklist is pending.</td>
</tr>
<tr>
<td></td>
<td>Completed</td>
<td>When the “Checklist Complete” button is clicked, the Checklist task becomes completed.</td>
</tr>
<tr>
<td>Forward</td>
<td>Completed</td>
<td>The Forward task is only briefly active (it</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select (Pick)</td>
<td>Pending/Overdue</td>
<td>The Editor or Author has not yet been selected.</td>
</tr>
<tr>
<td>Assign</td>
<td>Pending/Overdue</td>
<td>The Editor or Author assignment has not yet been made.</td>
</tr>
<tr>
<td>Select (Pick2)</td>
<td>Pending/Overdue</td>
<td>The number of required reviewers has not yet been selected.</td>
</tr>
<tr>
<td></td>
<td>Processing</td>
<td>If the Invite2 or Multiple Assign2 task is pending/overdue or the manuscript is “Awaiting Reviewer Scores,” the Pick2 task will be processing.</td>
</tr>
<tr>
<td></td>
<td>Completed</td>
<td>The number of required reviews has been returned.</td>
</tr>
<tr>
<td>Invite2</td>
<td></td>
<td>The number of required reviewers has been selected but not invited.</td>
</tr>
<tr>
<td></td>
<td>Processing</td>
<td>If the Pick2 or Multiple Assign2 task is pending/overdue or the manuscript is “Awaiting Reviewer Scores,” the Invite2 task will be processing.</td>
</tr>
<tr>
<td></td>
<td>Completed</td>
<td>The number of required reviews has been returned.</td>
</tr>
<tr>
<td>Multiple Assign2</td>
<td>Pending/Overdue</td>
<td>The number of required reviewers have been selected and invited but not assigned.</td>
</tr>
<tr>
<td></td>
<td>Processing</td>
<td>If the Pick2 or Invite2 task is pending/overdue or the manuscript is “Awaiting Reviewer Scores,” the Multiple Assign2 task will be processing.</td>
</tr>
<tr>
<td></td>
<td>Completed</td>
<td>The number of required reviews has been returned.</td>
</tr>
<tr>
<td>Score</td>
<td>Pending/Overdue</td>
<td>The score sheet has not yet been submitted or has been saved as a draft.</td>
</tr>
<tr>
<td></td>
<td>Processing</td>
<td>The score sheet has not yet been submitted, but is no longer required.</td>
</tr>
<tr>
<td></td>
<td>Closing</td>
<td>If a site is configured to allow reviewers to submit their score sheets after a decision is made, the Score Task goes into the Closing status as soon as the decision is made. The task stays in the Closing status until the</td>
</tr>
<tr>
<td>Recommendation Activity</td>
<td>Status</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Completed</td>
<td>The score sheet has been submitted.</td>
<td></td>
</tr>
<tr>
<td>Abandoned</td>
<td>The “Closing” option on the score sheet has run out, or a decision has been made before the reviewer has had a chance to submit their score sheet.</td>
<td></td>
</tr>
<tr>
<td>Rescinded</td>
<td>The “Rescind” button has been clicked for the score sheet.</td>
<td></td>
</tr>
<tr>
<td>Recommend</td>
<td>Pending / Overdue</td>
<td>The recommendation form has not yet been submitted or has been saved as a draft.</td>
</tr>
<tr>
<td>Completed</td>
<td>The recommendation form has been submitted.</td>
<td></td>
</tr>
<tr>
<td>Rescinded</td>
<td>The “Rescind” button for the Recommendation task has been clicked.</td>
<td></td>
</tr>
<tr>
<td>Decision</td>
<td>Pending / Overdue</td>
<td>The decision has not yet been made.</td>
</tr>
<tr>
<td>Completed</td>
<td>The decision has been made. Please note that this also applies when the decision has been made, but not approved/sent yet.</td>
<td></td>
</tr>
<tr>
<td>Rescinded</td>
<td>The “Rescind” button for the Decision task has been clicked.</td>
<td></td>
</tr>
<tr>
<td>Send / Commit Decision</td>
<td>Pending / Overdue</td>
<td>A decision has been made but has not been sent.</td>
</tr>
<tr>
<td>Completed</td>
<td>The decision has been made and the decision e-mail has been sent.</td>
<td></td>
</tr>
<tr>
<td>Rescinded</td>
<td>The “Rescind” button for the Send/Commit decision task has been clicked.</td>
<td></td>
</tr>
<tr>
<td>Approve</td>
<td>Pending / Overdue</td>
<td>When a decision is made, but has not been approved yet, the Approve Task is pending.</td>
</tr>
<tr>
<td>Completed</td>
<td>The decision has been approved.</td>
<td></td>
</tr>
<tr>
<td>Rescinded</td>
<td>The “Rescind” button for the Approve task has been clicked.</td>
<td></td>
</tr>
<tr>
<td>Production Checklist</td>
<td>Pending / Overdue</td>
<td>The Production Checklist has not been completed.</td>
</tr>
<tr>
<td>Completed</td>
<td>The Production Checklist has been completed.</td>
<td></td>
</tr>
<tr>
<td>Assign to Batch</td>
<td>Pending / Overdue</td>
<td>The manuscript has not yet been assigned to a batch.</td>
</tr>
<tr>
<td>Processing</td>
<td>The manuscript has been assigned to a</td>
<td></td>
</tr>
</tbody>
</table>
Author Reminders

You can associate these e-mails to any decision that requires the author to make changes to the manuscript. For example, there are many times when a journal will ask an author to make a revision or resubmission of their manuscript. You can create optional author reminder e-mails to remind the authors that their revision or resubmission is close to being due at the journal office.

Configuration Options

- **Active** - check this box to trigger the e-mail when an associated event occurs
- **Reminder Days** - You can configure reminder e-mails based around a pre-configured Overdue date. For example, if you want an email to be sent 7 days before a task is due, enter "-7" in the Reminder Days field. To configure an email to go out 5 days after a task is due, enter "5" in the Reminder Days field.

