

Admin Guide

ScholarOne Manuscripts

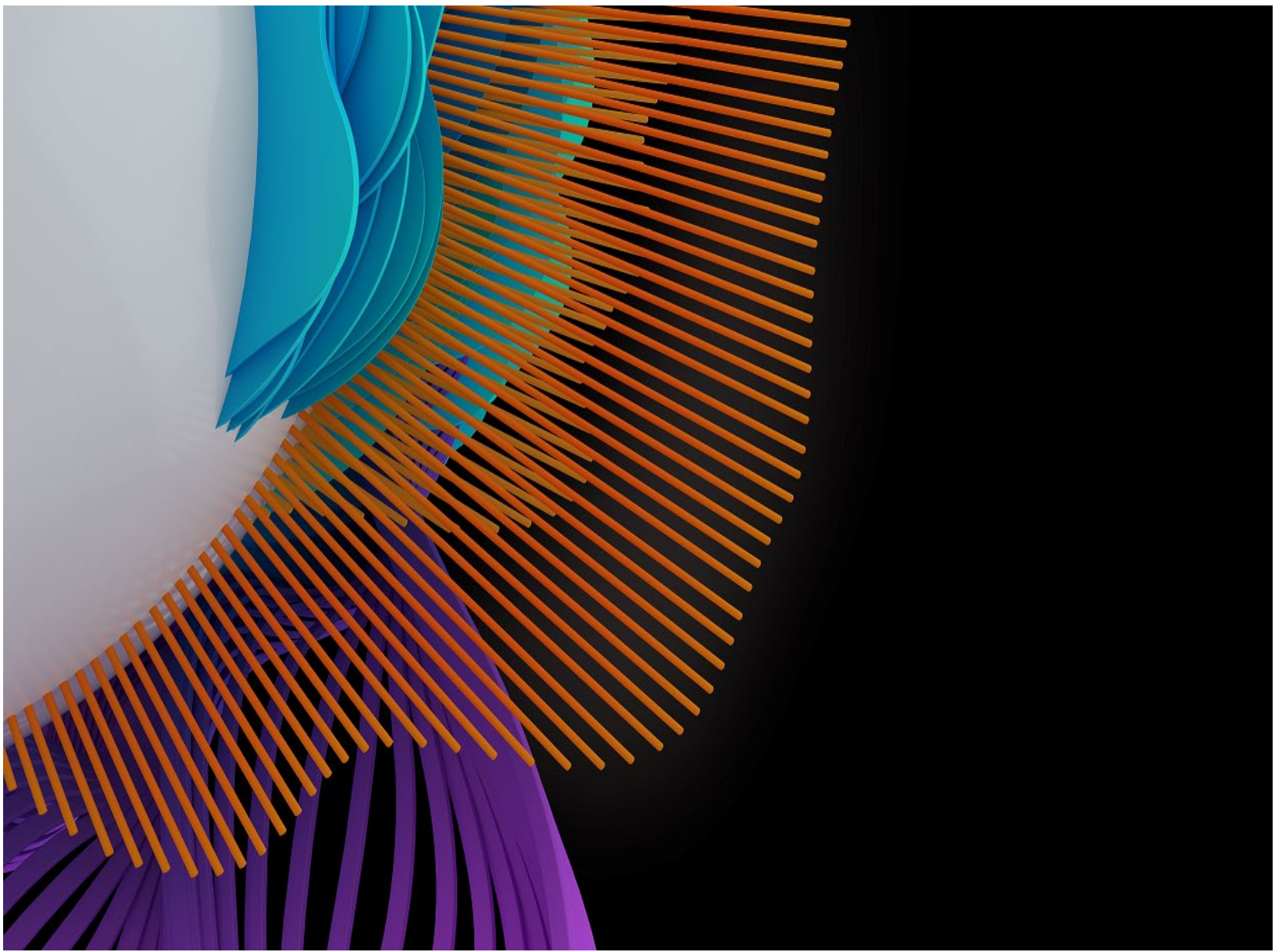


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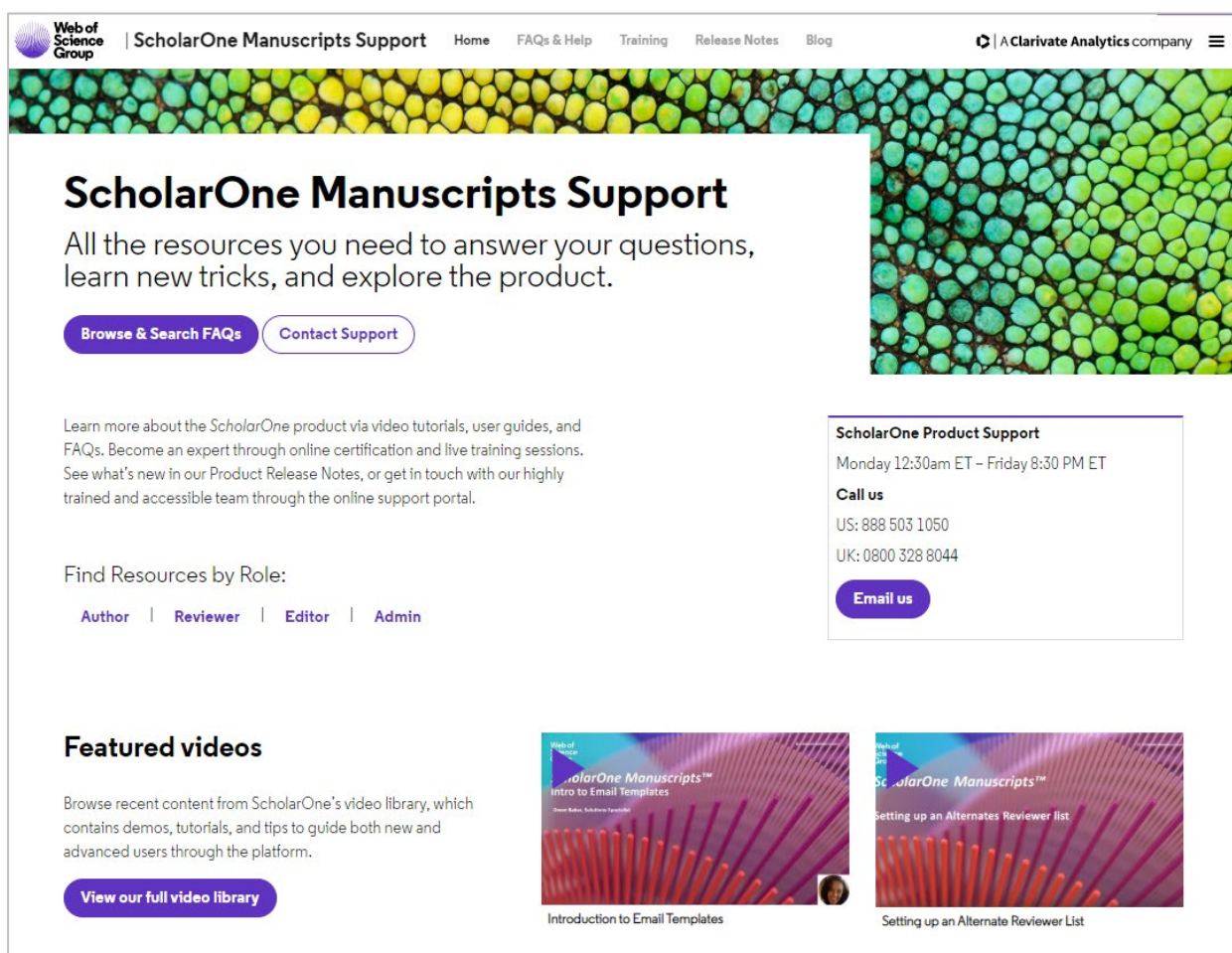
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Introduction

USE SCHOLARONE SUPPORT & FAQs

As a *ScholarOne Manuscripts* Admin, one of your greatest help tools is ScholarOne's Frequently Asked Questions tab on our help site, [ScholarOne Manuscripts Support](#). Our FAQs provide immediate answers to common user questions.

In addition, the site offers downloadable guides (such as this one), video tutorials, and the ability to create a case to get assistance from our Support team. We recommend that you bookmark our help site and consult it often.



The screenshot shows the ScholarOne Manuscripts Support website. The header includes the Web of Science Group logo, the site title "ScholarOne Manuscripts Support", and navigation links for Home, FAQs & Help, Training, Release Notes, and Blog. A Clarivate Analytics company logo is in the top right. The main content area features a large heading "ScholarOne Manuscripts Support" and a sub-heading "All the resources you need to answer your questions, learn new tricks, and explore the product." Below this are two buttons: "Browse & Search FAQs" and "Contact Support". A text block describes the support resources available. A "Find Resources by Role:" section lists Author, Reviewer, Editor, and Admin. A "Featured videos" section includes a description and a "View our full video library" button. Two video thumbnails are shown: "Introduction to Email Templates" and "Setting up an Alternate Reviewer List". A "ScholarOne Product Support" box on the right provides contact information, including a call center number and an "Email us" button.

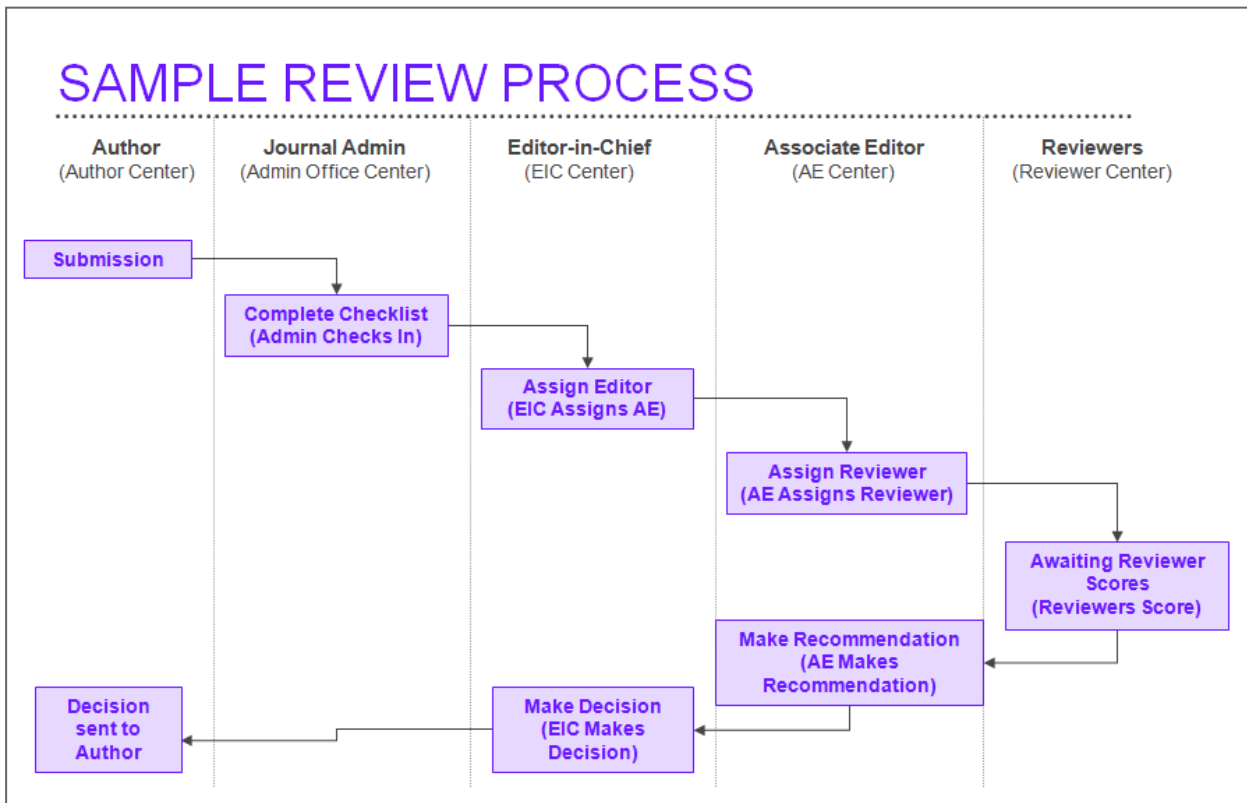
SITE CONFIGURATION AND THIS DOCUMENT

ScholarOne Manuscripts is configured for your specific site based on the needs of the journal or publisher. The role names and fields used in this document may differ from your site. The essential functions will be the same; however, you may not have some of the configurable options available to you.

SCHOLARONE MANUSCRIPTS OVERVIEW

SAMPLE REVIEW PROCESS

The *ScholarOne Manuscripts* system can be configured in many ways to suit the needs of a journal. For the purposes of this guide, the sample review process shown below has been used to demonstrate the tasks and features of the system.



REVISED AND RESUBMITTED MANUSCRIPTS

A manuscript may go through several versions while in the peer review process. *ScholarOne Manuscripts* has workflow options for revised and resubmitted papers.

| Manuscript Version | Definition |
|--|---|
| Original | The first time the author submits the manuscript |
| Revised | <p>Author is asked to make changes to the paper</p> <p>The Manuscript ID is appended with an “.R1”</p> <p>The revised submission is linked with the original in the version history</p> |
| Resubmission (if configured for your site) | <p>Author is sent a decision of Revise and Resubmit</p> <p>The paper will receive a new Manuscript ID when resubmitted</p> <p>The resubmission is linked with the original in the version history</p> |

USER ROLES AND FUNCTIONS

A *ScholarOne Manuscripts* site is organized around **Centers**, each one a logical destination for peer review participants. *ScholarOne Manuscripts* 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; role names may be different, and you may have more or fewer roles than shown in the example here.

Administrative Center

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

Key features of the Admin Center include:

- Peer Review Process Functions
 - 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
- Administrative Tools and Functions:
 - 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
 - Selection and merge capability for duplicate user accounts
 - Management of all files associated with a manuscript
 - Generate and create reports on manuscript and user activity

Associate Editor Center

The Associate Editor Center is used to invite and assign reviewers as well as make recommendations or final decisions. The Associate Editor center displays only manuscripts assigned to the specific AE.

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)
- Ability to make recommendations to EIC (workflow dependent)

Author Center

The Author Center is used for submitting manuscripts and tracking manuscript status. The Author center displays only manuscripts submitted by the specific author.

Key features of the Author Center include:

- Quick links and summaries for all manuscripts submitted
- Display of recent manuscript-related correspondence
- Prompts for creating revision and resubmission manuscripts
- Check status and progress of submitted manuscripts
- Check for existing co-authored manuscripts
- Easy manuscript upload with multiple files and upload progress indicators

- Validation of complete submission process

Editor-in-Chief Center

The Editor-in-Chief Center is used for receiving and reviewing manuscripts, assigning Editors, and making decisions.

Key features of the Editor-in-Chief Center include:

- At-a-Glance statistics display for journal site
- Select Associate Editor by dropdown selection list or search field
- Tabs for viewing manuscript information, audit trail, and file management
- Immediate decision capability
- Make final decisions based on AE and/or reviewer recommendations” (workflow dependent)

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

Production Center

ScholarOne Manuscripts also provides you with the capability to include a Production Center for accepted manuscripts.

As specified by the journal, Production Editors are allowed to:

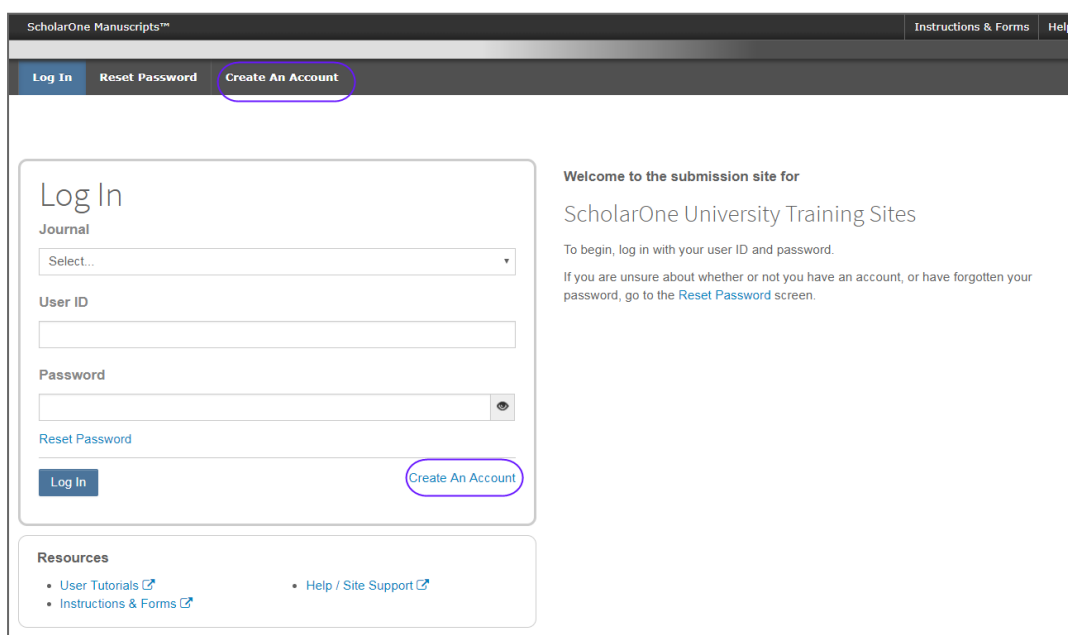
- Send the Author a web-ready PDF of the manuscript for final approval (First Look™), if configured
- Track and approve electronic copyright and disclosure forms, if configured
- Review accepted manuscripts for adherence to a production checklist
- Create manual or automated batches for export
- Assign accepted manuscripts to a batch for exporting
- Create and manage journal volumes and issues

ACCESSING SCHOLARONE MANUSCRIPTS

CREATING YOUR USER ACCOUNT

As an admin, you will need to create your user account and then ScholarOne Implementation or Customer Care teams will need to add the administrative role to your account. Alternately, the journal may create your account in advance and you will edit your account to complete the details.

Each journal's 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 An Account** link on the journal's Log In screen.

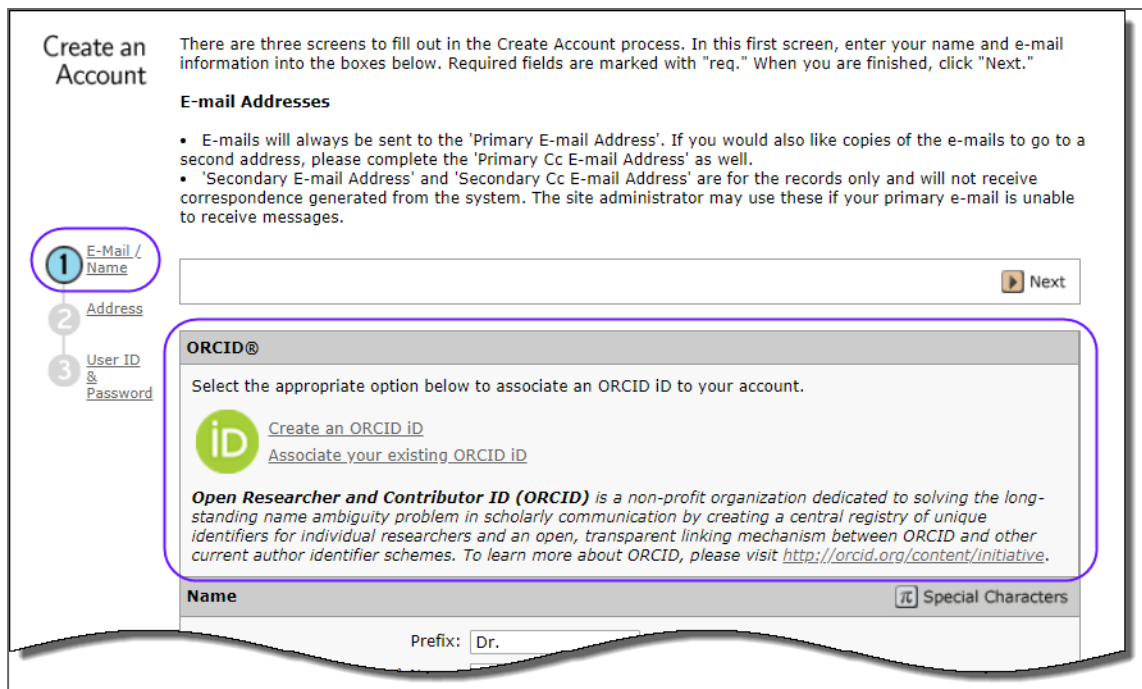


The screenshot shows the ScholarOne Manuscripts™ user interface. At the top, there is a navigation bar with links for "Log In", "Reset Password", and "Create An Account". The "Create An Account" link is circled in purple. Below the navigation bar is a "Log In" form with fields for "Journal" (a dropdown menu), "User ID", and "Password". There is also a "Reset Password" link and a "Log In" button. To the right of the form, there is a "Welcome to the submission site for ScholarOne University Training Sites" message, followed by instructions on how to log in and a link to the "Reset Password" screen. At the bottom of the form, there is a "Resources" section with links for "User Tutorials" and "Instructions & Forms".

► Create your Account

1. E-Mail / Name Screen

During account creation, new users will be given the option to associate an ORCID iD with their account by either registering for a new ORCID iD or associating an existing ORCID iD. Each of these options will be presented to the user as links in the first step of the account creation process. In prior versions, new users entered their ORCID as text in the third step of account creation and it was not validated by ORCID.



Create an Account

There are three screens to fill out in the Create Account process. In this first screen, enter your name and e-mail information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."


E-mail Addresses

- E-mails will always be sent to the 'Primary E-mail Address'. If you would also like copies of the e-mails to go to a second address, please complete the 'Primary Cc E-mail Address' as well.
- 'Secondary E-mail Address' and 'Secondary Cc E-mail Address' are for the records only and will not receive correspondence generated from the system. The site administrator may use these if your primary e-mail is unable to receive messages.

1 E-Mail / Name
2 Address
3 User ID & Password

ORCID®

Select the appropriate option below to associate an ORCID iD to your account.

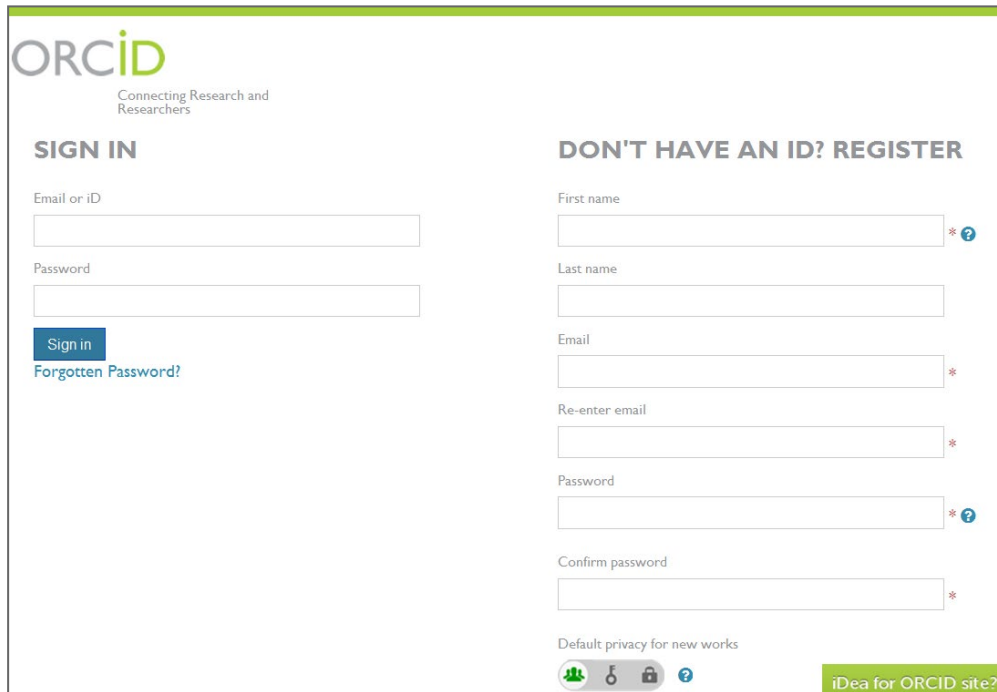
 [Create an ORCID iD](#)
[Associate your existing ORCID iD](#)

Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>.

Name

Prefix:

When the user selects one of the options to associate an ORCID iD with their account, a new browser window will open a registration page on the ORCID website.



The screenshot shows the ORCID login and registration page. The ORCID logo is at the top left, with the tagline "Connecting Research and Researchers". The page is divided into two main sections: "SIGN IN" and "DON'T HAVE AN ID? REGISTER".

SIGN IN

Email or iD

Password

[Sign in](#)

[Forgotten Password?](#)

DON'T HAVE AN ID? REGISTER

First name
 *

Last name

Email
 *

Re-enter email
 *

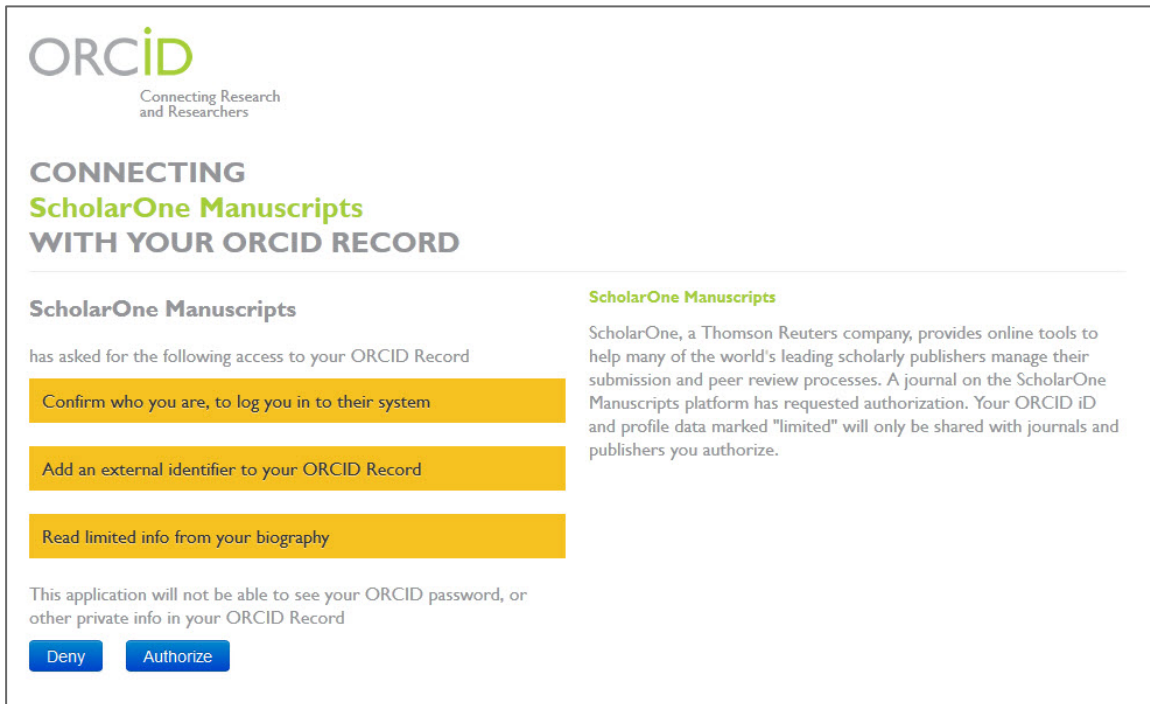
Password
 *

Confirm password
 *

Default privacy for new works

[iDea for ORCID site?](#)

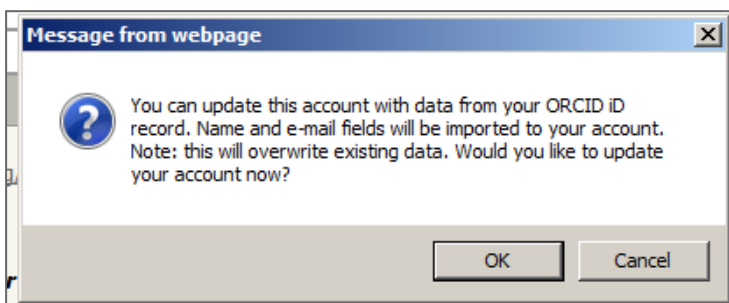
The user must sign in using their existing ORCID credentials or register for a new ORCID iD. Once the user has validated an ORCID iD using one of the options, they will be asked to either authorize or deny the journal's *ScholarOne Manuscripts* site access to their limited data.



Note: Journals will be required to use their own ORCID member credentials to utilize this function. The journal name will be displayed in the screen above where you see ScholarOne Manuscripts.

If the user clicks **Authorize**, they will be redirected back to their journal's *ScholarOne Manuscripts* site with a validated ORCID iD.

As part of the redirect process they will have an opportunity to update their account registration form with data from their ORCID profile.



Click **OK** to update the journal's *ScholarOne Manuscripts* site. Click **Cancel** to return to *ScholarOne Manuscripts* without updating the data.

Create an Account There are three screens to fill out in the Create Account process. In this first screen, enter your name and e-mail information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

1 E-Mail / Name

2 Address

3 User ID & Password

▶ Next

ORCID®

Select the appropriate option below to associate an ORCID iD to your account.

To register for a new ORCID iD, click [here](#).

To associate this account with your existing ORCID iD, click [here](#).

***Open Researcher and Contributor ID (ORCID)** is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>.*

Name ⌘ Special Characters

Prefix:

First (Given) Name: req

Middle Name:

Last (Family) Name: req

Degree:

Primary E-Mail Address: req

Primary E-Mail Address (again): req

Primary Cc E-Mail Address:

Secondary E-Mail Address:

Secondary E-Mail Address (again):

Secondary Cc E-Mail Address:

▶ Next

Note: Required information is denoted by the required symbol (req) beside the field.

- Enter your name and email information. As needed, click the Special Characters icon to insert characters in your first, middle, or last name.
- Click the **Next** button.

2. Address Screen

Create an Account Enter your primary and secondary address information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

1 E-Mail / Name

2 Address

3 User ID & Password


⏪ Previous Next ⏩

| Primary Address | Secondary Address |
|---|---|
| <p>Institution: <input type="text" value="National Ins"/></p> <p>Department: National Water Research Institute Burlington, ON, L7R 4A6, CA</p> <p>Address: National Institutes of Health Bethesda, MD, 20892-0001, US</p> <p>Country: services sociaux</p> <p>State/Province: Quebec, QC, G1V 4N3, CA</p> <p>City: National Institute of Environmental Health Sciences</p> <p>Postal Code: Durham, NC, 27709, US</p> <p>Phone: Statens Folkhalsainstitut (National Institute of Public Health) Ostersund, 831 40, SE</p> <p>Fax: Seisaku Kenkyu Daigakuin Daigaku</p> | <p>Institution: <input type="text"/></p> <p>Department: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Country: --- Select One ---</p> <p>State/Province: --- Select One ---</p> <p>City: <input type="text"/></p> <p>Postal Code: <input type="text"/></p> <p>Phone: <input type="text"/></p> <p>Fax: <input type="text"/></p> |

⏪ Previous Next ⏩

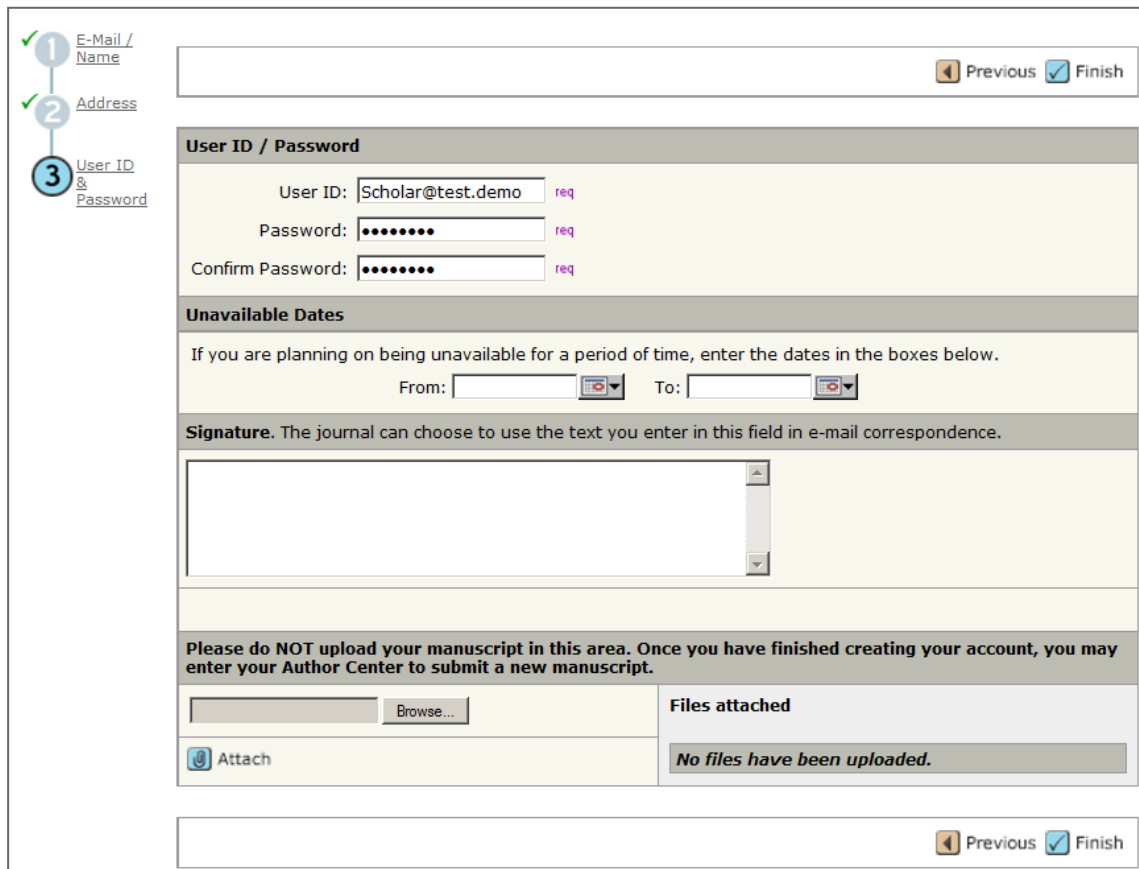
- Enter your address information.

Note: The Institution field utilizes the Ringgold Identify database to standardize institution names. Type a minimum of three characters and matches from the database are displayed. Select a match, or if no match is found, enter the institution name manually.

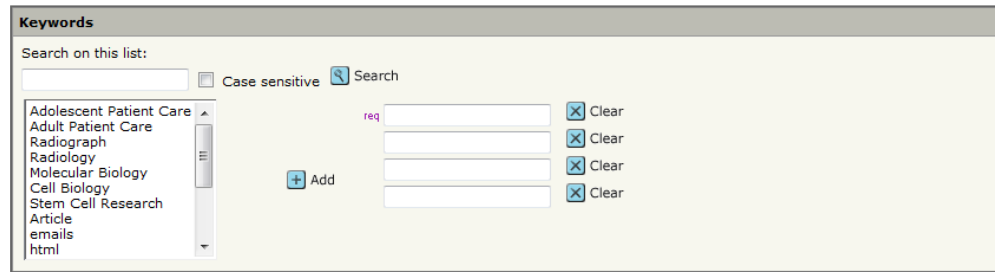
If you see warning symbol  next to the institution name, it means that the institution is not a Ringgold connected institution. Please be sure to check again to see if you can find the correct institution in the database.

- Optionally, you can enter secondary address information.
- Click the **Next** button.

3. User ID & Password Screen



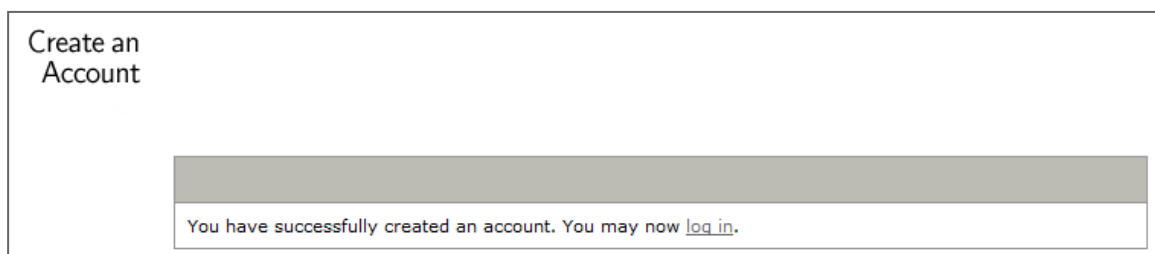
- The **User ID** field defaults to the email address you entered in Step 1. You can change your User ID here if you wish. For example, you can use make your User Id a single word for ease of login. We do not recommend entering a different email address than that used in Step 1 in the User ID field.
- Enter your password in the **Password** field then again in the **Confirm Password** field. For security reasons, you may not copy and paste.
- Complete additional fields as appropriate:
- **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 the **Add** button. The keyword is added to the column on the right. If your journal does not have pre-defined keywords, you may be able to type in keywords.



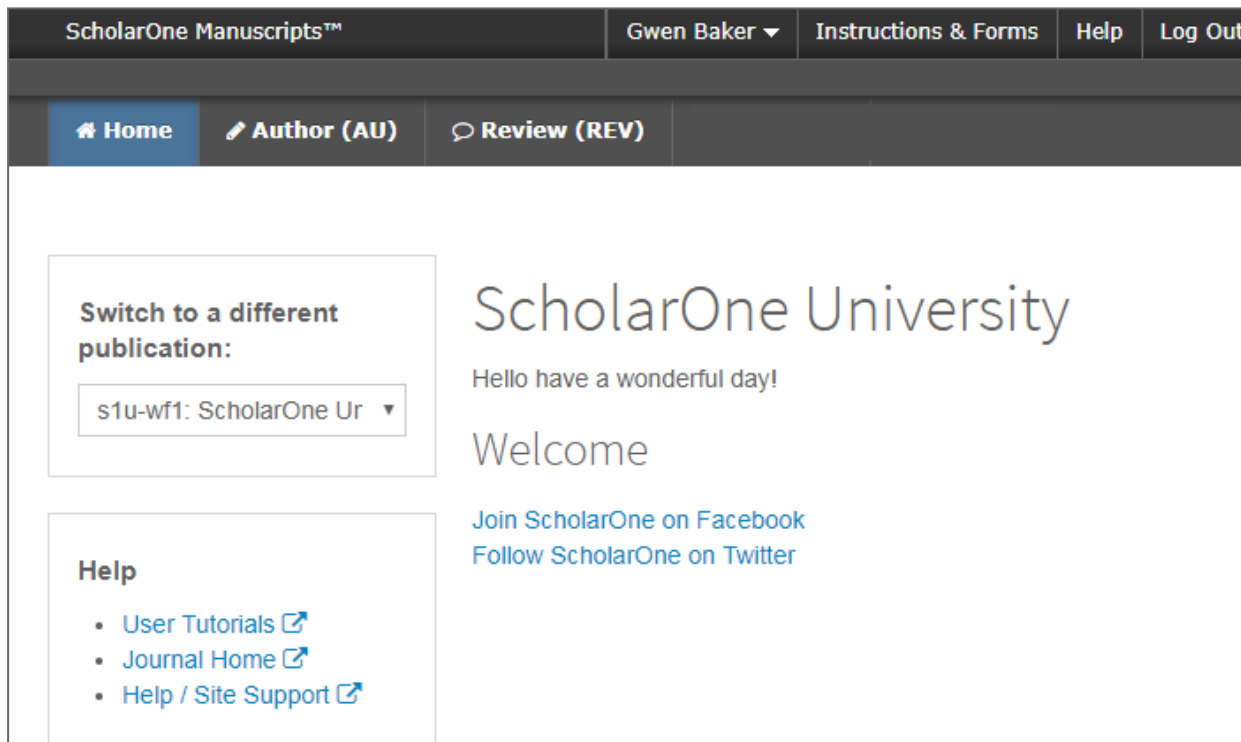
- **Unavailable Dates:** Enter calendar dates that you are unavailable as needed. The journal may also display a field to enter reason for unavailability.
- **Signature:** If you enter a personalized signature here the journal may choose to use the text in email correspondence.
- **File Attachments:** *ScholarOne Manuscripts* 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 such as a Curriculum Vitae. This feature may not be configured on your site.

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

- After completing all applicable fields, click the **Finish** button.
4. When your account setup is complete, you will see the following message.



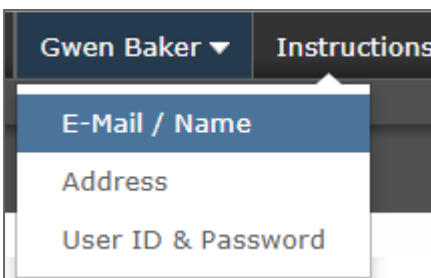
5. When you log in you will have only the Author and Reviewer roles (or the default roles for your journal). Contact ScholarOne Implementation to have your administrative rights activated.



CHANGING YOUR USER ACCOUNT INFORMATION

Your email address, phone number, or address may change over time. To edit your own account information, click on your name in the upper right corner of the journal pages. Then select the area of information you need to edit.

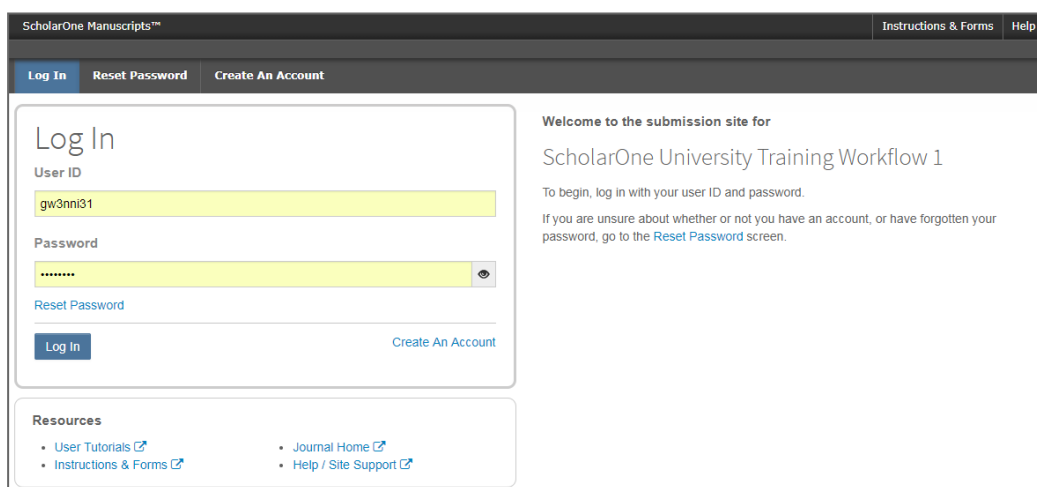
Edit My Account pages contain the information you entered when creating your account, in editable form. Edit information as needed including changing your user ID and password.