You can also **Modify** or **Delete** a template by clicking the corresponding icons.
Copy Template Feature

Invitation e-mails are broken out in the list by workflow. At the end of each workflow section you are given the option to create the same templates in another workflow.

Be sure to rename the e-mail in the new workflow. We recommend beginning the name with a workflow abbreviation, such as an SW for Submitted Workflow, an RW for Revised Workflow, an RSW for Resubmitted Workflow, etc. Also be sure to delete any older email you are replacing.

Related Topics
Invited Papers

Overview of the Invited Papers Workflow

Some journals use an Invited Papers workflow. This workflow is similar to the reviewer invitation process.

This may additionally include MRW (Master Reference Topics) tools which allows you to do the following:
- Create and manage topics
- Add or import stubs and topics
- Send a mass invitation for papers and view the mass invitation history

Creating Manuscript Stubs

Manuscript stubs provide a framework or "shell" into which authors can submit their work. Access the page to add a stub by clicking the Go link in the Invited Papers workflow.

This displays all the fields required in order to submit a manuscript (e.g., Manuscript Type, Title, Keywords, Author, etc.). You can choose to complete any/all of the fields for the author and then mark them as read only (see below).
Creating a Manuscript Stub
Enter information in the following fields:

- **Tracking Number** - A journal-assigned number. You can perform an advanced manuscript search using the tracking number
- **Author Submission Template** - If your journal uses a specific manuscript template, browse to the template and click Upload Template
- **Add Stub To** - Select topic from the dropdown list
- **Assign to Issue** - Select an issue from the dropdown list

Marking Read-Only Fields
This page contains your journal's standard manuscript submission fields, including custom questions. To make any of the fields read-only to the author, select the appropriate checkboxes. You will probably want to fill in some of the field information for them, or mark as read-only the ones you don't need answered.

To check your configuration of the stub, click Clear Stub Fields not Marked as Read-Only, and verify that the author is to complete all resulting fields.

To add the stub, click Save and Commit stub. Once a stub has been created, it moves into the Select Author task in the Invited Papers workflow.

Deleting a Manuscript Stub
Journal staff with access to the Manuscript Files tab can delete a stub. The Delete Manuscript Stub link is available from the time the stub is created until the manuscript is submitted.

Search for the stub from Advanced (manuscript) Search by tracking number.

Selecting Authors

Once the manuscript stub has been created, the next task is to select the author.

Manuscript Central gives you author search functions to include some or all of the following:

- Potential authors - searched for and added on the manuscript stub
- Quick search by first or last name
- Related papers search
- Reviewer auto-suggest (based on manuscript keyword/person attribute matches)
- Advanced search

You may also have the option to create an author account. First, please ensure that the author is not already in your journal's user database.

Once you have added the author to the list, the Action Task becomes Invite Authors.
Inviting Authors

Once you have added the author to the Author List, you can invite them. Do this by simply clicking Invite.

If your e-mail template is marked Edit Before Sending, your journal's Author Invitation e-mail opens.
Note: If your journal uses the automated response links (highlighted) the author can reply by clicking on the appropriate response link or can respond to you by e-mail.

Make any edits to the e-mail as needed. You may also attach a manuscript file or any file for inclusion. When you click Save and Send, the invitation e-mail is sent to the author.

Author Assignment

After the invitation process is completed, the stub remains in the Invited Papers Awaiting Author Responses queue. Any invitation reminder e-mails you have set are sent on the specified date.

Author Response

Automatic responses

When the author clicks a response link in the e-mail, it updates the Author List to indicate the response. If the response is "Agreed", Manuscript Central sends the stub to their Author Center > Invited Manuscripts queue. The system sends your journal's Author Agreed email to the author.

Manual entry of response

If the author responds to you without clicking a response link, you can add the author's response by selecting it from the dropdown list in the Author List.

When you click Save, your Author List updates and your journal's Author Agreed email opens. This email contains the information the author needs. The email opens in editable form, allowing you to make changes as needed. You may also attach ad-hoc or manuscript files as needed.

Saving any changes and sending the email are both accomplished when you click Save and Send.

Unassigning / Uninviting Invited Authors

Up to the point where the invited manuscript is submitted, you can uninvite or unassign the author. Do this from the Author List by clicking in the Remove column next to the author's name. The appropriate e-mail will display according to the stage the Author List is in. If you have marked these e-mails as editable, the e-mail will display before you save and send it.
Author Submission

When the author submits the invited paper, it is assigned a manuscript ID and a confirmation e-mail is sent (if you have one configured). The paper moves into your journal's regular workflow or an invited workflow your journal has created.

In the example screenshot below, the invited papers are moved through the Admin Checklist and into a journal's regular workflow.
Creating Topics (V1 to V3 Migration sites)

Some journals who have migrated from Manuscript Central V1 to V3 have an additional step to their invited workflow: creating topics. Your journal may elect to configure the use these tools if you want to manage your invited reviews by topic. You must first create topics and then link the stubs to them. Add topics from the Admin Tools section of your dashboard.

To create topics, click the Add / Import Topics & Stubs link. The Add / Import Topics & Stubs page opens. You can create topics by importing or by manually adding them. You can search by topic in the advanced manuscript search.

Importing Topics
Add a large number of topics by uploading a properly formatted (.csv) Excel file or by using the Import Topics / Stubs feature.

Export template
We have provided a template for you that includes sections for both topics and stubs. To download the file, click Export Topic/Stub Template. Open the file in Excel. When you have completed your template of topics, import the file by browsing to its location and clicking Import. When the file has been imported and the topics have been created, a summary of the topics displays.