LOGGING IN/OUT

► Log In

1. Each journal's 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.



2. Enter your **User ID** and **Password**.
3. Click the **Log In** button.

► ORCID Log In

The journal site may be configured to use ORCID Login. Select the **Log In with ORCID iD** button at the bottom of the Log In box.




Log In

User ID [Create An Account](#)

Password [Reset Password](#)

Log In

 **Log In With ORCID ID**

You will then log in to ORCID ID or register an ORCID account.

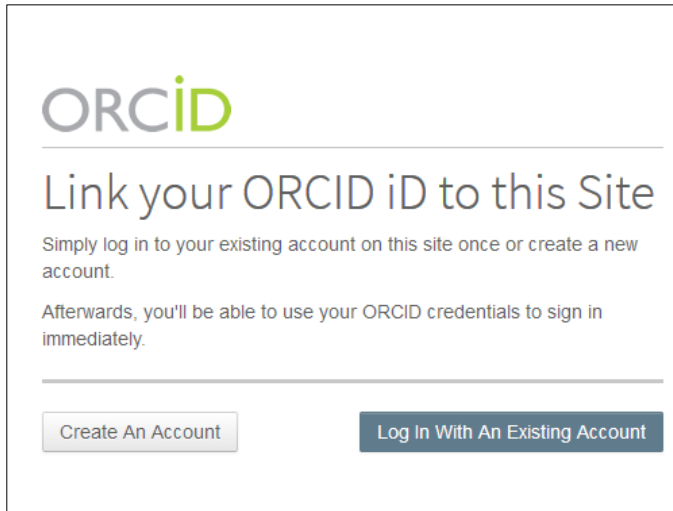
If the you have used this login process before or have already linked your ORCID iD to your ScholarOne profile, you will automatically be logged in to the ScholarOne site.

If this is their first time linking your ORCID and ScholarOne accounts together, you will be asked to authorize the publisher or journal to get their ORCID iD and to read limited-access information such as their name and address. Reading limited-access information will make it easier for new users who do not have a ScholarOne account to pre-fill their profile information when creating an account.



The screenshot shows an ORCID authorization request. At the top left is the ORCID logo. To its right, the text "User Name" is followed by the URL "https://orcid.org/0000-0000-0000-000". Below this is "(Not You) ?". The main heading is "Journal Name ?" followed by "has asked for the following access to your ORCID Record". Below this is a green eye icon and an "iD" icon. The text reads: "Read your information with visibility set to (user defined) Get your ORCID ID". A larger block of text states: "This application will not be able to see your ORCID password or any other information in your ORCID record with visibility set to Only me. You can manage permission granted to this and other Trusted Organizations in your account settings." At the bottom, there are two buttons: "Authorize" (a dark blue button) and "Deny" (a light blue link).

Next, you will link your ORCID account to the ScholarOne site. You will see the option of creating a new account or logging in with your existing site credentials.

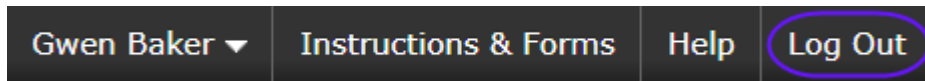


The screenshot shows a dialog box titled "Link your ORCID iD to this Site". The ORCID logo is at the top left. Below it, the text says: "Simply log in to your existing account on this site once or create a new account. Afterwards, you'll be able to use your ORCID credentials to sign in immediately." At the bottom, there are two buttons: "Create An Account" (a light grey button) and "Log In With An Existing Account" (a dark blue button).

If you already have an account on the ScholarOne site, you will only need to provide your ScholarOne login credentials once. Afterwards, you can use either the ScholarOne or ORCID credentials to log into the participating site.

► Log Out

4. You can log out at any time by clicking **Log Out** at the top right corner of the page you are on.

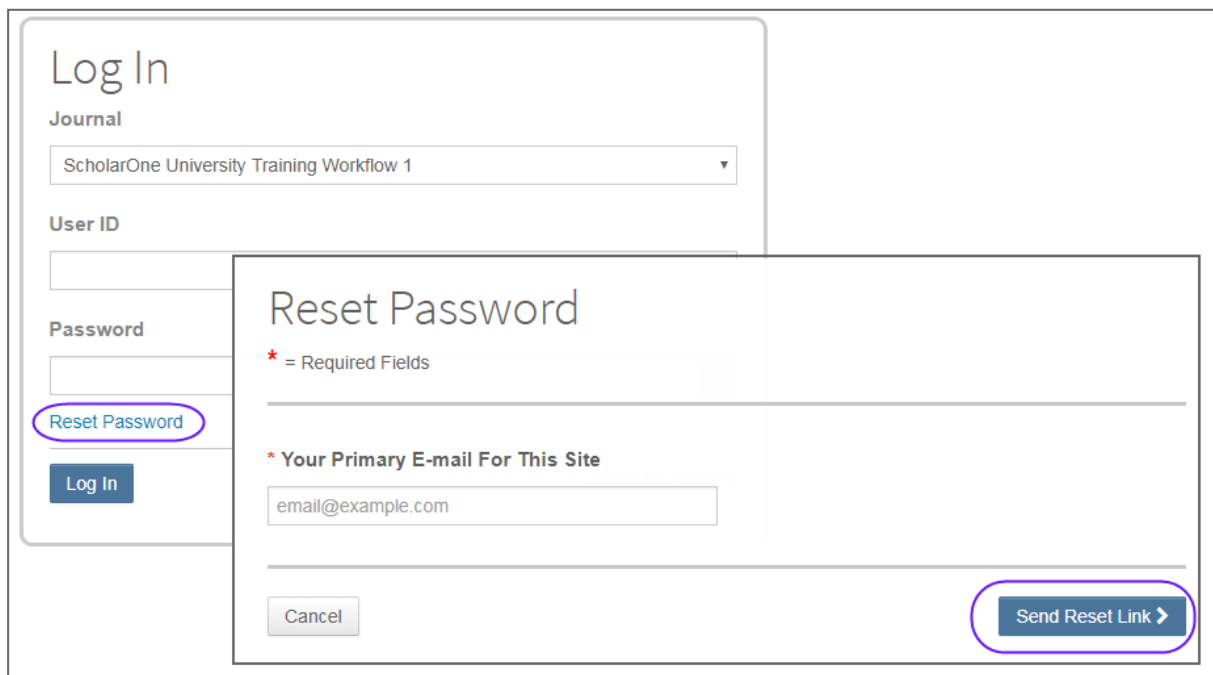


5. You will be returned to the Log In page.

Note: After 3 hours of inactivity you will be automatically logged out and returned to the Log In page.

FORGOT YOUR PASSWORD?

Select the **Reset Password** link.



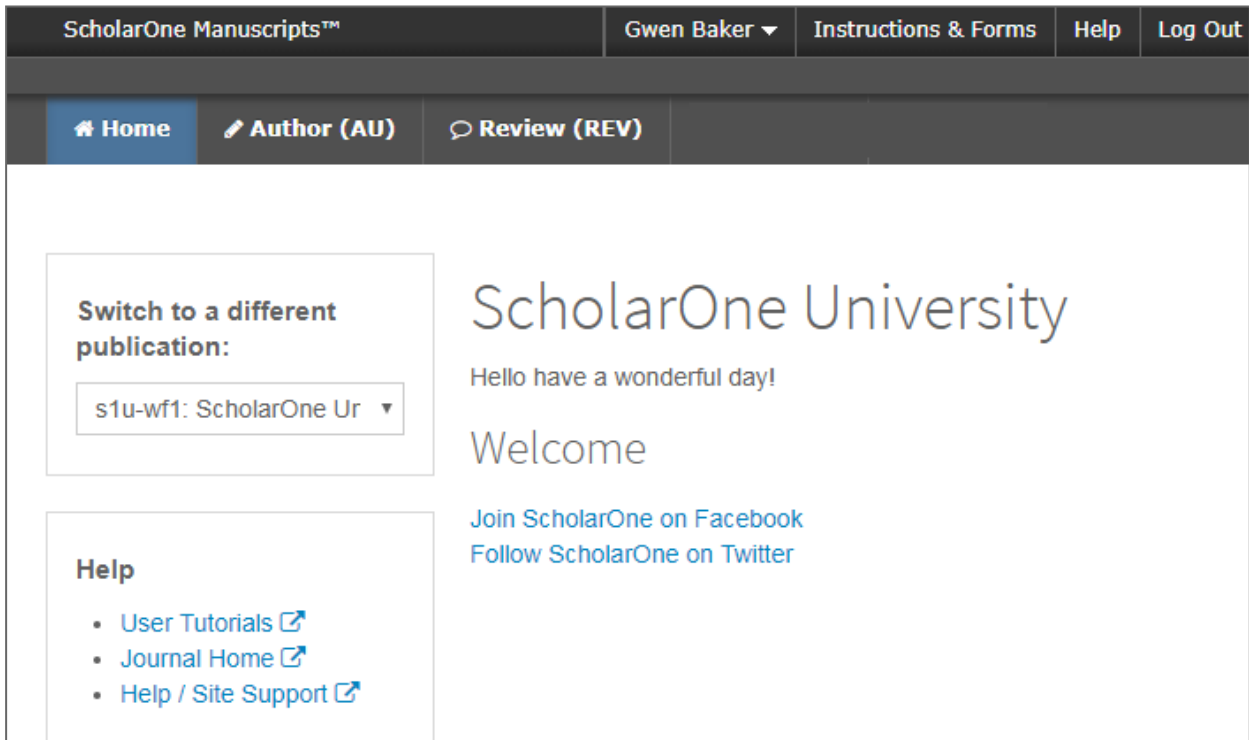
The screenshot shows a 'Log In' form with fields for 'Journal' (ScholarOne University Training Workflow 1), 'User ID', and 'Password'. A 'Reset Password' link is circled in red. A modal window titled 'Reset Password' is open, containing a form with a 'Send Reset Link' button circled in red. The modal also includes a 'Cancel' button and a legend indicating that an asterisk (*) denotes required fields.

Enter your email address and click Send Reset Link. You will be sent a link to reset your password.

NAVIGATION OVERVIEW

HOME PAGE

The Home Page contains top-level navigation based upon roles. You will only see the roles you for which you have permissions. It also contains side navigation to your different publications (if applicable).



The screenshot shows the ScholarOne University Home Page. At the top, there is a dark navigation bar with the following items: "ScholarOne Manuscripts™", "Gwen Baker" with a dropdown arrow, "Instructions & Forms", "Help", and "Log Out". Below this is a secondary navigation bar with "Home" (selected), "Author (AU)", and "Review (REV)". The main content area is white and contains a "Switch to a different publication:" section with a dropdown menu showing "s1u-wf1: ScholarOne Ur". To the right, it says "ScholarOne University", "Hello have a wonderful day!", and "Welcome". Below that are links for "Join ScholarOne on Facebook" and "Follow ScholarOne on Twitter". On the left, there is a "Help" section with links for "User Tutorials", "Journal Home", and "Help / Site Support".

The Home page contains many convenient navigation features as well as site-specific information and images.

Header

Quick Links: Access the following functions:

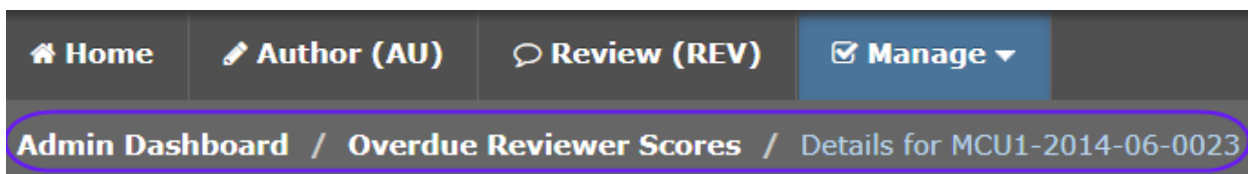
- Your user name – click to edit your account
- Instructions & Forms– journal-specific instructions for users and any journal-specific forms required for the peer review process; Admins see the screens for editing the page
- Help – links you to various help functions
- Log Out

Journal Logo

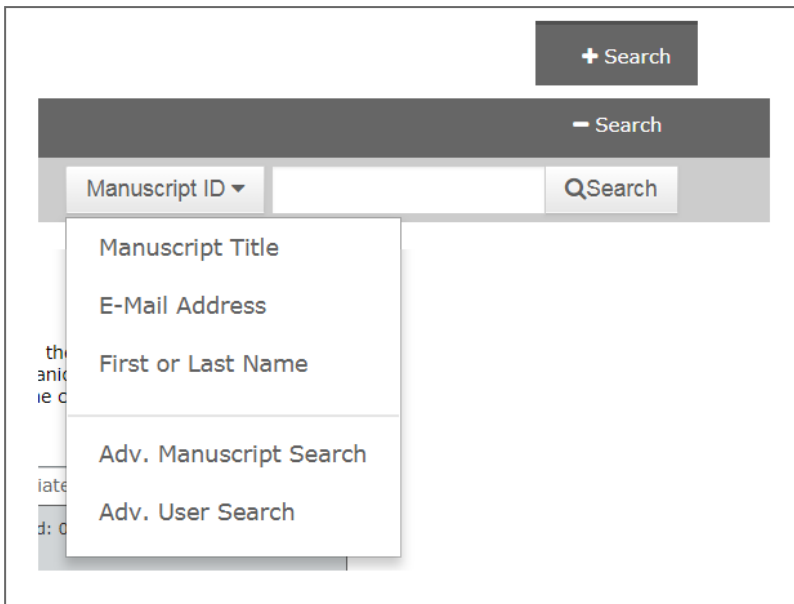
Top-Level Menu: Access the role-specific centers and functions through this menu. Users see only centers they have access to. Some centers, such as Admin and Editor, are grouped together under a heading with a drop-down list. This menu is displayed wherever you are working in the system to allow you to easily move between functions.

Left menu: Access options to switch to another journal (if configured) and links to help and documentation.

The 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.

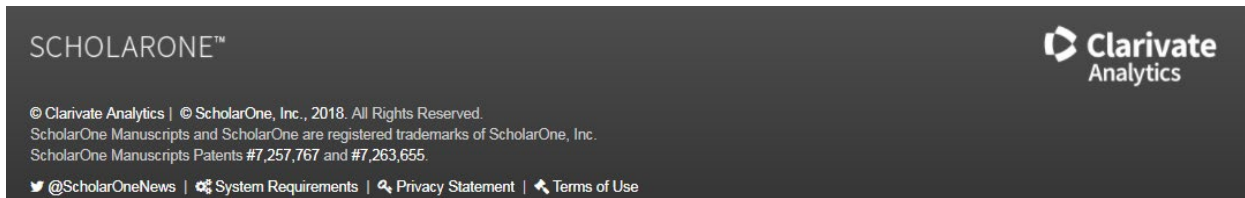


Simple Search: This feature displays in the header for the Admin, Associate Editor, EIC, and Production Editor Dashboards. You may perform a wildcard search by placing an asterisk (*) at the beginning and/or end of your search text.



Note: Users with Admin privileges can also use this function to search for a person’s account by email address and first and last name.

FOOTER FEATURES

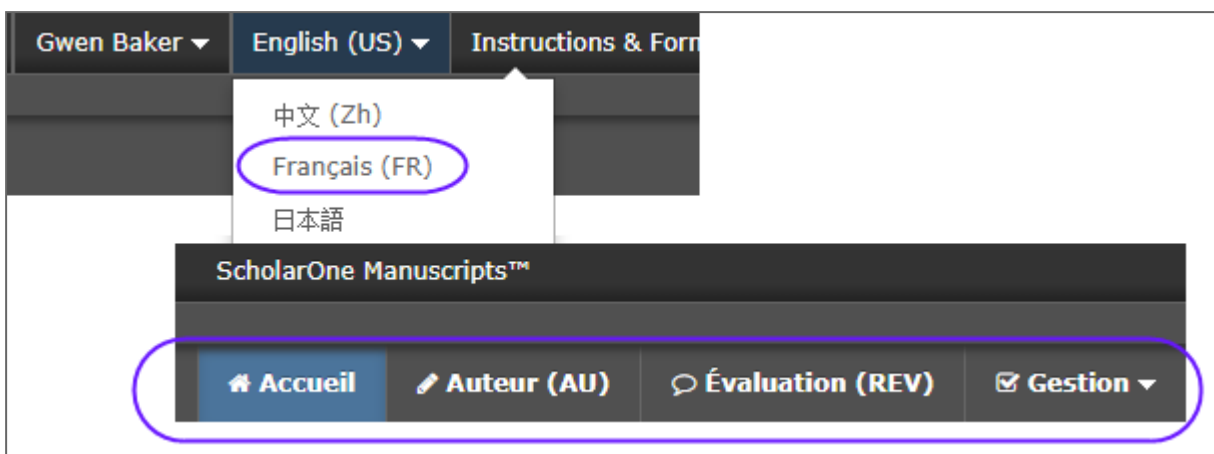


In addition to Copyright and Trademark Information, the footer contains:

- Link to ScholarOneNews
- Link to System Requirements
- Link to Privacy Statement
- Link to Terms of Use

LANGUAGE TOGGLE

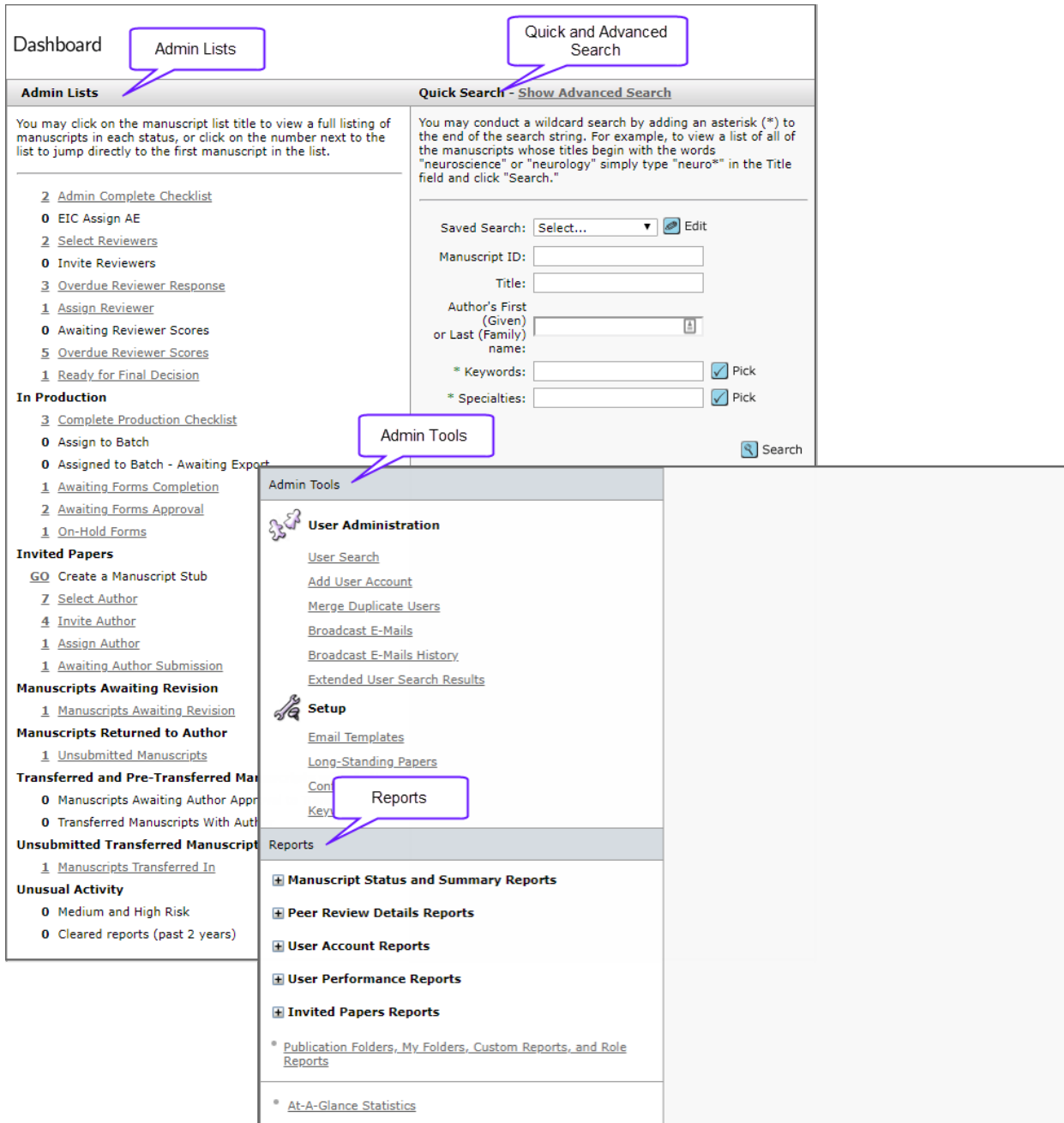
Language toggle allows you to switch the display from the default language of English to another language. If configured for your site, you will find the language toggle located on the header at the top of the screen.



Note: All uploaded documents and end-user supplied text will not toggle and will be displayed in the language entered by the user.

ADMIN CENTER OVERVIEW

The Admin role is considered the “Super User” of the system. The Admin Dashboard allows you to manage submitted manuscripts and monitor them through the full review process. This is also where you perform administrative tasks such as setting up user accounts, creating reports, and editing email templates.



The screenshot shows the Admin Dashboard interface. At the top left is the 'Dashboard' label. Below it, the 'Admin Lists' section is highlighted with a callout. It contains a list of manuscript statuses with counts, such as 'Admin Complete Checklist' (2), 'EIC Assign AE' (0), 'Select Reviewers' (2), 'Invite Reviewers' (0), 'Overdue Reviewer Response' (3), 'Assign Reviewer' (1), 'Awaiting Reviewer Scores' (0), 'Overdue Reviewer Scores' (5), and 'Ready for Final Decision' (1). Below this is the 'In Production' section with 'Complete Production Checklist' (3), 'Assign to Batch' (0), and 'Assigned to Batch - Awaiting Export' (0). The 'Invited Papers' section includes 'Create a Manuscript Stub' (60), 'Select Author' (7), 'Invite Author' (4), and 'Assign Author' (1). The 'Manuscripts Awaiting Revision' section has 'Manuscripts Awaiting Revision' (1). The 'Manuscripts Returned to Author' section has 'Unsubmitted Manuscripts' (1). The 'Transferred and Pre-Transferred Manuscripts' section has 'Manuscripts Awaiting Author Approval' (0) and 'Transferred Manuscripts With Author Approval' (0). The 'Unsubmitted Transferred Manuscripts' section has 'Manuscripts Transferred In' (1). The 'Unusual Activity' section has 'Medium and High Risk' (0) and 'Cleared reports (past 2 years)' (0).

At the top right, the 'Quick and Advanced Search' section is highlighted with a callout. It includes a 'Quick Search - Show Advanced Search' header and a search form with fields for 'Manuscript ID', 'Title', 'Author's First (Given) or Last (Family) name', '* Keywords', and '* Specialties'. There are 'Pick' checkboxes for the last two fields and a 'Search' button.

In the center, the 'Admin Tools' section is highlighted with a callout. It contains a 'User Administration' section with links for 'User Search', 'Add User Account', 'Merge Duplicate Users', 'Broadcast E-Mails', 'Broadcast E-Mails History', and 'Extended User Search Results'. Below that is a 'Setup' section with links for 'Email Templates', 'Long-Standing Papers', 'Connections', and 'Keys'.

At the bottom, the 'Reports' section is highlighted with a callout. It lists several report categories: 'Manuscript Status and Summary Reports', 'Peer Review Details Reports', 'User Account Reports', 'User Performance Reports', and 'Invited Papers Reports'. There are also links for 'Publication Folders, My Folders, Custom Reports, and Role Reports' and 'At-A-Glance Statistics'.

- **Admin Lists:** Admin Lists displays the number of manuscripts in any given status. The Admin Lists section of your dashboard is key to navigating to manuscripts in the peer review process. Clicking the number opens the first manuscript in that status. Clicking the status name link opens a list of manuscripts in the status.

- **Admin Tools:** This section and its functionality appear only on the Admin dashboard. Manage the journal’s configuration and functionality through this section.
- **Reports:** The Admin has a robust reporting section available to them for creating standard and custom reports.
- **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 to find single or multiple manuscripts. See below for examples of how to use these search functions.

ACCESS MANUSCRIPTS VIA THE ADMIN LISTS

To view manuscript information, you may also select any active hyperlink in the Admin Lists section of your dashboard.

► Access Manuscripts via the Admin Lists

6. From the Admin dashboard, select any active link in the Admin Lists.

Admin Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

- [2 Admin Complete Checklist](#)
- 0** EIC Assign AE
- [3 Select Reviewers](#)
- 0** Invite Reviewers
- [2 Overdue Reviewer Response](#)
- [1 Assign Reviewer](#)
- [2 Awaiting Reviewer Scores](#)
- [4 Overdue Reviewer Scores](#)
- [1 Ready for Final Decision](#)

7. The View Manuscripts page displays a table containing any manuscripts in the selected status category. For example, if you selected the link for **Admin Complete Checklist** task, the table will display the Admin Complete Checklist header and all manuscripts listed are in a status where the next step is to complete the Admin Checklist.

View Manuscripts To take action on a manuscript or view the full manuscript record, select the desired action from the "Take Action" dropdown menu. [Read More ...](#)

| Awaiting Admin Checklist | | | | Manuscripts 1-2 of 2 |
|---------------------------------|---|----------------------------------|--|--|
| Manuscript ID ↑ | Manuscript Title | Date Submitted ↓ | Status | Take Action |
| Manuscript Type | Submitting Author | | | |
| WRK1-2018-03-0001 | Surgical Compared with Nonoperative Treatment for Lumbar Degenerative Spondylolisthesis Four-Year Results in the Spine Patient Outcomes Research Trial (SPORT) Randomized and Observational Cohorts [View Submission] | 13-Mar-2018 | AE: Not Assigned EIC: Not Assigned ADM: Not Assigned • Complete Checklist (Due 12-Apr-2018) | <input type="text" value="Select..."/> ▼ |
| Original Article | Norell, Michelle (proxy) | | | |

8. Each manuscript listing displays the following:

- **Manuscript ID:** A system-generated ID unique to the manuscript
- **Manuscript Type:** Category of manuscript
- **Manuscript Title:** The title of the manuscript and a link to view the submission
- **Submitting Author:** Name of the submitting author, a button to view author details, and a hyperlink to send the author an email
- **Date Submitted:** Date of submission (or revision if viewing a revision)
- **Status:** Status of the submission in the peer review process and the editorial staff assignments
- **Take Action:** drop-down list or button indicating the next action to be taken on the submission

9. You can sort the list by clicking on a (linked) column header.

10. Select an action from the **Take Action** drop-down list to access the Manuscript Details.

| Awaiting Admin Checklist | | | | Manuscripts 1-2 of 2 |
|--------------------------|---|------------------|--|---|
| Manuscript ID ↑ | Manuscript Title | Date Submitted ↓ | Status | Take Action |
| Manuscript Type | Submitting Author | | | |
| WRK1-2018-03-0001 | Surgical Compared with Nonoperative Treatment for Lumbar Degenerative Spondylolisthesis Four-Year Results in the Spine Patient Outcomes Research Trial (SPORT) Randomized and Observational Cohorts [View Submission] | 13-Mar-2018 | AE: Not Assigned EIC: Not Assigned ADM: Not Assigned • Complete Checklist (Due 12-Apr-2018) | Select... ▼ Select... View Details View Manuscript Files View Audit Trail Admin Checklist |
| Original Article | Norell, Michelle (proxy) | | | |

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

SEARCHING FOR MANUSCRIPTS

Except for Author and Reviewer roles, each center's dashboard contains multiple ways to search manuscript information. You can search using the simple, quick or advanced search functions.

Searches are dependent on your role:

- Administrators can search on all search fields listed in any of the search methods, including both user and manuscript information.
- Editors can search on manuscript data but may not search on user data.

Search Tips

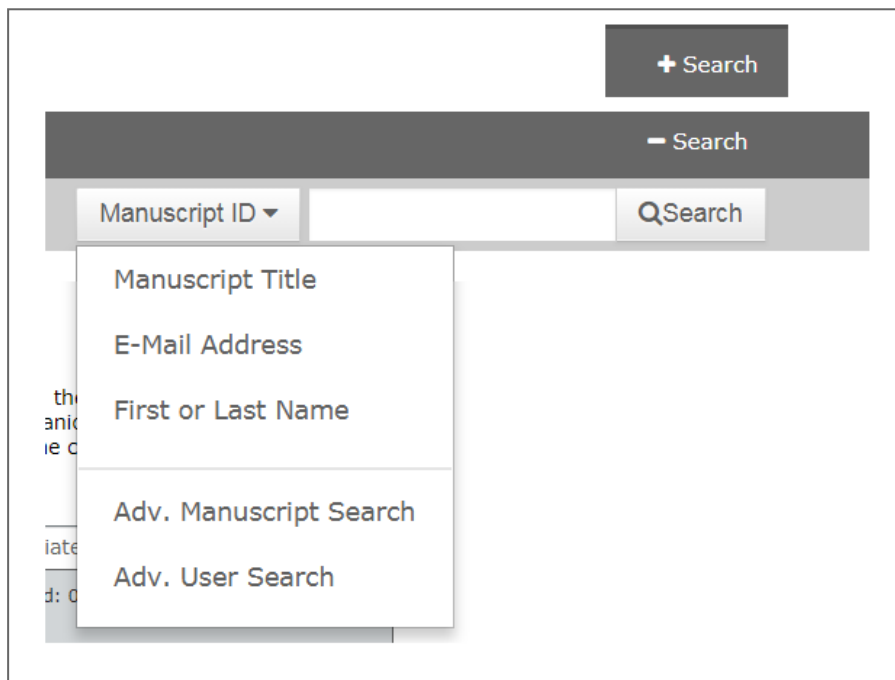
- The asterisk (*) allows for wild card searches in many places in ScholarOne Manuscripts. These are helpful for locating manuscripts, authors, and reviewers.

E.g., if you enter **John*** in a Last Name field, you will find people with the name **John, Johnson, and Johnston.**

- Use at least four (4) characters or numbers in the search string and the results will be returned more quickly.
- Press the **Enter** key to start your search. This saves time by avoiding scrolling down the screen to find the Search button.

► Use the Simple Search

11. The Simple Search is located on the right side of the screen.



12. Enter the search criteria in the search field. If needed, use the asterisk (*) as a wild card.






13. Select the type of search from the drop-down list.

14. Click the **Search** button.
15. The Search Results screen displays any manuscripts meeting the search criteria.
16. Select an action from the **Take Action** drop-down list to access the Manuscript Details.

Search Results

Manuscripts 1-5 of 5

Search Criteria: Manuscript Title = "*Train*"


| Manuscript ID  | Manuscript Title | Date Submitted  | Status | Take Action |
|---|---|--|--|---|
| Manuscript Type | Authors | | | |
| MCU1-2013-07-0009 | Training Methods in Scholarly Research [View Submission] | 26-Jul-2013 | AE: Not Assigned EIC: Not Assigned ADM: Not Assigned | <div style="border: 1px solid gray; padding: 2px;"> Select...  Select... View Details </div> |
| Original Article |  Author, Carla (contact proxy) | |  Transferred to s1u-wf4 | |

► Use the Quick Search

17. The Quick Search appears on the role dashboard. It allows you to find a manuscript by number, title, author, or keyword.

Quick Search - [Show Advanced Search](#)

You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."

Saved Search:  Edit

Manuscript ID:

Title:

Author's First (Given) or Last (Family) name:


* Keywords: Pick

 Search

18. Enter search criteria in any of the fields. If needed, use the asterisk (*) as a wild card.

19. (Note that there is a Saved Search option. You will see in the Used the Advanced Search section how to save a search.)
20. Click the **Search** button.
21. The search results appear showing all manuscripts that met your search criteria.
22. Select an action from the **Take Action** drop-down list to access the Manuscript Details.

Search Results

| 5 Blinded | | | | | Manuscripts 1-6 of 6 |
|----------------------|--|----------------|---|-------------|----------------------|
| Search Criteria: All | | | | | |
| Manuscript ID ↑ | Manuscript Title | Date Submitted | Status | Take Action | |
| Manuscript Type | Authors | | | | |
| MCU1-2013-05-0004 | Dogwood Flowering Patterns in Virginia [View Submission] | 06-May-2013 | AE: Editor, Eddie (proxy) EIC: Not Assigned ADM: Cooney, Jane | Select... | |
| Original Article |  Author, Alan (contact) | | • Make a Decision (Due 13-Jun-2013) | | |
| MCU1-2013-04- | The amazing world of Education [View Submission] | | AE: Editor, Eddie (proxy) EIC: Not Assigned | | |

► Use the Advanced Search

23. The Advanced Search can be accessed by clicking the **Advanced Search** link in the Quick Search pane of your dashboard. The advanced search allows you to find groups of manuscripts by workflow or status or assigned person and other criteria.

Advanced Search

Search Fields Related to the Manuscript

| | |
|---|---|
| Manuscript ID: <input style="width: 90%;" type="text"/> DOI: <input style="width: 90%;" type="text"/> Title: <input style="width: 90%;" type="text"/> Country of Submitting Author: <div style="border: 1px solid gray; padding: 2px;">Any Afghanistan Aland Islands Albania</div> Decision: <div style="border: 1px solid gray; padding: 2px;">Any Accept (ORIG - Final Decision) Accept (RES - Final Decision) Accept (REV - AE Decision)</div> | Previous Manuscript ID: <input style="width: 90%;" type="text"/> Tracking Number: <input style="width: 90%;" type="text"/> Running Head: <input style="width: 90%;" type="text"/> Workflow / Status: <div style="border: 1px solid gray; padding: 2px;">Any Unsubmitted / Not Yet Submitted In Revised Workflow / Partially Submitted Revisions In Original Workflow</div> |
|---|---|

Keywords:

| | | | |
|--|--|-----|---|
| <input style="width: 80%;" type="text"/> | <input checked="" type="checkbox"/> Pick | AND | ▼ |
| <input style="width: 80%;" type="text"/> | <input checked="" type="checkbox"/> Pick | AND | ▼ |
| <input style="width: 80%;" type="text"/> | <input checked="" type="checkbox"/> Pick | AND | ▼ |
| <input style="width: 80%;" type="text"/> | <input checked="" type="checkbox"/> Pick | AND | ▼ |
| <input style="width: 80%;" type="text"/> | <input checked="" type="checkbox"/> Pick | | |

Manuscript Type: Select...

Search Fields Related to People Who Have Performed Actions on the Manuscript

| | |
|---|---|
| Author First (Given) Name: <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> | Reviewer First (Given) Name: <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> |
|---|---|

24. You are presented with a variety of search fields, filter options, and date options. You can select any combination of criteria for your search. For example, you can find all manuscripts accepted last month.

25. If you want to save your search criteria for future use, select the **Save this Search, called:** checkbox and name your search before clicking the Search button. (The saved search can be accessed from the Quick Search.)


Save this search, called:

26. Click the **Search** button.

27. The search results display allowing you access to the manuscript.

28. Select an action from the **Take Action** drop-down list to access the Manuscript Details.

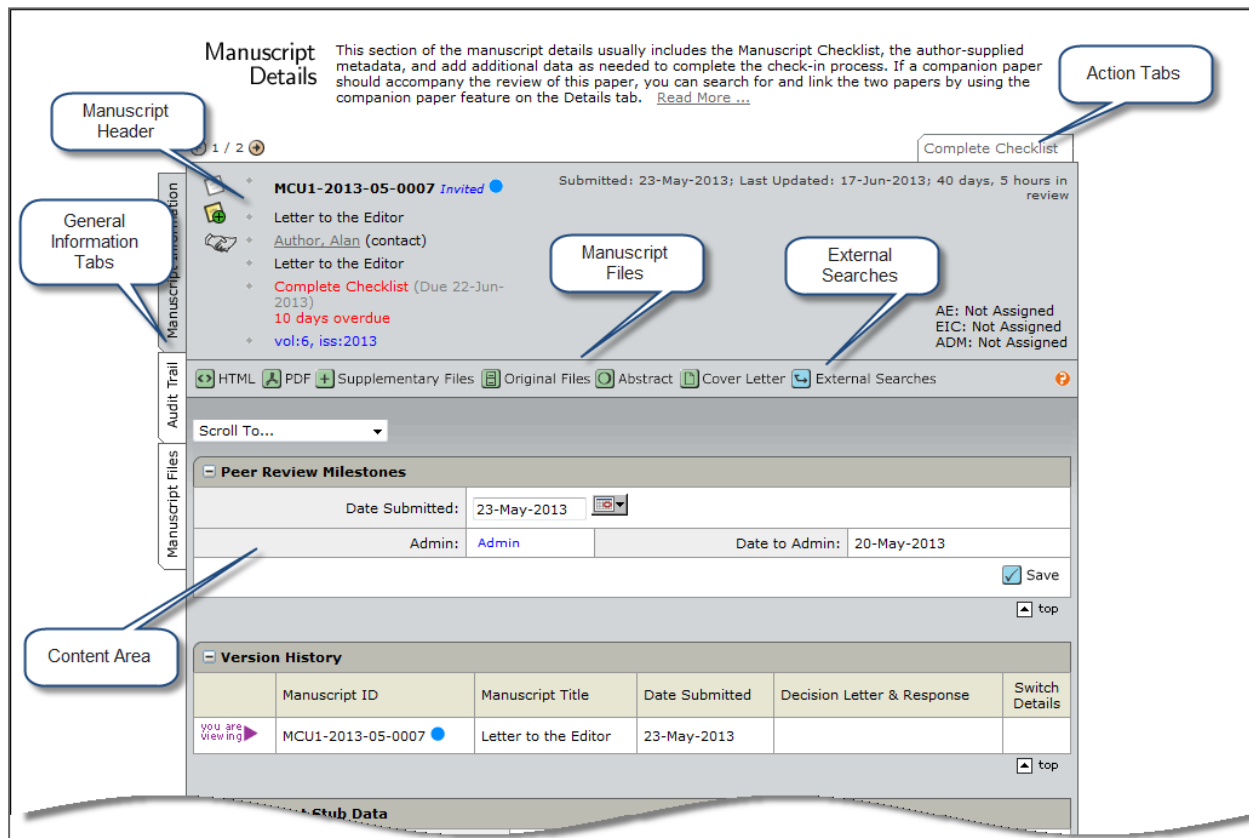
Search Results

| 5 Blinded | | | | | Manuscripts 1-6 of 6 |
|----------------------|--|----------------|---|-------------|----------------------|
| Search Criteria: All | | | | | |
| Manuscript ID | Manuscript Title | Date Submitted | Status | Take Action | |
| Manuscript Type | Authors | | | | |
| MCU1-2013-05-0004 | Dogwood Flowering Patterns in Virginia [View Submission] | 06-May-2013 | AE: Editor, Eddie (proxy) EIC: Not Assigned ADM: Cooney, Jane | Select... | |
| Original Article |  Author, Alan (contact) | | • Make a Decision (Due 13-Jun-2013) | | |
| MCU1-2013-04- | The amazing world of Education [View Submission] | | AE: Editor, Eddie (proxy) EIC: Not Assigned | | |

MANUSCRIPT DETAILS OVERVIEW

Your role's view of manuscript details contains any information and action tabs you will 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** button of the View Manuscripts page, or, in Admin or Production Editor view, select **View Details** from the drop-down list.



Manuscript Details This section of the manuscript details usually includes the Manuscript Checklist, the author-supplied metadata, and add additional data as needed to complete the check-in process. If a companion paper should accompany the review of this paper, you can search for and link the two papers by using the companion paper feature on the Details tab. [Read More...](#)

Manuscript Header

General Information Tabs

Manuscript Files

External Searches

Action Tabs

Content Area

Manuscript ID: 1 / 2

Complete Checklist

Submitted: 23-May-2013; Last Updated: 17-Jun-2013; 40 days, 5 hours in review

MCU1-2013-05-0007 Invited

- Letter to the Editor
- Author: Alan (contact)
- Letter to the Editor
- Complete Checklist (Due 22-Jun-2013) 10 days overdue
- vol:6, iss:2013

AE: Not Assigned
EIC: Not Assigned
ADM: Not Assigned

HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches

Scroll To...

Peer Review Milestones

| | |
|-----------------|-------------|
| Date Submitted: | 23-May-2013 |
| Admin: | Admin |
| Date to Admin: | 20-May-2013 |

Save

[top](#)

Version History

| | Manuscript ID | Manuscript Title | Date Submitted | Decision Letter & Response | Switch Details |
|-----------------|-------------------|----------------------|----------------|----------------------------|----------------|
| you are viewing | MCU1-2013-05-0007 | Letter to the Editor | 23-May-2013 | | |

[top](#)

Sub Data

- **Manuscript Header:** The Manuscript Header displays a summary of information about the manuscript including the unique manuscript ID number, title, author, and other basic information about the manuscript. This header remains at the top of page throughout the workflow.
- **Manuscript Files:** Click on any of the links to access the manuscript files. There are PDF and HTML versions of the manuscript files, and other supporting files for the manuscript (if applicable to the specific manuscript.) Because these files are in the header, they will display on all Manuscripts screens.
- **External Searches:** *ScholarOne Manuscripts* makes it easy for editors and reviewers to find a variety of information online. Clicking the External Searches button displays the following popup box:

Search On:

- The amazing world of Education (Manuscript Title)
- templates (Keyword)
- roles (Keyword)
- Author, Alan (Author/Co-Author)
- Burns, Tenise (Author/Co-Author)
- Reviewer, Rowan (Preferred Reviewer)
- Reviewer, Linda (Preferred Reviewer)
- Other:

Search Across:

Click [here](#) to search **Web of Science®**

Click [here](#) to search **PubMed**

Click [here](#) to search **HighWire**

Click [here](#) to search **Google**

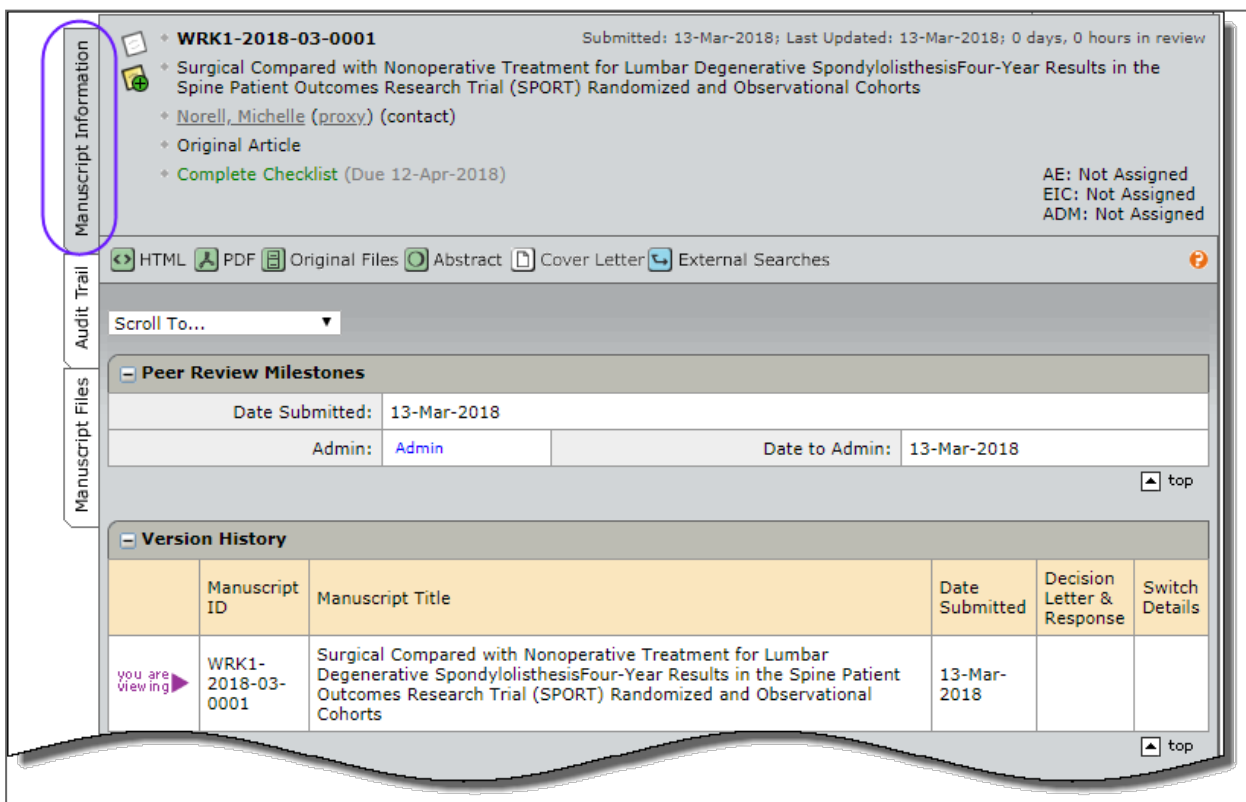
Select checkboxes in the Search On section. You can enter your own criteria in the **Other** field. Then choose from the Search Across search engine links.