Manually Adding Topic
In the Manually Add a Topic section, enter information in Topic Title and Description fields. Select a Manuscript Type for this topic from the dropdown list and, if applicable, select a parent topic.

If you have created a separate submission template to instruct authors on how to submit the invited manuscript, browse to the template and click Upload Template.
Scheduling Topic Updates
Choose a radio button from the selections in this section. If a topic needs periodic updating (e.g., any topic where “current trends” is used), you can set a numeric or calendar interval here.

If you select the Keep the same author checkbox, the author’s name is placed in the Selected list for invitation when the update interval activates. The author is not automatically invited.

Adding an Editor
If this topic should always have the same editor, search for the editor by first name, last name, user ID or email, then select the appropriate radio button from the results and click Save.

Adding the Topic
Click at the bottom of the page to complete creating the topic, which is now listed when you click the Topic Management link and view all topics. To continue instruction for the Invited workflow, see Related Topic link below.

Managing Topics
Use the Topic Management link to manage your topics. This page lists all topics in alphabetical and hierarchical format:
- Topic Title – Name of the topic and last update
- # Stubs – Number of stubs the topic contains, subcategorized into number Unassigned, Assigned, Submitted, and Accepted
- Link to Edit Topic
- Link to View (and manage) Stubs
Search by Topic
When using topic management, you can perform an advanced manuscript search by topic.
Reports

Reporting Options in Manuscript Central

Depending on your role and the journal’s report configuration, a variety of reporting options are available from your dashboard. These are:

1. At-A-Glance Statistics
2. Manuscript list reports
3. Detailed reports

At-A-Glance Statistics

The At-A-Glance Statistics report is available by journal permission on your dashboard. Usually, the Administrator and Editor in Chief role dashboards have a link to view general statistics regarding Manuscript Central. If available, access this feature in the Reports section of your dashboard.
Manuscript Type
Numbers represent number of manuscripts by type dated from January 1 of this year to the present. Note that the numbers include unsubmitted manuscripts as well.

Journal Statistics
Average time (days) from submission to first decision:
The average time in days from initial submission to first decision (all decisions configured for your journal). Note that these are actual decisions and do not include such decision tasks as Send, Recommendations or Preliminary decisions.)

Average Reviewer turn around time (days) YTD:
The average number of days of all reviewers turn around times, from Assign to Complete, from January 1 of this year to the present.

Average Reviewer turn around time (days) MTD:
The average number of days of all reviewers turn around times, from Assign to Complete, for the current month.

Average Reviewer turn around time (days) last month:
The average numbers of days of all reviewers turn around times, from Assign to Complete, for the previous month.

Average Editor turn around time (days) YTD:
The average number of days of all editors turn around times, from decision availability to decision, from January 1 of this year to the present.
Average Editor turn around time (days) MTD:
The average number of days of all editors turn around times, from decision availability to decision, for the current month.
Average Editor turn around time (days) last month: The average numbers of days of all editors turn around times, from decision availability to decision, for the previous month.
Average days of submission to decision:
Currently not available.
Accept Ratio:
The ratio of the Accept decision to all other decisions. Note that Recommendation decisions are not included.
Disk Usage:
Actual usage per allowed disk space.

Exporting Manuscript List Reports into Microsoft Excel

Except for Author and Reviewer centers, each center's dashboard contains a Lists section broken out by specific task. You can exporting this information to Excel (in the form of a .csv file), where you can create your own reports.

Note: Defined lists are user-sensitive (i.e., an individual Editor sees only those manuscripts specifically assigned to her).

In this example, we clicked the Awaiting Reviewer Scores link and are on the View Manuscripts page.
To export the information on this page, click ![Export to CSV](#). Save the file to your computer and then open it in Excel.

**Results in Excel**

When you open the .csv file in Excel, the fields are automatically parsed into separate columns.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manuscript Title</td>
<td>Type</td>
<td>Date Subm</td>
<td>Submitting Author</td>
<td>Country of Submission</td>
<td>Assigned EIC</td>
<td>Assigned Editor</td>
<td>Status</td>
</tr>
<tr>
<td>2</td>
<td>WRK1-009 Test of rev</td>
<td>Original Article</td>
<td>24-Feb-05</td>
<td>Author, Ali</td>
<td>United Sta EIC</td>
<td>Edwa Editor, Me</td>
<td>Waiting</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>WRK1-007 Test doc/Original Ar</td>
<td>Original Article</td>
<td>24-Feb-05</td>
<td>Author, Ali</td>
<td>United Sta EIC</td>
<td>Edwa Editor, Me</td>
<td>Waiting</td>
<td></td>
</tr>
</tbody>
</table>

Data exported from Manuscript Central:

- Manuscript ID
- Manuscript Title
- Manuscript Type
- Date of Submission
- Corresponding Author
- Country of Submission
- Assigned EIC
- Assigned Editor
- Manuscript Status
- Number of Days Overdue (only displayed for Overdue Tasks)
- Overdue Manuscript Status Role Name (only displayed for Overdue Tasks)
- Overdue Manuscript Status Role E-Mail Address (only displayed for Overdue Tasks).

**Related Topics**
Detailed Reports

Standard Reports Available in Manuscript Central
Manuscript Central has a set of standard, pre-defined reports available. Access to these reports are available by journal permission on your dashboard. Usually, the Administrator and Editor in Chief role dashboards have a link to view general statistics regarding Manuscript Central. If available, access this feature in the Reports section of your dashboard.