- **Action Tabs:** A tab displays at the top right of the screen for the next action to be taken. The action displayed is dependent upon the status of the manuscript in the workflow and the user’s role in the workflow.
- **General Information Tabs:** Each of these three tabs contains detailed information and functions for the Admin. They are summarized here, and specific instructions can be found in later sections of this document.
 - **Manuscript Information:** This tab is displayed by default when you access Manuscript Details. It contains information such as the manuscript summary, peer review milestones, version history, author-supplied data, and companion paper information.
 - **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. 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.
- **Content Area:** The main body of the screen displays the content of the General Information tab (Manuscript Information, Audit Trail, or Manuscript Files) selected on the left of the screen. In the example above, the contents of the Manuscript Information tab are displayed.

THE MANUSCRIPT INFORMATION TAB

The Manuscript Information tab displays by default when you access the Manuscript Details page. It can be accessed through the tab at the left side of the Manuscript Details page as well.



Manuscript Information

Submitted: 13-Mar-2018; Last Updated: 13-Mar-2018; 0 days, 0 hours in review

WRK1-2018-03-0001

Surgical Compared with Nonoperative Treatment for Lumbar Degenerative Spondylolisthesis Four-Year Results in the Spine Patient Outcomes Research Trial (SPORT) Randomized and Observational Cohorts

Norell, Michelle (proxy) (contact)

Original Article

Complete Checklist (Due 12-Apr-2018)

AE: Not Assigned
EIC: Not Assigned
ADM: Not Assigned

HTML PDF Original Files Abstract Cover Letter External Searches

Scroll To...

Peer Review Milestones

| | |
|-----------------|-------------|
| Date Submitted: | 13-Mar-2018 |
| Admin: | Admin |
| Date to Admin: | 13-Mar-2018 |

▲ top

Version History

| | Manuscript ID | Manuscript Title | Date Submitted | Decision Letter & Response | Switch Details |
|-----------------|-------------------|---|----------------|----------------------------|----------------|
| you are viewing | WRK1-2018-03-0001 | Surgical Compared with Nonoperative Treatment for Lumbar Degenerative Spondylolisthesis Four-Year Results in the Spine Patient Outcomes Research Trial (SPORT) Randomized and Observational Cohorts | 13-Mar-2018 | | |

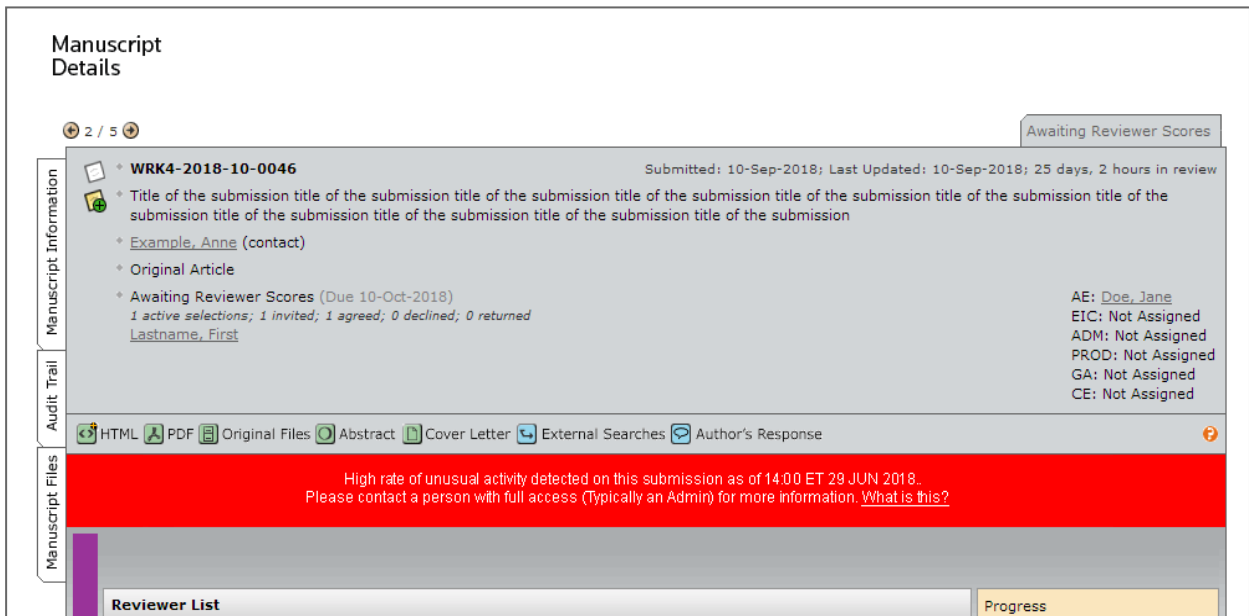
▲ top

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)
- Flag Manuscripts
- 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.



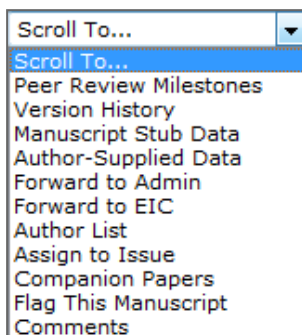
The screenshot shows the 'Manuscript Details' interface. At the top left, it says 'Manuscript Details' with a breadcrumb '2 / 5'. A status box on the right says 'Awaiting Reviewer Scores'. Below this is a summary for submission 'WRK4-2018-10-0046', submitted on 10-Sep-2018, with a 25-day review period. The submission title is redacted with a placeholder. It lists 'Example, Anne' as the contact and 'Original Article' as the type. The status is 'Awaiting Reviewer Scores (Due 10-Oct-2018)' with 1 active selection, 1 invited, 1 agreed, 0 declined, and 0 returned. A red banner at the bottom of the main content area contains a warning: 'High rate of unusual activity detected on this submission as of 14:00 ET 29 JUN 2018. Please contact a person with full access (Typically an Admin) for more information. [What is this?](#)'. A sidebar on the left has tabs for 'Manuscript Information', 'Audit Trail', and 'Manuscript Files'. At the bottom, there are sections for 'Reviewer List' and 'Progress'.

The header may list the following:

- Manuscript ID – may include a revision number, “Invited”, or “Resubmission”
- 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 – appears green if OK, red for overdue
- 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.
- Author Due – Date for Revised Paper
- Proofs and files – links to the HTML and PDF proofs of the submission as well as other associate files and the Author’s response (on revisions and resubmissions only)
- Unusual Activity Indicators (if configured) – A red or yellow status indicator will appear when unusual activity has been detected. For more information please go to the Unusual Activity Indicators of this guide.




Scroll To...

To jump directly to a section of the Manuscript Details page, select from the **Scroll To...** dropdown list.




Viewing Proofs

View proofs by clicking the links in the header. See the *Viewing Manuscript Proofs and Files* section of this document for more details.

 HTML
 PDF
 Supplementary Files
 Original Files
 Abstract
 Cover Letter



Peer Review Milestones

This section provides a quick look at a manuscript's current progress through the peer review process, by role and date. You may also email a person by clicking the named link. Those viewing this section using admin permissions can perform actions as another person by clicking the proxy link.

| Peer Review Milestones | | | |
|------------------------|---|---------------------------|--|
| Date Submitted: | 06-May-2013  | | |
| Admin: | Cooney, Jane AU REV AE EIC ADM PROD | Date to Admin: | 06-May-2013 |
| Associate Editor: | Editor, Eddie AU REV AE EIC proxy | Date to Associate Editor: | 06-May-2013 |
| | | | <input checked="" type="checkbox"/> Save |

Version History

You have access to all versions of a manuscript. Revisions are indicated by a revision number appended to the Manuscript ID. (E.g., R1 or R2.)

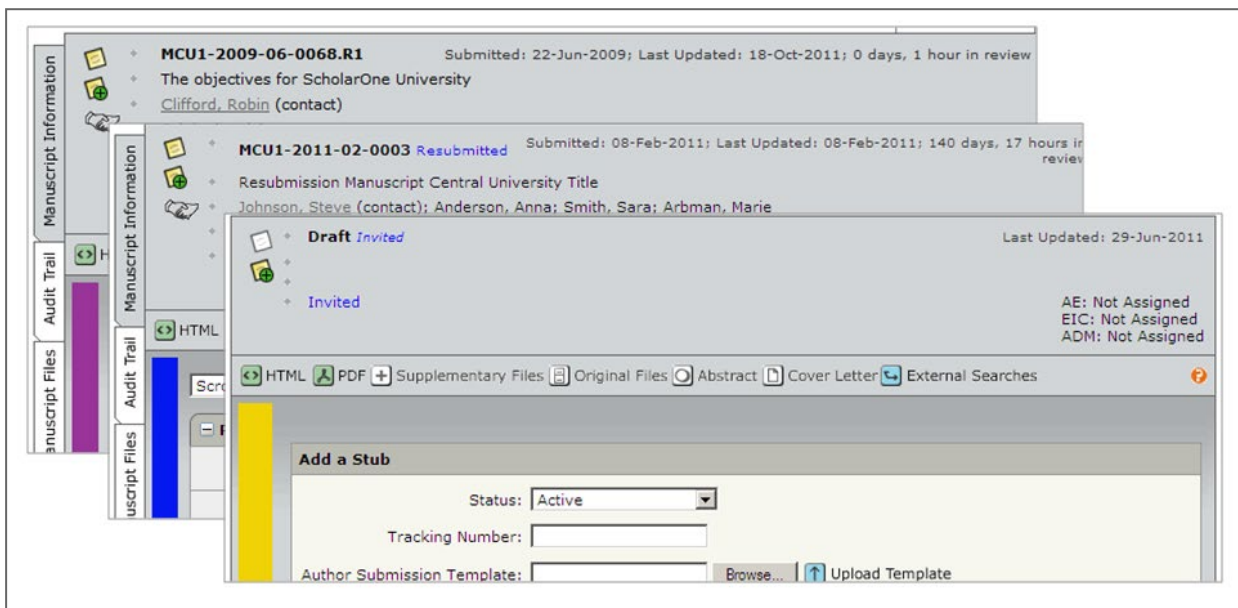
| Version History | | | | | |
|---|----------------------|------------------|----------------|--|---|
| | Manuscript ID | Manuscript Title | Date Submitted | Decision Letter & Response | Switch Details |
|  | MCU1-2013-05-0006.R1 | Monday training | 10-Jun-2013 | <ul style="list-style-type: none"> • view decision letter view the decision letter for MCU1-2013-05-0006.R1 | |
| | MCU1-2013-05-0006 | Monday training | 20-May-2013 | <ul style="list-style-type: none"> • view author's response view the authors response to the decision letter for MCU1-2013-05-0006 • view decision letter view the decision letter for MCU1-2013-05-0006 |  |

- Click the links in the **Decision Letter & Response** column to view decision-related correspondence regarding a previous version.
- Click on the **Switch Details** button to view the Manuscript Details page for a previous version.

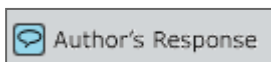
Additional Version Information

To help you keep track of which version you are currently viewing, a colored bar displays along the left of the page indicating a revision.

- Original submission: no colored bar
- Revision: purple bar
- Resubmitted Manuscript: blue bar
- Invited Manuscript: yellow bar



Revised and resubmitted files will also include a link to the Author’s response on the header.



Author-Supplied Data

This section lists all the information entered by the author during the manuscript submission process (excluding uploaded files). The Admin may review to ensure the author-supplied data is correct and edit if necessary.

| Author-Supplied Data | |
|-------------------------|--|
| Manuscript Type: | Original Article |
| Title: | Test |
| Manuscript ID: | WRK1-1548-事務費交付 |
| Funding Information: | There are no funders to report for this submission |
| Submitting Author: | <div style="display: flex; align-items: center;"> Heid, Christopher <input checked="" type="checkbox"/> Save Heid, Christopher (proxy) </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><i>primary affiliation</i></p> <ul style="list-style-type: none"> Thomson Reuters 375 Greenbrier Drive Charlottesville Virginia 22901 United States </div> <div style="width: 45%;"> <p><i>secondary affiliation</i></p> <ul style="list-style-type: none"> Thomson Reuters Science - Philadelphia Pennsylvania 19130-4067 United States </div> </div> |
| Authors & Institutions: | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> Heid, Christopher proxy <i>Corresponding Author</i> http://orcid.org/0000-0001-7833-632X ✓ Coe-Arthur, Davis proxy </div> <div style="width: 45%;"> <ul style="list-style-type: none"> Thomson Reuters 375 Greenbrier Drive , Charlottesville, Virginia 22901 United States Johns Hopkins School of Medicine ✓ 123 Main St, Baltimore, Maryland 21205-2196 United States Example Not in Ringgold 205 Any Street, Los Angeles, California 90219 United States </div> </div> |

Note: The checkmark after the ORCID iD indicates that the iD has been validated through ORCID. The checkmark after the institution name indicates it has been selected from the Ringgold Identify database and has been validated by Ringgold.

Components of the Author-Supplied Data section may include the following:

- Manuscript type
- Title
- Manuscript ID
- Funding Institution – Name of funding institution and grant number using the FundRef taxonomy
- Submitting author: Name of the submitting author, a button to view author details, and a hyperlink to send the author an email
- Authors and institutions: Name(s) of the submitting and additional authors, a button to view author details, and a hyperlink to send the author an email, and a link to their ORCID iD if configured
 - Author contribution using CASRAI’s CRediT taxonomy

| - Author-Supplied Data | |
|-------------------------|---|
| Manuscript Type: | Original Article |
| Title: | Best colors for a kitchen |
| Manuscript ID: | WRK1-1594-审稿费支付 |
| Submitting Author: | <div style="border: 1px solid #ccc; padding: 2px;"> Du, Paul ▾ <input checked="" type="checkbox"/> Save Du, Paul (proxy) </div> <hr/> <ul style="list-style-type: none"> • <i>primary affiliation</i> China |
| Authors & Institutions: | <div style="border: 1px solid #ccc; padding: 2px;"> Du, Paul proxy Corresponding Author Data curation (Lead) Visualization (Lead) </div> |

- Contact author: The Contact Author defaults to Submitting Author or the Corresponding Author (if your site is configured to have Corresponding Author). Depending on role permissions, this field can be edited
- Running head
- Any keyword attributes entered by the author

- The Author's 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 manuscript submission process

Those viewing this section using Admin permissions can perform additional functions:

- Change the Submitting Author. If there are multiple authors on the manuscript, you may select a different author from the **Submitting Author** drop down list. Changing the submitting author will change the author who has the access to make the revision, if needed, on a paper.
- Change the Contact Author. If there are multiple authors on the manuscript, you may select a different author from the **Contact Author** list. Updating the contact author changes what author receives the correspondence from the journal.

► Editing Author-Supplied Data

29. Locate the Author-Supplied Data section.

| Author-Supplied Data | | | |
|--|--|--|--|
| Manuscript Type: | Original Article | | |
| Title: | Surgical Compared with Nonoperative Treatment for Lumbar Degenerative Spondylolisthesis Four-Year Results in the Spine Patient Outcomes Research Trial (SPORT) Randomized and Observational Cohorts | | |
| Manuscript ID: | WRK1-2018-03-0001 | | |
| Submitting Author: | <div style="border: 1px solid black; padding: 2px;"> Norell, Michelle <input checked="" type="checkbox"/> Save <input type="radio"/> Norell, Michelle (proxy) Norell, Michelle Griffin, Carla </div> | | |
| Authors & Institutions: | <ul style="list-style-type: none"> • <i>primary affiliation</i> 78 Baker Street Belmont 02478 United States <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <input type="radio"/> Norell, Michelle proxy <input type="radio"/> Griffin, Carla proxy </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • 78 Baker Street , Belmont 02478 United States • Grand Junction VA Medical Center ✓ Grand Junction, Colorado United States </td> </tr> </table> | <ul style="list-style-type: none"> <input type="radio"/> Norell, Michelle proxy <input type="radio"/> Griffin, Carla proxy | <ul style="list-style-type: none"> • 78 Baker Street , Belmont 02478 United States • Grand Junction VA Medical Center ✓ Grand Junction, Colorado United States |
| <ul style="list-style-type: none"> <input type="radio"/> Norell, Michelle proxy <input type="radio"/> Griffin, Carla proxy | <ul style="list-style-type: none"> • 78 Baker Street , Belmont 02478 United States • Grand Junction VA Medical Center ✓ Grand Junction, Colorado United States | | |
| Contact Author (populates the ##PROLE_AUTHOR_...## e-mail tags): | <div style="border: 1px solid black; padding: 2px;"> Norell, Michelle <input checked="" type="checkbox"/> Save Norell, Michelle Griffin, Carla </div> Current Contact Author: Norell, Michelle (proxy) | | |
| Running Head: | Spine Patient Outcomes | | |
| Keywords: | | | |
| Author's Cover Letter: | | | |
| Custom Questions: | Show | | |

Save

Tip: By default, the Author who submits the paper is listed as both the contact and submitting author unless they contact the Admin to make a change.

30. Click the **Edit This Information** button.

| Author-Supplied Data | | | | | |
|---|---|------------------------|--|----------------------|---|
| Manuscript Type: | Original Article | | | | |
| Title: | Surgical Compared with Nonoperative Treatment for Lumbar Degenerative Spondylolisthesis Four-Year Results in the Spine Patient Outcomes Research Trial (SPORT) Randomized and Observational Cohorts | | | | |
| Manuscript ID: | WRK1-2018-03-0001 | | | | |
| Submitting Author: | Norell, Michelle <input checked="" type="checkbox"/> Save Norell, Michelle (proxy) <hr/> <ul style="list-style-type: none"> primary affiliation 78 Baker Street Belmont 02478 United States | | | | |
| Authors & Institutions: | <table border="0"> <tr> <td> Norell, Michelle proxy</td> <td>• 78 Baker Street , Belmont 02478 United States</td> </tr> <tr> <td> Griffin, Carla proxy</td> <td>• Grand Junction VA Medical Center ✓ Grand Junction, Colorado United States</td> </tr> </table> | Norell, Michelle proxy | • 78 Baker Street , Belmont 02478 United States | Griffin, Carla proxy | • Grand Junction VA Medical Center ✓ Grand Junction, Colorado United States |
| Norell, Michelle proxy | • 78 Baker Street , Belmont 02478 United States | | | | |
| Griffin, Carla proxy | • Grand Junction VA Medical Center ✓ Grand Junction, Colorado United States | | | | |
| Contact Author (populates the ##PROLE_AUTHOR_.,## e-mail tags): | Norell, Michelle <input checked="" type="checkbox"/> Save Current Contact Author: Norell, Michelle (proxy) | | | | |
| Running Head: | Spine Patient Outcomes | | | | |
| Keywords: | | | | | |
| Author's Cover Letter: | | | | | |
| Custom Questions: | Show | | | | |
| Edit This Information <input checked="" type="checkbox"/> Save | | | | | |

31. The submission opens to the Review & Submit page of the submission. A message appears indicating that you are editing Author-Supplied data.

You are editing author-supplied data for WRK1-2018-03-0001 Submitted: 13-Mar-2018 [+ Submission Information](#)

[Edit Author-Supplied Data for WRK1-2018-03-0001](#)

[← Save & Return](#)

- [Step 1: Type, Title, & Abstract >](#)
- [Step 2: Attributes >](#)
- [Step 3: Authors & Institutions >](#)
- [Step 4: Details & Comments >](#)
- [Step 5: Review & Submit >](#)

Step 5: Review & Submit

* = Required Fields

* Verify Step Information

✓ Step 1: Type, Title, & Abstract [Edit](#)

| FIELD | RESPONSE |
|-----------------|--|
| Manuscript Type | Original Article |
| Title | Surgical Compared with Nonoperative Treatment for Lumbar Degenerative Spondylolisthesis Four-Year Results in the Spine Patient Outcomes Research Trial (SPORT) Randomized and Observational Cohorts |
| Running Head | Spine Patient Outcomes |
| Abstract | Background: The management of degenerative spondylolisthesis associated with spinal stenosis remains controversial. Surgery is widely used and has recently been shown to be more effective than nonoperative treatment when the results were followed over More... |

✓ Step 2: Attributes [Edit](#)

| FIELD | RESPONSE |
|-------|----------|
| | |

✓ Step 3: Authors & Institutions [Edit](#)

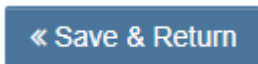
32. Edit the author's data. Any of the data may be updated by the Admin by clicking the **Edit** link located next to each section.

* Verify Step Information

✔ Step 1: Type, Title, & Abstract ✎ Edit

| FIELD | RESPONSE |
|------------------------|--|
| Manuscript Type | Original Article |
| Title | Surgical Compared with Nonoperative Treatment for Lumbar Degenerative Spondylolisthesis Four-Year Results in the Spine Patient Outcomes Research Trial (SPORT) Randomized and Observational Cohorts |
| Running Head | Spine Patient Outcomes |
| Abstract | Background: The management of degenerative spondylolisthesis associated with spinal stenosis remains controversial. Surgery is widely used and has recently been shown to be more effective than nonoperative treatment when the results were followed oved More... |

33. Click **Save and Return** when finished editing Author-Supplied Data. You will return to the submission in the Admin center.



Assign to Issue

If you are using the Issue Management tool in the Production Center, you can pre-assign a manuscript to an issue. (For more information on the Issue Management tool, see the [ScholarOne Manuscripts Production Center Guide](#).)

Assign to Issue

| | |
|--|---|
| Assign To: | Volume 6 , Issue 2013 |
| Assign to: | <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Volume 8 - Issue 2013</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Volume 7 - Issue 2013</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; background-color: #e0f0ff;">Volume 6 - Issue 2013</div> |
| <input checked="" type="checkbox"/> Assign | |

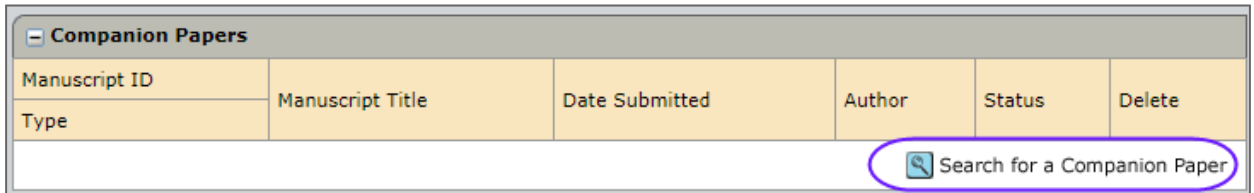
To assign to an issue, simply select the issue from the list then click the **Assign** button. To unassign from an issue, you do the same thing; select the issue in the list and click the **Assign** button. It will be unassigned.


Companion Papers

You can link the current manuscript with another manuscript for many reasons. An Admin may want to keep track of which papers are going to be in the same special issue. An Editor may want to compare an older paper with similar subject matter to a paper they have currently been assigned.

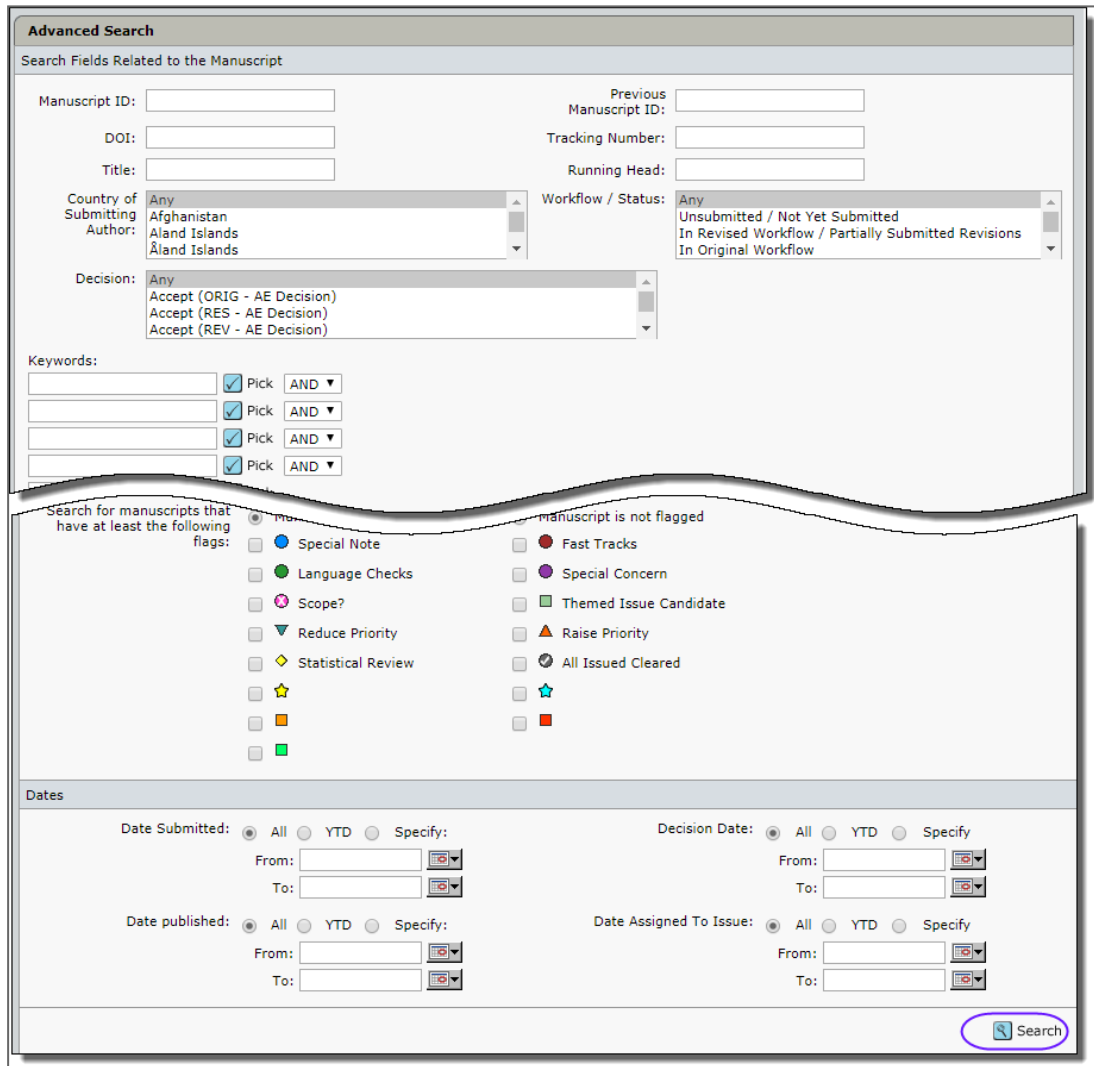
► Assigning Companion Papers

34. Click the **Search for a Companion Paper** button.



| Companion Papers | | | | | |
|--|------------------|----------------|--------|--------|--------|
| Manuscript ID | Manuscript Title | Date Submitted | Author | Status | Delete |
| Type | | | | | |
|  Search for a Companion Paper | | | | | |

35. The Manuscript Search screen displays. Enter search criteria then click the **Search** button.



36. When you locate the desired manuscript, click **Use This Paper (+)** button.

3 Records Found. 1-3 of 3

Search Criteria: Search for manuscripts that have at least the following flags = ●

| Manuscript ID | Manuscript Title | Date Submitted | Status | Editor | Use This Paper |
|----------------------|--|----------------|---|----------------------------|----------------|
| Manuscript Type | Submitting Author | | | | |
| WRK1-2012-06-0012 ●● | test paper [View Submission] | 21-Jun-2012 | AE: Ning, Ning EIC: Ning, Ning ADM: Garrison, Faith * Awaiting Reviewer Scores (Due 26-May-2016) 1 active selections; 1 invited; 1 agreed; 0 declined; 0 returned Reviewer, Mers 656 days overdue | Not Assigned / Ning, Ning | |
| Original Article | Smith, Matt | | | | |
| WRK1-2014-10-0007 ● | This is a manuscript [View Submission] | 07-Oct-2014 | AE: Potter, Ian EIC: Potter, Ian ADM: Potter, Ian * Accept (07-Oct-2014) * Track Copyright Form 0 of 1 completed * Assign to Batch (Due 06-Nov-2014) 1223 days overdue | Not Assigned / Potter, Ian | |
| Original Article | Author, Alex | | | | |
| WRK1-2014-11-0010 ● | Maximising Editorial Office Efficiency with ScholarOne Manuscripts [View Submission] | 06-Nov-2014 | AE: Potter, Ian EIC: Not Assigned ADM: Potter, Ian * Make a Decision (Due 04-Mar-2015) 1105 days overdue | Potter, Ian | |
| Original Article | Author, Annie | | | | |

37. The companion paper information will now be viewable in the Companion Papers section with links to View the Submission and View Details.

| Companion Papers | | | | | |
|-------------------|---|----------------|------------------------------|--|--------|
| Manuscript ID | Manuscript Title | Date Submitted | Author | Status | Delete |
| Type | | | | | |
| MCU1-2013-04-0003 | The amazing world of Education [View Submission] [View Details] | 26-Apr-2013 | Author, Alan | AE: Editor, Eddie (proxy) EIC: Not Assigned ADM: Baker, Gwen | |
| Original Article | | | | | |

Search for a Companion Paper

38. A handshake icon will also appear on the Manuscript Header and is a direct link to the companion papers section.

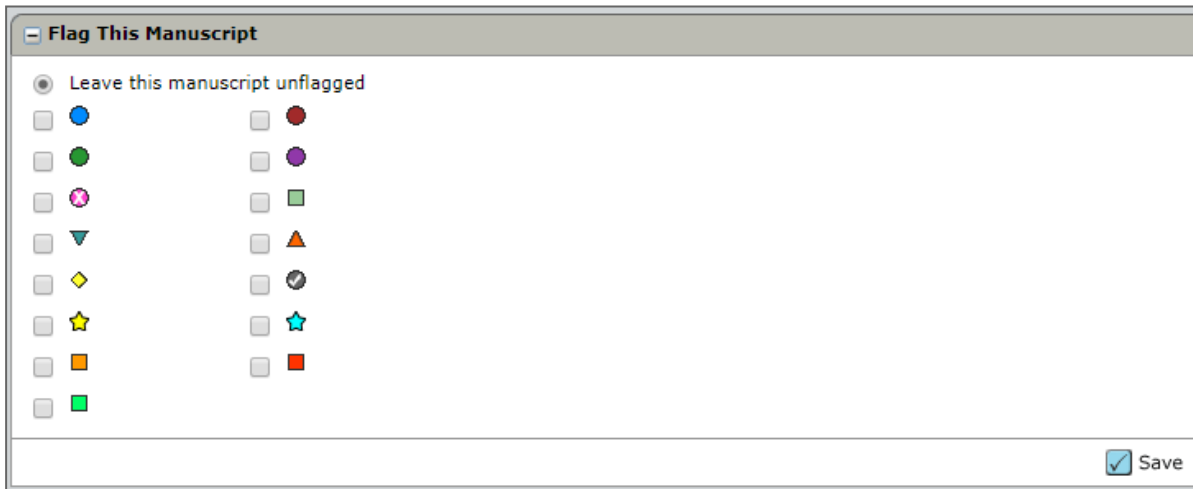


39. If you no longer need the papers linked together, you can delete the paper from the list.

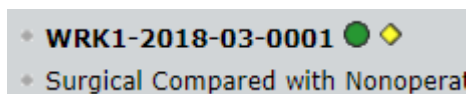
Note: Designating a companion paper is reciprocal - both papers will be linked to each other.

Flag this Manuscript

ScholarOne Manuscripts provides 10 color flags that can be used to mean special information regarding a manuscript. For example, a blue dot may mean the paper was submitted by a non-society member. You can use multiple flags by selecting more than one from the checklist.



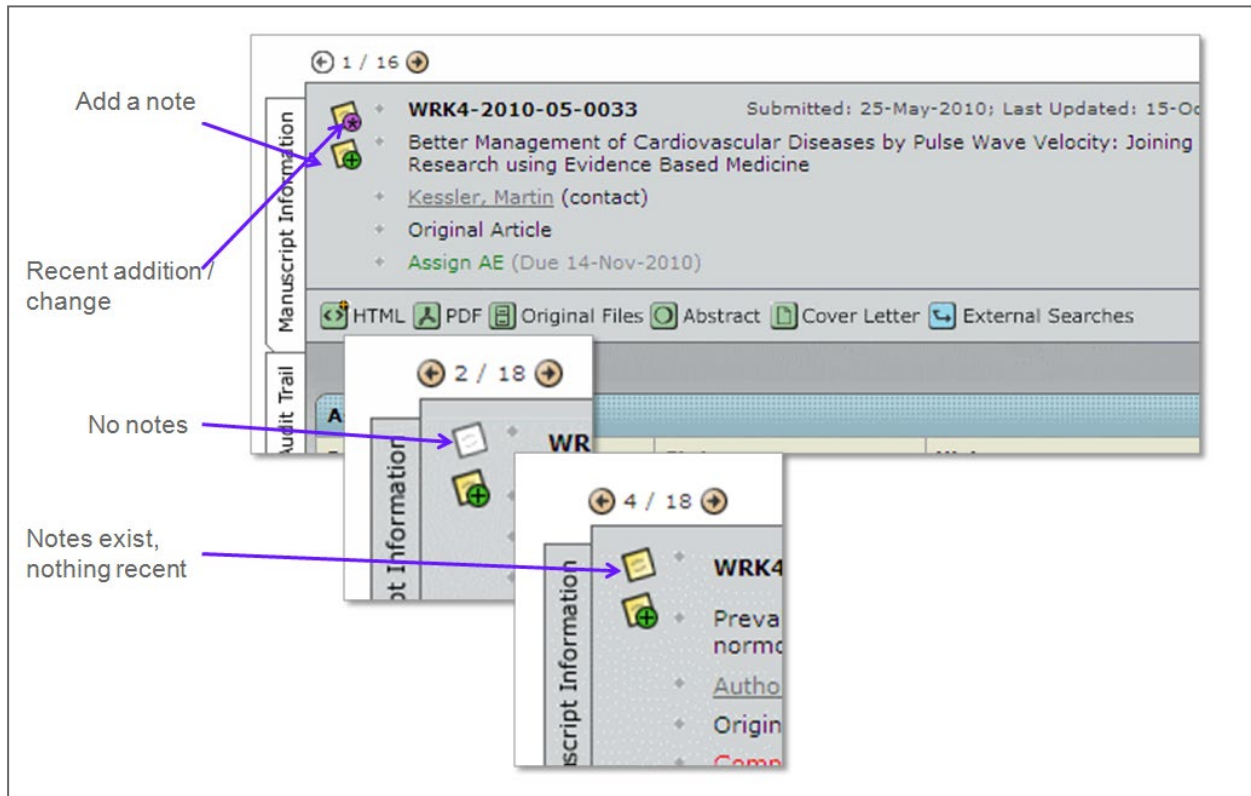
The colored flags appear after the Manuscript ID number. You can also create custom reports based on the colored flags.



Note: You can have the flag labels configured with specific names meaningful to your site by the Client Solutions team. Be advised that a later change to these flag labels would change the label in all papers, including historical papers.

Adding & Viewing Notes

Notes are only viewable to the Admin and Editor roles. Authors and Reviewers will not see the notes section. Notes appear at the bottom of each tab. They can be configured to have the ability to attach files to this section, as well as the ability to carry over from the original submission to the revised submission.



► Adding a Note

40. Click the **Add a Note** icon in the manuscript header.



41. The Add a Note screen displays.

Add a Note

Title:

Note:

(If you are composing a long note, you may want to copy and paste the text of the note from an e-mail or text editor.)

Attach Files:

Save Cancel

42. Enter the **Title** and **Note** text.
43. Click the **Save** button.
44. Notes appear at the bottom of the Manuscript Details screen. You may add, edit, or delete notes from this section.

| Notes view all notes | | | | |
|---|---------------------|-------------|-------------------------------------|---------------------------------------|
| Note Title | Updated By | Updated On | Edit | Delete |
| This is a note | Cooney Jane - Admin | 29-Jul-2013 | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> |
| <input type="button" value="+ Add a Note"/> | | | | |

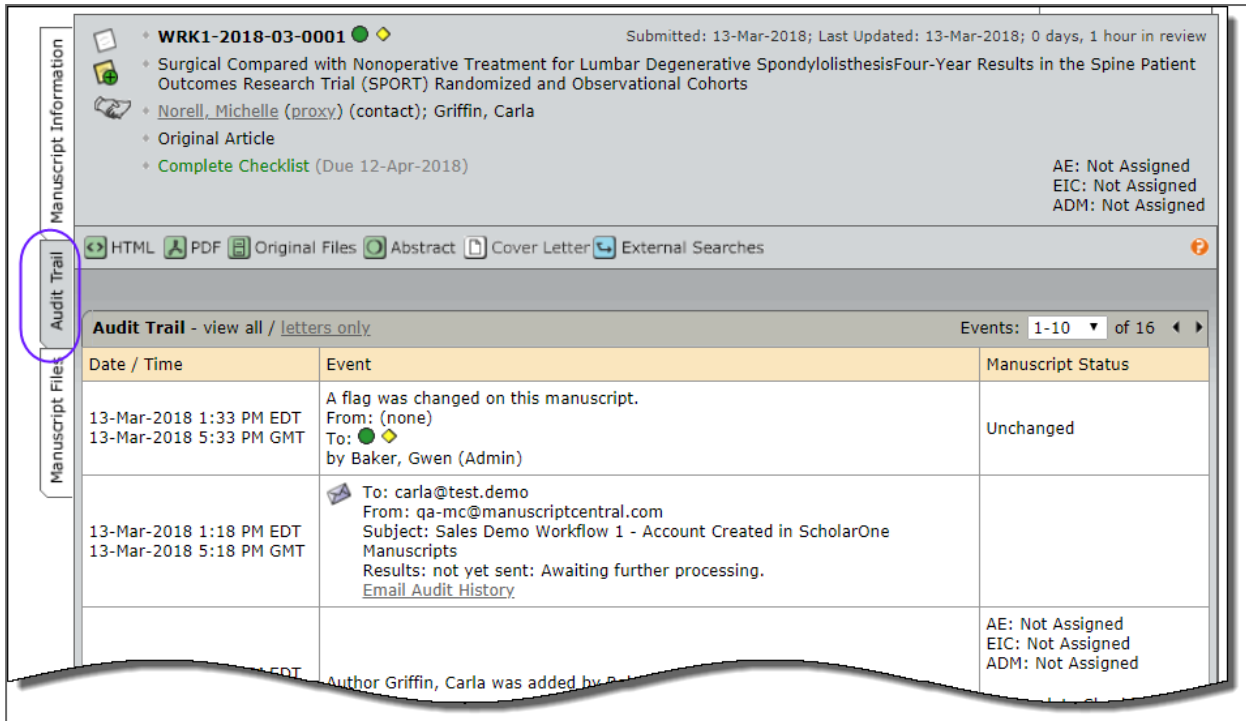
TIP: Notes can be configured to have the ability to carry over to revisions and to attach files.

THE AUDIT TRAIL TAB

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 for the Admin role and may also be configured for the EIC or AE.



Manuscript Information

Submitted: 13-Mar-2018; Last Updated: 13-Mar-2018; 0 days, 1 hour in review

Surgical Compared with Nonoperative Treatment for Lumbar Degenerative Spondylolisthesis Four-Year Results in the Spine Patient Outcomes Research Trial (SPORT) Randomized and Observational Cohorts

Norell, Michelle (proxy) (contact); Griffin, Carla

Original Article

Complete Checklist (Due 12-Apr-2018)

AE: Not Assigned
EIC: Not Assigned
ADM: Not Assigned

HTML PDF Original Files Abstract Cover Letter External Searches

Audit Trail - view all / letters only Events: 1-10 of 16

| Date / Time | Event | Manuscript Status |
|--|--|--|
| 13-Mar-2018 1:33 PM EDT 13-Mar-2018 5:33 PM GMT | A flag was changed on this manuscript. From: (none) To: ● ◆ by Baker, Gwen (Admin) | Unchanged |
| 13-Mar-2018 1:18 PM EDT 13-Mar-2018 5:18 PM GMT | To: carla@test.demo From: qa-mc@manuscriptcentral.com Subject: Sales Demo Workflow 1 - Account Created in ScholarOne Manuscripts Results: not yet sent: Awaiting further processing. Email Audit History | |
| | Author Griffin, Carla was added by P... | AE: Not Assigned EIC: Not Assigned ADM: Not Assigned |

The following events are tracked in the Audit Trail.

- **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.

- **E-mails:** 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.

Tip: Clicking the **Envelope** icon opens a popup box with the text of the e-mail that was sent. You have the option to re-send, forward, and edit from the popup box.


- **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.