Detailed Report List

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Description</th>
<th>Example Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accept-Reject Report</td>
<td>Shows whether a manuscript has been Accepted or Rejected</td>
<td>MRW Author Topic Listing Report</td>
</tr>
<tr>
<td>Accept Reject Ratio by Editor</td>
<td>Shows Manuscript Milestone Report</td>
<td>Reviewer History (Lifetime Statistics)</td>
</tr>
<tr>
<td>Active User Information</td>
<td>Shows Manuscript Multi-task Timespan Report</td>
<td>Reviewer History (Lifetime Statistics) for Export</td>
</tr>
<tr>
<td>Active User Information for Export</td>
<td>Shows Manuscripts in Process for Export</td>
<td>Reviewer Information</td>
</tr>
<tr>
<td>Decision Ratio Report</td>
<td>Shows Manuscript Submissions Received</td>
<td>Reviewer Summary Report</td>
</tr>
<tr>
<td>Decision Ratio by Month</td>
<td>Shows Manuscripts Received</td>
<td>Time from Submission to Decision</td>
</tr>
<tr>
<td>File Storage Report</td>
<td>Shows Manuscript Status by Date Submitted</td>
<td>Turnaround by Editor</td>
</tr>
<tr>
<td>Final Disposition</td>
<td>Shows Manuscript Two-Task Timespan Report</td>
<td>User Information</td>
</tr>
<tr>
<td>Manuscript Accepted by Country</td>
<td>Shows Manuscripts Undergoing Review</td>
<td>User Information for Export</td>
</tr>
</tbody>
</table>

Depending on your role, your journal may give you access to these reports. Details of each report, including selection criteria, grouping options, report results, and export fields are described below.

Accept-Reject Report
This report shows whether a manuscript has been Accepted or Rejected (or still in review). It shows only the Manuscript ID of the original version.

Selection criteria

Selectable time period based on submission date

Report results example
### Accept/Reject Report for Red

<table>
<thead>
<tr>
<th>Manuscript ID</th>
<th>Manuscript Type</th>
<th>Submitted Date</th>
<th>Final Decision</th>
<th>Type of Final Decision</th>
<th>Date of last Revision</th>
<th>Accepted / Rejected</th>
<th>Accepted (percent)</th>
<th>Reject</th>
<th>Reject (percent)</th>
<th>Revision</th>
<th>Revision (percent)</th>
<th>Decided</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRK1-0382</td>
<td>Original Article</td>
<td>04-12-2004</td>
<td>Minor Revision</td>
<td>Last Revision Not Yet Resolved</td>
<td>No Final Decision</td>
<td>United States</td>
<td>Blasenetta, Isidoro</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRK1-0383</td>
<td>Original Article</td>
<td>04-11-2004</td>
<td>Minor Revision</td>
<td>Last Revision Not Yet Resolved</td>
<td>No Final Decision</td>
<td>United States</td>
<td>Blasenetta, Isidoro</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>WRK1-0384</td>
<td>Original Article</td>
<td>04-11-2004</td>
<td>Minor Revision</td>
<td>Last Revision Not Yet Resolved</td>
<td>No Final Decision</td>
<td>United States</td>
<td>Bechar, Wolfgang</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRK1-0385</td>
<td>Original Article</td>
<td>04-12-2004</td>
<td>Minor Rejection</td>
<td>Last Revision Not Yet Resolved</td>
<td>No Final Decision</td>
<td>United States</td>
<td>Blasenetta, Isidoro</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRK1-0386</td>
<td>Original Article</td>
<td>04-12-2004</td>
<td>Minor Revision</td>
<td>Last Revision Not Yet Resolved</td>
<td>No Final Decision</td>
<td>United States</td>
<td>Blasenetta, Isidoro</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>WRK1-0387</td>
<td>Original Article</td>
<td>04-11-2004</td>
<td>Minor Revision</td>
<td>Last Revision Not Yet Resolved</td>
<td>No Final Decision</td>
<td>United States</td>
<td>Sheal, Shepperton</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRK1-0389</td>
<td>Original Article</td>
<td>04-21-2004</td>
<td>Major Revision</td>
<td>Last Revision Not Yet Resolved</td>
<td>No Final Decision</td>
<td>United States</td>
<td>Blasenetta, Isidoro</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRK1-0390</td>
<td>Original Article</td>
<td>04-22-2004</td>
<td>Major Revision</td>
<td>Last Revision Not Yet Resolved</td>
<td>No Final Decision</td>
<td>United States</td>
<td>Editor, Miltcoe</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>WRK1-0391</td>
<td>Original Article</td>
<td>04-23-2004</td>
<td>Major Revision</td>
<td>Last Revision Not Yet Resolved</td>
<td>No Final Decision</td>
<td>United States</td>
<td>Blasenetta, Isidoro</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>WRK1-0392</td>
<td>Original Article</td>
<td>04-27-2004</td>
<td>Major Revision</td>
<td>Last Revision Not Yet Resolved</td>
<td>No Final Decision</td>
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<td>Blasenetta, Isidoro</td>
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<td></td>
</tr>
<tr>
<td>WRK1-0393</td>
<td>Original Article</td>
<td>04-27-2004</td>
<td>Major Revision</td>
<td>Last Revision Not Yet Resolved</td>
<td>No Final Decision</td>
<td>United States</td>
<td>Blasenetta, Isidoro</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Accept/Reject Ratio by Editor
This report shows the number of manuscripts decided, accepted, accept ratio, rejected, reject ratio, revised, as well as the revision ratio. The report is sorted by Editor name. Double-click on an editor’s name to examine the manuscript id, submission date, type, title, author name, decision name, and decision date.

### Selection Criteria
- Manuscript decision date in a selectable date range

### Report Results/Export Fields
- Accept
- Accept (percent)
- Reject
- Reject (percent)
- Revision
- Revision (percent)
- Decided
Active User Information
This report shows users who are assigned to any task in that role (e.g., Reviewers who have agreed to review a manuscript during the selected date range).

The report provides the users’ account information and a listing of all manuscripts associated with each user.