Tip: You can view only correspondence by clicking the **Letters Only** link in the Audit Trail pane title bar.

Uploading Correspondence

The audit trail allows users to enter correspondence sent or received outside of the system. This allows you to include that correspondence as part of the manuscript record. A section at the bottom of the audit trail allows you to save the information about the correspondence.

Enter correspondence sent/received from outside of ScholarOne Manuscripts

| | | | | | | | | |
|------------------|----------------------|---|---|---|---|----|----|--|
| Date Sent: | <input type="text"/> |  | Time Sent: | 1 | : | 00 | AM | (GMT-05:00) Eastern Time (US & Canada) |
| To: | <input type="text"/> | | | | | | | |
| From: | <input type="text"/> | | | | | | | |
| Subject: | <input type="text"/> | | | | | | | |
| File Attachment: | <input type="text"/> | <input type="button" value="Browse..."/> | <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> | | | | | |
| | | | | | | | | |

Save

► Upload Correspondence

45. Complete the fields with information regarding the correspondence.

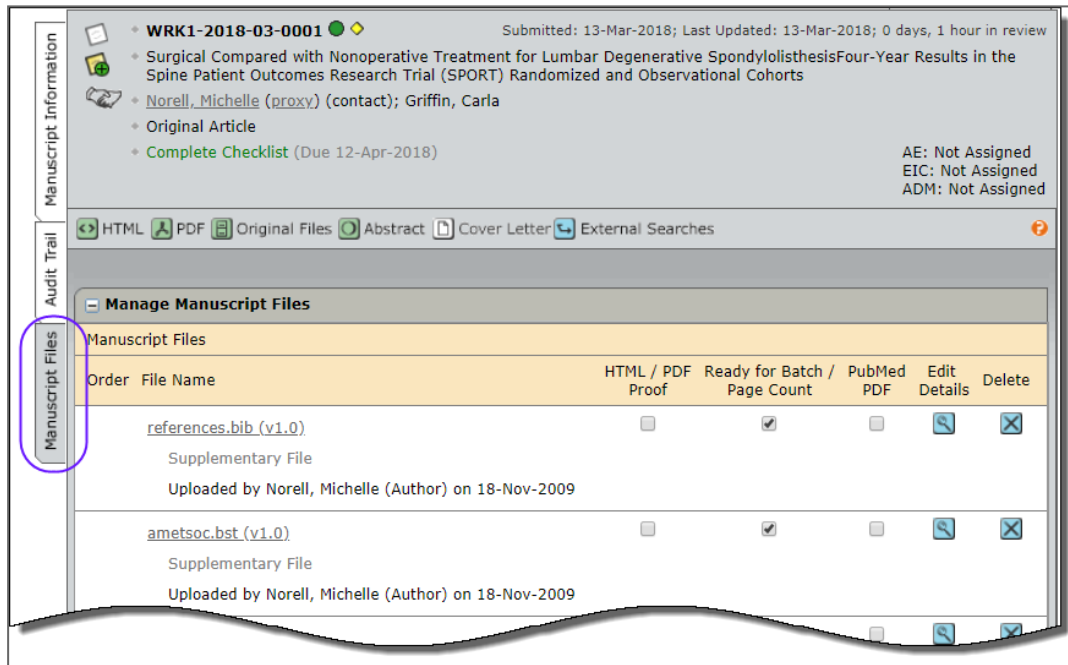
- a. Be sure to include both the date and time
- b. You may upload a file attachment with the correspondence or paste the text into the body field

46. Click the **Save** button. This correspondence is saved in the audit trail. It includes Last Updated information and a link to edit the entry.

THE MANUSCRIPT FILES TAB

Based on role permissions (typically Admin), your journal's Manuscript Files tab allows you to perform the following:

- Manage manuscript files
- Upload files
- Export files
- Change the manuscript's status



Note: You may access the Manuscript Files tab as shown above or select it directly from the Take Action drop-down list on the View Manuscripts screen.

Manage Manuscript Files

The Manage Manuscript Files section displays all files associated with a submission. It may include Manuscript, Review, Recommendation, and Decision files as well as file sent in offline. In addition to the displayed files, you may also upload files from this section.

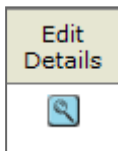
For each file, the following elements are displayed.

- **Order:** Change the display order of the files by selecting from the drop-down list
- **File Name:** Select the hyperlink to download the file
- **File Designation:** The type of file, e.g., “Main Document”
- **Uploaded By:** The name of the person who uploaded the file
- **Upload Date:** The date the file was uploaded
- **HTML/PDF Proof:** The checkbox will be checked if the file was included in the proof for review. You may deselect the checkbox if you wish to remove the file from the proof

- **Ready for Batch/Page Count:** This will usually be checked automatically and indicates that the file will be included in the export for production. You may deselect the checkbox if you wish to exclude the file from export
- **Edit Details:** Click the Edit Details button to edit the details including changing the file designation, uploading a later version
- **Delete:** We recommend you do not delete any files as you will lose historical data in the system. If you choose to delete a file, click the Delete button.

Edit Details

Click the **Edit Details** button to change the file designation, upload a later version of the file, and, in the case of images, edit the proof caption and/or file tags. The File Details page opens.



File Details This is the file details page

File Name: Sample ManuscriptRevision.doc
 File Size: 25K
 Uploaded On: 10-Jun-2013
 Uploaded By: Jane Cooney

req File Designation: Main Document

Upload later version of file: Browse... Upload

Comments: Minor Version (1.2) Major Version (2.0)

Version History

| Version | File Name | Comments | Uploaded By | Uploaded On |
|---------|--|---------------|--------------|-------------|
| 1.1 | Sample ManuscriptRevision.doc PDF HTML | | Cooney, Jane | 10-Jun-2013 |
| 1.0 | Sample Manuscript.doc PDF HTML | Original file | Author, Alan | 06-May-2013 |

Save

Here you can perform a variety of actions on the file, including:

- **Change the file designation:** Select from the drop-down list; see the *About File Designations* section of this document for additional information
- **Upload a new version of an existing file:** Click Browse to locate the updated file and click Upload. 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.
- **Edit the Caption / Legend of a figure file**

File Name: BlueRidgeMtns.jpg
 File Size: 3382K
 Image Dimensions: 3222 x 2163 (235 x 235 DPI)
 Uploaded On: 28-Jun-2013
 Uploaded By: Gwen Baker

File Tags:

req File Designation:

Caption / Legend: π Special Characters

Upload later version of file:

Comments: Minor Version (1.1) Major Version (2.0)

Version History

| Version | File Name | Comments | Uploaded By | Uploaded On |
|---------|-----------------------------------|---------------|-------------|-------------|
| 1.0 | BlueRidgeMtns.jpg | Original file | Baker, Gwen | 28-Jun-2013 |

Save

- **View Version History:** When you upload a new version of a file, previous versions are stored in Version History. To avoid confusion, these versions are only viewable from File Details.

When finished making changes on the Edit Details page, please click the **Save** button to save and close the window.

Uploading Files

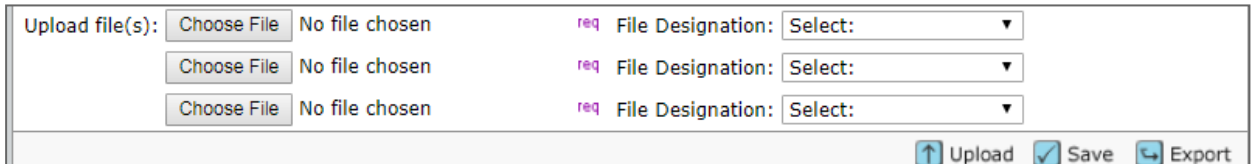
As needed, you can upload new or additional files for a manuscript. When you upload files, the system automatically re-concatenates the manuscript PDF Proof.

Note: If you are uploading files for authors or reviewers while the manuscript is in their centers, then you should not use this. Instead, proxy as the author or reviewer and upload from the Author or Reviewer Centers.

Note: If your journal is using the Overleaf integration, see the *Uploading Overleaf Files* section below.

► Upload Files

47. Select the **Choose File** button in the Manage Manuscript files section. Browse to the file you wish to upload.



Upload file(s): No file chosen req File Designation: ▼

No file chosen req File Designation: ▼

No file chosen req File Designation: ▼

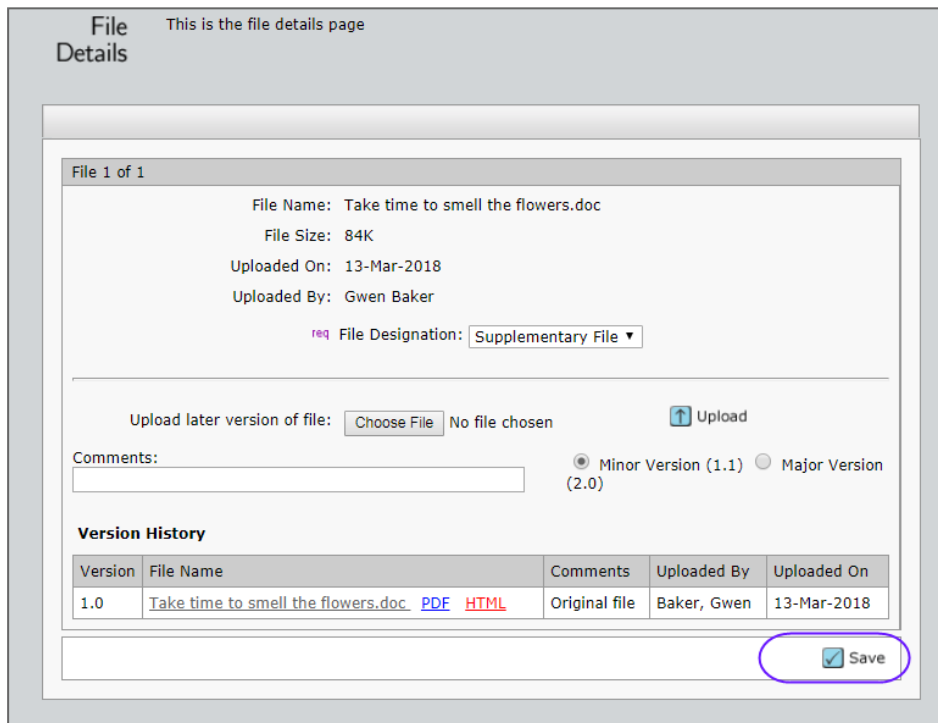
Save

48. Select a **File Designation** from the drop-down list.

49. You may upload three files at a time.

50. Click the **Upload** button.

51. When the upload is complete, the File Details page displays. Review the information, enter a comment if needed, and click the **Save** button.



File Details This is the file details page

File 1 of 1

File Name: Take time to smell the flowers.doc
 File Size: 84K
 Uploaded On: 13-Mar-2018
 Uploaded By: Gwen Baker

req File Designation: ▼

Upload later version of file: No file chosen

Comments:
 Minor Version (1.1) Major Version (2.0)

Version History

| Version | File Name | Comments | Uploaded By | Uploaded On |
|---------|---|---------------|-------------|-------------|
| 1.0 | Take time to smell the flowers.doc PDF HTML | Original file | Baker, Gwen | 13-Mar-2018 |

Save

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. Your journal may have different items or different names.

- **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

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.

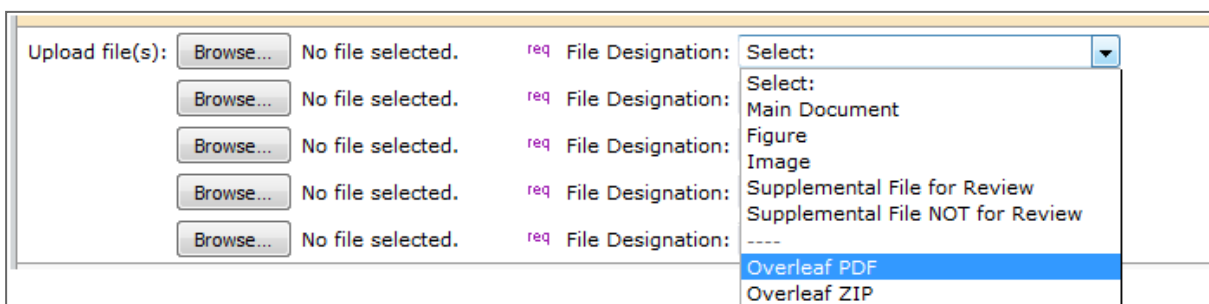
Files uploaded as TeX/LaTeX Suppl Files will not be viewable as individual files in the HTML proof and will not be rendered independently of the entire TeX/LaTeX document. Therefore, images and other content will show up in the PDF proof at the location specified in the

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.

Uploading Overleaf Files

Overleaf files are uploaded directly to ScholarOne Manuscripts through the integration. Authors create and edit the files in Overleaf. Refer to the Author Guide for details. The instructions below detail how an Admin may upload Overleaf files.




If an Author or Admin removes the Overleaf files from a submission, the Admin can upload Overleaf files if they are provided to them by the Author. Two new designations have been created to ensure the system reads the files correctly, Overleaf PDF and Overleaf ZIP.



Upload file(s): No file selected. req File Designation: Select:
 Select:
 Main Document
 Figure
 Image
 Supplemental File for Review
 Supplemental File NOT for Review

 Overleaf PDF
 Overleaf ZIP

Once an Overleaf file is uploaded, it will be marked by the Overleaf logo.

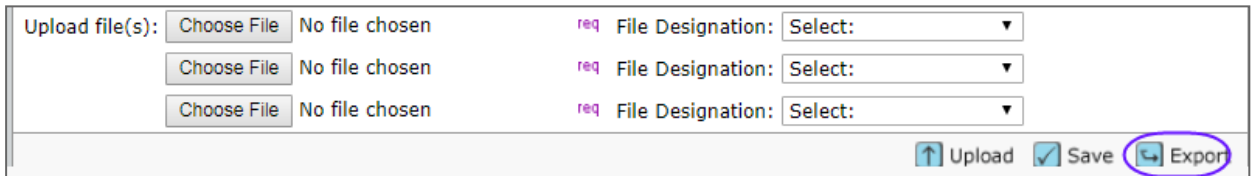
| Manuscript Files | | | | | |
|------------------|--|--------------------------|------------------------------|---|---|
| Order | File Name | HTML / PDF Proof | Ready for Batch / Page Count | Edit Details | Delete |
| 1 |  ExampleZIP.zip (v1.0) Supplemental File NOT for Review Uploaded by Kloiber, Greg (Admin) on 25-Aug-2015 | <input type="checkbox"/> | <input type="checkbox"/> |  |  |

Exporting files

You may export a manuscript directly from the Manuscript Files tab. All files with "Ready for Batch / Page Count" checkbox selected will export.

► **Export Files**

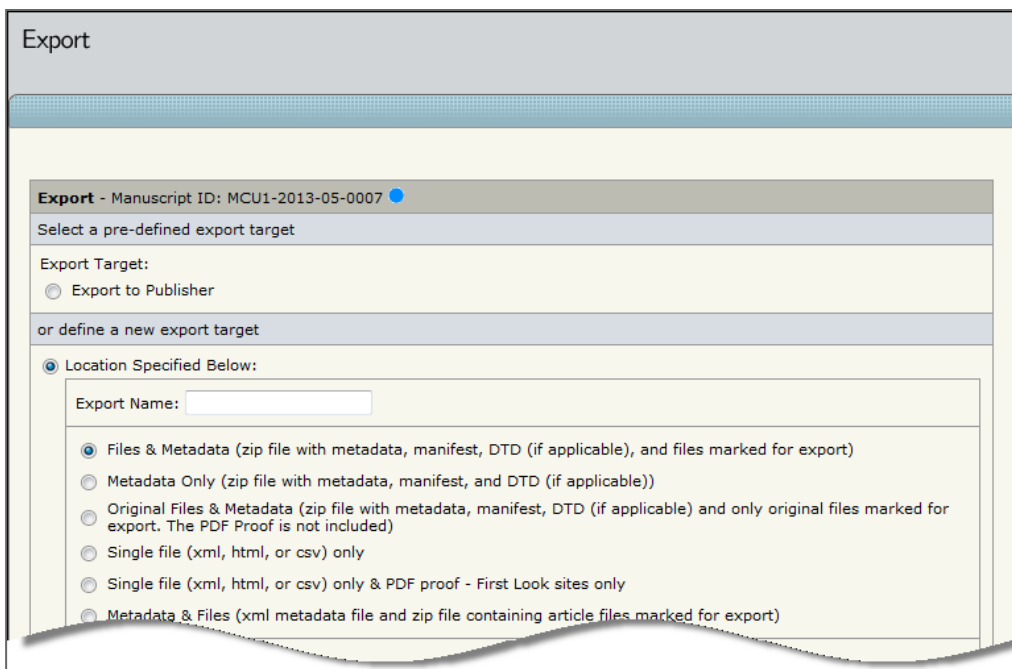
52. Click the **Export** button.



Upload file(s): Choose File No file chosen req File Designation: Select: ▼
 Choose File No file chosen req File Designation: Select: ▼
 Choose File No file chosen req File Designation: Select: ▼

Upload Save **Export**

53. The Export window displays.



Export

Export - Manuscript ID: MCU1-2013-05-0007

Select a pre-defined export target

Export Target:

Export to Publisher

or define a new export target

Location Specified Below:

Export Name:

- Files & Metadata (zip file with metadata, manifest, DTD (if applicable), and files marked for export)
- Metadata Only (zip file with metadata, manifest, and DTD (if applicable))
- Original Files & Metadata (zip file with metadata, manifest, DTD (if applicable) and only original files marked for export. The PDF Proof is not included)
- Single file (xml, html, or csv) only
- Single file (xml, html, or csv) only & PDF proof - First Look sites only
- Metadata & Files (xml metadata file and zip file containing article files marked for export)

54. Choose one of the following two options:

- a. Select a pre-defined export target, or
- b. Define a new export target and format
 - i. Enter the **Export Name**, optional
 - ii. Select a radio button for the types of files you want to export
 - iii. Specify the **Location**
 - iv. Select a **Format**

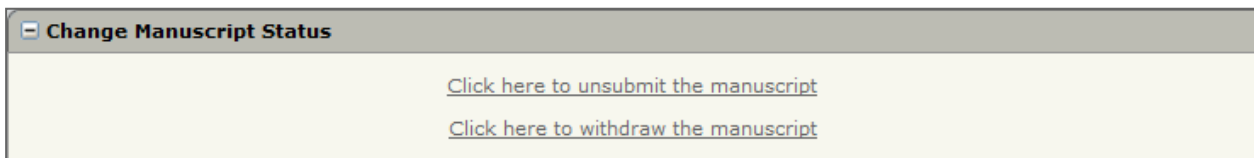
- v. Select when it will be available

55. Click the **Export** button.

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

Note: See Batch Configuration in the Production Center Guide for detailed information.

Changing the Status of a Manuscript



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, the Admin may 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 because it will remove all history of work on the manuscript so far by the editorial office. Often, unsubmitting a manuscript is used when an author has additions or removals to make to the manuscript files. Clicking this link places the manuscript in the author's Unsubmitted Manuscripts list. The manuscript retains its Manuscript ID number and the author may edit it and re-submit.

Note: Do not unsubmit a manuscript that has a decision.

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. Withdrawing a manuscript makes it unavailable to resubmit. (Use Advanced Search if you need to locate a manuscript that has been withdrawn.) The manuscript ID number is no longer used by the system.

Note: If you need to withdraw a manuscript that has already begun the review process, first remove all reviewers.

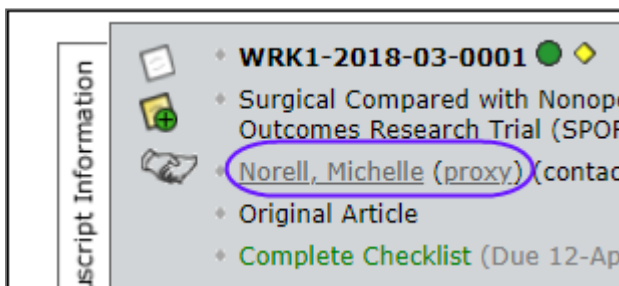
PROXY

As the Journal Administrator, you have the unique ability to proxy (log in) as another user, which means that you may perform tasks in the system as that user. This is helpful when you need to push papers through the review process or assist a user with any of their tasks in the system.

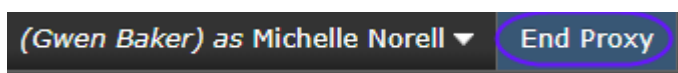
The upper right of the page indicates when you are proxied in as another person. *ScholarOne Manuscripts* logs all actions you perform while you are proxied as another user. This information is tracked in the Audit Trail tab.

Key Points

- You may proxy as another user whenever you see a **proxy** link near a user's name.



- You can return to your account using the **End Proxy** link in the header.

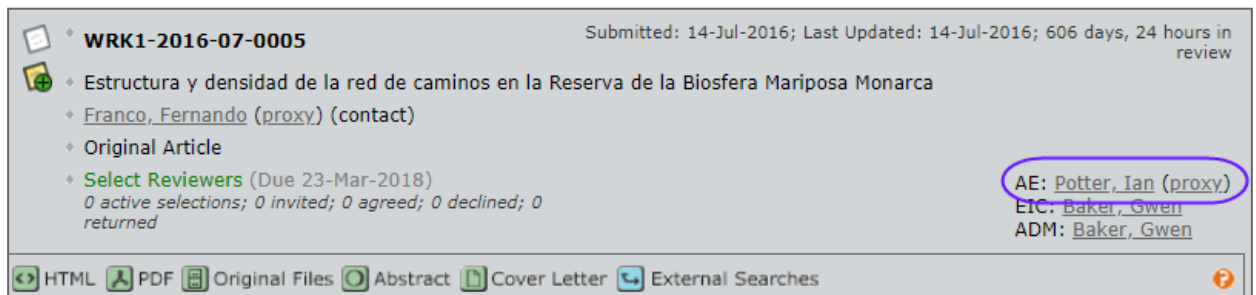


- You cannot “double-proxy” (proxy as another user when you have already proxied). You must first select **End Proxy**. E.g., if you are proxied as the Associate Editor, you may not then click the Proxy link to proxy as the Reviewer.

There are several ways to access this capability. Two methods are described below.

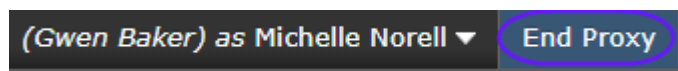
► Proxy as another User via Manuscript Details

57. Select a hyperlink in the **Admin Lists** section of the Dashboard.
58. The View Manuscripts page displays. Select the **View Details** link in the Take Action column.
59. The Manuscript Information page displays. All users associated with the manuscript appear in the header with a **proxy** link next to their names.



The screenshot shows a manuscript entry with the ID **WRK1-2016-07-0005**. It lists several users associated with the manuscript: **Franco, Fernando (proxy) (contact)**, **Original Article**, and **Select Reviewers (Due 23-Mar-2018)**. In the upper right corner, the text **Submitted: 14-Jul-2016; Last Updated: 14-Jul-2016; 606 days, 24 hours in review** is displayed. In the lower right corner, the roles are listed: **AE: Potter, Ian (proxy)**, **EIC: Baker, Gwen**, and **ADM: Baker, Gwen**. The **(proxy)** text next to **Potter, Ian** is circled in blue. At the bottom, there are navigation links for **HTML**, **PDF**, **Original Files**, **Abstract**, **Cover Letter**, and **External Searches**.

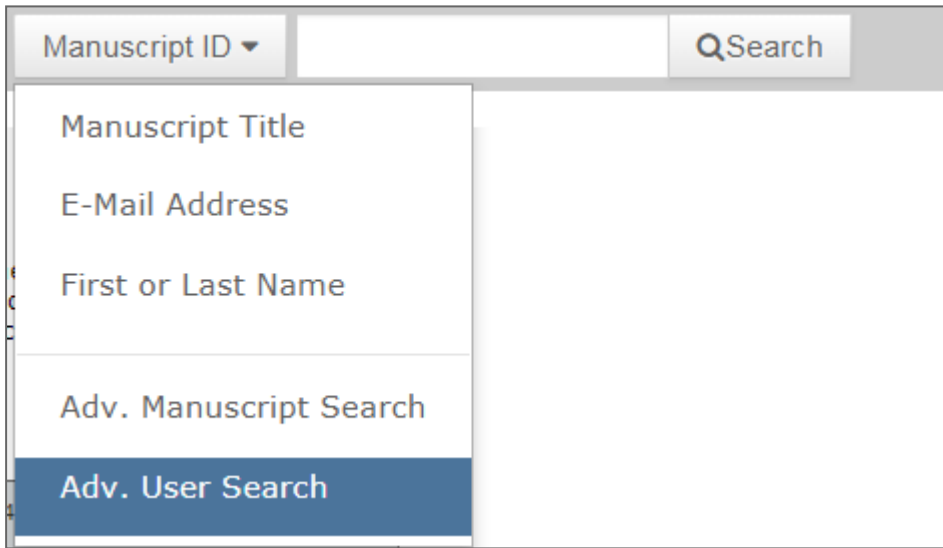
60. Select the **proxy** link.
61. When you are proxied in as another user, you will see a note in the upper right corner. It will have your name and the user’s name you are proxied as.



The screenshot shows a dropdown menu with the text **(Gwen Baker) as Michelle Norell** and a downward arrow. To the right of the dropdown is a button labeled **End Proxy**, which is circled in blue.

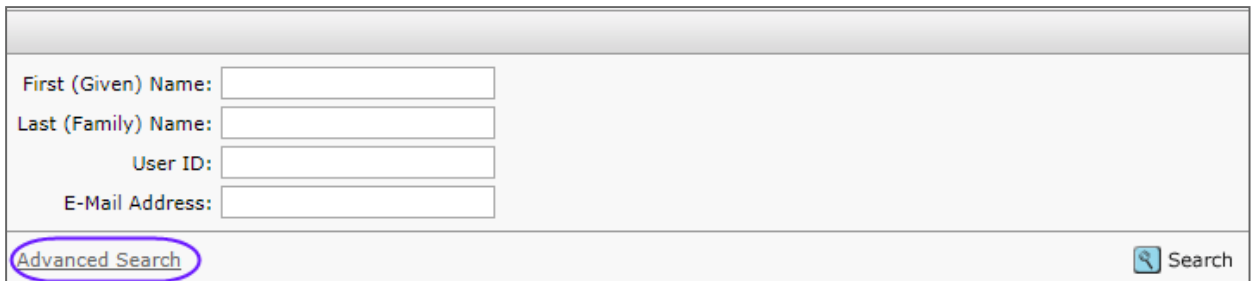
► Proxy as another User via User Search

62. Search for users using either the **Adv. User Search** in the Quick Link area on the top right of pages or **through Admin Tools > User Administration** area of your dashboard. (See the *User Search* section of this guide for detailed instructions.)



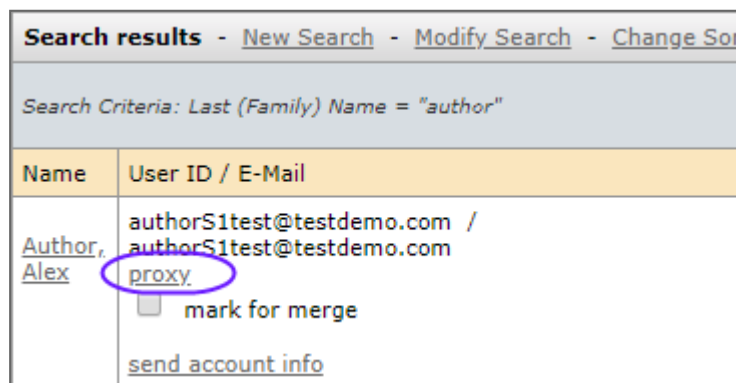
A screenshot of a search interface. At the top, there is a 'Manuscript ID' dropdown menu and a 'Search' button with a magnifying glass icon. Below the 'Manuscript ID' menu, a dropdown list is open, showing the following options: 'Manuscript Title', 'E-Mail Address', 'First or Last Name', 'Adv. Manuscript Search', and 'Adv. User Search'. The 'Adv. User Search' option is highlighted with a blue background.

OR



A screenshot of an advanced search form. It contains four input fields: 'First (Given) Name:', 'Last (Family) Name:', 'User ID:', and 'E-Mail Address:'. Below these fields is a button labeled 'Advanced Search' which is circled in blue. To the right of the form is a 'Search' button with a magnifying glass icon.

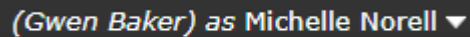
63. When you have located the person, click the **Proxy** link.



A screenshot of search results. At the top, there are links for 'Search results', 'New Search', 'Modify Search', and 'Change Sort'. Below this, the search criteria are shown: 'Search Criteria: Last (Family) Name = "author"'. The results are displayed in a table with two columns: 'Name' and 'User ID / E-Mail'.

| Name | User ID / E-Mail |
|--------------|---|
| Author, Alex | authorS1test@testdemo.com / authorS1test@testdemo.com proxy |
| | <input type="checkbox"/> mark for merge |
| | send account info |

64. When you are proxied in as another user, you will see a note in the upper right corner. It will have your name and the user's name you are proxied as.



► Return to Your Role

65. To return to your role, you simply click the **End Proxy** link in the upper right corner of the screen.



66. The proxy will be removed and you will see “Logged in as” your name in the upper right.

Note: You cannot “double proxy” (proxy as another user when already proxied). To proxy in as another user, first click **End Proxy**, then proxy as the next user.

JOURNAL ADMINISTRATOR CENTER PEER REVIEW TASKS

In the following section you will learn about the tasks that the Journal Administrator is responsible for, as well as any other times during the peer review process that you might need to assist another user with a function. We recommend that you review the user guides for the Authors, Editors, and Reviewers to fully understand the functions they perform in the system.

In this section, we will follow the Sample Review Process shown below, referring to additional user guides where appropriate.

Sample Review Process:

Author Submits

Admin Checks and Passes to Editor-in-Chief

Editor-in-Chief Assigns to Associate Editor

Associate Editor Invites and/or Assigns Reviewer(s)

Reviewers Score

Associate Editor Recommends Decision

Editor-in-Chief Makes Final Decision

As Journal Administrator, you have specific tasks to perform on manuscripts as part of the review process. This work begins in the **Admin Lists** section of your dashboard. Here you view the number of manuscripts that are in each status category or queue. As the Admin, you will see all status categories or queues and the number of manuscripts in each of those queues for the entire journal. Other roles, such as Editors and Associate Editors, will view only those manuscripts assigned to that role or user.

If a queue has an active hyperlink, there are manuscripts in that stage of the peer review process. Clicking any of the links opens the View Manuscripts page for that task. The number of manuscripts in that stage appears to the left of the link.

Admin Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

- 0 Admin Complete Checklist
- 0 EIC Assign AE
- 0 Select Reviewers
- 0 Invite Reviewers
- 1 [Overdue Reviewer Responses](#)
- 1 [Assign Reviewer](#)
- 0 Awaiting Reviewer Scores
- 0 Overdue Reviewer Scores
- 1 [Ready for Final Decision](#)

Editor-in-Chief Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

- 0 EIC Assign AE
- 0 Select Reviewers
- 0 Invite Reviewers
- 1 [Assign Reviewer](#)
- 0 Awaiting Reviewer Scores
- 0 Overdue Reviewer Scores
- 1 [Ready for Final Decision](#)

Associate Editor Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

- 0 Select Reviewers
- 0 Invite Reviewers
- 0 Overdue Reviewer Response
- 0 Assign Reviewer
- 0 Awaiting Reviewer Scores
- 0 Overdue Reviewer Scores
- 0 Ready for Final Decision

In Production

- 0 Complete Production
- 0 Assign to Batch
- 0 Assigned to Editor
- 0 Awaiting Form
- 0 Awaiting Form
- 0 On-Hold Form

Invited Papers

- [GO](#) Create a Manuscript
- 0 Select Author
- 0 Invite Author
- 0 Assign Author
- 0 Assign Author

Reports

- [+ Manuscript](#)
- [+ Peer Review](#)
- [+ User Performance](#)
- [• Publication Feedback Reports](#)

Note: Journal list configurations vary widely among journals and roles.

WORKFLOW STEP: AUTHOR SUBMITS MANUSCRIPT

The first step in the peer review process is for an Author to submit a manuscript. The Admin may need to assist the author in the steps for submitting the manuscript. The Admin may proxy as the Author. Please review the *Author Guide* below.

[ScholarOne Manuscripts Author Guide](#)

Additionally, the Admin may need to assist the Author with account setup. Please see the *Adding User Accounts* section of this guide.

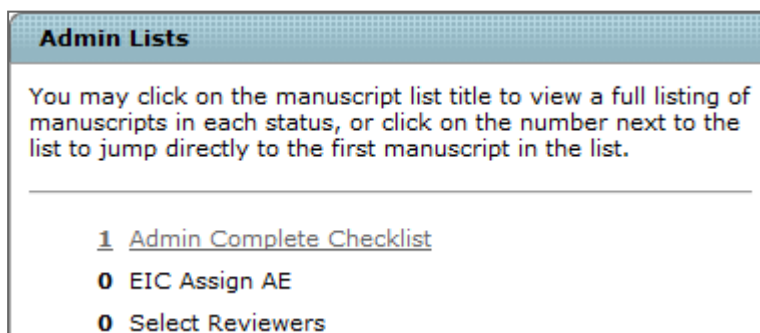
WORKFLOW STEP: ADMIN COMPLETES CHECKLIST

The admin reviews the submission to ensure it is complete and follows journal submission requirements before sending it into the peer review process.

Access the Manuscript

► Access Manuscript for Check-In

67. From the Admin Dashboard, click the **Admin Complete Checklist** link.



68. The View Manuscripts page displays a list of all manuscripts awaiting check-in.

69. In the Take Action drop-down list, choose **Admin Checklist**. (Alternately, you can select View Details and from there click the Complete Checklist tab.)

| Awaiting Admin Checklist | | | | Manuscripts 1-1 of 1 |
|--------------------------|---|----------------|--|---|
| Manuscript ID | Manuscript Title | Date Submitted | Status | Take Action |
| WRK1-2018-03-0001 | Surgical Compared with Nonoperative Treatment for Lumbar Degenerative Spondylolisthesis Four-Year Results in the Spine Patient Outcomes Research Trial (SPORT) Randomized and Observational Cohorts [View Submission] | 13-Mar-2018 | AE: Not Assigned EIC: Not Assigned ADM: Not Assigned * Complete Checklist (Due 12-Apr-2018) | Select... Select... View Details View Manuscript Files View Audit Trail Admin Checklist |
| Original Article | Norell, Michelle (proxy) | | | |

Export to CSV

Complete Checklist

Submitted: 13-Mar-2018; Last Updated: 13-Mar-2018; 0 days, 2 hours in review

Surgical Compared with Nonoperative Treatment for Lumbar Degenerative Spondylolisthesis Four-Year Results in the Spine Patient Outcomes Research Trial (SPORT) Randomized and Observational Cohorts

Norell, Michelle (proxy) (contact); Griffin, Carla

Original Article

Complete Checklist (Due 12-Apr-2018)

AE: Not Assigned
EIC: Not Assigned
ADM: Not Assigned

HTML PDF Original Files Abstract Cover Letter External Searches

Admin Checklist

Check figure format (300 dpi format).

Verify conflict of interest form (if applicable).

Verify IRB requirements (if applicable).

Was cover letter submitted?

Are all author/institutions information included?

Unsubmit Approve Reject Reject and Transfer Save

- **Unsubmit** allows the admin to move the paper back to the Author
- **Approve** moves the paper to the next step in the process
- **Reject** will create a reject decision and letter to the Author
- **Reject and Transfer** will allow the admin to transfer the paper to another journal

- **Save** will save all changes you make in the checklist

Viewing Manuscript Proofs and Files

Viewing manuscript proofs is generally the first action the Admin will take for any manuscript. From the Manuscript Details page, 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 options.

► Viewing HTML Proofs and Files

70. On the Manuscript Details page header, click the **HTML** button.




71. The HTML Proof displays in your browser and may contain:

- Links to figures called out in the text
- References link to Web of Science or PubMed (if properly formatted and configured by your journal)

Below is a list of the files that were uploaded as well as a summary / cover page. Click on a file name to view the proof of that file. Files are listed in the order specified by the author.

Files Uploaded

| | |
|---|---------------------|
| ▶ | Doc6568718-85488081 |
| | --- Figure 1(1) |
| | --- Figure 1(2) |
| | --- Figure 1(3) |



Blue Ridge
348x233mm
(235 x 235 DPI)

Other

Cover & Metadata

Close Window

Each experiment comprised 3 blocks of trials ([Figure 1](#)). The initial, “baseline” block delivered app pursuit by having the target move in the basic step-ramp fashion described above for both rightward 600-800 trials. For each experiment, 50% of the trials were “learning trials” that provided double-st direction”. We controlled the time of the second step of target velocity by having the computer sen time when eye velocity exceeded 50 deg/s and invoke the change in target velocity at that time. Th single-steps of target velocity in the non-adapted direction (25% of trials), and “probe trials” in whi intra-saccadic velocity step. The third and final “recovery” block provided control and probe trials either increase or decrease the eye velocity at the initiation of pursuit. For increase-velocity experi step increased velocity to 30°/s. For decrease-velocity experiments, the target had an initial velocit

Each daily experiment used one of several different learning paradigms, each customized to answe

Paradigm 1. The fixation target appeared at straight-ahead gaze. The target step was alw the right, toward or away from the vertical meridian. Learning trials provided an it directions. The configuration of trials for this paradigm is shown in [Figure 1](#).

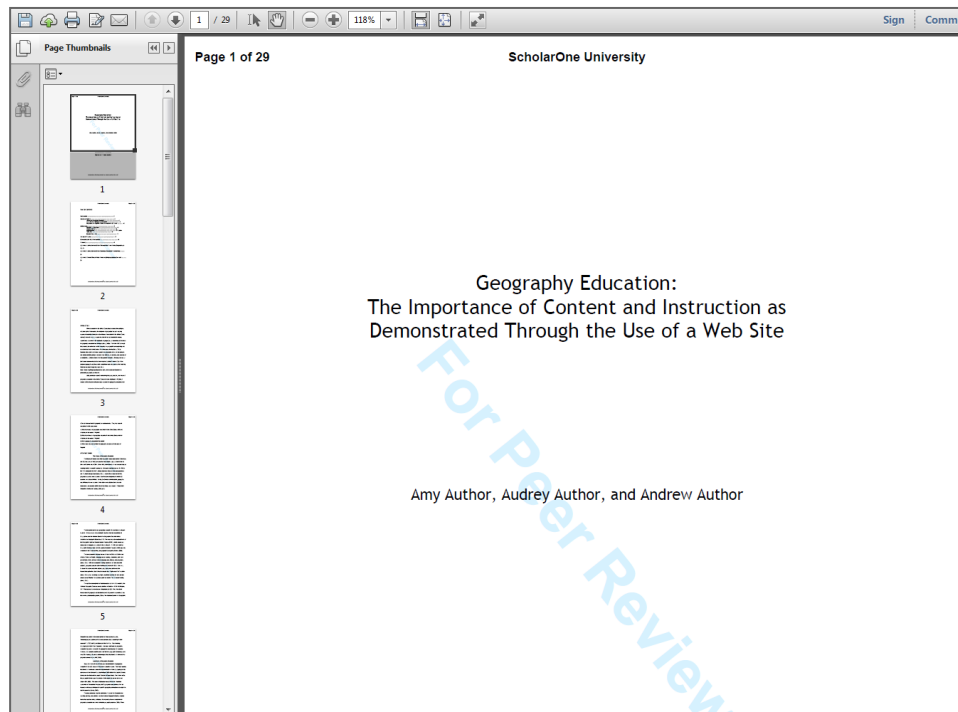
Paradigm 2. The fixation target appeared in one of 4 possible positions, located at the cor target then underwent a position step to the center of the screen and began to mov across positions that were just over 7° eccentric in the four quadrants of the visual were provided for only one combination of position in the visual field and direction. however, all combinations of initial target position and direction of target motion we

72. All of the submission files display separately in the column to the left of the main document. Click the links to view the individual files.

► Viewing PDF Proofs and Files

73. From the Manuscript Details page, click the **PDF** button.

74. The concatenated manuscript files display in Adobe Acrobat. By default, the first page of the proof is the cover and metadata. The PDF will contain all files submitted by the author that have the HTML / PDF Proof checkbox selected on the manuscripts files tab. If something is missing, check which files are checked.

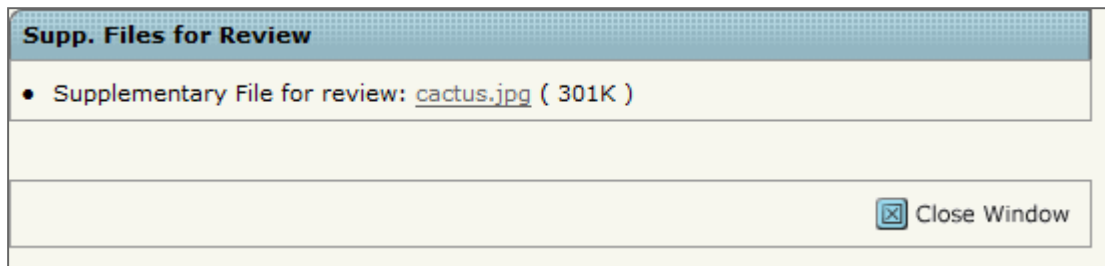


► Viewing Supplementary Files

75. From the Manuscript Details page, click the **Supplementary Files** button.



76. The Supp. Files for Review page displays. 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."



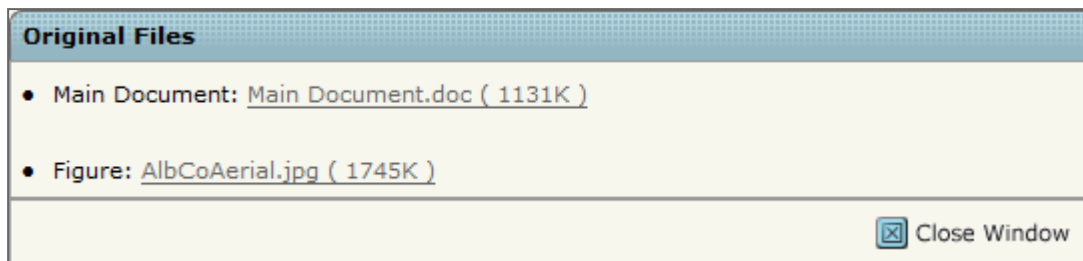
77. Click the **File Name** link to view a file.

► Viewing Original Files

78. From the Manuscript Details page, click the **Original Files** button.

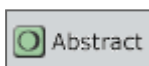


79. The Original Files page displays the original submission files (e.g., .DOC, .JPEG, etc.). Select a link to open a file.

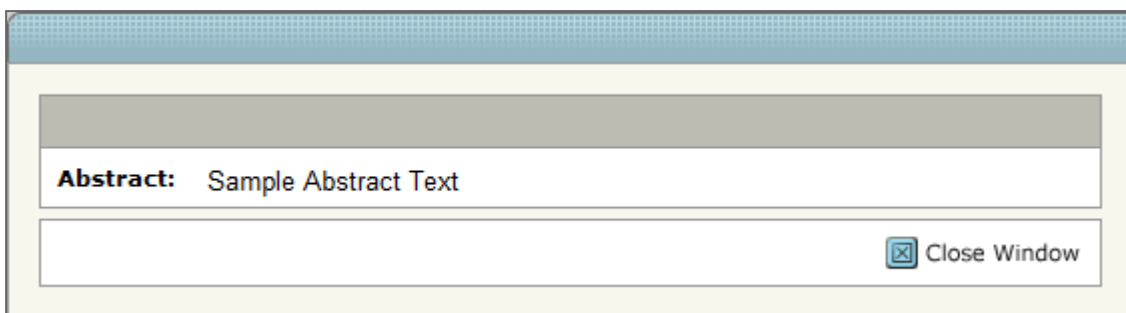


► Viewing the Abstract

80. From the Manuscript Details page, click the **Abstract** button.



81. The Abstract page displays the abstract as submitted with the manuscript.



Completing the Admin Checklist

Many review processes include a step where manuscript files and details are reviewed prior to sending the manuscript out for peer review. If your journal has configured this step into the review process, the first step in the Admin Lists section of the dashboard will be to complete the Admin Checklist.

► Admin Complete Checklist

- 82. Tasks to complete the Admin checklist may vary by journal, but in most cases, you will be required to review the manuscript and supporting files. To do so, use the **HTML** or **PDF** links in the header, and any other appropriate file links. (See previous section for details.)
- 83. Complete all tasks listed in the Admin Checklist, checking the boxes when complete. Complete any additional fields as required.
- 84. Click the **Approve** (or Checklist Complete) button to move the manuscript to the next step in the peer review process.
- 85. Click the **Reject** button to reject the manuscript immediately. The system requires you to confirm this choice. Some journals give you the option to reject a manuscript immediately.

86. Click the **Save** button to save your work without moving the manuscript to the next step in the peer review process.

Note: There is also the option to send the manuscript back to the author using the Unsubmit a Manuscript on the manuscript files page. See the Changing the Status of a Manuscript section of this manual.

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

WORKFLOW STEP: EDITOR-IN-CHIEF ASSIGNS TO ASSOCIATE EDITOR

The next step in the peer review process is for the Editor-in-Chief to assign the manuscript to an Associate Editor. The Admin may be required to assist the EIC in this process. Please review the *Editor Guide* below.

[ScholarOne Manuscripts Editor Guide](#)

Additionally, the Admin may need to assist the EIC with account setup. Please see the *Adding User Accounts* section of this document.

WORKFLOW STEP: ASSOCIATE EDITOR INVITES AND/OR ASSIGNS REVIEWER(S)

The Associate Editor assigns the manuscript to a Reviewer. The Admin may be required to assist the AE in the process. Please review the *Editor Guide* below.

[ScholarOne Manuscripts Editor Guide](#)

Reviewer Locator

Some site will have a search option for Associate Editors called the **Reviewer Locator**. Reviewer Locator analyzes manuscript metadata and abstracts, linking key entities and topics to create a manuscript “fingerprint.” This fingerprint is then compared to the fingerprints of other papers indexed in the **Web of Science**, finding relevant research in the same field and thus, qualified reviewers.



When Reviewer Locator is configured, results from the Reviewer Locator service display on the **Select Reviewers** tab just below the **Author's Preferred/ Non-Preferred Reviewers**.

| Reviewer Locator Results from the Web of Science® | | | | | | |
|--|--------------------------|------------------------|-----------------|--------------------|--|-------|
| | | | | Results 1-10 of 24 | | |
| Potential Reviewer Details | Current / Past 12 Months | Days Since Last Review | Average R-Score | Add | | |
| <p>Plischuk, Santiago santiago@cepave.edu.ar; Ctr Estudios Parasitol & Vectores CEPAVE CCTLP CO, Univ Ghent</p> <p>Relevant Works:</p> <ul style="list-style-type: none"> • Apicystis bombi (Apicomplexa: Neogregarinorida) parasitizing Apis mellifera and Bombus terrestris (Hymenoptera: Apidae) in Argentina view details • Invasive Bombus terrestris (Hymenoptera: Apidae) parasitized by a flagellate (Euglenozoa: Kinetoplastea) and a neogregarine (Apicomplexa: Neogregarinorida) view details • Sphaerularia bombi (Nematoda: Sphaerulariidae) parasitizing Bombus atratus (Hymenoptera: Apidae) in southern South America view details | | | | | | + Add |



Search requests are generated automatically for each manuscript when it reaches the Select Reviewers task so results are waiting for the editor as soon as they enter the site.

Note: Only submissions with an abstract will return Reviewer Locator results.

Each potential reviewer found in the Web of Science is returned with a set of biographic and bibliographic data designed to help the AE assess the potential reviewer's suitability for the submitted manuscript. In addition to the reviewer's name, their email address and institutional affiliation will be provided, when available. Their ORCID iD will be provided as a link to their ORCID record (if configured for the site).

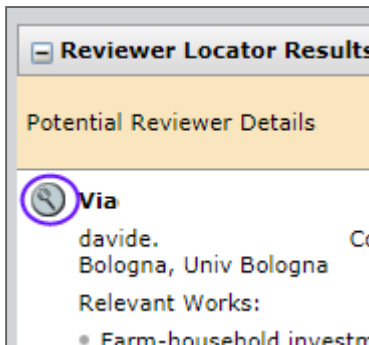
| Reviewer Locator Results from the Web of Science® | | | | | | | Results 1-20 of 20 |
|--|--------------------------|------------------------|------------------|-------------------------|-------------------------|-----|--------------------|
| Potential Reviewer Details | Current / Past 12 Months | Days Since Last Review | Open Invitations | Date of Last Invitation | Average turnaround time | Add | |
| Fargo, Tina. S1, Electronic Pub  http://orcid.org/0000-0001-7756-6625 ✓ Roles: AU REV.  Add | | | | | | | |
| <ul style="list-style-type: none"> • SPECTROSCOPIC MODELING OF THE ALGOL-TYPE view details | | | | | | | |

In addition, up to three papers published by the potential reviewer will be listed in order of relevance to the submitted manuscript. Each listed publication will have a **View Details** link which, when selected, will bring up more information about the paper. In addition to authors, journal name and publication year, both the DOI and Web of Science record are provided as links for quick access to additional information.

| Reviewer Locator Results from the Web of Science® | | | | | | | Results 1-20 of 20 |
|---|--------------------------|------------------------|------------------|-------------------------|-------------------------|-----|--------------------|
| Potential Reviewer Details | Current / Past 12 Months | Days Since Last Review | Open Invitations | Date of Last Invitation | Average turnaround time | Add | |
| Fargo, Tina. S1, Electronic Pub  http://orcid.org/0000-0001-7756-6625 ✓ Roles: AU REV.  Add | | | | | | | |
| <ul style="list-style-type: none"> • SPECTROSCOPIC MODELING OF THE ALGOL-TYPE view details | | | | | | | |
| <div style="border: 1px solid black; padding: 5px;"> SPECTROSCOPIC MODELING OF THE ALGOL-TYPE <ul style="list-style-type: none"> • Tkachen • ASTRONOMICAL JOURNAL, 2010 • DOI:10.1088/0004-6256/139/4/1327 • Open record in Web of Science® </div> | | | | | | | |


When new Reviewer Locator results are received by a ScholarOne site we attempt to match these potential reviewers to user accounts already in the system. We use both email address and ORCID iD to generate matches. For example, if a new reviewer is received and this person shares an email address with an account already on the site, we link them together. This helps prevent the creation of duplicate accounts when an AE wants to add a new account based on a

Reviewer Locator results. It also allows the AE to view not only information from Web of Science when making their reviewer selections but also current reviewer statistics from the site such as current reviews, days since last review, average R-score, etc. Review Locator results matched to an existing account will appear with a magnifying glass logo next to their name. This logo will link to their Person Details Pop-up page.

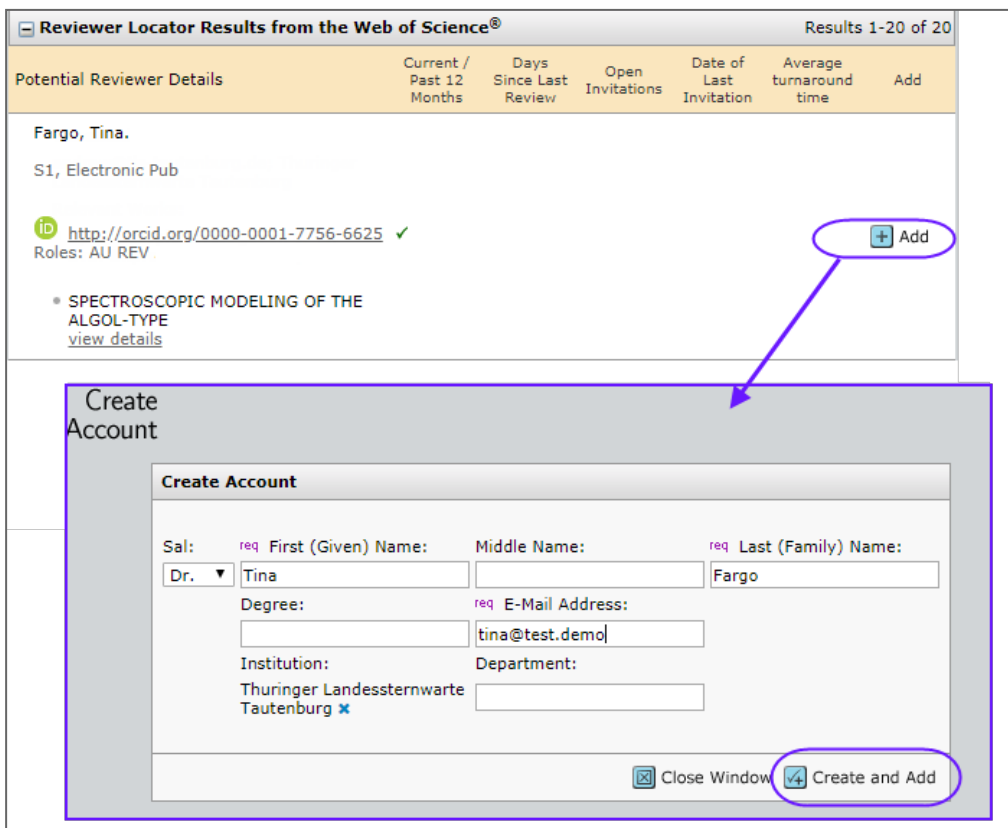


Reviewer Locator Results



Potential Reviewer Details

 **Via**
davide.
Bologna, Univ Bologna
Relevant Works:
• Farm-household investm

When adding a reviewer from Reviewer Locator, the EA clicks the **Add** button. A new window will appear to create an account for the reviewer and add them into the reviewer list for invitation.



Reviewer Locator Results from the Web of Science® Results 1-20 of 20

| Potential Reviewer Details | Current / Past 12 Months | Days Since Last Review | Open Invitations | Date of Last Invitation | Average turnaround time | Add |
|--|--------------------------|------------------------|------------------|-------------------------|-------------------------|---|
| Fargo, Tina. S1, Electronic Pub  http://orcid.org/0000-0001-7756-6625 ✓ Roles: AU REV • SPECTROSCOPIC MODELING OF THE ALGOL-TYPE view details | | | | | |  |

Create Account

Create Account

Sal:

Degree:

Institution: Department:

Close Window Create and Add

Additionally, the Admin may need to assist the AE with account setup. Please see the *Adding User Accounts* section of this document.

WORKFLOW STEP: REVIEWERS SCORE

The Reviewer will review and score the manuscript. The Admin may be required to assist the Reviewer in this process. The Admin may proxy as the Author. Please review the *Reviewer Guide* below.

[ScholarOne Manuscripts Reviewer Guide](#)

Additionally, the Admin may need to assist the Reviewer with the following functions:

- Account Setup. Please see the *Adding User Accounts* section of this document
- Granting Extensions to Reviewers. Please see the *Using the Person Details Page* section of this document.
- Editing a completed review. Please see the *Editing a Completed Review or Recommendation* section of this document.

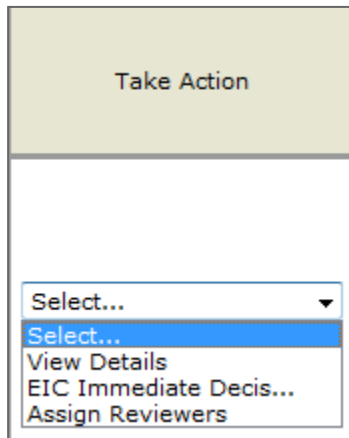
Editing a Completed Review or Recommendation

Administrators have the ability to edit completed review or recommendation forms without rescinding them. This may be useful if there is a comment to the author that is not appropriate or if there is anything else that needs to be edited. Exercise caution in editing; if edited, there is no way to get the original review back.

► Edit a Completed Review or Recommendation

87. To access the completed review form, select the appropriate link from the **Admin Lists** section of the Admin Dashboard. Alternately, use **Quick Search** to locate the manuscript.

88. From the View Manuscripts page, select from the **Take Action** drop-down list. You may access the completed review from the **View Details** page or from one of the actions such as **Assign Reviewers** or **Make Decision**.



89. You will find the **View Review** link either in the Status column or in the Reviews section on the right.

| Reviewer List | | | | |
|---------------|--|--|--|-------------------------------------|
| Order | Name | Status | History | Remove |
| 1 | Revucky, Steve Clarivate Analytics, GSS | Minor Revision <input checked="" type="checkbox"/> View Review rescind | Invited: 28-Jun-2017 Agreed : 28-Jun-2017 Due Date: 28-Jul-2017 Review Returned: 03-Jul-2017 Time in Review: 4 Days. # in Decision Letter: 1 view full history | <input checked="" type="checkbox"/> |

| Alternates | |
|---|--|
| <input type="radio"/> Accept | |
| <input type="radio"/> Minor Revision | |
| <input type="radio"/> Major Revision | |
| <input type="radio"/> Reject & Resubmit | |
| <input type="radio"/> Reject | |

| Reviews | |
|--|--|
| # reviews required to make decision | 1 |
| Revucky, Steve | <input checked="" type="radio"/> Minor Revision <input checked="" type="radio"/> view review <input type="radio"/> rescind |
| <input checked="" type="checkbox"/> Save | |

90. The Completed Review form displays. Click the **Edit** button at the bottom of the screen. The form opens in editable mode.

Completed Review

| Reviewer 1: Revucky, Steve | |
|----------------------------|-------------------------------|
| Reviewer Affiliation | Clarivate Analytics, GSS |
| Manuscript ID: | WRK4-16-Dec-0062 |
| Manuscript Type: | Original Article |
| Keywords: | coastal morphodynamic models* |
| Classification: | Administrative Unit |
| Submitted: | 23-Dec-2016 |

Quality Assessment

| | |
|-----------------------|--------------------------------|
| <input type="radio"/> | 3 - Review was highly relevant |
| <input type="radio"/> | 2 - Review was sufficient |
| <input type="radio"/> | 1 - Review was below average |

Save Print Edit Close Window

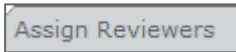
91. Make changes as needed and then click the **Save** button. Any changes made to these forms are tracked in the Audit Trail.

Setting Search Preferences for Reviewer Search

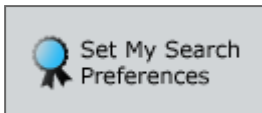
Editors and Admins may set search preferences for how they search for reviewers. The Admin may also proxy in as the Editor and set these preferences on their behalf.

► **Set Search Preferences**

92. Access the **Assign Reviewers** tab for a manuscript requiring reviewers to be assigned.



93. Select the **Set My Search Preferences** button on the right side of the screen.



94. The **Set My Preferences** screen displays with options for reviewer search and sort order. Select the options you wish to use.

When I am searching for Reviewers, I would like the search options displayed as follows:

| | Expanded | Collapsed |
|--|----------------------------------|----------------------------------|
| Author's Recommended / Opposed | <input checked="" type="radio"/> | <input type="radio"/> |
| Reviewer Locator Results from the Web of Science | <input checked="" type="radio"/> | <input type="radio"/> |
| Quick Search | <input type="radio"/> | <input checked="" type="radio"/> |
| Related Papers Search | <input type="radio"/> | <input checked="" type="radio"/> |
| Reviewer Auto-Suggest | <input type="radio"/> | <input checked="" type="radio"/> |
| Advanced Search | <input type="radio"/> | <input checked="" type="radio"/> |

When I am searching for Reviewers, I would like the following information populated by default:

| Reviewer Activity Information | |
|--|---|
| # Current Assignments | Min: <input type="text"/> Max: <input type="text"/> |
| # Assignments in Past 12 Months | Min: <input type="text"/> Max: <input type="text"/> |
| # Days Since Last Review Submitted | Min: <input type="text"/> Max: <input type="text"/> |
| # Invitations Declined in Past 12 Months | Min: <input type="text"/> Max: <input type="text"/> |
| R-Score | Min: <input type="text"/> Max: <input type="text"/> |

In the Reviewer Search Results and Preferred/Non-Preferred Reviewers area, I would like the following fields displayed (select a maximum of five fields):

| Reviewer Search Results | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | # Current Assignments / # Assignments in Past 12 Months |
| <input checked="" type="checkbox"/> | Days Since Last Review |
| <input type="checkbox"/> | Average R-Score |
| <input checked="" type="checkbox"/> | # Open Invitations |
| <input checked="" type="checkbox"/> | Date of Last Invitation |
| <input checked="" type="checkbox"/> | Average turnaround time |

Number of search results per page:
 Exclude unavailable reviewers

Sort Order

Quick Search
 Primary Sort:
 Secondary Sort:

Related Papers Person Search
 Primary Sort:
 Secondary Sort:

Auto-Suggest
 Primary Sort:
 Secondary Sort:

Advanced Search
 Primary Sort:
 Secondary Sort:

Save

95. Click the **Save** button.

WORKFLOW STEP: ASSOCIATE EDITOR RECOMMENDS DECISION

The Associate Editor will recommend a decision on the manuscript. The Admin may be required to assist the AE in this process. Please review the Editor Guide below.

[ScholarOne Manuscripts Editor Guide](#)

WORKFLOW STEP: EDITOR-IN-CHIEF MAKES DECISION

The Editor-in-Chief will make a final decision on the manuscript. The Admin may be required to assist the EIC in this process. Revisions may be required of the Author before a final decision is made or a final decision may be made at this point. Please review the Editor Guide below.

[ScholarOne Manuscripts Editor Guide](#)

WORKFLOW STEP: PRODUCTION CENTER

Some sites utilize the Production Center to prepare accepted manuscripts for publication. The Production Center is also a place that can be used to export submissions to a depository such as an FTP site or email address. It may also be used for in-house exports for independent publishers or journals.

The Admin or a Production Editor role may perform the Production Center tasks. Please review the Production Center Guide below.

[ScholarOne Manuscripts Production Center Guide](#)

INVITED PAPERS

Invited Papers is a method of formally inviting an author to submit a manuscript to your Journal. This can be useful to invite specific authors to submit a manuscript, or you can determine a topic and match to authors in the system based on keywords. Once submitted, an invited paper follows the same peer review process as all other manuscript submissions.

The basic steps in the process are as follows:

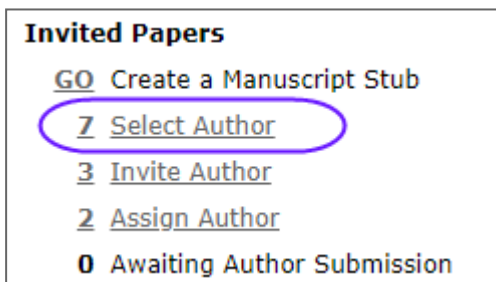
- Create an Invited Paper (Manuscript Stub)
- Select an Author
- Invite the Author
- Author Submits and Invited Paper

CREATE AN INVITED PAPER (MANUSCRIPT STUB)

The process to create an invited paper starts with the creation of the Manuscript Stub or draft. This is the start of the submission process and acts as a placeholder in the system for the paper. The Admin creates the stub by completing some basic information. Much of the information will be left blank to be completed by the Author during submission.

► Create a Manuscript Stub

96. In the **Invited Papers** section of the Admin Lists, select the **Go** link.

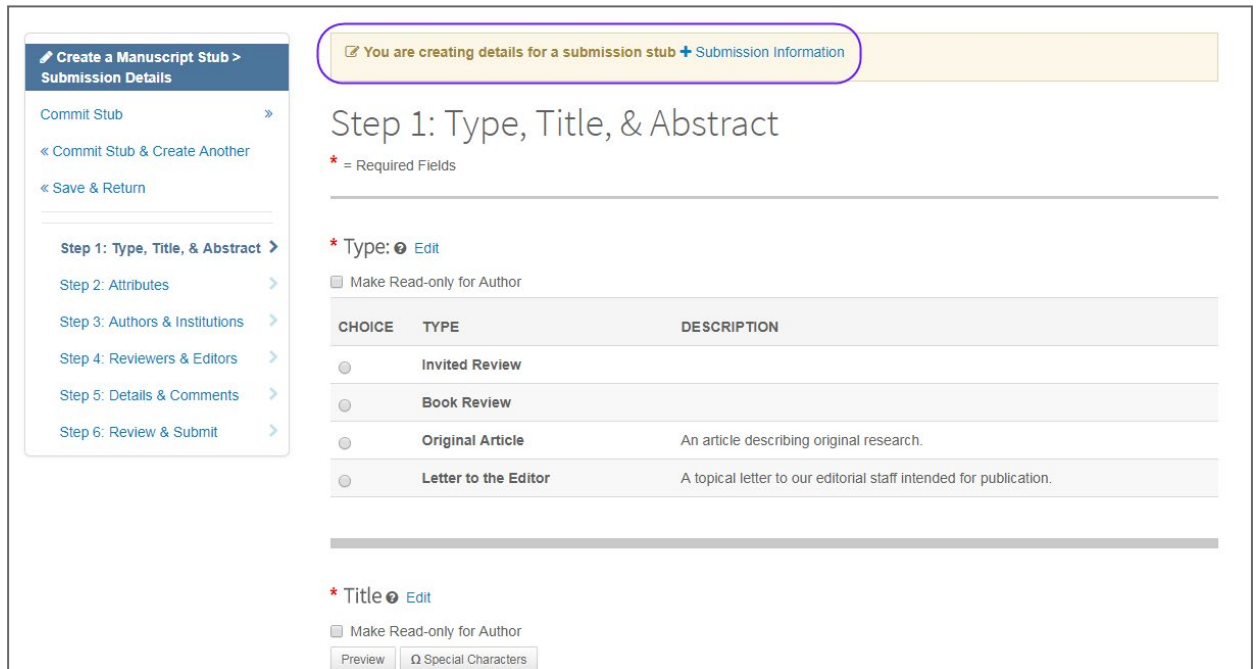


97. The **Manuscript Details** screen displays. The header says **Draft Invited** and a yellow ribbon on the left side of the screen.

98. **Add a Stub:** Complete fields on the **Add a Stub** section as needed. You may leave all fields blank or with default values and still create the stub, however there may be some fields you wish to use.
- Status:** Should always be set to **Active**. The other options that appear in the dropdown list are for Books and Encyclopaedia sites.
 - Tracking Number:** You may enter your own tracking number. Your site may be configured so that the tracking number becomes the Manuscript ID number. You can also create reports on the tracking number.
 - Author Submission Template:** If needed, you can upload a template for the Author to follow. This may be a submission format for a specific type of document, like a book review.
 - Assign to Issue:** If your site is using Issue Management in the Production Center, you can pre-assign the invited paper to an issue.

99. Click the Add Stub Submission Details button.

[Add Stub Submission Details >](#)



Create a Manuscript Stub >
Submission Details

Commit Stub >
< Commit Stub & Create Another
< Save & Return

Step 1: Type, Title, & Abstract >
Step 2: Attributes >
Step 3: Authors & Institutions >
Step 4: Reviewers & Editors >
Step 5: Details & Comments >
Step 6: Review & Submit >

[You are creating details for a submission stub + Submission Information](#)

Step 1: Type, Title, & Abstract

* = Required Fields

* Type: [Edit](#)

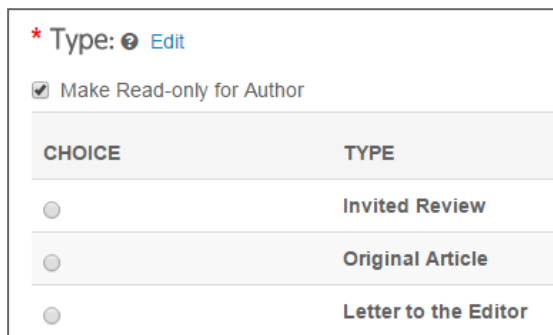
Make Read-only for Author

| CHOICE | TYPE | DESCRIPTION |
|-----------------------|----------------------|---|
| <input type="radio"/> | Invited Review | |
| <input type="radio"/> | Book Review | |
| <input type="radio"/> | Original Article | An article describing original research. |
| <input type="radio"/> | Letter to the Editor | A topical letter to our editorial staff intended for publication. |

* Title: [Edit](#)

Make Read-only for Author

100. **Type:** You may select the manuscript type from a list. You have the option to make this read-only so that the author cannot change the manuscript type later in the submission process.

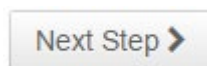


* Type: [Edit](#)

Make Read-only for Author

| CHOICE | TYPE |
|-----------------------|----------------------|
| <input type="radio"/> | Invited Review |
| <input type="radio"/> | Original Article |
| <input type="radio"/> | Letter to the Editor |

101. Click the **Next Step** button.



102. **All Other Fields:** We recommend you leave all other fields at the default values or blank. The Author will complete them as appropriate during the submission process.

Tip: Do not enter the Author in the stub.

103. Click the **Commit Stub** button.

[Commit Stub »](#)

SELECT AN AUTHOR

The process of selecting the Author is same process a selecting a Reviewer.

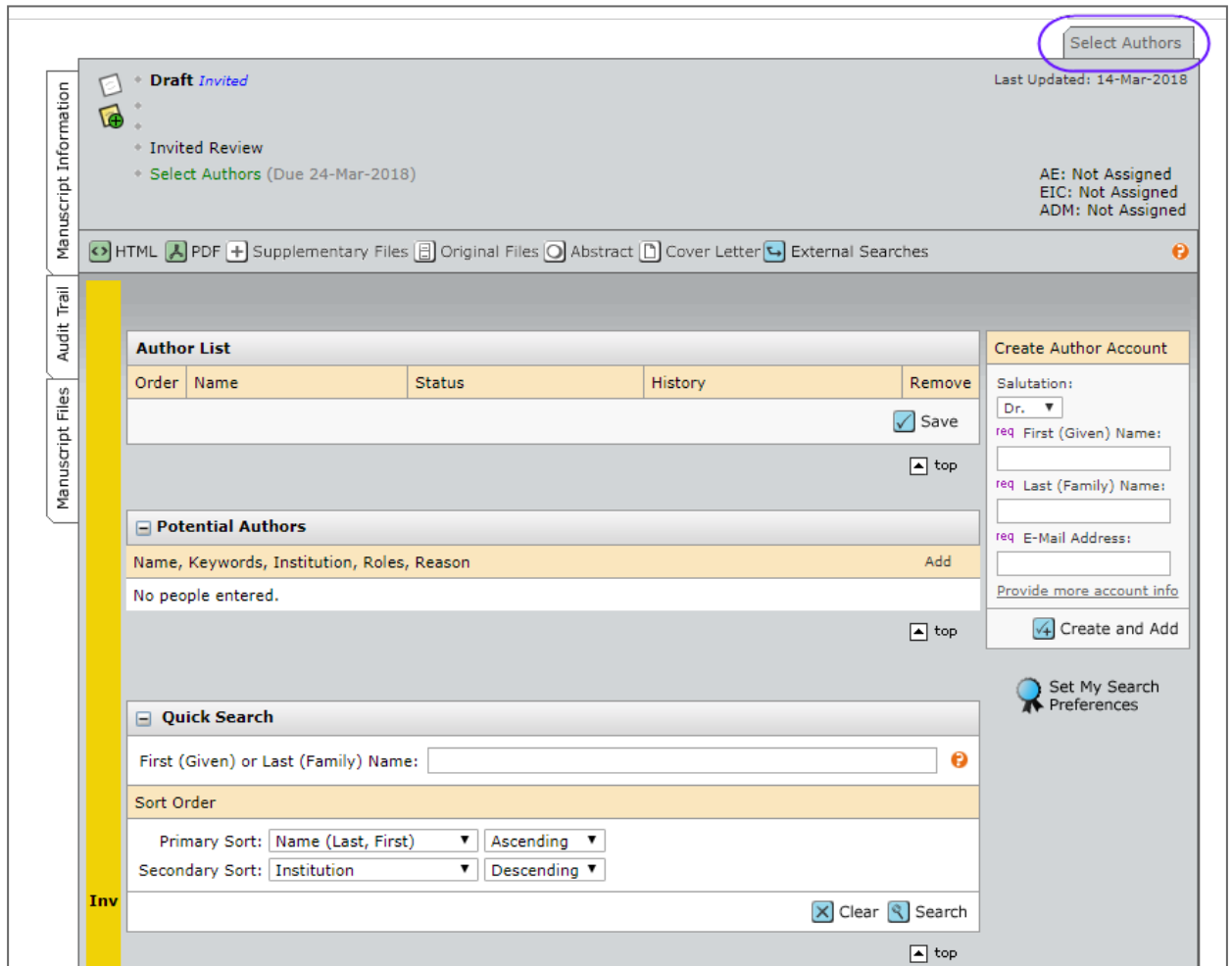
Use one of the search options to search the user database:

- Quick Search
- Related Papers Search
- Auto-Suggest
- Advanced Search

Or the Create Author Account option on the right-side of the screen. We recommend you always search the database for an author before creating a new account.

► Select an Author

104. After you commit the stub, the Manuscript Details page displays the **Select Authors** tab.





The screenshot shows the 'Select Authors' page. At the top right, a button labeled 'Select Authors' is circled in purple. The page is divided into several sections:

- Manuscript Information:** Shows 'Draft Invited', 'Invited Review', and 'Select Authors (Due 24-Mar-2018)'. It also indicates 'Last Updated: 14-Mar-2018' and 'AE: Not Assigned, EIC: Not Assigned, ADM: Not Assigned'.
- Navigation:** Includes links for HTML, PDF, Supplementary Files, Original Files, Abstract, Cover Letter, and External Searches.
- Author List:** A table with columns for Order, Name, Status, History, and Remove. It contains a 'Save' button and a 'top' link.
- Potential Authors:** A section with a search input, an 'Add' button, and the text 'No people entered.' It also has a 'top' link.
- Quick Search:** A section with a search input field, a 'Sort Order' section with dropdowns for Primary Sort (Name (Last, First), Ascending) and Secondary Sort (Institution, Descending), and 'Clear' and 'Search' buttons.
- Create Author Account:** A sidebar on the right with fields for Salutation (Dr.), First (Given) Name, Last (Family) Name, and E-Mail Address. It includes a 'Provide more account info' link and a 'Create and Add' button.
- Set My Search Preferences:** A link with a magnifying glass icon.

105. Search for an author.
 - a. **Search for the Author by Name:** If you know the author you wish to invite, use either the Quick Search or Advanced Search to search for the author.
 - b. **Search for the Author by Keywords:** If you would like to identify an author by topic or keyword, use the Related Papers Search or Auto-Suggest features to search for an author.

106. Select the Author from **Search Results** by ticking the **Add** checkbox and clicking the **Add** button.

| Results - New Search - Modify Search - Change Sort 1-2 of 2 | |
|--|--|
| Search Criteria: First (Given) or Last (Family) Name = "Christina" | |
| Name, Keywords, Institution, Roles | Add /Grant Role |
|  Porter, Christina. (s1u-wf1 Office) (ScholarOne) ScholarOne, AC Roles: AU REV AE EIC ADM PROD null | <input type="checkbox"/> |
|  Porter, Christina. Adolescent Patient Care ScholarOne, Training Roles: AU REV | <input checked="" type="checkbox"/> |
| ← New Search 🔍 Modify Search | <input checked="" type="checkbox"/> Add |
| 📄 Export to CSV | Results 1-2 of 2 |

Tip: We recommend that you select only one author at a time for a manuscript stub. If the author declines, you may select another.

107. If you could not find the author in the system, you may create an account for the author using the Create Author Account box on the right side of the screen.

Create Author Account

Salutation:

req First (Given) Name:

req Last (Family) Name:

req E-Mail Address:



[Provide more account info](#)

Create and Add

- Enter **First Name**, **Last Name**, and **E-Mail Address**.

- Click the **Create and Add** button.

108. Once selected, the Author appears in the **Author List**.

| Author List | | | | |
|-------------|---|--|--|---|
| Order | Name | Status | History | Remove |
| 1 | Author, Boris proxy  http://orcid.org/1234-1234-3214-0000 ✖ | <input checked="" type="checkbox"/> Invite | Selected: 06-Sep-2013 view full history |  |
| | | | | <input checked="" type="checkbox"/> Save |

INVITE THE AUTHOR

The next step is to invite the author. This formally invites the Author via email and provides the Author a method to respond to the invitation.

► Invite the Author

109. On the Author List, click the **Invite** button.

The screenshot shows the 'Author List' section of a manuscript management interface. A table lists authors with columns for Order, Name, Status, History, and Remove. The 'Invite' button in the Status column for 'Porter, Christina' is circled in red. To the right is a 'Create Author Account' form with fields for Salutation, First Name, Last Name, and E-Mail Address. A sidebar on the left contains 'Manuscript Information', 'Audit Trail', and 'Manuscript Files' sections.

| Order | Name | Status | History | Remove |
|-------|--|--|--|-------------------------------------|
| 1 | Porter, Christina ScholarOne, Training proxy... | <input checked="" type="checkbox"/> Invite | Selected: 14-Mar-2018 view full history | <input checked="" type="checkbox"/> |

110. An invitation email displays.

The screenshot shows an 'Edit E-Mail (Draft)' window. The 'Subject' is 'Invitation to Submit to the ScholarOne University Training Workflow 1'. The 'Body' contains an invitation message and a 'PLEASE NOTE' section. A URL for 'Agreed' is circled in red. The 'Files attached' section is empty.

Subject: Invitation to Submit to the ScholarOne University Training Workflow 1

Body:

instructions in your Author Center.

I realize that our solicited papers greatly contribute to the high standards of the Journal, and I thank you for your present and/or future participation.

Sincerely,
Gwen Baker
ScholarOne University Training Workflow 1 Editorial Office
gwen.baker@test.demo

*** PLEASE NOTE: This is a two-step process. After clicking on the link, you will be directed to a webpage to confirm. ***

Agreed: https://mc-beta.manuscriptcentral.com/s1u-wf1?URL_MASK=fede39c886654e9b9f5ab7c0a6f5f3a1

Declined: https://mc-beta.manuscriptcentral.com/s1u-wf1?URL_MASK=e807fe170aad40e0a618c8ef89238579

Unavailable: https://mc-beta.manuscriptcentral.com/s1u-wf1?URL_MASK=c6d4e13836cc4aa4801cfa66ae511be0

- 111. The invitation email is editable before sending, so you can add additional information for the Author if needed. You may create more than one invitation letter template if you wish.
- 112. The invitation can be configured to include the automatic response links of Agreed and Decline. (Refer to the Email Templates user guide for details.)
- 113. You may attach files if needed. Any files attached when you created the stub will be included automatically.
- 114. Click **Save and Send** to send the invitation email.
- 115. The email is sent to the Author.



ASSIGN THE AUTHOR

The Author may accept or decline the invitation using the **Agreed** and **Declined** hyperlinks in the email. However, there may be times when you want to update the status manually. For example, an Author may verbally agree to submit a paper or may have already agreed offline before you created the stub in the system.

► Assign the Author

116. Select **Assign Author** in the Invited Papers section of the Admin Lists. (If you are assigning an Author immediately after inviting the Author, you will already be at the correct screen and may skip this step.)

Invited Papers

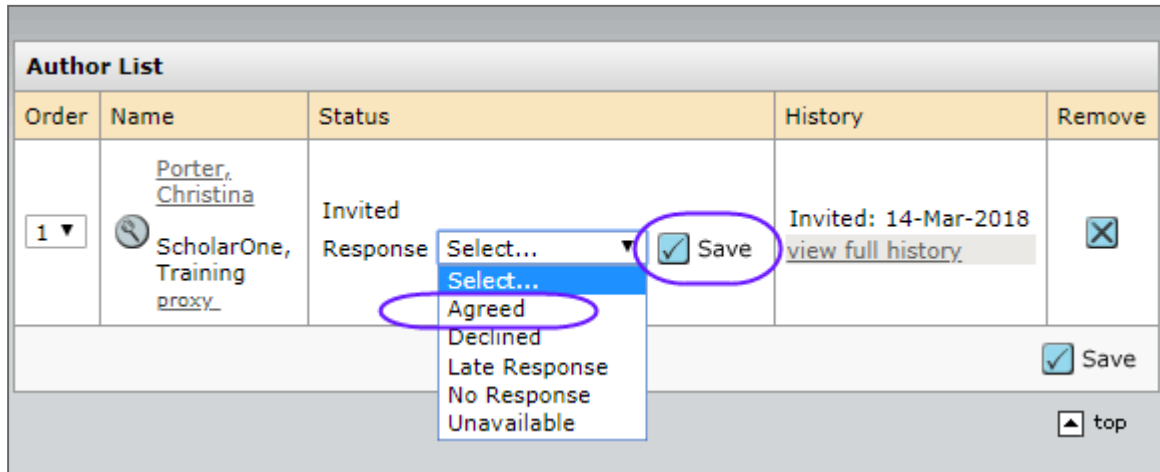
- [GO Create a Manuscript Stub](#)
- [7 Select Author](#)
- [3 Invite Author](#)
- [2 Assign Author](#)
- [0 Awaiting Author Submission](#)

117. The Invited Paper Stubs screen displays. Select **Assign Author** in the Take Action column.

| Invited Paper Stubs | | | | Stubs 1-2 of 2 |
|---|--|--|--|---|
| Search Criteria: Status="Assign Author" | | | | |
| | | | | Status: Assign Author ▼ |
| Tracking Number Manuscript ID | Title | Assigned Users | Status | Take Action |
| | Author | | Due Date | Select All <input type="checkbox"/> |
| none | none <i>Author, Arlene; Author, Kyungyang (suggested authors)</i> | AE: Not Assigned EIC: Not Assigned ADM: Not Assigned | * Assign Author (Due 03-Oct-2013) <input type="text"/> 03-Oct-2013 | Select... ▼ Select... View Details View Manuscript Files View Audit Trail Assign Author |
| none | none <i>Author, Arlene; author, kheehiang (suggested authors)</i> | AE: Not Assigned EIC: Not Assigned ADM: Not Assigned | * Assign Author (Due 27-Jun-2014) <input type="text"/> 27-Jun-2014 | Select... ▼ <input type="checkbox"/> |

Export to CSV Inactivate Delete
Stubs 1-2 of 2
Display 10 records per page

118. The Manuscript Details page displays. Select an option from the **Response** drop-down list.



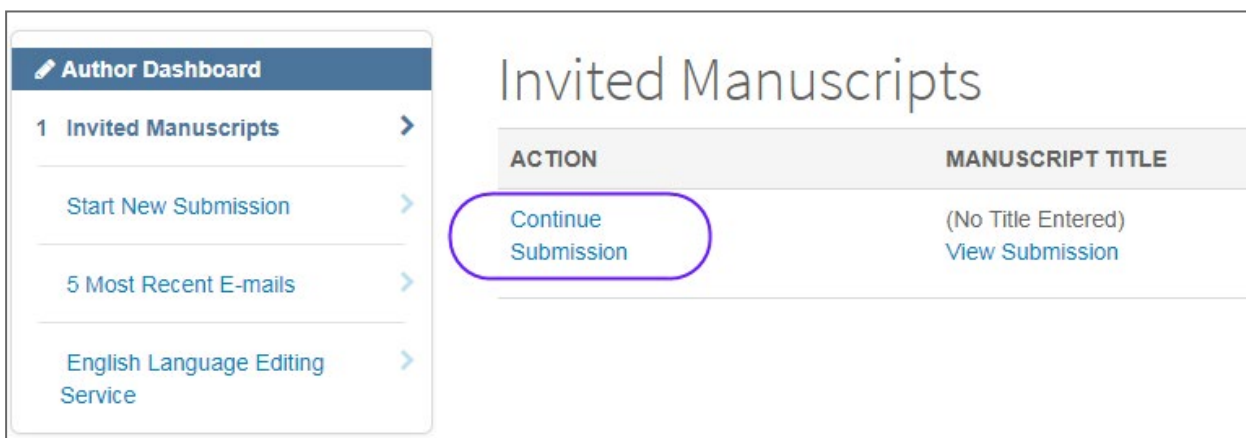
| Order | Name | Status | History | Remove |
|-------|--|---------------------|---|--------------------------|
| 1 | Porter, Christina ScholarOne, Training proxy_ | Invited Response | Invited: 14-Mar-2018 view full history | <input type="checkbox"/> |

The dropdown menu for 'Response' includes the following options: Select..., Select..., Agreed, Declined, Late Response, No Response, and Unavailable. A 'Save' button with a checkmark is also visible next to the dropdown.

119. Click the **Save** button.
120. ScholarOne Manuscripts will send an email to the Author confirming that they have agreed to submit a paper. It will contain a link for them to access their Author Center on your site.

AUTHOR SUBMITS THE INVITED PAPER

For the Author to complete the invited paper, they will select **Invited Manuscripts**.