Selection criteria

- Selectable time period for manuscript activity
- Role selection

Report results example

Active User Information for Red

<table>
<thead>
<tr>
<th>Name / Address</th>
<th>E-Mail / Phone / Fax / Away</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anda Abrate</td>
<td><a href="mailto:journals.dept@minervamedica.it">journals.dept@minervamedica.it</a></td>
</tr>
<tr>
<td></td>
<td>P: +39-011-678282</td>
</tr>
<tr>
<td></td>
<td>F: +39-011-674502</td>
</tr>
</tbody>
</table>

Keywords:

<table>
<thead>
<tr>
<th>Manuscript ID</th>
<th>Manuscript Type</th>
<th>Date Assigned</th>
<th>Task Name</th>
<th>Role Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRK1-0002</td>
<td>Original Article</td>
<td>15-Aug-2005</td>
<td>AE Select Reviewers</td>
<td>Associate Editor</td>
</tr>
<tr>
<td>WRK1-0002</td>
<td>Original Article</td>
<td>15-Aug-2005</td>
<td>AE Decision</td>
<td>Associate Editor</td>
</tr>
<tr>
<td>WRK1-0002</td>
<td>Original Article</td>
<td>24-Aug-2005</td>
<td>AE Invite Reviewers</td>
<td>Associate Editor</td>
</tr>
</tbody>
</table>

Active User Information for Export
4.0 Online User Guide_edadmin

Same as above, with the name and address fields broken out into separate columns, making it optimal for export.

**Decision Ratio Report**

A pie chart for each item in the group (e.g., if the report is grouped by manuscript type, a pie chart for each manuscript type is presented). Selecting a decision displays a list of manuscripts with that decision. The sub-report outlines the task details for the manuscript and provides a bar graph that plots the number of days per task.

**Selection criteria**

- All, Original, or Revised manuscripts
- Submitted date range
- Option to view most recent disposition only
- Grouping options
  - Manuscript Type
  - Assigned Editor
  - Month of Submission

**Export fields**

- Manuscript ID
- Manuscript Title
- Manuscript Type
- Date of original submission
- Date of most recent submission
- Contact Author
- Institution of Submitting Author
- Country of Submitting Author
- Assigned Editor-in-Chief
- Assigned Editor
- Most recent decision
- Date of most recent decision

**Report results example**
Decision Ratio by Month
This report shows the decision activity (decision name, number, and percentage) by month. It is selectable by either submission date or decision date. A total for all decisions in the time range is provided at the end of the report. Double click a decision name to examine the manuscript id, type, title, author name, submission date, decision date, and editor name.

Selection Criteria

- Manuscript submission date in a selectable date range
- Manuscript decision date in a selectable date range

Report Results

- Decision name
- Number of manuscripts
- Percentage of manuscripts

Drill Down Fields (double click a decision name)

- Manuscript ID
- Manuscript type
- Title
- Author Name
- Submission Date
- Decision Date
- Editor Name
File Storage Report
This report displays file storage at journal level. This is further broken out into file size by manuscript type and individual manuscript. This information is used to inform choices about file storage and archiving settings.

Selection Criteria
- None

Report Results
- Month
- File Size
- Accepted Manuscripts
- Draft Originals
- Draft Revisions or Resubmissions
- Manuscripts in Process
- Manuscripts with Revisions
- Rejected Manuscripts

Detail Fields (click on Month)
- Manuscript ID Number
- File Size

Report Results Example
Final Disposition Report
Provides a list of manuscripts submitted in the selected date range that have received their final decisions. The report shows various pie charts and the grouped manuscript listing. The sub-report outlines the task details for the manuscript and provides a bar graph that plots the number of days per task.

Selection criteria

- Manuscripts submitted (with decisions) in selectable date range
- Option to view final disposition only
- Grouping options
  - Manuscript Type
  - Country of Submission
  - Assigned Editor
  - Decision
  - Month of Submission

Export fields

- Manuscript ID
- Manuscript Title
- Manuscript Type
- Date of original submission
- Date of most recent submission
- Contact Author
4.0 Online User Guide_edadmin

- Institution of Submitting Author
- Country of Submitting Author
- Assigned Editor-in-Chief
- Assigned Editor
- Manuscript Decision
- Final Decision Date
- Number of days between original submission and final decision date
- Number of revisions

Report results example

**Manuscripts Decided**
A list of manuscripts submitted and/or decided in the selected date range. The report shows a pie chart and the grouped manuscript listing. The sub-report outlines the task details for the manuscript and provides a bar graph that plots the number of days per task for that particular manuscript.

**Selection criteria**

- Manuscripts submitted in selectable date range
- Manuscripts decided in selectable date range
- Original Manuscripts, Revised Manuscripts, Original and Revised Manuscripts
- Grouping options
  - Manuscript Type
  - Assigned Editor
  - Country of Submission
  - Decision, including manuscripts “pending” decisions
  - Month of Submission
Export fields

- Manuscript ID
- Manuscript Title
- Manuscript Type
- Date of Submission
- Contact Author
- Institution of Submitting Author
- Country of Submitting Author
- Assigned Editor-in-Chief
- Assigned Editor
- Decision
- Decision Date

Report results example

**Manuscripts Decided for Red**

A list of manuscripts submitted in the selected date range. This list includes relevant dates for the selected start and end tasks and the number of days between the start of the first task and the completion of the end task.

Multi-selection of identical tasks across multiple workflows is allowed.