The Author Dashboard sidebar includes the following items:

- 1 Invited Manuscripts
- Start New Submission
- 5 Most Recent E-mails
- English Language Editing Service

The main content area is titled 'Invited Manuscripts' and contains a table with the following data:

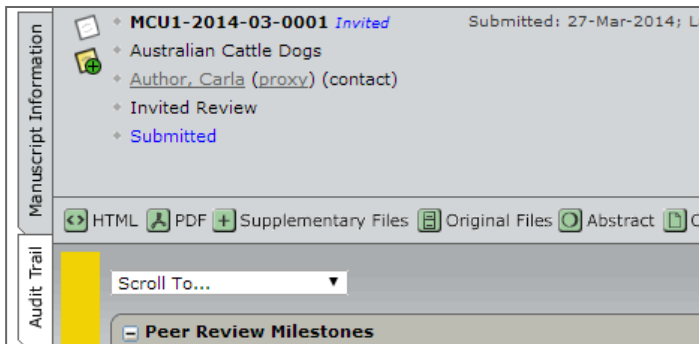
| ACTION | MANUSCRIPT TITLE |
|---------------------|---|
| Continue Submission | (No Title Entered) View Submission |

THE COMPLETED SUBMISSION

Once the author submits, the word Invited will appear after the manuscript ID number.

| Select Reviewers 1 Blinded | | | Manuscripts 1-2 of 2 | |
|---------------------------------------|--|------------------|--|-------------|
| Manuscript ID ↑ | Manuscript Title | Date Submitted ↓ | Status | Take Action |
| Manuscript Type | Submitting Author | | | |
| MCU1-201703-0002-1B <i>Invited</i> | NEW TITLE [View Submission] | 12-Sep-2017 | AE: Gerber, Adrienne (proxy) EIC: Not Assigned ADM: Baker, Gwen | Select... |
| Invited Review | Author, Jane (contact) (proxy) | | • Select Reviewers (Due 18-Mar-2018) 0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned | |

The yellow ribbon will remain after the invited paper is submitted.



DELETING AN INVITED PAPER

If the author does not submit the paper, it will still be in the queue of Awaiting Author Submission.


► Delete an Invited Paper

121. Select **Awaiting Author Submission** in the Invited Papers section of the Admin Lists.

Invited Papers

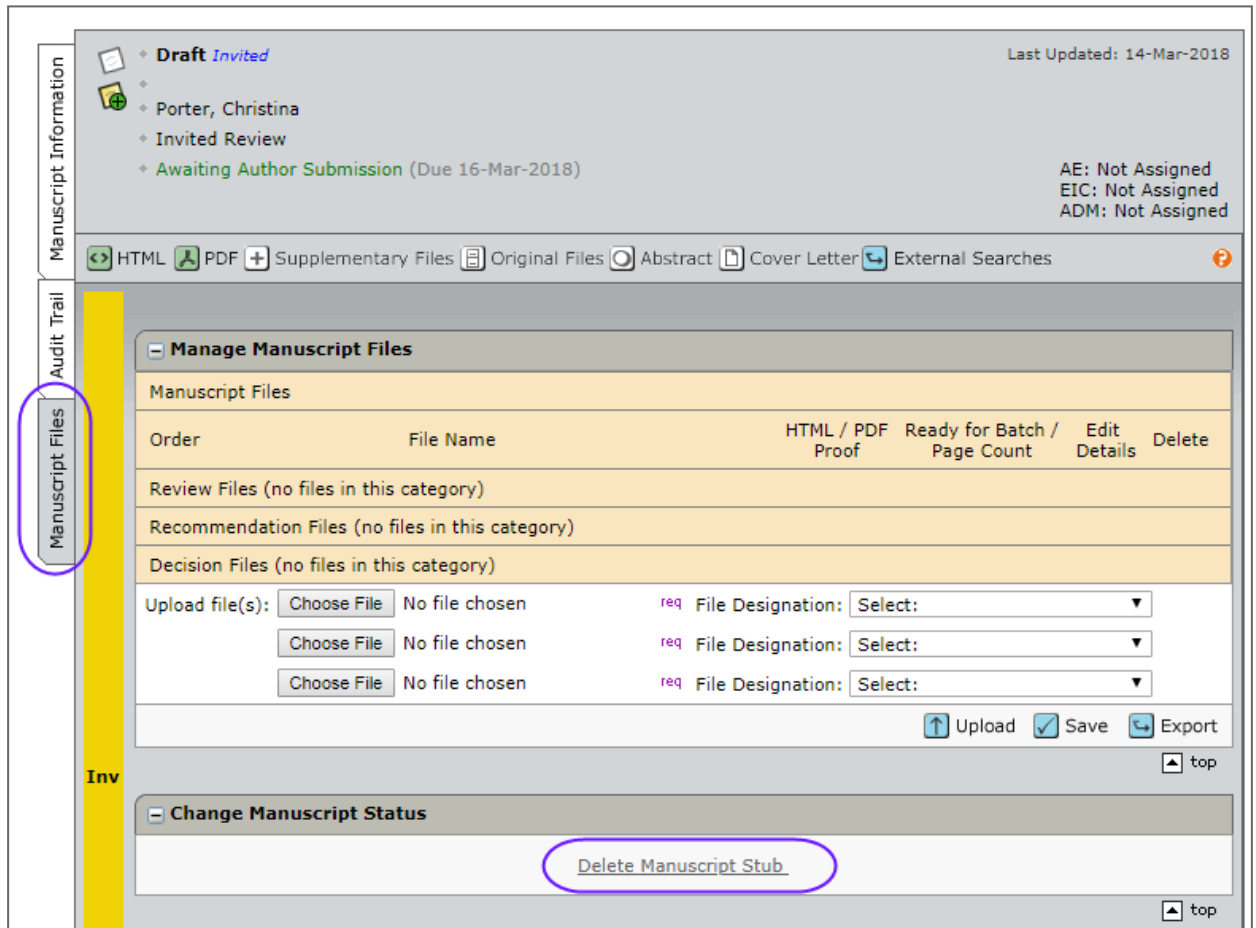
- [GO Create a Manuscript Stub](#)
- [7 Select Author](#)
- [4 Invite Author](#)
- [1 Assign Author](#)
- [1 Awaiting Author Submission](#)

122. The Invited Paper Stubs screen displays. Select **View Manuscript Files** from the Take Action list.

| Invited Paper Stubs Stubs 1-1 of 1 | | | | |
|---|--|--|---|---|
| Search Criteria: Status="Awaiting Author Submission" | | | | |
| | | | | Status: Awaiting Author Submission ▼ |
| Tracking Number Manuscript ID | Title Author | Assigned Users | Status Due Date | Take Action Select All <input type="checkbox"/> |
| none | none  Porter, Christina (proxy) | AE: Not Assigned EIC: Not Assigned ADM: Not Assigned | <ul style="list-style-type: none"> • Awaiting Author Submission (Due 16-Mar-2018) 16-Mar-2018 | <ul style="list-style-type: none"> Select... Select... View Details View Manuscript Files View Audit Trail |

Stubs 1-1 of 1
Display 10 records per page

123. The Manuscript Details screen displays. Select **the Manuscript Files** tab. Select **Delete Manuscript Stub** in the Change Manuscript Status section.



Manuscript Information

Last Updated: 14-Mar-2018

• Draft *Invited*

• Porter, Christina

• Invited Review

• Awaiting Author Submission (Due 16-Mar-2018)

AE: Not Assigned
EIC: Not Assigned
ADM: Not Assigned

HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches

Audit Trail

Manuscript Files

Manage Manuscript Files

Manuscript Files

| Order | File Name | HTML / PDF Proof | Ready for Batch / Page Count | Edit Details | Delete |
|--|-----------|------------------|------------------------------|--------------|--------|
| Review Files (no files in this category) | | | | | |
| Recommendation Files (no files in this category) | | | | | |
| Decision Files (no files in this category) | | | | | |

Upload file(s):

| | | | |
|-------------|----------------|-----------------------|---------|
| Choose File | No file chosen | req File Designation: | Select: |
| Choose File | No file chosen | req File Designation: | Select: |
| Choose File | No file chosen | req File Designation: | Select: |

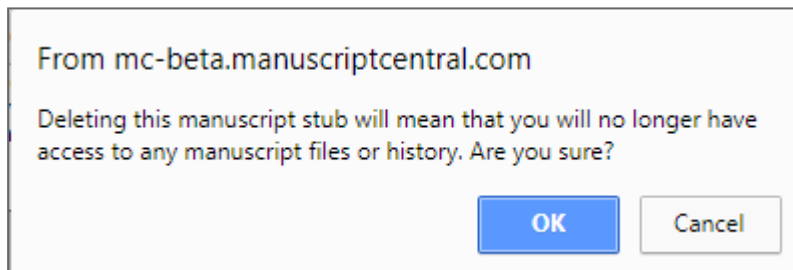
Upload Save Export

Inv

Change Manuscript Status

Delete Manuscript Stub

124. Click **OK** to delete the manuscript stub.



From mc-beta.manuscriptcentral.com

Deleting this manuscript stub will mean that you will no longer have access to any manuscript files or history. Are you sure?

OK Cancel

UNUSUAL ACTIVITY DETECTION

Unusual activity detection identifies unusual activity by users during submission and review. Journals will see a risk indicator on the manuscript header. The risk indicator is derived from using proprietary algorithms based on existing web traffic and server data such as when Reviewers are suggested by the Author and when Reviewers use a non-institutional email address.

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

UNUSUAL ACTIVITY INDICATORS

Standard Access (Editor roles by Default)

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

Example of High Risk Alert, shown on Manuscript Details

CLEARING THE FLAGGED SUBMISSION

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

Clear This Submission?

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

My Reason and Notes

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

✓ **Cleared on 14 AUG 2018 by Firstname Lastname**

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

Also, the unusual activity indicators will turn green:

Standard Access view

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

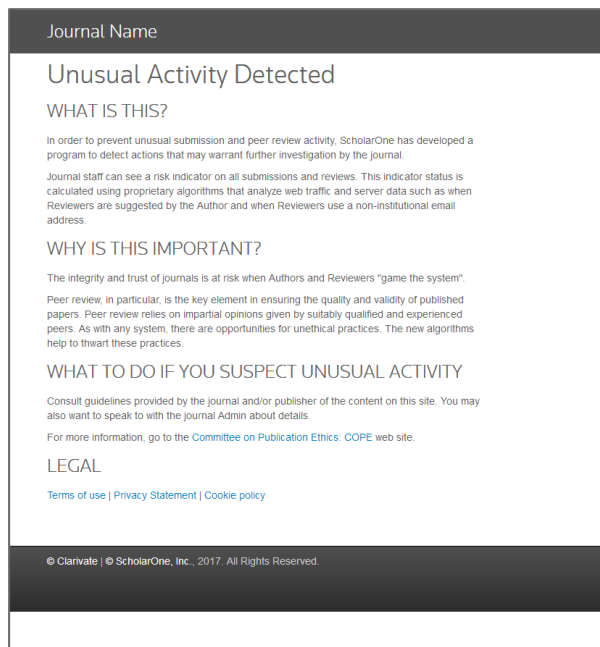
Full Access view

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

SUBMISSION “WHAT IS THIS?” INFORMATIONAL POP-UP

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

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



Journal Name

Unusual Activity Detected

WHAT IS THIS?

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

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

WHY IS THIS IMPORTANT?

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

WHAT TO DO IF YOU SUSPECT UNUSUAL ACTIVITY

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

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

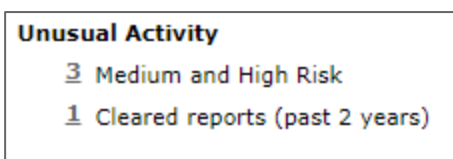
LEGAL

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

© Clarivate | © ScholarOne, Inc., 2017. All Rights Reserved.

ADMIN DASHBOARD

Administrators have the ability to see all of the currently flagged submissions in a queue called Unusual Activity. There is also a queue that will show all cleared reports in the past 2 years.



Unusual Activity

3 Medium and High Risk

1 Cleared reports (past 2 years)

REPORT

Users with full access will be able to view a popup with a detailed report of the actions which elevated the risk level of the submission.

Journal Name

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

Unusual Activity Report

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

Report Date
HH:MM MMM DD YYYY

Manuscript ID
ABC-004563-2018

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

[Print](#)

Review turnaround time was unusually short

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

TRANSFER OF MANUSCRIPTS BETWEEN JOURNALS

Manuscripts are often submitted to one journal when they are better suited for another journal. To address this, your site and one or more partnering journal sites can be configured by ScholarOne to transfer manuscripts.

Transfers can be made through a manual process or through a Reject with Transfer decision type.

Transfers are recorded in the manuscript's Audit Trail on both the sending and receiving sites.

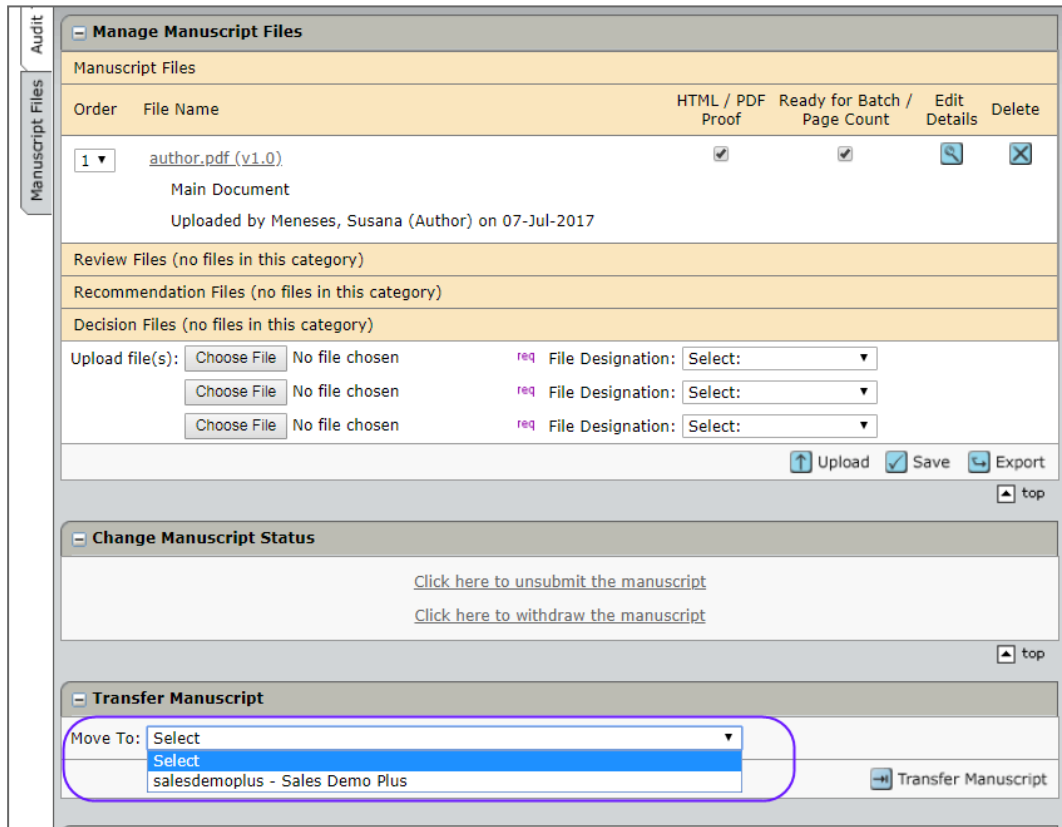
MANUAL MANUSCRIPT TRANSFER

The manual transfer functionality allows key journal users to transfer a manuscript from their journal site to another journal site to which it's better suited. The transfer is easily initiated from the **Manuscript Files** page. Once the transfer is complete, the manuscript on the sending site will no longer be in the workflow. The receiving site will show the manuscript in an **Unsubmitted Transferred Manuscripts** queue on the Admin Dashboard. The Admin on the receiving site will check the manuscript in, and then the manuscript will enter the first task in the Submitted Workflow.

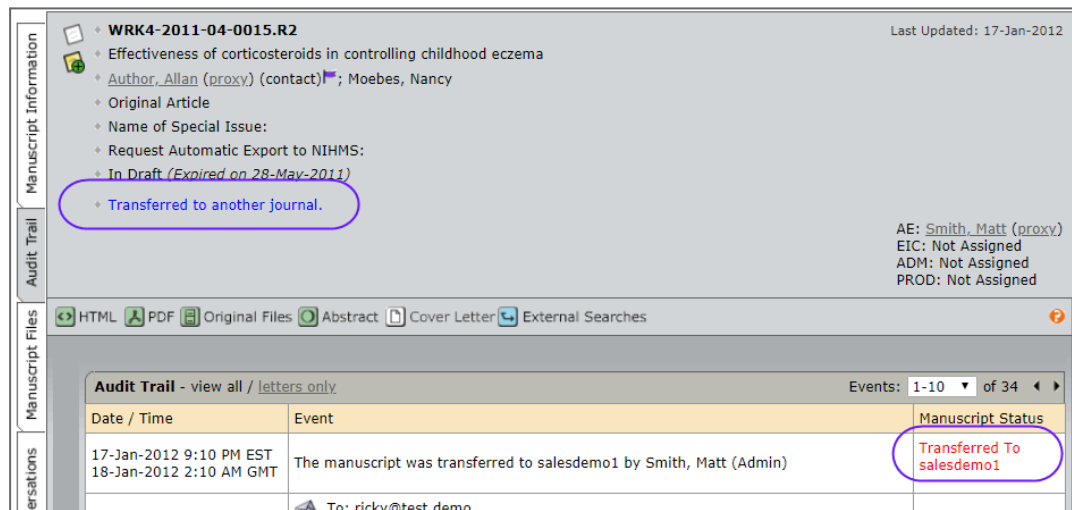
Manual Transfer

► Manually Transfer the Manuscript

125. From the **Manuscript Files** tab of the manuscript to be transferred, locate the **Transfer Manuscript** section.



126. In the **Move To** field, select a journal from the dropdown list
127. Click the **Transfer Manuscript** button.
128. Optionally, click the **Audit Trail** tab to confirm the transfer. It will be reflected in the header and the Manuscript Status.



Manuscript Information

WRK4-2011-04-0015.R2
 Effectiveness of corticosteroids in controlling childhood eczema
 Author, Allan (proxy) (contact); Moebes, Nancy
 Original Article
 Name of Special Issue:
 Request Automatic Export to NIHMS:
 In Draft (Expired on 28-May-2011)
 Transferred to another journal.

Last Updated: 17-Jan-2012

AE: Smith, Matt (proxy)
 EIC: Not Assigned
 ADM: Not Assigned
 PROD: Not Assigned

HTML PDF Original Files Abstract Cover Letter External Searches

Audit Trail - view all / letters only Events: 1-10 of 34

| Date / Time | Event | Manuscript Status |
|-------------------------|---|---------------------------|
| 17-Jan-2012 9:10 PM EST | The manuscript was transferred to salesdemo1 by Smith, Matt (Admin) | Transferred To salesdemo1 |
| 18-Jan-2012 2:10 AM GMT | | |

To: ricky@test.demo

Receipt of Manually Transferred Manuscript

► Receipt of Manuscript in the Receiving Journal

129. Once transferred, the manuscript will appear in the **Manuscripts Transferred In** queue under the **Unsubmitted Transferred Manuscripts** heading in the receiving journal's Admin Center.

Unsubmitted Transferred Manuscripts

[1 Manuscripts Transferred In](#)

130. Click the **Manuscripts Transferred In** link then **View Details** to access the file and go to the Manuscript Details screen.

131. Check for an error message at the bottom of the **Author-Supplied Data** section.

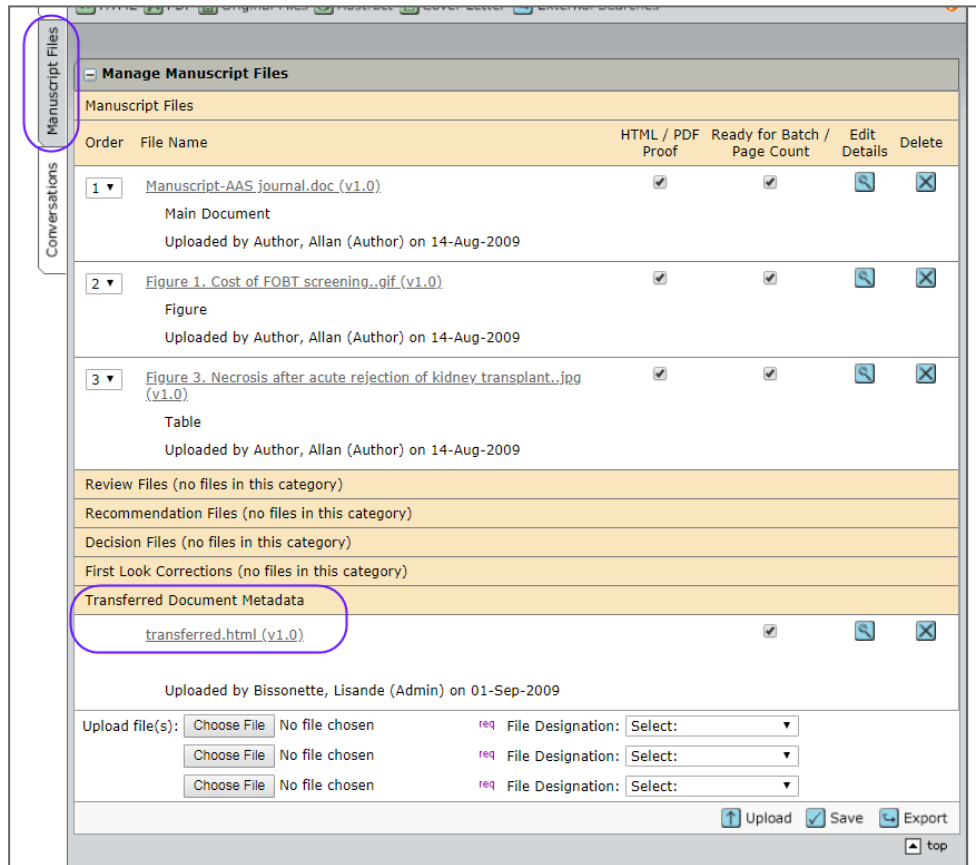
- **This document has errors:** Errors occur if the required fields during the original submission are incomplete, or the required fields in the sending and receiving journals are not an exact match. The Author-supplied data must be edited (see below).
- **This document may be submitted:** There are no errors.

| Author-Supplied Data | |
|--|--|
| Manuscript Type: | Original Article |
| Title: | Sociology and Nature: History of Voluntaristic Action |
| Manuscript ID: | Draft |
| Funding Information: | No funding details provided |
| Submitting Author: | Author, Allan <input checked="" type="checkbox"/> Save <input type="checkbox"/> Author, Allan, (proxy) * primary affiliation Boston & University - Biomedical Sciences 1 Beacon Street Boston Massachusetts 021110 United States |
| Authors & Institutions: | Author, Allan, (proxy) * Boston University - Biomedical Sciences 1 Beacon Street, Boston, Massachusetts 021110 |
| Contact Author (populates the ##PROLE_AUTHOR_., ## e-mail tags): | From mc-beta.manuscriptcentral.com ** Minimum entries for attribute Keywords not entered. Enter one attribute at a time prior to clicking the (+) plus sign. ** No Funders Entered , Allan <input type="button" value="OK"/> |
| Running Head: | |
| Keywords: | |
| Classification: | Chemical Catalysis Program |
| Author Recommended Reviewers: | George Halpern , - reviewers2@gmail.com |
| Author Opposed Reviewers: | |
| Author Recommended Editors: | |
| Author Opposed Editors: | |
| Author's Cover Letter: | cover letter cover letter cover letter Cover Letter.doc PDF HTML |
| Custom Questions: | Show |
| <input type="button" value="Edit This Information"/> <input checked="" type="checkbox"/> Save This document has errors. | |

132. Click the **This document has errors** message to see a screen listing the errors.
 133. Click **OK**.
 134. Correct the errors or ask the Author to do so.
- **The Admin corrects the errors:** Click the **Edit this Information** button. Make necessary changes then click the **Save & Check for Errors** button.

Save & Check for Errors
 Save
 Cancel




A resource for the Admin to make appropriate changes can be found on the **Manuscript Files tab**. In the Managed Manuscript Files section, you will see the Transferred Document Metadata. Click the link to view a listing of the manuscript metadata exactly as it was entered on the sending site.



- **The Author corrects the errors:** The Admin must unsubmit the manuscript so it returns to the Author Center and the Author may then update and resubmit the manuscript.

135. Once all fields have been corrected, the Admin will click the **This document can be submitted** link at the bottom of the Author Supplied Data section.

136. Click **OK** to place the manuscript in the first task in the journal workflow, typically the Complete Admin Checklist task.

| Author-Supplied Data | |
|--|---|
| Manuscript Type: | Original Article |
| Title: | DO NOT MOVE THIS MANUSCRIPT - Sociology and Nature: History of Voluntaristic Action |
| Manuscript ID: | Draft ● |
| Funding Information: | There are no funders to report for this submission |
| Submitting Author: | Author, Allan ▾ <input checked="" type="checkbox"/> Save  Author, Allan. (proxy) ● primary affiliation Boston & University - Biomedical Sciences 1 Beacon Street Boston Massachusetts 021110 United States |
| Authors & Institutions: |  Author, Allan proxy ● Boston University - Biomedical Sciences 1 Beacon Street , Boston, Massachusetts 021110 United States |
| Contact Author (populates the ##PROLE_AUTHOR_...## e-mail tags): | Author, Allan ▾ <input checked="" type="checkbox"/> Save Current Contact Author: Author, Allan (proxy) |
| Running Head: | Vo From mc-beta.manuscriptcentral.com |
| Keywords: | Gr This will submit the manuscript. Are you sure? |
| Classification: | Ch |
| Author Recommended Reviewers: | Ge <input type="button" value="OK"/> <input type="button" value="Cancel"/> |
| Author Opposed Reviewers: | |
| Author Recommended Editors: | |
| Author Opposed Editors: | |
| Author's Cover Letter: | cover letter cover letter cover letter Cover Letter.doc PDF HTML |
| Custom Questions: | Show |
| <div style="border: 1px solid purple; border-radius: 15px; padding: 5px; display: inline-block;">This document can be submitted.</div> | |
| <input type="button" value="Edit This Information"/> <input checked="" type="checkbox"/> Save  top | |

Note: The sending journal can still find the manuscript for historical purposes by selecting the **Transferred to Another Journal** option in the **Workflow/Status** area of the **Advanced Manuscript** search. Once a manuscript is transferred out of a journal, the manuscript details are inaccessible.

E-mail Templates for Manual Manuscript Transfer

To support the manual transfer functionality, a **System E-Mail** called **Transfer Manuscript is received** will need to be made active for the site.

The email tags that can be used for the email are:

- `##TARGET_JOURNAL##` (the receiving journal)
- `##TARGET_JOURNAL_ADMIN_CONTACT_EMAIL##` (the e-mail address of the Admin Center Contact for the receiving journal)
- `##TARGET_JOURNAL_ADMIN_CONTACT_NAME##` (the full name of the Admin Center Contact for the receiving journal).

Additionally, there is an email template that may be configured to send a reminder if the author does not respond to the transfer request within a configured time. It is located in **Misc. Event-Driven E-Mails** and is named **Request to transfer your manuscript**.

Tip: You may want to configure two emails, one to go to the receiving site's admin as a notification, and one to go to the Author letting him/her know about the transfer. It is a good idea to notify the Author once the manuscript has been transferred and checked in so the Author knows his/her manuscript's status and the new manuscript ID.

TRANSFER BY DECISION

The **Reject with Transfer** decision type allows the sending journal to render the Reject with Transfer decision and commit the transfer at the same time. This decision type will be recorded as a hard reject decision where applicable in the application, and is available in any place a traditional Reject decision can be made, including the Admin Checklist.

Selecting a Reject with Transfer decision allows the user to select the journal they'd like to transfer the paper to. Rendering the decision automatically records both the Reject decision and transfers the manuscript into the selected site. There is an option for the Author to approve the transfer. The manuscript and associated metadata are transferred to the Author or Admin on the new journal. An example transfer process is depicted below.

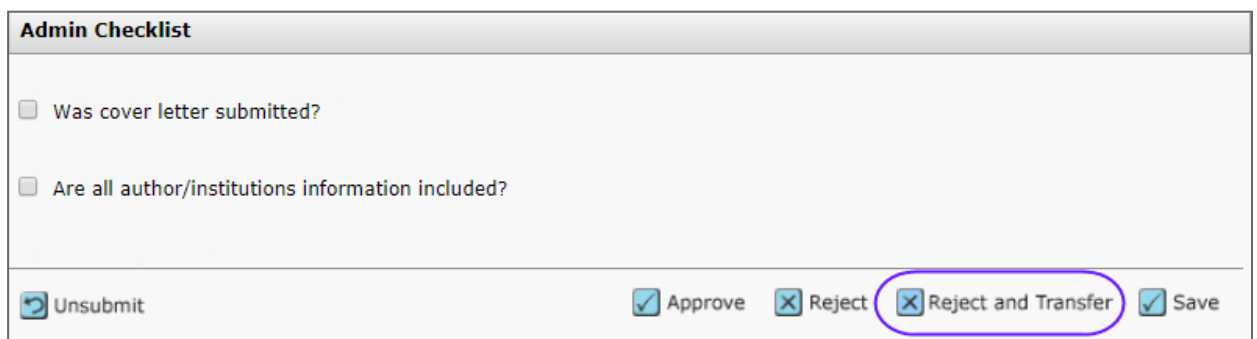
If configured, journals may also utilize the Transfer Choice for Authors functionality. This allows journals to give the author a choice of multiple journals to choose from. In this case, may select one of the offered transfer options or decline the transfer. Declining the transfer renders the reject decision.

Making the Reject with Transfer Decision from the Admin Checklist

The Admin can make the Reject with Transfer decision directly from the Admin Checklist. Do not use this method if your site uses the optional feature for the Author to approve before a transfer. (See below for details.)

► Reject and Transfer from the Admin Checklist

- 137. Access the **Manuscript Details** page for the manuscript to reject and transfer.
- 138. From the Admin Checklist you can click the **Reject and Transfer** button.



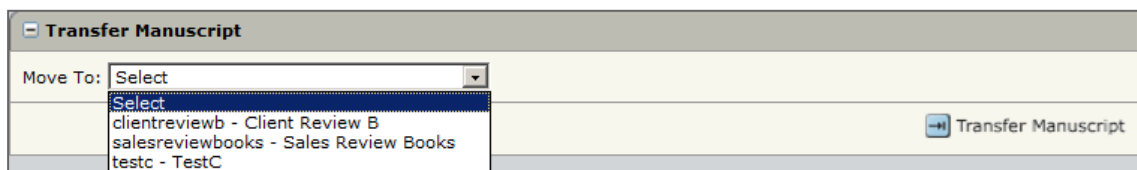
Admin Checklist

Was cover letter submitted?

Are all author/institutions information included?

Unsubmit
 Approve
 Reject
 Reject and Transfer
 Save

- 139. Click the **OK** button to confirm.
- 140. In the **Move To** field, select a journal to transfer the manuscript to.



Transfer Manuscript

Move To:

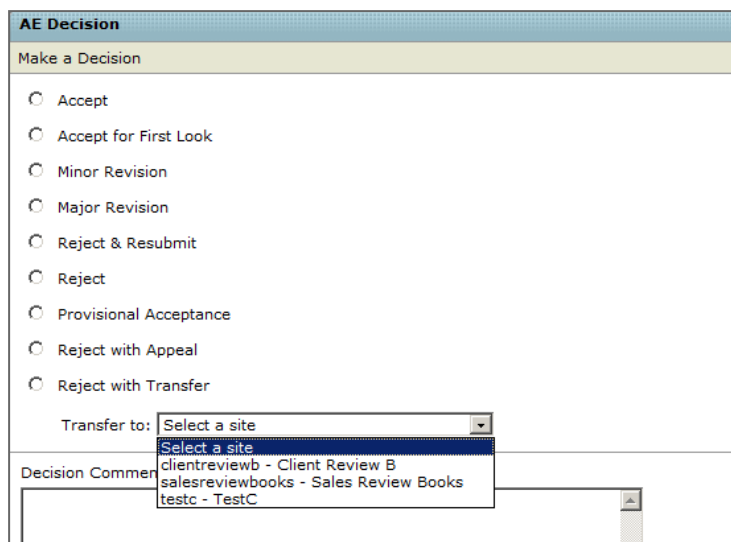
- Select
- clientreviewwb - Client Review B
- salesreviewbooks - Sales Review Books
- testc - TestC

Transfer Manuscript

Making the Reject with Transfer Final Decision by the Editor

► Reject and Transfer as a Final Decision

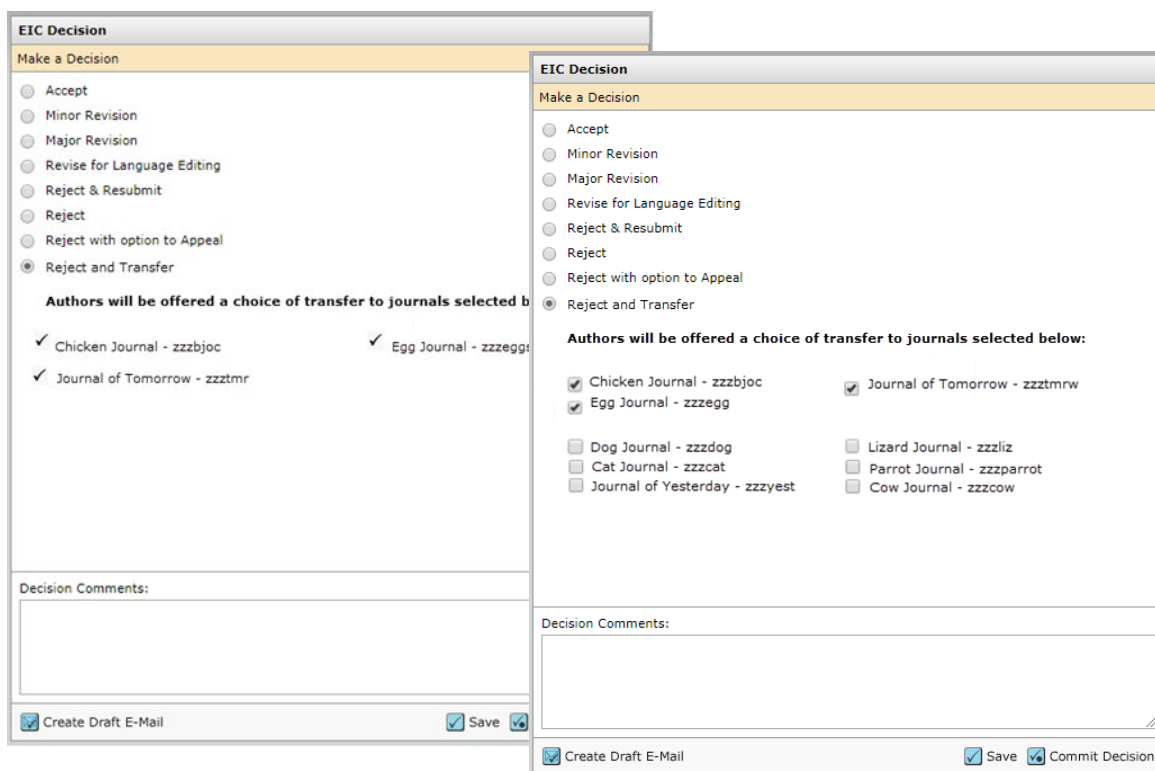
141. Access the **Manuscript Details** page for the manuscript to reject and transfer.
142. Select the decision to **Reject with Transfer**.
143. Select the journal site you would like to transfer the manuscript to
 - a. Single journal option:



The screenshot shows the 'AE Decision' form with the following elements:

- AE Decision** (Section Header)
- Make a Decision** (Section Header)
- Radio button options:
 - Accept
 - Accept for First Look
 - Minor Revision
 - Major Revision
 - Reject & Resubmit
 - Reject
 - Provisional Acceptance
 - Reject with Appeal
 - Reject with Transfer (Selected)
- Transfer to:** Select a site (Dropdown menu)
 - Select a site (Highlighted)
 - clientreviewb - Client Review B
 - salesreviewbooks - Sales Review Books
 - testc - TestC
- Decision Comment:** (Text area)

- b. Transfer Choice for Authors option:



144. Click the **Commit Decision** button.

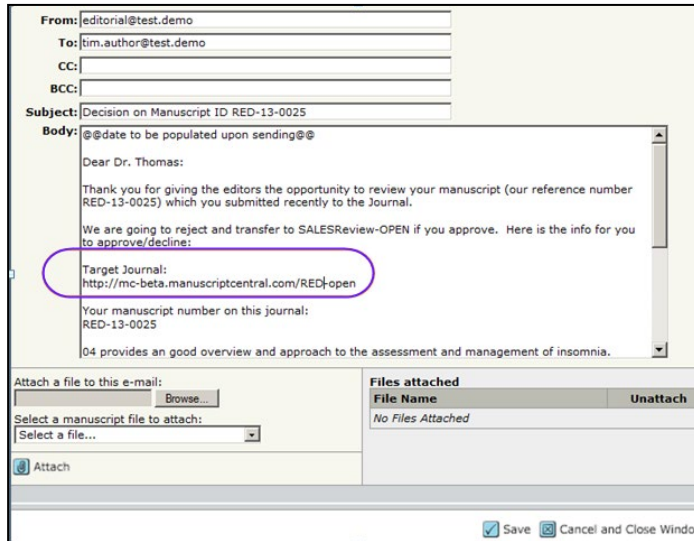
Author Approval Prior to Transfer

Many journals prefer to obtain author permission before transferring their manuscript prior to actually transferring it. To support this process, an Approval step can be added. Once a Reject with Transfer decision is rendered on the sending site, the submitting author will be able to approve or reject the transfer request either from their Author Center or an e-mail.

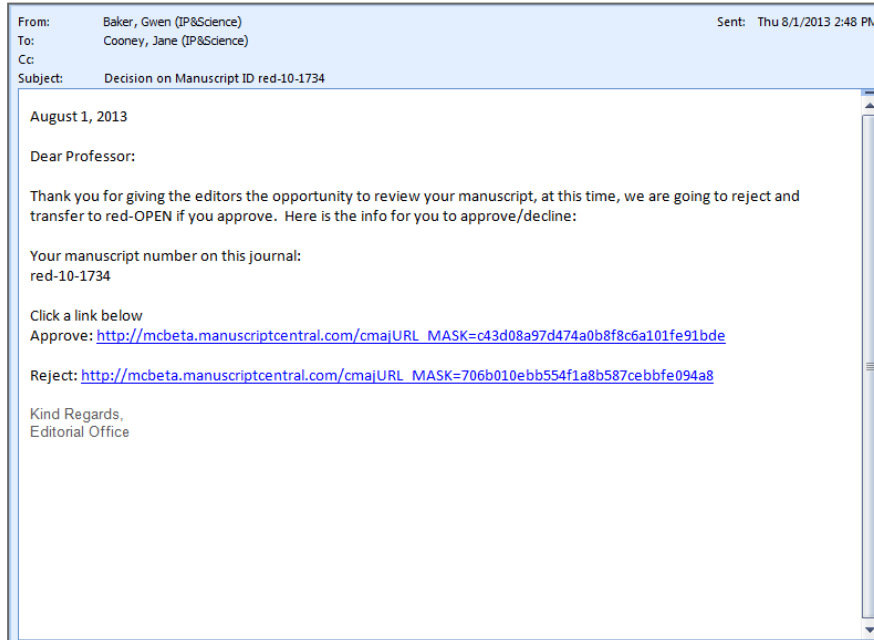
TIP: There are two “deep link” email tags titled `##APPROVAL_TRANSFER_AUTHOR##` and `##REJECT_TRANSFER_AUTHOR##` that, when clicked, will register the Author’s approval or rejection of the transfer.

► Author Approval Prior to Transfer – Via E-Mail

145. If configured, an e-mail template will display. This email will be sent to the Author with links to the target journal, as well as links to directly accept or reject from the email.



146. Click **Save** to send.



Note: If the author has a choice of journals, the email will contain a link which opens a page offering the choices. The author does not need to log in, but can choose a journal or reject the transfer from that screen.

147. The author clicks either the **Approve** or **Reject** links.

► **Author Approval Prior to Transfer – Via the Author Center**

148. The Author selects the **Manuscripts Awaiting Approval to Transfer** queue in the Author Center.

a. Single journal option: Click **Approve** or **Reject**.



Author Dashboard

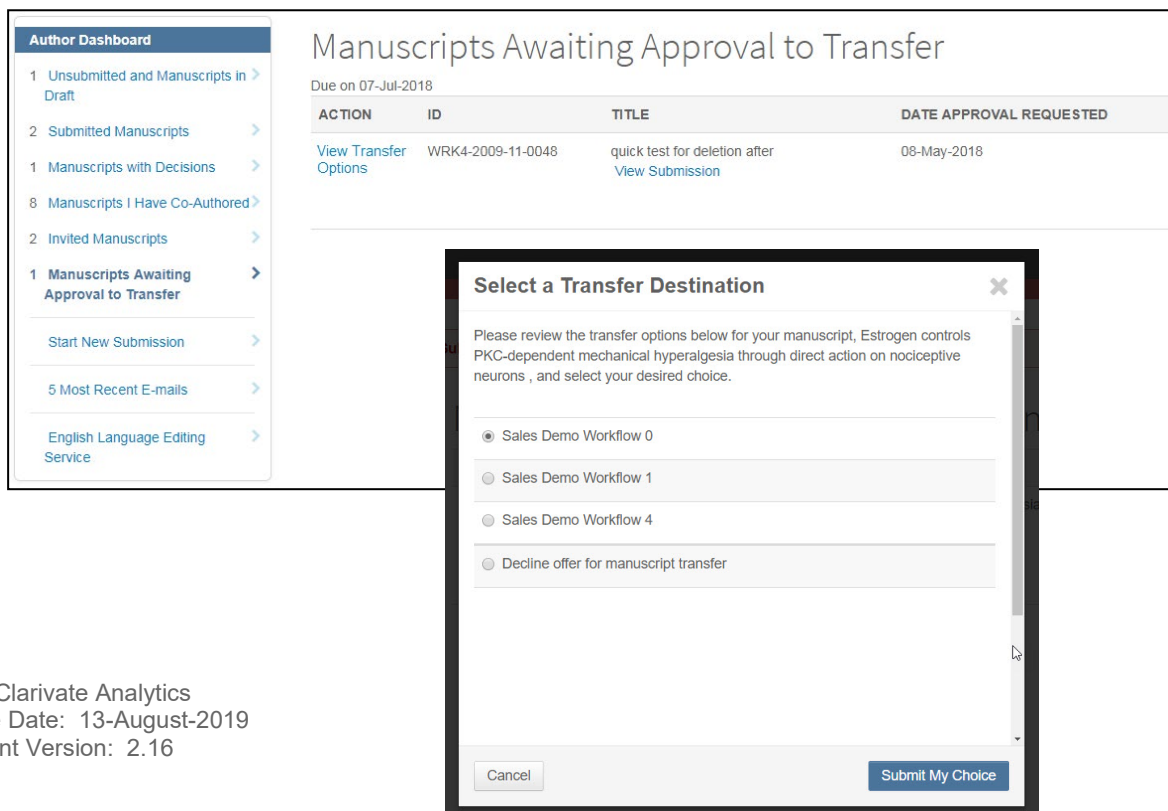
- 1 Unsubmitted and Manuscripts in Draft
- 1 Revised Manuscripts in Draft
- 4 Submitted Manuscripts
- 7 Manuscripts with Decisions
- 1 Manuscripts I Have Co-Authored
- 1 Manuscripts Awaiting Approval to Transfer

Manuscripts Awaiting Approval to Transfer

Due on 20-May-2018

| ACTION | ID | TITLE | DATE APPROVAL REQUESTED |
|--|------------------|---|-------------------------|
| <input checked="" type="radio"/> Approve <input type="radio"/> Reject | WRK4-17-Jun-0005 | The deconstruction of the metaphysical protocomposite: a didactic approach View Submission | 20-Mar-2018 |

b. Transfer Choice for Authors options: Click **View Transfer Options** and choose a destination. Declining the transfer renders a reject decision.



Author Dashboard

- 1 Unsubmitted and Manuscripts in Draft
- 2 Submitted Manuscripts
- 1 Manuscripts with Decisions
- 8 Manuscripts I Have Co-Authored
- 2 Invited Manuscripts
- 1 Manuscripts Awaiting Approval to Transfer
- Start New Submission
- 5 Most Recent E-mails
- English Language Editing Service

Manuscripts Awaiting Approval to Transfer

Due on 07-Jul-2018

| ACTION | ID | TITLE | DATE APPROVAL REQUESTED |
|---------------------------------------|-------------------|--|-------------------------|
| View Transfer Options | WRK4-2009-11-0048 | quick test for deletion after View Submission | 08-May-2018 |

Select a Transfer Destination

Please review the transfer options below for your manuscript, Estrogen controls PKC-dependent mechanical hyperalgesia through direct action on nociceptive neurons , and select your desired choice.

- Sales Demo Workflow 0
- Sales Demo Workflow 1
- Sales Demo Workflow 4
- Decline offer for manuscript transfer

Receipt of Transfer by Decision Manuscript

Once a manuscript is transferred into a receiving journal, it may be placed directly in the **Manuscripts Transferred In** queue in the Administrator Center.

Unsubmitted Transferred Manuscripts

1 [Manuscripts Transferred In](#)

If the site receiving the transferred manuscript needs to await author approval, the admin will see the manuscript in a queue awaiting author approval.

Transferred and Pre-Transferred Manuscripts with Author

1 [Manuscripts Awaiting Author Approval to Transfer](#)

0 Transferred Manuscripts With Author

Note: If there are custom questions that need to be completed or additional files required on the receiving site, the administrator must unsubmit the manuscript to return it to the author.

In order to expedite processing of transferred manuscripts, journals have the ability to configure their sites so that manuscripts can be automatically sent to the author on the receiving site. The **Transferred Unsubmitted Manuscripts** queue houses these transferred manuscripts in the Author Center.



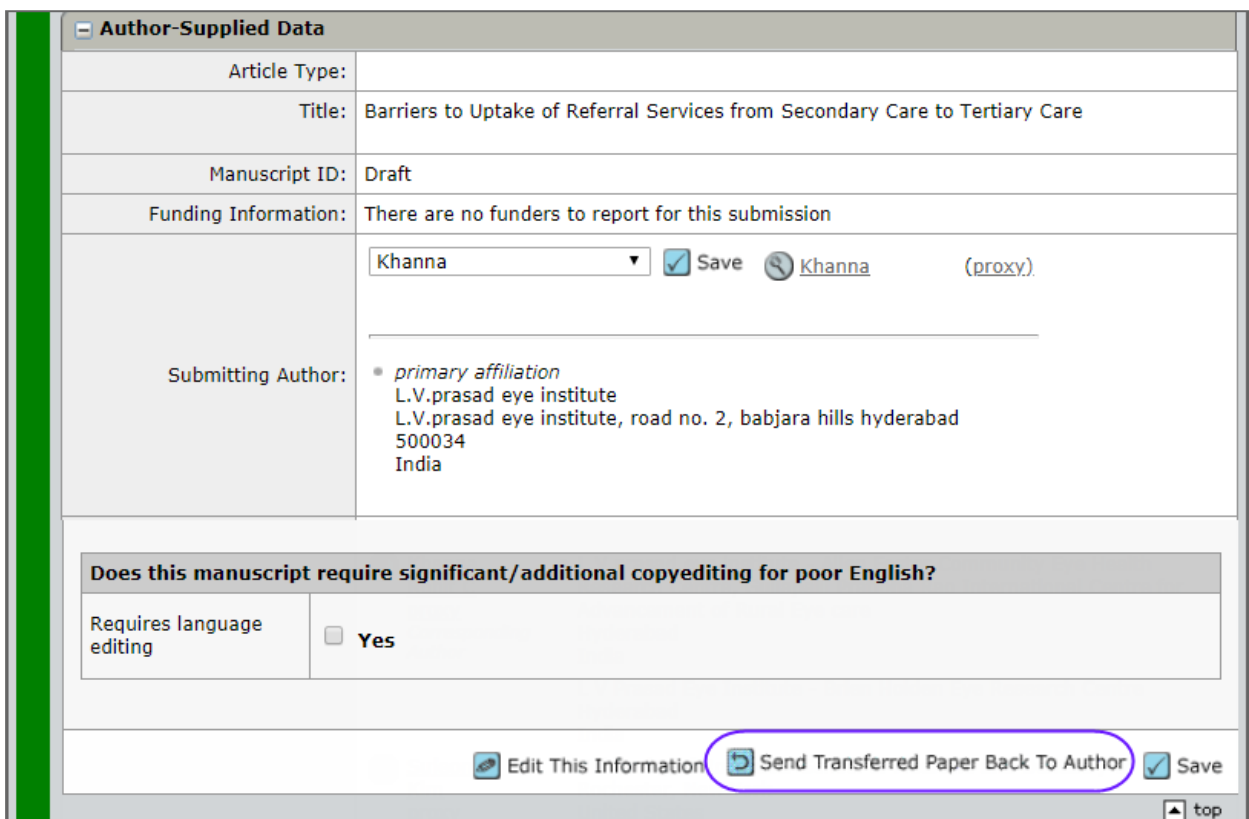
Author Dashboard

- 17 Unsubmitted and Manuscripts in Draft
- 2 Revised Manuscripts in Draft
- 9 Submitted Manuscripts
- 19 Manuscripts with Decisions

Unsubmitted and Manuscripts in Draft

| CONTINUE | ID | TITLE | CREATED | DELETE |
|--------------------------|-------|---|-------------|------------------------|
| Continue | draft | Estrogen controls PKC-dependent mechanical hyperalgesia through direct action on nociceptive neurons View Submission | 27-Feb-2014 | Delete |

If the transferred paper is present in the Admin Center, and the Admin wishes to send it back to the Author, clicking the **Send Transferred Paper Back to Author** button will move the manuscript directly to the **Transferred Unsubmitted Manuscripts** in the Author Center.



Author-Supplied Data

Article Type: []

Title: Barriers to Uptake of Referral Services from Secondary Care to Tertiary Care

Manuscript ID: Draft

Funding Information: There are no funders to report for this submission

Submitting Author:

- Khanna [Save] [Khanna] (proxy)
- primary affiliation: L.V.prasad eye institute, L.V.prasad eye institute, road no. 2, babjara hills hyderabad, 500034, India

Does this manuscript require significant/additional copyediting for poor English?

Requires language editing: Yes

[Edit This Information](#) [Send Transferred Paper Back To Author](#) Save

[top](#)

DISPLAY OF TRANSFER DETAILS ON BOTH THE SENDING AND RECEIVING SITES

When a manuscript is transferred from one journal to another, it is important that critical data be displayed on both the sending and the receiving sites. Access to this data helps prevent possible delay in the peer review process and assists journal staff in data collection and reporting. Information is displayed in the following areas:

- **Version History:** The receiving site can view details about a transferred manuscript in the Version History section on the Manuscript Details page. A link to the Review Details of the transferred manuscript is also available (if configured) on the Audit Trail tab.
- **Manuscript Notes:** When a manuscript is transferred, the notes associated with the manuscript prior to transfer are transferred to the receiving site.
- **Person Details:** When a manuscript is transferred, information about the transfer is displayed in the History column of the Person Details pop-up screen.

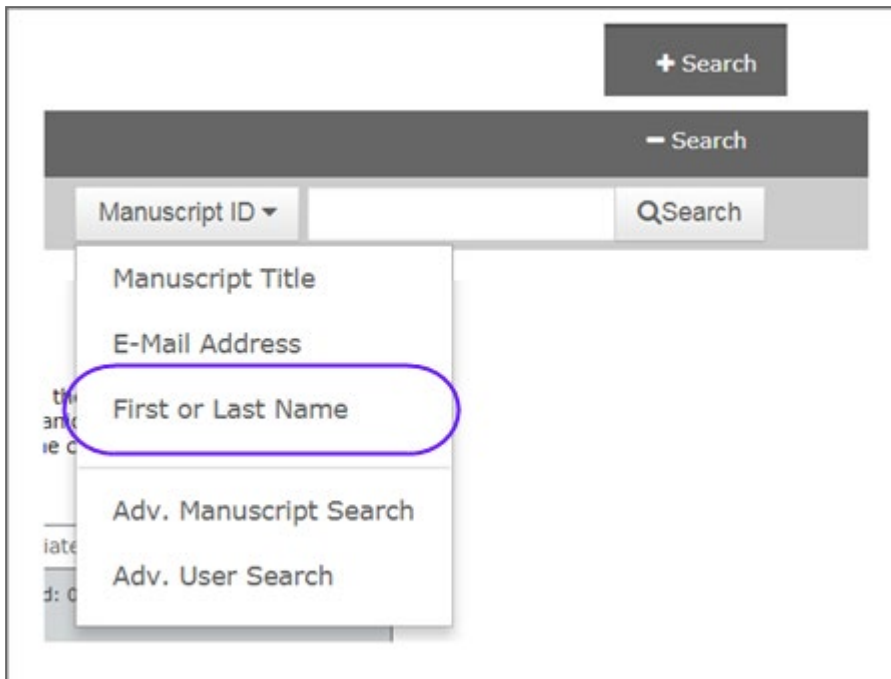
ADMIN TOOLS MENU FUNCTIONS

USER ADMINISTRATION

User Search

Simple User Search

Use the Simple Search function in the upper right corner to quickly search for users.

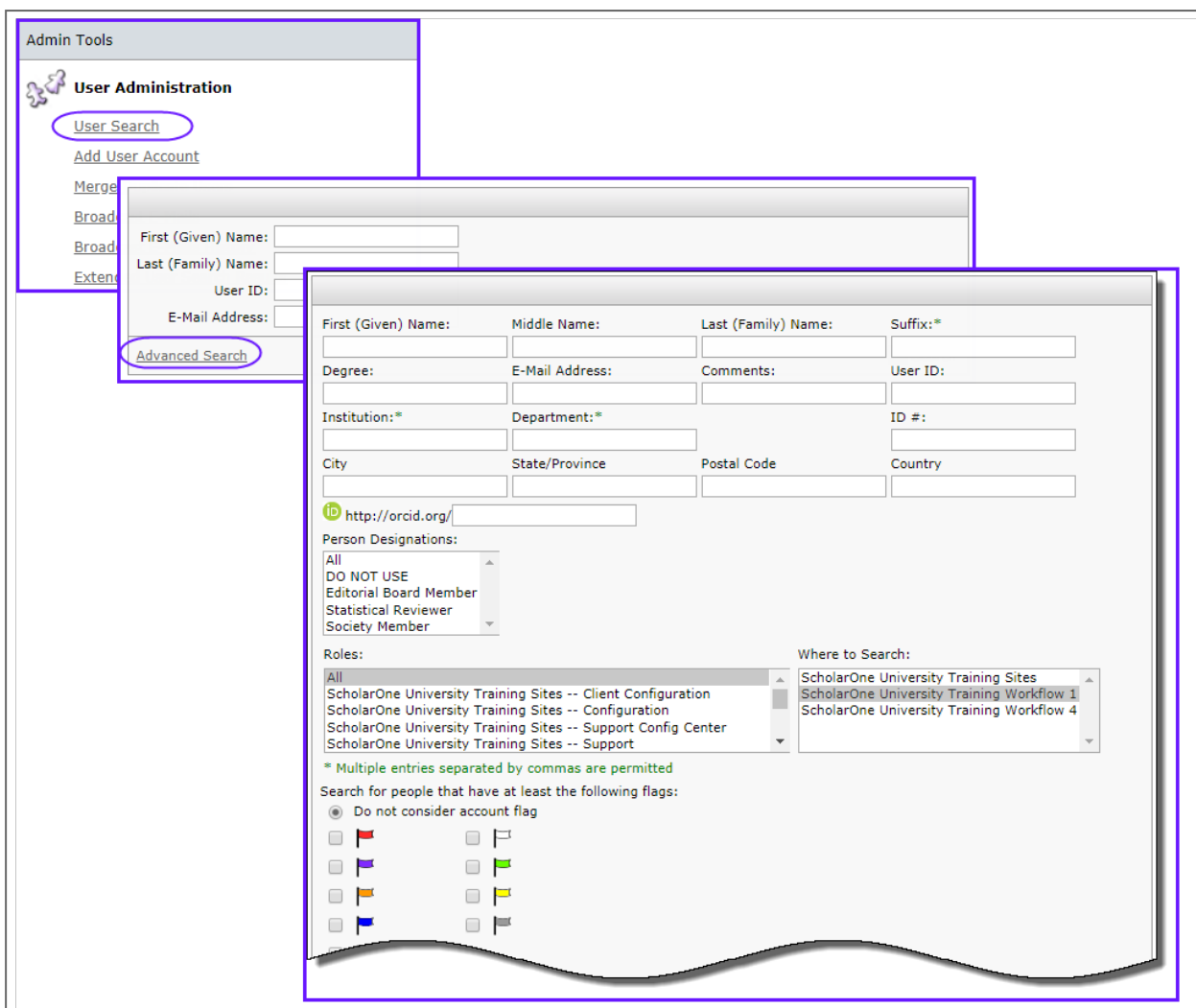


► Use the Simple Search

149. Enter the name text in the box.
150. Select an appropriate option from the drop-down list.
151. Click the **Search** button.

Quick and Advanced User Search

As the Journal Administrator, you have significant user search capabilities. User search can find any system user including Authors, Reviewers, and Editors. The User Search link is in the **Admin Tools, User Administration** area of your dashboard. The Quick Search page allows you to search for a user based on their First Name, Last Name, User ID, and/or Email Address. Advanced Search provides more search options for such as keywords and flags. You may use an asterisk (*) as a wildcard in your search.



The screenshot displays the 'Admin Tools' sidebar on the left, with 'User Administration' expanded. 'User Search' is circled in red. The main content area shows the 'Quick Search' form with fields for 'First (Given) Name', 'Last (Family) Name', 'User ID', and 'E-Mail Address'. Below this, the 'Advanced Search' form is visible, also circled in red. It includes fields for 'First (Given) Name', 'Middle Name', 'Last (Family) Name', 'Suffix:*', 'Degree', 'E-Mail Address', 'Comments', 'User ID', 'Institution:*', 'Department:*', 'ID #', 'City', 'State/Province', 'Postal Code', 'Country', and an ORCID ID field. There are also dropdown menus for 'Person Designations' (listing 'All', 'DO NOT USE', 'Editorial Board Member', 'Statistical Reviewer', 'Society Member'), 'Roles' (listing various training sites and support centers), and 'Where to Search' (listing 'ScholarOne University Training Sites', 'ScholarOne University Training Workflow 1', and 'ScholarOne University Training Workflow 4'). A note states '* Multiple entries separated by commas are permitted'. At the bottom, there is a section for 'Search for people that have at least the following flags:' with a radio button for 'Do not consider account flag' and several checkboxes with flag icons.

► Use the Quick Search

152. Select **User Search** from the Admin Tools.
153. Enter the search criteria.
154. Click **Search**.
155. The system displays any user that matches the criteria.

► Use the Advanced Search



156. Select **User Search** from the Admin Tools.
157. Click the **Advanced Search** link.
158. Enter the search criteria in any of the fields or combinations of fields.
159. Click **Search**.
160. The system displays any user that matches the criteria.

Search Results

Regardless of how you searched, the Search Results Screen displays any user who meets the search criteria. For each user found, you will see the Name, User ID / E-Mail address and Journals and Roles.

Search Results

- Click the "proxy" link under a user's name to proxy as that user.
- Select the "Details" icon to view the user's account information. You can then send their username/password information, view their information via the PubMed database, or send the user an e-mail.
- Select the "Edit" icon edit the user's account information and change their permissions.

| Search results - New Search - Modify Search - Change Sort People 1-1 of 1 | | | | |
|--|---|---|---|---|
| Search Criteria: First (Given) Name = "jane" | | | | |
| Name | User ID / E-Mail | Journals & Roles | Details | Edit |
| Cooney, Jane | janecooney / jane.cooney@thomsonreuters.com proxy <input type="checkbox"/> mark for merge send account info | Last Modified: 19-Apr-2013 ScholarOne University Training Workflow 1 [Last in: 22-Apr-2013 10:21 AM] Author Reviewer |  |  |

[New Search](#) [Modify Search](#) [Go To Merge](#) [Export to CSV](#) People 1-1 of 1

You can perform some basic functions from the results screen. Examples include:

- Click the **Name** link to create an email to the user.
- Click the **Proxy** link in the User ID/ E-Mail section to proxy in to the system as the user.
- Click the **Send Account Info** link to send the user their User ID and Password information.
- Click **Details** to view more user details. You may re-send emails from the Details screen. You may remove a person from the system in Details>Administration Options.

Administration Options:

Click [here](#) to send person login information.

[Remove this person \(GDPR\)](#)

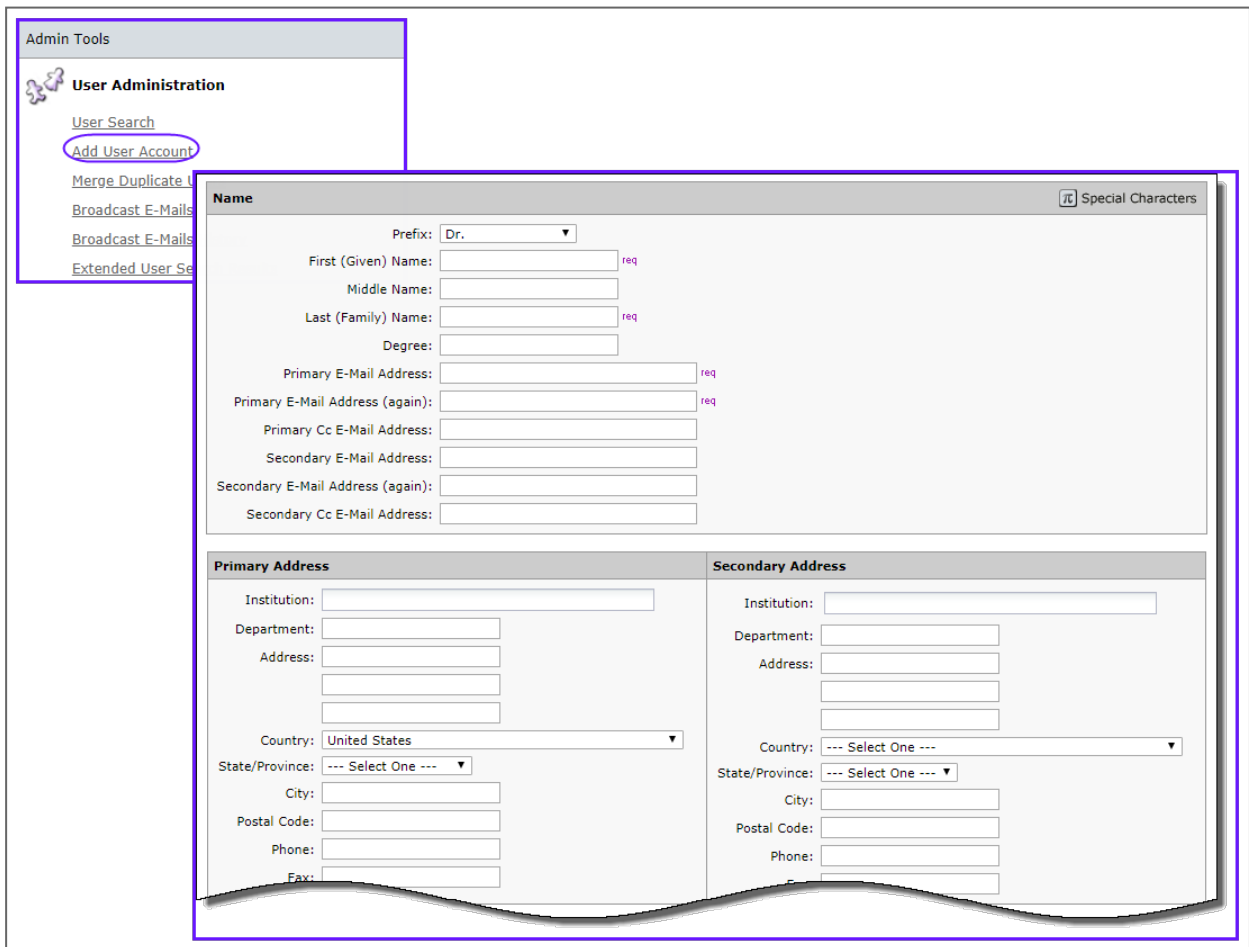
- Click **Edit** to update user account information.
- Click **New Search** to return to the search criteria screen and enter new criteria.
- Click **Modify Search** to return to the search criteria screen with you existing criteria pre-filled.
- **Go To Merge** allows merging user accounts. This function will be described later in this manual.
- **Export to CSV** exports search results to a file that can be accessed in spreadsheets and other programs.

Adding and Managing User Accounts

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

Adding User Accounts

Tip: Always search for the user before adding a new user to avoid creating duplicate accounts.



The screenshot shows the 'Add User Account' form within the 'Admin Tools' section. The 'User Administration' menu is visible on the left, with 'Add User Account' circled. The form is divided into several sections:

- Name:** Includes a 'Prefix' dropdown (set to 'Dr.'), 'First (Given) Name', 'Middle Name', 'Last (Family) Name', and 'Degree' fields. 'Primary E-Mail Address' and 'Primary E-Mail Address (again)' are required fields.
- Primary Address:** Includes 'Institution', 'Department', 'Address', 'Country' (set to 'United States'), 'State/Province' (dropdown), 'City', 'Postal Code', 'Phone', and 'Fax' fields.
- Secondary Address:** Includes 'Institution', 'Department', 'Address', 'Country' (dropdown), 'State/Province' (dropdown), 'City', 'Postal Code', 'Phone', and 'Fax' fields.
- Special Characters:** A button located in the top right corner of the form.

► **Add User Account**

In each of the following sections, complete the fields listed below.

161. **Name** (Required for Account Setup)

Enter name and email address information.

| Name | |
|-----------------------------------|--------------------------|
| Prefix: | Dr. <input type="text"/> |
| First (Given) Name: | <input type="text"/> req |
| Middle Name: | <input type="text"/> |
| Last (Family) Name: | <input type="text"/> req |
| Degree: | <input type="text"/> |
| Primary E-Mail Address: | <input type="text"/> req |
| Primary E-Mail Address (again): | <input type="text"/> req |
| Primary Cc E-Mail Address: | <input type="text"/> |
| Secondary E-Mail Address: | <input type="text"/> |
| Secondary E-Mail Address (again): | <input type="text"/> |
| Secondary Cc E-Mail Address: | <input type="text"/> |

162. **Primary Address** (Required for Account Setup)

Enter primary and (optional) secondary address information.

| Primary Address | Secondary Address |
|---|---|
| Institution: <input type="text"/> | Institution: <input type="text"/> |
| Department: <input type="text"/> | Department: <input type="text"/> |
| Address: <input type="text"/> | Address: <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| Country: United States <input type="text"/> | Country: --- Select One --- <input type="text"/> |
| State/Province: --- Select One --- <input type="text"/> | State/Province: --- Select One --- <input type="text"/> |
| City: <input type="text"/> | City: <input type="text"/> |
| Postal Code: <input type="text"/> | Postal Code: <input type="text"/> |
| Phone: <input type="text"/> | Phone: <input type="text"/> |
| Fax: <input type="text"/> | Fax: <input type="text"/> |

163. **User ID** (Required for Account Setup)

The User ID defaults to the primary email address. An email with a temporary password is sent to the user when you finish adding the account.

User ID

User ID: req

Note: The temporary password allows users to log in and set their own password (they can also change their User ID). Our best practice is to avoid sending permanent passwords via email.

164. **Keywords** (Optional, may be required by your journal)

If your journal uses keywords to further define a user, add those keywords here.

Keywords

Search on this list:

Case sensitive Search

Adolescent Patient Care
 Adult Patient Care
 Radiograph
 Radiology
 Molecular Biology
 Cell Biology
 Stem Cell Research
 Article
 emails
 html

req

If the list is hierarchical or allows for multiple selections, highlight a word (or multiple words) and click the **Add** button.

If keywords are configured as a dropdown list, select from the list. If not, you may enter keyword text.

165. **Unavailable Dates and Email Exemptions** (Optional)

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

If you are planning on being unavailable for a period of time, enter the dates in the boxes below.

From: To:

Do not exempt this person from any task-related e-mail reminders

Exempt this person from all task-related e-mail reminders

Exempt this person from all task-related e-mail reminders for manuscripts on which this person is a reviewer

From: To:

Enter unavailable dates in mm/dd/yyyy format or click to select from a 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 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).

166. **Person Designations** *(Optional)*

Your journal may include this configured section. Person designations flag users as specialized, e.g., Editorial Board Member, and may be useful when searching for reviewers.

| Person Designations | |
|--|---|
| Select the person designations for this user: | |
| <input type="checkbox"/> Do Not Use (DNU) | <input type="checkbox"/> Editorial Board Member (EBM) |
| <input type="checkbox"/> Statistical Reviewer (STAT) | <input type="checkbox"/> Society Member (SOM) |
| Comments | |

167. **Comments** *(Optional)*

Enter comments as appropriate. These comments are visible only to the Admin, Editor-in-Chief, and Associate Editor roles.

| Comments |
|--|
| <div style="border: 1px solid #ccc; width: 100%; height: 100%;"></div> |

168. **Signature** *(Optional)*

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.

Signature. The journal can choose to use the text you enter in this field in e-mail correspondence.

169. **Attach File(s)** *(Optional)*

Attach files as needed by browsing to the file and clicking the **Attach** button. Attachments can be managed from the right side of the section. The journal may have specific requests or you may include documents you deem relevant such as a Curriculum Vitae. This feature may not be configured on your site.

Please do NOT upload your manuscript in this area. Once you have finished creating your account, you may enter your Author Center to submit a new manuscript.

Files attached




No files have been uploaded.

Note: Do not upload manuscripts in this area. Manuscripts are uploaded through the Author Center’s Submit a New Manuscript function.

170. **Roles & Permissions** (Required for Account Setup)

In the final step, set user roles and permissions.

Note: The Admin may assign any role to a user except the Administrator role. This role may only be added or modified by ScholarOne Customer Support.

| Roles & Permissions | | | | |
|---|---------------|-----------------------------|-------------|---|
| Site Name | Member Status | Roles | Permissions | Edit |
| ScholarOne University Training Sites | Active Member | | Default |  |
| ScholarOne University Training Workflow 1 | Active Member | AU, REV, AE, EIC, ADM, PROD | Support |  |
| ScholarOne University Training Workflow 4 | Active Member | AU, REV, AE, ADM, EIC, PROD | Support |  |

For each of the sites listed, click the **Edit** button to edit the default roles and permissions. The user Permissions & Roles dialog box displays.

User Permissions & Roles

Member Status on ScholarOne University Training Workflow 1: Active Member ▾

Permissions on ScholarOne University Training Workflow 1: Default ▾

Reviewer Status: Eligible Reviewer ▾

Roles. To grant a role to this user, check the checkbox to the left of the role name. To remove a role from this user, select an expiration date in the "Hard End Date" column. Once a role has been granted, it cannot be removed. The "Soft End Date" field can be used to remove the ability to assign this user to new manuscripts, but allow the user to complete existing assignments.

| Role | Start Date | Soft End Date ? | Hard End Date ? |
|--|----------------------|---|---|
| <input checked="" type="checkbox"/> Author | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input checked="" type="checkbox"/> Reviewer | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Associate Editor | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Editor-in-Chief | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Production Editor | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Save Close Window

Edit roles and permissions by selecting choices from the configured dropdown lists and using the checkboxes. You can give a user any combination of roles by selecting the checkbox for multiple role names.

- **Member Status on [Site Name]:** Select from the drop-down list whether the person is active, inactive or staff.
- **Permissions on [Site Name]:** Select Default or Admin permissions. Default should be used for all roles other than the Admin role
- **Reviewer Status:** Indicate whether the user is eligible to review manuscripts, see the Excluding Reviewers section for more details
- **Role Checkbox:** Select a checkbox to grant a role to a user

Note: Once a user has been assigned a role, you cannot deselect the checkbox next to the role. See Inactivating User Roles for details.

- **Start Date:** Enter the date the role will become active for the user

- **Soft End Date:** A soft end date is used when a user will be ending a role but has existing work to complete. For example, enter the date an Associate Editor will no longer be accepting new assignments. The user will still have access to complete existing assignments.
- **Hard End Date:** Enter the date the user will no longer have access to this role.
- Click the **Save** button at the bottom of the dialog box.

171. To save and create the account, click the **Save** button at the bottom of the Add User screen.

Editing a User Account

You can edit a user's account to update or change any of the account information.

First, perform a user search in order to display their account. Click the **Edit** button on Search Results to view account screens. Move through the editable pages and click **Save** when you have completed your changes.

User may also edit their own account. See the Account Owner Modify Account section below.

Inactivating User Roles

Use the Soft End Date and Hard End Date fields to inactivate a user's role. You cannot remove a user role by deselecting the checkbox next to the role.

| Role | Start Date | Soft End Date ? | Hard End Date ? |
|--|----------------------|----------------------|----------------------|
| <input checked="" type="checkbox"/> Author | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input checked="" type="checkbox"/> Reviewer | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Associate Editor | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Editor-in-Chief | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Admin | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Production Editor | <input type="text"/> | <input type="text"/> | <input type="text"/> |

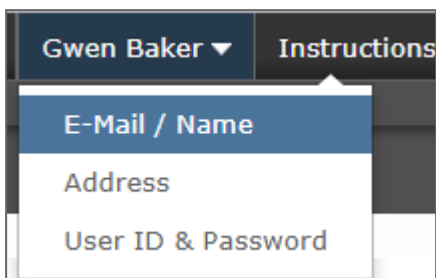
Save

Instead, use the Start Date and Soft End Date and Hard End Date fields to inactivate the 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 they were already working on, but will not be able to be assigned any new papers under 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. When the Hard End Date passes, the user will no longer have privileges for that role.

If a journal is using the feature to automatically assign the editorial staff member who worked on a manuscript to later revisions, those revisions may be automatically assigned to them during the period between the Soft End Date and Hard End Date, even though they would not otherwise receive new assignments during that period.

Account Owner Edit Account

A useful feature is the user's ability to edit their own account. 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 change roles & permissions. Otherwise, they can change all information including their User ID (which they will want to do if their User ID is an 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 in order for their changes to be saved.

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:

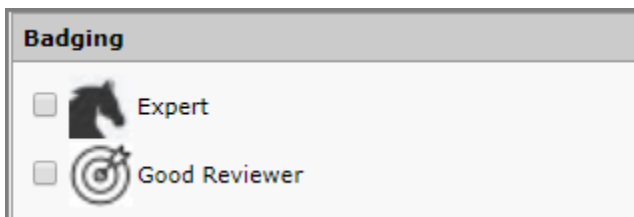
- That reviewer can still to log in and access their Reviewer Center.
- Their name does not appear in a selection dropdown list of reviewers.
- If an Editor or Admin tries to create an account for an excluded reviewer, they are notified that this person already exists in the system and is not eligible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

Note: Reviewers marked as ‘excluded’ are not provided with any indication of this setting.

Account Badges

Account Badging functionality allows journals/publishers to create custom badges within the system to assign to user accounts. Similar to account flags, these badges can mark users accounts for any number of practical reasons. Badges serve as an intuitive visual indicator of important account characteristics.

Badges may be set on the Edit User screen.



Badges may also be set in any location you can view or edit user account data. For example, when viewing the author information for a manuscript.

| EIC Assign AE | | Manuscripts 1-2 of 2 | |
|---------------------|--|----------------------|--|
| Manuscript ID | Manuscript Title | | |
| MCU1-201507-0007-OA | The Prevalence Potentially Prev Deaths in Acute Hospital [View submission] | | |
| Original Article | Author, J (contact) (proxy) | | |

Account Information | AU History | REV History

Author, Jane : Account Information

Full Name: [Dr. Jane Author](#)

User ID: jane.author@fakeacct.com

ID #: 35166463

Primary affiliation: S1U
Training
Boston
Massachusetts
United States

Primary E-Mail Address: jane.author@fakeacct.com Secondary E-Mail Address:

Person Designations:

Roles: Author, Reviewer

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

Flag this account: Leave this account unflagged

Badging Expert

Good Reviewer

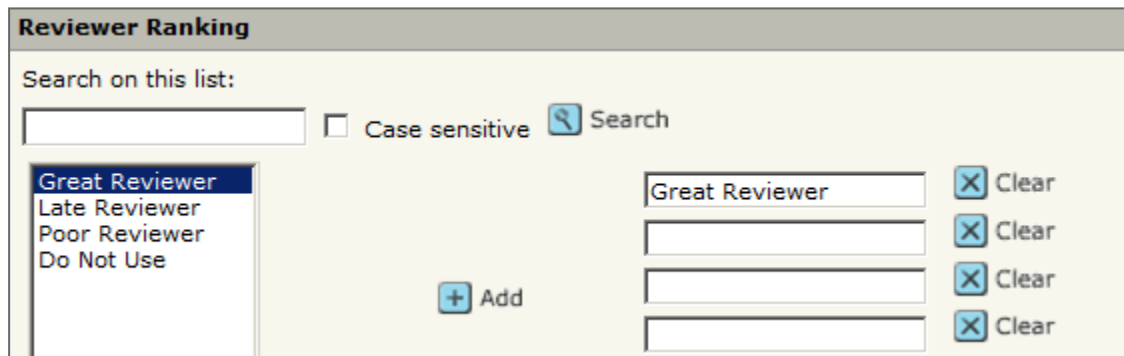
Save

Badges may be used by Associate Editor roles to search for reviewers in the Select Reviewers task.

For Internal Use Only Person Attributes

Journals have the ability to designate a Person Attribute that is for internal use only. These attributes allow a publication to pre-define the attribute and a list of designations they can use to classify people. These attributes are invisible to Authors and Reviewers, but are visible to other roles.

The Admin can add the attributes to a person’s account from the Edit User page.



The screenshot shows a web interface titled "Reviewer Ranking". At the top, there is a search bar with the text "Search on this list:" and a "Search" button. Below the search bar is a checkbox labeled "Case sensitive". To the left of the main area is a list of reviewer ranking options: "Great Reviewer", "Late Reviewer", "Poor Reviewer", and "Do Not Use". The "Great Reviewer" option is currently selected. In the center of the interface is a blue button with a plus sign and the text "Add". To the right of the "Add" button is a list of three text input fields. The first field contains the text "Great Reviewer" and has a "Clear" button next to it. The other two fields are empty and also have "Clear" buttons next to them.

In the example above, the Reviewer Ranking attribute has been created with the values listed on the left. Click on a value then click the **Add** button.

The Person Attributes may be used by Editors to search for Reviewers. When selecting a reviewer, the person attributed is available in the Advanced Search panel.

Advanced Search

Reviewer Account Information

| | | | |
|--------------------------------------|---|--------------------------------------|---|
| Salutation: Any ▾ | First (Given) Name: <input type="text"/> | Middle Name: <input type="text"/> | Last (Family) Name: <input type="text"/> |
| Degree: <input type="text"/> | E-Mail Address: <input type="text"/> | Comments: <input type="text"/> | |
| Institution: <input type="text"/> | Department: <input type="text"/> | | |
| City: <input type="text"/> | State/Province: <input type="text"/> | Postal Code: <input type="text"/> | Country: <input type="text"/> |

ORCID iD
 <http://orcid.org/>

Person Designations:
All
DO NOT USE
Editorial Board Member
Statistical Reviewer
Society Member

Roles:
All
ScholarOne University Trainin... -- Client Configuration
ScholarOne University Trainin... -- Author
ScholarOne University Trainin... -- Reviewer
ScholarOne University Trainin... -- Associate Editor

Where to Search:
ScholarOne University Training Sites
ScholarOne University Training Workflow 1
ScholarOne University Training Workflow 4

Exclude Institution*:

Exclude Postal Code*:

*Multiple entries separated by commas are permitted

Keywords:
 Pick AND ▾
 Pick AND ▾
 Pick AND ▾
 Pick AND ▾
 Pick

Specialties:
 AND ▾
 AND ▾
 AND ▾
 AND ▾

Reviewer Activity Information



| | | |
|--|---------------------------|---------------------------|
| # Current Assignments | Min: <input type="text"/> | Max: <input type="text"/> |
| # Assignments in Past 12 Months | Min: <input type="text"/> | Max: <input type="text"/> |
| # Days Since Last Review Submitted | Min: <input type="text"/> | Max: <input type="text"/> |
| # Invitations Declined in Past 12 Months | Min: <input type="text"/> | Max: <input type="text"/> |
| R-Score | Min: <input type="text"/> | Max: <input type="text"/> |

Sort Order

Primary Sort: Name (Last, First) ▾ Ascending ▾
Secondary Sort: Number of Current Assignments ▾ Descending ▾

Clear Search

In the example above, the Reviewer Ranking attribute displays in the Advanced Search panel. Click the **Pick** button to select from the pre-defined values.

| Results - New Search - Modify Search - Change Sort 1-2 of 2 | |
|--|-------------------------------------|
| Search Criteria: First (Given) or Last (Family) Name = "Christina" | |
| Name, Keywords, Institution, Roles | Add /Grant Role |
|  Porter, Christina. (s1u-wf1 Office) (ScholarOne) ScholarOne, AC Roles: AU REV AE EIC ADM PROD null | <input type="checkbox"/> |
|  Porter, Christina. Adolescent Patient Care ScholarOne, Training Roles: AU REV | <input checked="" type="checkbox"/> |
| New Search Modify Search Add | |
| Export to CSV | Results 1-2 of 2 |

The search results show all reviewers with that attribute value. Click the **Person Details** button to view the attribute on the user's account information.

| Porter, Christina : Account Information | |
|---|---|
| Full Name: | Dr. Christina Porter |
| User ID: | cporter0 |
| ID #: | 44296143 |
| Primary affiliation: | ScholarOne Training |
| | 375 Greenbrier Dr. Charlottesville Virginia 22902 United States 537445 |
| Attributes | |
| Keywords: | Adolescent Patient Care |
| Specialties: | Great Reviewer, On time Reviews |

On the **Account Information Tab**, the Person Attribute will be shown in the **Attributes** section.

Merging Duplicate Users

Administrators should routinely check for duplicate user accounts. Duplicate accounts can prevent 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 coauthors, and from users creating a second account. To correct such multiple accounts the solution is to merge them.

Considerations when Merging Duplicate Users

Merging cannot be undone and should be done with caution. Before merging any account, it is important that you first consider the following.

- Confirm that the two (or more) accounts are for the same person before merging. You can generally do this by carefully examining the account details, but occasionally you may need contact the user to confirm.
- Determine which account should be the primary account.
- Only select accounts for a single person at a time. When selecting accounts to merge, if you see two accounts for John Smith and two accounts for Jane Smith, only select the accounts for a single user and perform the merge. Return later to merge the accounts for the second user. If you selected all 4 accounts, they would all merge, combining information for both John Smith and Jane Smith in the same user account.
- What is merged?
 - Historical manuscript data
 - Correspondence
 - Tasks to be completed.
- What is not merged?
 - Account information (address, password, etc.)
 - Keywords
 - Comments
 - "Has pending reminders for"

- Admins may not merge accounts for other Admins

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. Instructions for each are detailed below.

Merge Users Method 1: User Search Results

If you notice duplicate user accounts when you have performed a user search, you can easily merge duplicate accounts from User Search results.

► Merge User Accounts via Search Results

172. Check the box to **mark for merge** each duplicate account and click the **Go to Merge** button.

| Search results - New Search - Modify Search - Change Sort People 1-3 of 3 | | | | |
|--|--|---|---|---|
| Search Criteria: Last (Family) Name = "cooney" | | | | |
| Name | User ID / E-Mail / ORCID iD | Journals & Roles | Details | Edit |
| Cooney, Jane | cooneyjane / jane.cooney@thomsonreuters.com proxy <input checked="" type="checkbox"/> mark for merge send account info | Last Modified: 19-Feb-2018 by Baker, Gwen (Managing Editor) ScholarOne University Training Workflow 1 Author Reviewer Associate Editor Editor-in-Chief |  |  |
| Cooney, Jane | janecooney / jane.cooney@thomsonreuters.com proxy <input checked="" type="checkbox"/> mark for merge send account info | Last Modified: 05-Sep-2014 by Gerber, Adrienne (Support) ScholarOne University Training Workflow 1 [Last in: 19-May-2015 4:25 PM] Author Reviewer Associate Editor Editor-in-Chief |  |  |
| New Search Modify Search | | <input checked="" type="checkbox"/> Go To Merge | | Export to CSV People 1-3 of 3 |


173. The Merge Users page opens, with the selected accounts displayed in the Search Results.

Merge Users To merge potential duplicate users, search for the duplicate accounts by using the predefined searches below or search fields provided. From the search results designate the primary account and check the "Mark for Merge" box for the accounts that you wish to merge into the primary account. You can only designate one primary account for each set of search results.



Duplicate User Search



Search for users with inverted first and last names (Thomas Rose and Rose Thomas)
 Search for users with the same last name and first initial
 Search for users with the same ORCID iD
 Search for users with the same first and last name
 Perform the search below (use wildcards (*) where necessary):

First (Given) Name: User ID:
 Last (Family) Name: E-Mail Address:
 ORCID ID: http://orcid.org/
 Where to Search:

 Search

Search Criteria: Search for users with the same first and last name

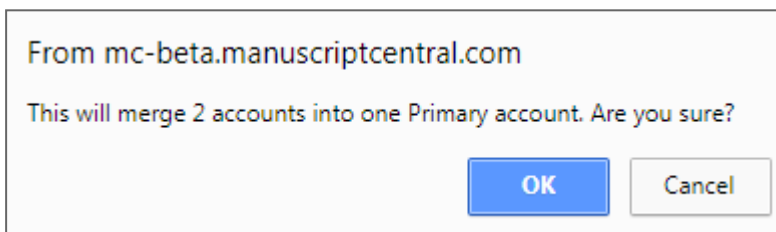
Filter: Found in:  Merge 

| Name | Primary Account | Mark for Merge | Suffix | User ID | Pri |
|--|----------------------------------|-------------------------------------|--------|---------------------|-----|
|  Cooney, Jane | <input checked="" type="radio"/> | <input checked="" type="checkbox"/> | | cooneyjane | ▲ |
|  Cooney, Jane | <input type="radio"/> | <input checked="" type="checkbox"/> | | jane.cooney@fake... | |

174. Review the information to confirm that the accounts actually belong to the same person. You may need to contact the account holder to verify and determine the primary account. Remember to select only accounts for one user when merging.