**Selection criteria**

- Manuscripts submitted in selectable date range
- Original manuscripts, Revised manuscripts, Original and Revised Manuscripts
- Start task
- End task
- Grouping options
Export Fields

- Manuscript ID
- Manuscript Title
- Manuscript Type
- Date of Submission
- Contact Author
- Institution of Submitting Author
- Country of Submitting Author
- Assigned Editor-in-Chief
- Assigned Editor
- Start task status
- Start task date
- End task status
- End task completion date
- Number of days between start of first task and completion of end task

Report results example

Manuscript Multi-Task Timespan Report
A list of manuscripts submitted in the selected date range. This list includes relevant dates for all selected tasks (up to 5 tasks) and the number of days in each interval. Multi-selection of identical tasks across multiple workflows is allowed.
Selection criteria

- Manuscripts submitted in selectable date range
- Original manuscripts, Revised manuscripts, Original and Revised Manuscripts
- Start task 1, select task 2, select task 3, select task 4, select end task 5
- Grouping options
  - Manuscript Type
  - Country of Submission
  - Assigned Editor
  - Month of Submission

Export fields

- Manuscript ID
- Manuscript Title
- Manuscript Type
- Date of Submission
- Contact Author
- Institution of Submitting Author
- Country of Submitting Author
- Assigned Editor-in-Chief
- Assigned Editor
- Start task status (pending, completed)
- Start task date
- Task 2 status
- Task 2 completion date
- Task 3 status
- Task 3 completion date
- Task 4 status
- Task 4 completion date
- End task status
- End task completion date
- Number of days between start of first task and completion of end task

Report results example
Manuscript Milestone Report
This report provides information on the life of a manuscript.

Selection Criteria
- Submission Date
- Final Decision Date

Grouped By
- Original manuscript number

Report Results / Export Fields
- The first few pages show summary information for manuscripts with a final decision (unless noted otherwise); first by manuscript type, then by editor.
- The summary pages show the average number of days from submission to first decision as well as the total number of papers decided, the number accepted and the ratio of accepted papers versus total papers decided, the number rejected, and the ratio of rejected papers versus total papers decided. It also shows the average, median, minimum, and maximum number of days to reach the final decision.
- On the subsequent pages of the report, information is shown for each version of a manuscript as well as a summary line for each unique manuscript number. The following columns of data are shown. In the following descriptions, the version-specific information is separated from the summary line by a semi-colon.
  - VER - Version of the manuscript. Shows an 0 for original, 1 for revision 1, 2 for version 2 and so on; plus sign (+)
• MS ID - Manuscript ID of each version of a paper; Manuscript ID of the original paper
• RESUB - Resubmission. Shows an X if a paper is a resubmission
• MS Type - Manuscript Type
• Submit Date (Original) - Submission date of each version of the manuscript; submission date of the original manuscript.
• Date to Editor (Earliest) - Date to the Editor; earliest date a paper was sent to the editor.
• Days to Edit. - Number of days from submission to editor assignment.
• Date First Reviewer Assigned (Earliest) - Date first reviewer was assigned for each version of the paper; earliest reviewer assigned for all versions.
• Date Last Review Completed (Last) - Date last review was completed; last review for all versions of the paper.
• Days in Revw - Number of days in review. Calculates the time from the first reviewer assigned to the last review completed for each version of the paper.
• Recomm. Date - Date of editor recommendation; date of last recommendation.
• Days to Rec. (First) - Days to recommendation; days from original submission to first recommendation.
• Decision Date (First) - Decision date for each version; original decision date.
• Days to Dec. (First) - Days from submission to decision; days from original submission to first decision.
• Decision Name (First) - Decision name for each version; original decision name.
• Final Decision Date - Date of final decision ("--" if decision is not final)
• Days to Final Dec. - Number of days from submission to final decision ("--" if decision is not final); days from original submission to final decision.
• Final Dec. - Name of final decision ("--" if decision is not final); "Accept" or "Reject"
• Editor - Name of Editor handling the paper.

There is drill-down capability within the report through either of the Java viewers or the ActiveX (IE) viewer. When you double-click on the summary table a new view will pop up containing the summary table. Double-clicking on a specific row within the table will show information related to that entity.

Report results example
Manuscript Submissions Received
A list of manuscripts submitted in the selected date range. The report shows a pie chart and the grouped manuscript listing. The sub-report outlines the task details for the manuscript and provides a bar graph that plots the number of days per task for that particular manuscript.

Selection criteria

- Manuscripts submitted in selectable date range
- Original Manuscripts, Revised Manuscripts, Original and Revised Manuscripts
- Grouping options
  - Manuscript Type
  - Country of Submission
  - Assigned Editor
  - Manuscript Status
  - Month of Submission

Export fields

- Manuscript ID
- Manuscript Title
- Manuscript Type
- Date of Submission
- Contact Author
- Institution of Submitting Author
- Country of Submitting Author
- Assigned Editor-in-Chief
- Assigned Editor
- Manuscript Status
- Manuscript Task Status

Report results example
Manuscripts in Process
This report shows the status of manuscripts that have not been decided.

Selection criteria
None

Report results example

**Manuscript Status by Date Submitted**
This report shows manuscript ID, submission date, author name, country, editor, and status. It is selectable by submission date.

Selection Criteria

- Original or revised manuscripts
• Manuscript submission date in a selectable date range

Report Results/Export Fields

• Manuscript ID
• Date submitted
• Author
• Country
• Editor
• Status

Manuscript Status by Date Submitted for Training Workflow 1

This report shows the number of papers accepted, rejected, and the total number with final decisions, along with the accept ratio. All this information is shown grouped by individual countries. The report is promptable on decision date. There is a drill-down capability for the viewers (except HTML). Double click a country to reveal the manuscript ID, submission date, type, title, author name, decision, decision date, and editor name.

Selection Criteria

• Manuscript decision date in a selectable date range

Report Results

• Country
• Accept
• Reject
• Total
• Accept Ratio
Manuscripts Accepted by Country for Red

<table>
<thead>
<tr>
<th>Country</th>
<th>Accept</th>
<th>Reject</th>
<th>Total</th>
<th>Accept Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Country</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>100.00</td>
</tr>
<tr>
<td>Italy</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>100.00</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>6</td>
<td>1</td>
<td>7</td>
<td>85.71</td>
</tr>
<tr>
<td>United States</td>
<td>79</td>
<td>26</td>
<td>105</td>
<td>75.24</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>87</strong></td>
<td><strong>27</strong></td>
<td><strong>114</strong></td>
<td><strong>76.32</strong></td>
</tr>
</tbody>
</table>

Manuscripts Received
This report shows cover pages of the manuscript submissions received during a selectable time period. It shows the counts of original and revised papers, along with the totals, for each of the following groupings: manuscript type, country of submitting author, editor assigned, and month of submission. In each of the cover page tables, double-click the table to present a new view, then double-click individual data series to drill down into the data.

Selection Criteria

- Original submissions or revised manuscripts
- Manuscript submission date in a selectable date range

Groupings

- Manuscript Type
- Country
- Editor
- Submission Month

Report Results

- Original
- Revision
- Total

Drill Down Fields (double click cover page tables)

- Date Submitted
- Title
- Author
- Manuscript Type
Manuscripts Undergoing Review

This report shows a table with manuscript ID, title, date submitted, author name, editor name, type, days since original submission, days since current submission, number of reviewers invited, number of reviewers agreed, number of revisions, date of first review completed, and number of reviews completed. This information is shown for manuscripts not having a decision.

Selection Criteria

- None

Report Results

- Manuscript ID
- Title
- Date Submitted
- Author Name
- Editor Name
- Type
- Days Since Original Submission
- Days Since Current Submission
- Number of Reviewers Invited
- Number of Reviewers Agreed
- Number of Revisions
- First Review Completed
- Number of Reviews Received

Report Results Example

MRW Author Topic Listing Report (MRW workflow only)
Lists MRW topics and manuscripts/stubs for each topic.
Reviewer History (Lifetime Statistics)
This report shows reviewers who have been invited at least once during the history of the journal. The report displays the total number of times they have been invited, agreed, declined, and their reviewer rating. The display for the number of reviews submitted is based on the selected date range.

Only field values are displayed and no manuscript details are provided, making this report ideal for users who should not view detailed manuscript history.

Selection criteria

• Selectable time period for manuscript activity

Export fields

• User full name (all fields in one column)
• User full address (all fields in one column)
• User phone
• User fax
• User primary E-Mail address
• User secondary email address
• Primary user attribute
• Secondary user attribute
• Number of reviews invited
• Number of reviews declined
• Number of reviews agreed
• Average turnaround time (in days)
• Average R-Score
• Number of reviews submitted

Report results example
Reviewer History (Lifetime Statistics) for Export

The name and address fields are broken out into separate columns, making it optimal for export. Only field values are displayed and no manuscript details are provided, making this report ideal for users who should not view detailed manuscript history.

Reviewer Information

This report shows information relative to a reviewer as indicated below.

Selection criteria

- Selectable time period based on invitation or assignment date

Export fields

- Manuscript ID
- Editor name
- Reviewer name
- Reviewer email
- Assigned or Invited date
- Response
- Date scoresheet completed
- Number of days from assignment to completion

Report results example
Reviewer Summary Report
This report shows information relative to reviewer activity based on date range.

Selection criteria

- All Manuscripts, Original Manuscripts, Revised Manuscripts
- Time period based on:
  - Manuscript Submission Date
  - Selection Date
  - Invitation Date
  - Assignment Date
  - Score Completion Date

Note: Enter only one date selection. Entering more than one date will limit the result to the most restrictive date. For example, entering invitation date and scoresheet completion date will result in showing only reviewers who have completed at least one scoresheet.

Report Results / Export Fields (after running online, export as Microsoft Excel [Data Only])

- Reviewer name
- Email address
- Number of times:
  - Selected
  - Unassigned
  - Uninvited
  - No reply
4.0 Online User Guide_edadmin

- Declined
- Agreed
- Completed
- R-score (if applicable)
- Average (turnaround) time

To facilitate on-line analysis, the report allows drill-down when viewing the report through either of the Java viewers or the ActiveX (IE). Double-clicking on the reviewer name will open a drill-down view for the activity of the reviewer. The fields shown in this view are: manuscript number, date reviewer selected, date invited, response, response date, assigned date, completion date, and review time.

Report results example

**Reviewer Summary Report**

This report shows the name and e-mail of reviewers, and the number of times they have been selected, unassigned, uninvited, provided no reply, declined, agreed and completed. It also shows their lifetime R-Score (if applicable), and the average time to review papers within the dates entered.

**Selection Criteria**

- Original or Revised Manuscripts
- Manuscript Submission Date
- Selection Date
- Invitation Date
- Assignment Date
- Score Completion Date

**Report Results**

- Reviewer Name
- E-mail Address
- Selected
- Invited
- Unassigned
- Uninvited
- No Reply
• Declined
• Agreed
• Completed
• R-Score
• Average Time

Time from Submission to Decision
A list of manuscripts submitted in the selected date range. The report shows a pie chart, various bar graphs, and the grouped manuscript listing. The sub-report outlines the task details for the manuscript and provides a bar graph that plots the number of days per task.

Selection criteria

• Manuscripts submitted (with decisions) in selectable date range
• Original Manuscripts, Revised Manuscripts, Original and Revised Manuscripts
• Grouping options
  • Manuscript Type
  • Country of Submission
  • Assigned Editor
  • Manuscript Decision
  • Month of Submission

Export fields

• Manuscript ID
• Manuscript Title
• Manuscript Type
• Date of Submission
• Contact Author
• Institution of Submitting Author
• Country of Submitting Author
• Assigned Editor-in-Chief
• Assigned Editor
• Decision
• Decision Date
• Number of days between submission and decision date

Report results example
**Turnaround by Editor**
This report emulates a V1 report. It shows the time editors take to manage a paper. Double-click the name of an editor to examine the information used to create the summary information (in any online viewer except HTML).

**Selection Criteria**
- Original submissions or revised manuscripts
- Manuscript submission date in a selectable date range

**Report Results**
- Associate Editor Name
- **<30 Days**
- **31-60**
- **61-90**
- **91-120**
- **>120**
- Average Turnaround

**Drill Down Fields (double click editor name)**
- Manuscript ID
- Date to Editor
- Recommendation Date
- Turnaround

**Report Results Example**
User Information
This report is a list of all users in the site and their account information, including name, contact information and roles.

Selection criteria

- Role selection

Export fields

- User first name
- User middle name
- User last name
- User salutation
- User suffix
- User full address
- User phone
- User fax
- User primary email address
- User secondary email address
- Primary user attribute (as defined in site configuration)
- Secondary user attribute (as defined in site configuration)
- Not available dates
- User roles (yes/no listing)

Report results example
User Information for Export
This contains the same information as the User Information Report. The name and address fields are broken out into separate columns, making it optimal for export.

Running Detailed Reports
Depending on your role and the journal's report configuration, you may have a link for Detailed Reports.

**Step 1: Select Report**
Select the report you would like to run from the Report window. Reports are sectioned by:
- My Created Reports - versions of standard reports that you renamed and saved.
- Standard Reports

When you select a report, a description appears in the Description window.
When you have selected the report you want to run, click "Next".

**Step 2: Search Criteria**

As needed, modify the search criteria in the editable fields.

You can choose one of four online browsers or two export report formats:
- Online: Java Viewer - runs Sun Microsystems' latest version of Java
- Online: Java (plugin) - runs your browser's compatible version of Java
- Online: HTML Viewer - Basic viewer, least functional but useful if other viewers are not displaying properly or if a firewall is blocking the results. Does not allow for drill-down of report data.
- Online: ActiveX (IE) Viewer - Use within Internet Explorer
- Export: CSV - You can export the raw data as a comma-separated value file (usually into Microsoft Excel) but we recommend that you run the report then export to CSV to see which results are more useful.
• Note that some reports are marked "for export" and are exported as CSV files.
• Export: XML - used by Developers

Click ➔.

**Step 3: Run Report**
When you have specified the report parameters, run the report.

If you choose to view the report online, a new window opens with the selected viewer and the report results.

If you chose to export the report results, you are prompted to save the results file to your hard drive.

**Using the Report Viewer**
The Crystal Reports viewer is comprised of sections:
• Preview pane
• Results pane
• Toolbar
The following table describes the functionality of the toolbar.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>❎</td>
<td>Closes the sub-report window</td>
</tr>
<tr>
<td>❌</td>
<td>Jumps to the first page of the report</td>
</tr>
<tr>
<td>⬅</td>
<td>Jumps to the previous page of the report</td>
</tr>
<tr>
<td>📡 1/1+</td>
<td>Jumps to a specific page of the report (enter a page number and press Enter)</td>
</tr>
<tr>
<td>⏪</td>
<td>Jumps to the next page of the report</td>
</tr>
<tr>
<td>⏩</td>
<td>Jumps to the last page of the report</td>
</tr>
<tr>
<td>⏹</td>
<td>Stops the report from loading</td>
</tr>
<tr>
<td>🍀</td>
<td>Prints the report</td>
</tr>
<tr>
<td>⭕</td>
<td>Exports the report</td>
</tr>
<tr>
<td>🔄</td>
<td>Refreshes the report</td>
</tr>
<tr>
<td>✡</td>
<td>Toggles the Preview pane on or off</td>
</tr>
</tbody>
</table>
Changes the magnification (zoom) of the report

Searches within the text of the report (type the search criteria in the text box, then click this button)

**Preview pane**
The preview pane displays the full results of your query. In the example above, the criteria selected was all manuscript submissions by type.

You can drill down in this list in order to create subreports of the data.

For example, if you ran a "Manuscripts Decided" report and opted to group by decision, the preview pane shows the selected grouping option ("Grouped by Decision") and the journal’s configured decisions. Clicking one of the decisions opens a new report result set (sub-report) that shows only those manuscripts with that decision.

You can also expand the decision (by clicking "+") to show a list of the manuscripts with that decision. Clicking the manuscript ID opens a new report result set for that manuscript ID.

**Viewing sub-reports**
Some reports give you the option to view the details of individual manuscript records. Clicking the **View Details** link in a main report opens a sub-report.

Launching these sub-reports displays key metadata, task details, and a bar graph that plots the number of days per task.

**Exporting Report Results**
You can export the report results in a variety of formats. To export the results of a report, click **Export**.

A dialog box displays your export options.
Choose the format and page range, then browse to the location you want to save the file. You receive confirmation after you click OK.

Saving Reports
You can save your report criteria for future use in the My Created Reports section. After you select a standard report, rename the title of the report.

Once the report has been run, it is listed under the My Created Reports heading in the reports selection box.

Your created reports are available only to you, and only within the center in which you created them.
**Glossary**

**A**

**AE:** Acronym for Associate Editor

**D**

**Dashboard:** The main screen for each role that links the user to the various status category lists.

**Documents:** A document in Manuscript Central includes the uploaded files (manuscripts) as the meta-data (title, author, etc.), abstract, audit history of tasks performed, notes, and comments.

**E**

**EIC:** Acronym for Editor-in-Chief

**M**

**M-Score:** This is the average score a reviewer has given all manuscripts they have reviewed. The scale is determined by the journal.

**MRW:** Acronym for Master Reference Works (e.g. an encyclopedia)

**Q**

**Queues:** Is a collection of documents that share the same state and task at the same time (e.g., waiting for reviewer score).

**R**

**RV-Score:** Is the average score editors have given a reviewer. The default is a 3-point scale, but can be changed by the journal during configuration.

**S**

**Stub:** A partially completed manuscript given to a solicited Author to complete.