175. Select one radio button to designate an account as **Primary Account**. The other account information will merge into this one.

176. Click the **Merge** button. (The Merge button can be found at both the top and bottom of the Search Results, for your convenience.)
177. The system asks for confirmation before the merge is completed. A record of the merge is written into the primary account's Comments field. Click the **OK** button.

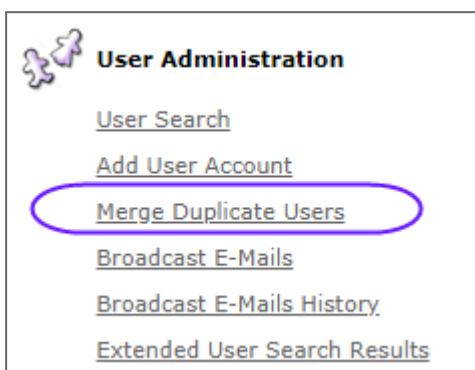


178. When the merge is complete, you are returned to the search results. The accounts you merged are removed from the results. You may continue merging users from these results if desired.

Merge Users Method 2: Merge Duplicate Users Function

► Merge User Accounts via Merge Duplicate Users

179. Select **Merge Duplicate Users** from the User Administration area of the Admin Tools dashboard.




180. The Merge Users screen displays. Select the radio for the search option you'd like to use. By clicking the radio button next to "Perform the search below," you can search for a specific user.

Merge Users To merge potential duplicate users, search for the duplicate accounts by using the predefined searches below or search fields provided. From the search results designate the primary account and check the "Mark for Merge" box for the accounts that you wish to merge into the primary account. You can only designate one primary account for each set of search results.

Duplicate User Search


- Search for users with inverted first and last names (Thomas Rose and Rose Thomas)
- Search for users with the same last name and first initial
- Search for users with the same ORCID iD
- Search for users with the same first and last name
- Perform the search below (use wildcards (*) where necessary):

First (Given) Name: User ID:
Last (Family) Name: E-Mail Address:

 <http://orcid.org/>

Where to Search

- ScholarOne University Training Sites
- ScholarOne University Training Workflow 1
- ScholarOne University Training Workflow 4

 Search

181. Click the **Search** button to display the results in the lower half of the page.


Merge Users To merge potential duplicate users, search for the duplicate accounts by using the predefined searches below or search fields provided. From the search results designate the primary account and check the "Mark for Merge" box for the accounts that you wish to merge into the primary account. You can only designate one primary account for each set of search results.

Duplicate User Search

- Search for users with inverted first and last names (Thomas Rose and Rose Thomas)
- Search for users with the same last name and first initial
- Search for users with the same ORCID iD
- Search for users with the same first and last name
- Perform the search below (use wildcards (*) where necessary):

First (Given) Name: User ID:

Last (Family) Name: E-Mail Address:


 <http://orcid.org/>

Where to Search



ScholarOne University Training Sites



ScholarOne University Training Workflow 1

ScholarOne University Training Workflow 4

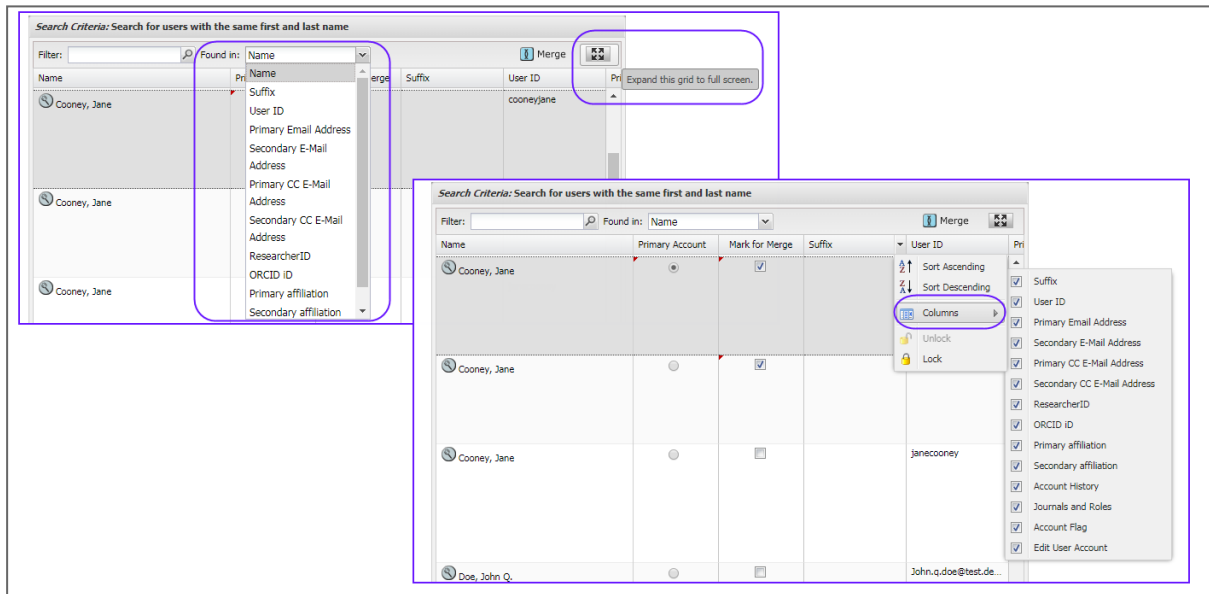
 Search

Search Criteria: Search for users with the same first and last name

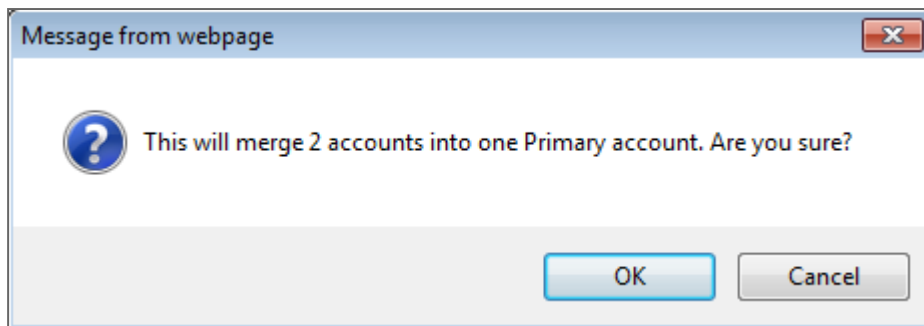
Filter: Found in: Select a filter...  Merge 

| Name | Primary Account | Mark for Merge | Suffix | User ID | Pri |
|--|----------------------------------|-------------------------------------|--------|---------------------|-----|
|  Cooney, Jane | <input checked="" type="radio"/> | <input checked="" type="checkbox"/> | | cooneyjane | |
|  Cooney, Jane | <input type="radio"/> | <input checked="" type="checkbox"/> | | jane.cooney@fake... | |

182. The grid format allows you to review the information to confirm that the accounts actually belong to the same person. You may need to contact the account holder to verify and determine the primary account. Remember to select only accounts for one user when merging. To make reviewing easier, you can set a filter and expand the results to be full screen. You can also customize your columns of information.



183. Select one radio button to designate an account as **Primary Account**. The other account information will merge into this one.
184. Click the **Merge** button.
185. The system asks for confirmation before the merge is completed. A record of the merge is written into the primary account's Comments field. Click the **OK** button.



186. When the merge is complete, you are returned to the search results. The accounts you merged are removed from the results. You may continue merging users from these results if desired.

Broadcast Emails

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.

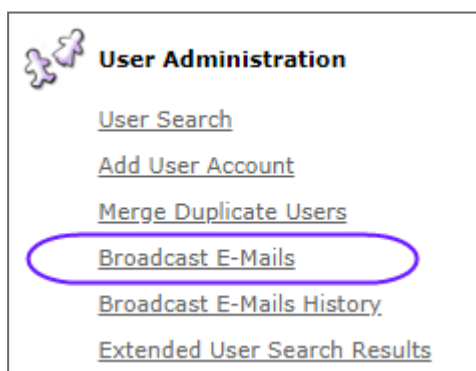
► Create Broadcast E-Mail

187. 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.

Refer to [ScholarOne Manuscripts Email Template User Guide](#) linked here for instructions.

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.

188. Select **Broadcast E-Mails** from the User Administration area of the Admin Tools dashboard.



189. The Broadcast E-Mails page displays.

Broadcast E-Mails Enter the criteria with which you would like to search for recipients of the broadcast e-mail. Once you are finished entering criteria, click the "Schedule Search" button. You will receive an e-mail when the search results are ready.

Search for People to Add to the Broadcast E-Mail List

User Account Information

First (Given) Name Last (Family) Name

User ID E-Mail Address

Comments

Keywords:

Pick AND

Pick AND

Pick AND

Pick AND



Pick



Filter Options

Every User
 Every User who has an invited submission pending
 Every Author who has ever submitted
 Every Reviewer

Search for people that have at least the following flags:

Do not consider account flag


E-Mail Template

E-Mail Template to Use

190. Run the user search. You may use a combination of any of the following selection criteria to perform your search.
 - User Account Information – Search for a specific user, or use Keywords associate with the user account to select users
 - Filter Options – use pre-defined filter criteria based on role and other criteria
191. Select the e-mail template you created for this broadcast email from the dropdown list of selections.
192. Click **Schedule Search**.
193. The following page displays.

Your search criteria have been submitted. On average, search results take 30 minutes to generate - you will receive an e-mail when the results are available.

You can also [refresh](#) this page to check for results.

 Start a New Search



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.

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

194. When the search is completed, the results display in sets of 10. Use the **Results** dropdown list or the arrows to move through pages.

Search Results - [check all](#) - [uncheck all](#) Results 1-10 of 114

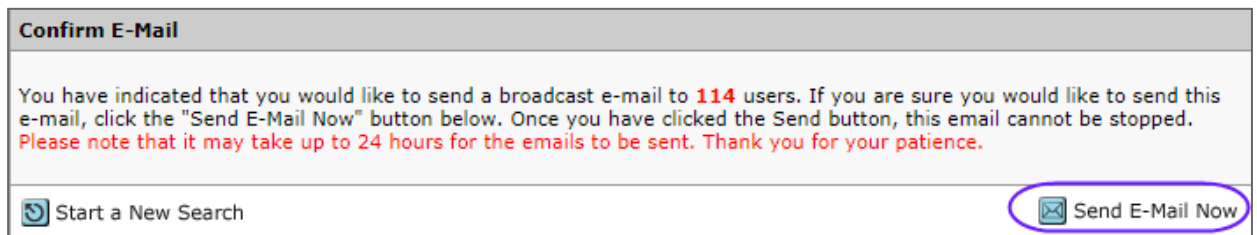
| Name | User ID / E-Mail | Include in E-Mail |
|-----------------|---|-------------------------------------|
| AA, A | aa@local.org / aa@local.org | <input checked="" type="checkbox"/> |
| Abc, Jun | jun@test.demo / jun@test.demo | <input checked="" type="checkbox"/> |
| Abel, Meredith | meredith.abel@scholarone.demo / meredith.abel@scholarone.demo | <input checked="" type="checkbox"/> |
| Allegra, Carmen | carmen.allegra@fake.email / carmen.allegra@fake.email | <input checked="" type="checkbox"/> |
| Author, Alan | Author@test.demo / Author@test.demo | <input checked="" type="checkbox"/> |
| Author, Arlene | arleneauthor@test.demo / arleneauthor@test.demo | <input checked="" type="checkbox"/> |
| Author, Arlenec | arlenecauthor@demo.test / arlenecauthor@demo.test | <input checked="" type="checkbox"/> |
| Author, Carla | Carla / Carla@test.demo | <input checked="" type="checkbox"/> |
| Author, Chris | chris@test.demo / chris@test.demo | <input checked="" type="checkbox"/> |
| Author, David | davidauthor@demo.test / davidauthor@demo.test | <input checked="" type="checkbox"/> |

 Start a New Search  Send Test E-Mail

195. By default, all users in the search results are selected. You may exclude users from the e-mail by deselecting their **Include in E-Mail** checkbox.

If the results do not include the expected users you may wish to abandon the search results. Click the **Start a New Search** button. This action returns you to the main Broadcast E-Mails page. Otherwise, search results remain available for 7 days. After 7 days, the main Broadcast E-Mails page re-displays.

196. Click the **Send Test E-Mail** button to send a test to yourself to verify the email.
197. Perform a final review of the broadcast e-mail sent to your email inbox. When the test e-mail is sent, the Confirm E-Mail window displays.




198. Click the **Send E-Mail Now** button to send the mail to all broadcast recipients.

Note: E-mails will be sent in batches of 200 at a time. If you are sending more than 200 emails, you will be prompted to send each batch.

Tip: Do not use the CC field when sending a Broadcast E-mail. The email address in the CC field would receive a copy of each of the emails sent.

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 **Broadcast E-Mail History** 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.



| E-Mail ID | Template Name Sent by Date Sent Time Sent | To Cc Bcc From | # Successes # Failures # Pending | Details |
|-----------|--|--|----------------------------------|---|
| 20531 | ##JOURNAL_NAME## Cooney, Jane 25-Apr-2013 2:39 PM | To ##PERSON_EMAIL## Cc BCC: From: ##USER_EMAIL## <u>view search criteria</u> | 14 0 0 |  |

Using the Person Details Page

The Person Details page provides you with a summary of the user account information and role information for a person.

► Viewing the Person Details Page

199. You can access a user’s Person Details page in several ways. Two common ways are detailed below, however, any time you see the magnifying glass next to a person’s name, you can click to access the Person Details page.
 - a. From the **View Manuscripts** page when performing any of the Admin Lists tasks including assigning Editors and selecting Reviewers. Click the **Details** (magnifying glass) button.

| Admin Complete Checklist 1 Blinded | | | | Manuscripts 1-1 of 1 |
|---|---|------------------|--|----------------------|
| Manuscript ID ↑ | Manuscript Title | Date Submitted ↓ | Status | Take Action |
| Manuscript Type | Submitting Author | | | |
| MCU1-201803-0002-OA | Original Research Article in Biology [View Submission] | 13-Mar-2018 | AE: Not Assigned EIC: Not Assigned ADM: Not Assigned | Select... ▼ |
| Original Article |  King, Sally_(contact) (proxy) | | • Complete Checklist (Due 12-Apr-2018) | |
|  Export to CSV | | | | Manuscripts 1-1 of 1 |

- b. When performing a User Search, click the **Details** button in the search results.

| Search results - New Search - Modify Search - Change Sort People 1-3 of 3 | | | |
|--|---|---|-----------------|
| Search Criteria: Last (Family) Name = "King" | | | |
| Name | User ID / E-Mail / ORCID iD | Journals & Roles | Details Edit |
| King, Sally | sking@test.demo / sking@test.demo proxy <input type="checkbox"/> mark for merge send account info | Last Modified: 27-Feb-2018 ScholarOne University Training Workflow 1 [Last in: 13-Mar-2018 10:36 AM] Author Reviewer | |
| New Search Modify Search | | Go To Merge Export to CSV | People 1-3 of 3 |

200. The Person Details popup allows you to view valuable user information. Information will vary depending upon how you access the Person Details tab and what roles the person has in the system. In the example below, you see the Account information tab and two role history tabs, AU History and REV History.

The screenshot displays a multi-tabbed popup window for 'King, Sally'. The 'Account Information' tab is active, showing user details such as Full Name (Dr. Sally King), User ID (sking@test.demo), and various affiliations. The 'REV History' tab is also visible, showing a 'Reviewer History Analysis' section with statistics for manuscripts assigned, reviewed, and declined. The 'AU History' tab is also present, though its content is not fully visible.

201. **Account Information Tab:** The list below contains all the possible information that will be displayed. Not all items will be displayed for all users. For example, if you are viewing someone with only the Author role, you will not see a "Send a Reminder E-Mail to this Reviewer" item.

a. **Account Information**

- User information including name, user ID, primary email address, and roles.
- Hyperlinked name will open an editable email addressed to that person.
- You may apply a flag to the user. Only available if configured for your site and role.
- External Links section allows you to view author information in PubMed.

b. **Attributes** may vary by site and can be used to identify a user’s area of expertise, member status, or other identifying information. This aids in identifying appropriate reviewers for a manuscript. In the example below, a pink asterisk indicates free-text keywords. No asterisk indicates keywords are selected from a pre-defined list.



| Attributes | |
|---|---|
| Key Words: | |
| Please choose up to 5 keywords from the list: | language processing, Stuttering, diffusion tensor, white matter fiber pathways, Motor control |
| Specialty/Area of Expertise: | Diffusion Tensor Imaging *, Language *, Stuttering * |

- c. **Comments** are used by the Admin and customer support at ScholarOne to make notes on an account for items such as merging duplicate accounts.
- d. **Administration Options** allow the Admin to send an email with a link to the password reset process to the user or to delete the user account (if configured). Do not delete an account if it is tied to any submission, as you will lose historic data about that user on the submission.
- e. **Send a Reminder E-Mail to this Reviewer** allows you to send an email directly to the reviewer from their Person Details screen.
- f. **Correspondence** contains a link which expands the correspondence history of the user. You may resend email from here.
- g. **Password History** contains a link which documents the password history.



202. Role History Tab: There will be one or multiple role history tabs, based on the roles granted to the user. Each tab contains the following:

- a. **History Analysis** by Role (including details) for the person.


- b. **Manuscript History Statistics** include recommendations and decisions by that person for manuscripts.
- c. **Change reminder dates** to Authors for submitting their revised paper.


| Revision / Resubmission / First Look Update Reminders | |
|---|---|
| MCU1-2013-04-0003 The amazing world of Education | <input checked="" type="checkbox"/> 26-Jun-2013  Reminder: ScholarOne University Training Workflow 1 |
| MCU1-2013-05-0006.R1 Monday training | <input checked="" type="checkbox"/> 29-Jun-2013  Reminder: ScholarOne University Training Workflow 1 |

- d. **Grant an Extension** to a reviewer to allow more review time. Enter an extended due date. You may also consider sending a manual reminder email.

| Reviewer List | | | | |
|---------------|---|--------|--|---|
| Order | Name | Status | History | Remove |
| 1 ▼ | Griffin, Carla  Grand Junction Regional Center, Science proxy_ | Agreed | Invited: 12-Mar-2018 Agreed : 12-Mar-2018 Due Date: 11-Apr-2018 Review Last Saved: 12-Mar-2018 Time in Review: 3 Days. view full history edit reminders |  |

Grant an Extension:

Due date for Reviewers Score: 

 Go

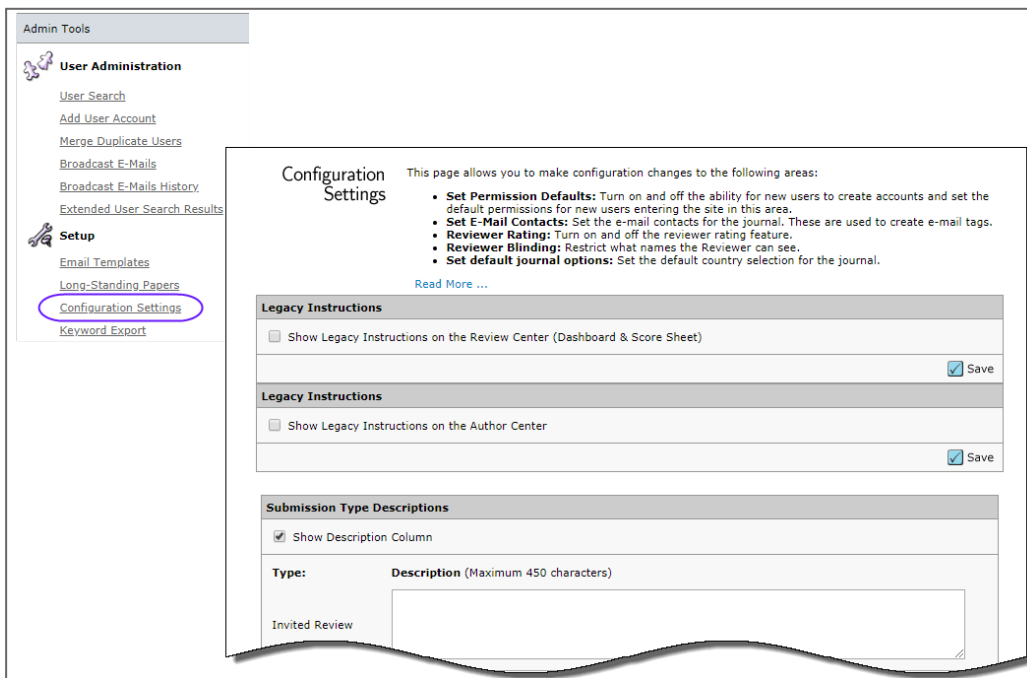
SETUP TOOLS

Email Templates (link to Guide)

Email Templates are used to send pre-defined emails to users when certain actions occur. These templates may be customized to your journal’s specific needs. Please see the [ScholarOne Manuscripts Email Template User Guide](#) for details.

Configuration Settings

ScholarOne configures these settings for your site prior to going live. You have access to this information, but we highly recommend that you do not change some of the settings. See below for a table of the settings and our recommendations of whether you should change them.



Admin Tools

- User Administration**
 - User Search
 - Add User Account
 - Merge Duplicate Users
 - Broadcast E-Mails
 - Broadcast E-Mails History
 - Extended User Search Results
- Setup**
 - Email Templates
 - Long-Standing Papers
 - Configuration Settings**
 - Keyword Export

Configuration Settings

This page allows you to make configuration changes to the following areas:

- Set Permission Defaults:** Turn on and off the ability for new users to create accounts and set the default permissions for new users entering the site in this area.
- Set E-Mail Contacts:** Set the e-mail contacts for the journal. These are used to create e-mail tags.
- Reviewer Rating:** Turn on and off the reviewer rating feature.
- Reviewer Blinding:** Restrict what names the Reviewer can see.
- Set default journal options:** Set the default country selection for the journal.

[Read More ...](#)

| Legacy Instructions | |
|--|--|
| <input type="checkbox"/> Show Legacy Instructions on the Review Center (Dashboard & Score Sheet) | <input checked="" type="checkbox"/> Save |
| Legacy Instructions | |
| <input type="checkbox"/> Show Legacy Instructions on the Author Center | <input checked="" type="checkbox"/> Save |
| Submission Type Descriptions | |
| <input checked="" type="checkbox"/> Show Description Column | |
| Type: | Description (Maximum 450 characters) |
| Invited Review | |

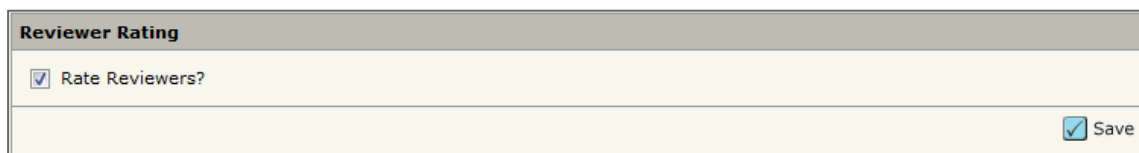
The Configuration Settings page allows you to view and edit key configuration values:

| Feature | Recommendation |
|---|--|
| Turn reviewer rating feature on or off | Do not change without consulting ScholarOne You will lose historical data if you turn off this feature |
| Reviewer and Reviewer Center configuration options | OK to change |
| Set invited author invitation reminders | OK to change |
| Set permissions defaults - the roles automatically assigned to all users when their accounts are created. – | Do not change without consulting ScholarOne Will limit users ability to access the system and will affect historical data |
| Set email contacts | OK to change |
| Setting Default Journal Options | OK to change |

► Activating/Deactivating Reviewer Rating

Reviewer rating allows Editors to rate the reviewers. We recommend that you do NOT change this without consulting ScholarOne.

203. Select **Configuration Settings** from the Admin Tools.



204. Select or deselect this check box to turn the Reviewer Rating feature on or off.
205. Click **Save**.

► **Configuring Reviewers and the Review Center**

206. Select **Configuration Settings** from the Admin Tools.

| Reviewers and the Reviewer Center | |
|---|--------------------------------|
| The Reviewer can see the following people's names on the Details Tab in their Manuscript Details | |
| <input type="checkbox"/> | Associate Editor |
| <input type="checkbox"/> | Editor-in-Chief |
| Reviewer Invitation Reminders | |
| When a Reviewer has been invited to review, but has not responded to the invitation, you may send them up to two reminders. Enter the number of days that should elapse from the time they are invited until the time the reminder is sent. The reminder letters can be configured in the System E-Mails section - they are called "Reviewer Invitation Reminder 1" and "Reviewer Invitation Reminder 2." | |
| <input type="text" value="3"/> | Reviewer Invitation Reminder 1 |
| <input type="text" value="5"/> | Reviewer Invitation Reminder 2 |
| Overdue Reviewer Response | |
| How many days after a reviewer has been invited is their response to the invitation considered "overdue"? | |
| <input type="text" value="5"/> | days |
| <input checked="" type="checkbox"/> Save | |

207. Select the checkboxes if you wish the Reviewer to see the listed people's names on the Details Tab in their Manuscript Details. This is a blinding feature. Editor names will only be displayed to the Reviewer in the Manuscript Details screens if they are checked here.

208. 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 fields blank.

Note: Be sure to set up Reviewer Invitation Reminders in the journal's System E-mail templates.

209. **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.

210. Click the **Save** button.

► Setting Invited Author Invitation Reminders

211. Select **Configuration Settings** from the Admin Tools.

| Invited Authors | |
|---|------------------------------|
| Author Invitation Reminders | |
| When an author has been invited to submit but has not responded to the invitation, you may send up to two reminders. Enter the number of days that should elapse from when the author is invited until the reminder is sent. The reminder letters, named "Author Invitation Reminder 1" and "Author Invitation Reminder 2", can be configured in the "System E-Mails" selection area of the E-mail Templates section. | |
| <input type="text" value="3"/> | Author Invitation Reminder 1 |
| <input type="text" value="5"/> | Author Invitation Reminder 2 |
| Overdue Author Response | |
| How many days after an author has been invited is their response to the invitation considered 'overdue'? | |
| <input type="text" value="0"/> | days |
| <input checked="" type="checkbox"/> Save | |

212. 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 fields blank.

Note: Be sure to set up Author Invitation Reminders 1 and 2 in the journal's System E-mail templates.

213. Click the **Save** button.

► Setting Permission Defaults

We recommend that you **do NOT** change this without consulting ScholarOne.

214. Select **Configuration Settings** from the Admin Tools.

| Set Permission Defaults | |
|--|---------------------------------|
| <input checked="" type="checkbox"/> | Allow users to create accounts? |
| <input checked="" type="checkbox"/> | Author |
| <input checked="" type="checkbox"/> | Reviewer |
| <input checked="" type="checkbox"/> Save | |

- 215. You can remove the ability for users to create their own accounts by deselecting the **Allow users to create accounts?** checkbox.
- 216. Check the boxes corresponding to role names to assign permission defaults for your system. Each new user will automatically be granted the permissions for the checked roles. (We suggest author only or author and reviewer).
- 217. Click the **Save** button.

► **Set E-mail Contacts**

- 218. Select **Configuration Settings** from the Admin Tools.

| Set E-Mail Contacts | |
|--|---|
| Name of Admin Center Contact/Site Administrator: | <input type="text" value="Workflow 1 Admin Center"/> |
| E-Mail of Admin Center Contact/Site Administrator: | <input type="text" value="qa-mc@manuscriptcentral"/> |
| Phone number of Admin Center Contact/Site Administrator: | <input type="text" value="Default Phone"/> |
| Fax number of Admin Center Contact/Site Administrator: | <input type="text" value="Default Fax"/> |
| Name of EIC Contact: | <input type="text" value="Workflow 1 EIC Contact"/> |
| * E-Mail of EIC Contact: | <input type="text" value="qa-mc@manuscriptcentral"/> |
| * Multiple e-mails separated by comma (,) are allowed here, but replies will be sent only to the first address listed Be mindful of pasting special characters into the e-mail fields as it may cause e-mails to fail | |
| Journal Description: | <input type="text" value="Lorem ipsum dolor sit amet, consectetur..."/> |
| E-Mail address to use for users who don't have e-mail addresses: | <input type="text" value="qa-mc@manuscriptcentral"/> |
| E-Mail address to send errors to: | <input type="text" value="manuscriptcentral@manus"/> |
| <input checked="" type="checkbox"/> Save | |

- 219. 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.
- 220. 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. This feature alerts you to user accounts that no longer have a valid email address.
- 221. Enter a description of your journal if needed.

- 222. Enter an E-Mail address to send errors to. Typically, these emails will go to the Journal Admin.
- 223. Click the **Save** button.

► Setting Default Journal Options

Default Journal Options are used as part of the export information for accepted papers.

- 224. Select **Configuration Settings** from the Admin Tools.

Set default journal options

Default Country:

Print ISSN:

Digital ISSN:

Journal abbreviation:

Save

- 225. You can set a number of defaults including country, print and digital ISSNs, and your journal name abbreviation. This information becomes part of the manifest that is sent out when exporting files for publication.
- 226. Click the **Save** button.

► Ringgold Alerts

This option allows journals to deactivate alerts by unchecking the box.

Ringgold Alerts

Activate alert to indicate accounts not connect to Ringgold? (Recommended)

Save

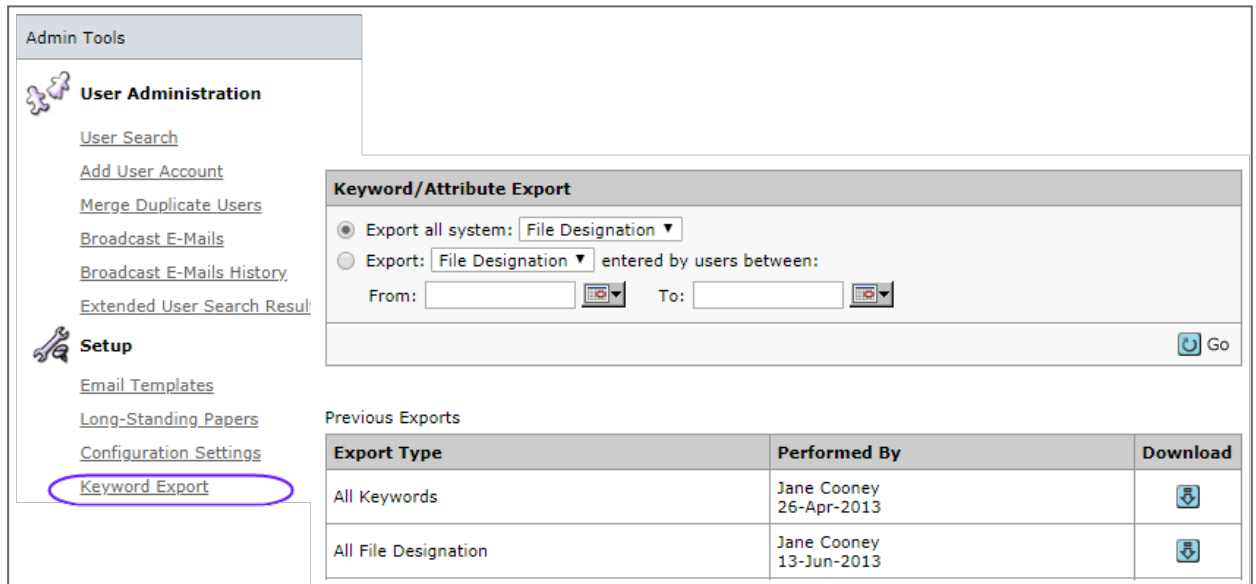
Exporting Keywords Lists

The keyword export feature allows you to export your journal's list of attributes/keywords as a CSV (comma separated values) file. The list will show all keywords, whether active or inactive. This may be particularly useful for a journal with no pre-defined list of keywords, allowing users to enter any keywords in a text box.

Tip: Alternately, you can use Cognos reports to create a report that includes the keyword list as well as additional information such as the percentage of manuscripts submitted that have selected specific keywords from the pre-defined list or which authors and reviewers have certain keywords.

► Export Keywords

227. Select **Keyword Export** from the Admin Tools.



Admin Tools

User Administration

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

Setup



- Email Templates
- Long-Standing Papers
- Configuration Settings
- Keyword Export**

Keyword/Attribute Export

Export all system: File Designation ▼
 Export: File Designation ▼ entered by users between:
 From: [] [] To: [] []

Go

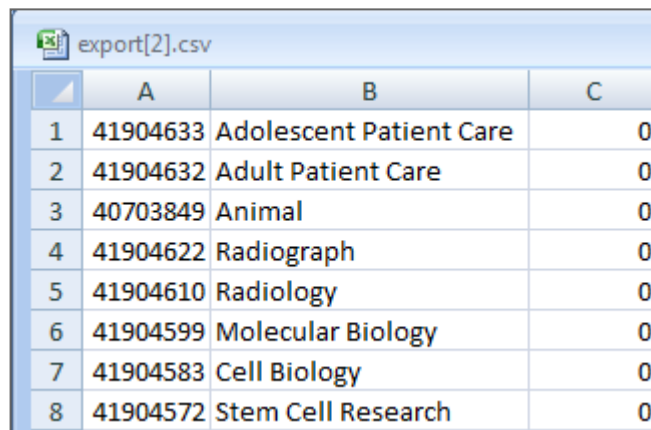
Previous Exports

| Export Type | Performed By | Download |
|----------------------|----------------------------|---|
| All Keywords | Jane Cooney 26-Apr-2013 |  |
| All File Designation | Jane Cooney 13-Jun-2013 |  |

228. Choose what you want to export by selecting one of two radio buttons:

- Export all system: choose from the dropdown list. – Select Keywords.
- Export [choose from dropdown list] entered by users between: select **From:** and **To:** calendar dates. – Select Keywords and enter the date range.

229. Click the **Go** button. You are prompted to save the file to your local drive. You can then open the file in Excel.



| | A | B | C |
|---|----------|-------------------------|---|
| 1 | 41904633 | Adolescent Patient Care | 0 |
| 2 | 41904632 | Adult Patient Care | 0 |
| 3 | 40703849 | Animal | 0 |
| 4 | 41904622 | Radiograph | 0 |
| 5 | 41904610 | Radiology | 0 |
| 6 | 41904599 | Molecular Biology | 0 |
| 7 | 41904583 | Cell Biology | 0 |
| 8 | 41904572 | Stem Cell Research | 0 |

The export includes:

- A: Keyword's unique identifier
- B: Keyword
- C: The Keyword's parent identifier in a multi-tiered hierarchical list. For alphabetical lists, and top tier entries in a hierarchical list, this number will be 0.

230. 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.

Tip: For best results, sort the downloaded spreadsheet by the first column for a hierarchical list and the second column for a flat alphabetical listing.

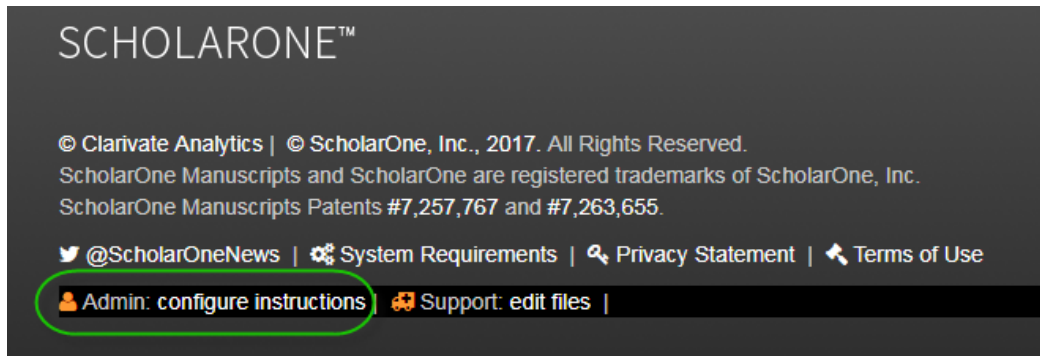
ADDITIONAL ADMINISTRATIVE FUNCTIONS

CONFIGURING CONTEXTUAL INSTRUCTIONS

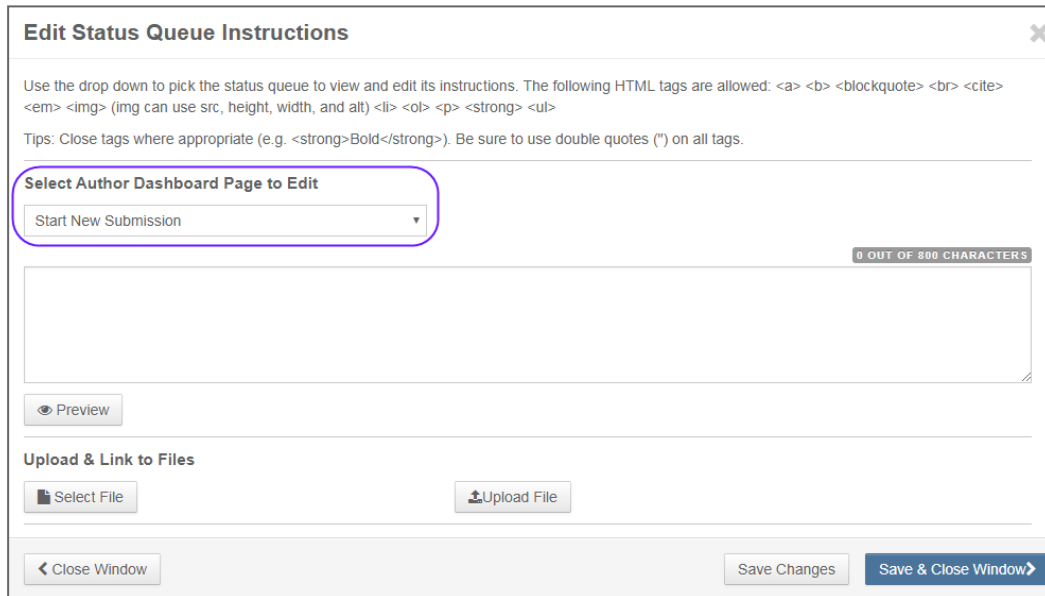
Contextual instructions appear near each field in the Submission process and are denoted by a question mark icon. These instructions provide information about the associated field. These instructions may be customized by the journal administrator.

► Configuring Contextual Instruction for the Author Dashboard

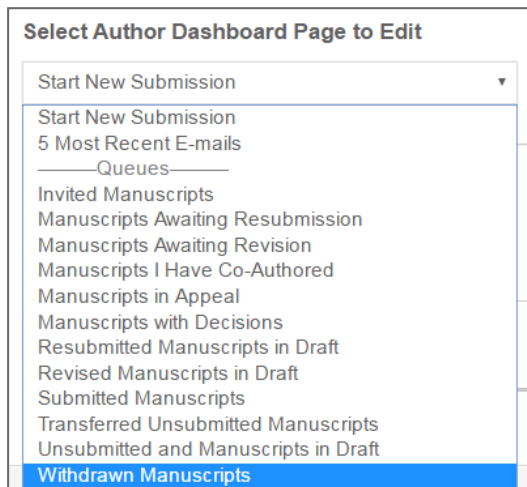
231. Select the **Configure Instructions** link at the bottom of a page.



232. The Instructions dialog box opens. Here you can add, instructions, files and links and YouTube videos for your Dashboard Queues.



233. Dashboard Queues are the different the types of submission and author may need to submit or view.



234. For security and usability reasons, the following HTML tags are *allowed*:

- a. <a> (Creates hyperlinks)
- b. and (Bolding)
- c. <blockquote>
- d. <p> and
 (Paragraphs and breaks)
- e. <cite> and (Creates emphasis)

- f. and <src> (Images and their source)
- g. , , (Lists)

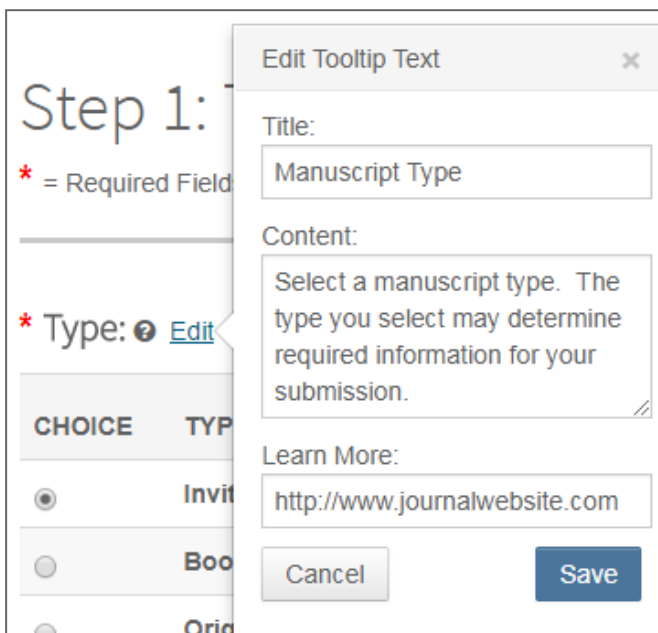
Note: Close tags to ensure instructions render correctly (e.g. text).

► Configuring Contextual Instruction for the Author Submission pages

- 235. Open the Author Center and click the link Begin Submission.
- 236. Each field will contain a question mark icon with the word Edit next to it. (Note: The Edit function is only visible to Administrators).

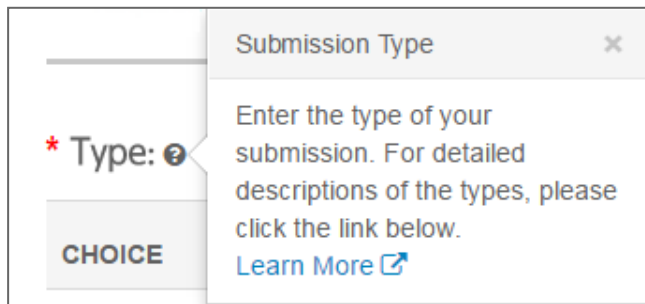


- 237. Click the **Edit** link. The Edit Tooltip Text dialog box opens.



- 238. Enter a title, the content of the contextual help, and in Learn More, you may put a link to an external web site for further information.
- 239. Click the **Save** button.

240. Click the **question mark** icon to view the completed instructions.



Note: The question mark icon will only display to users if instructions have been configured. The question mark icon and help link will always display to administrators.

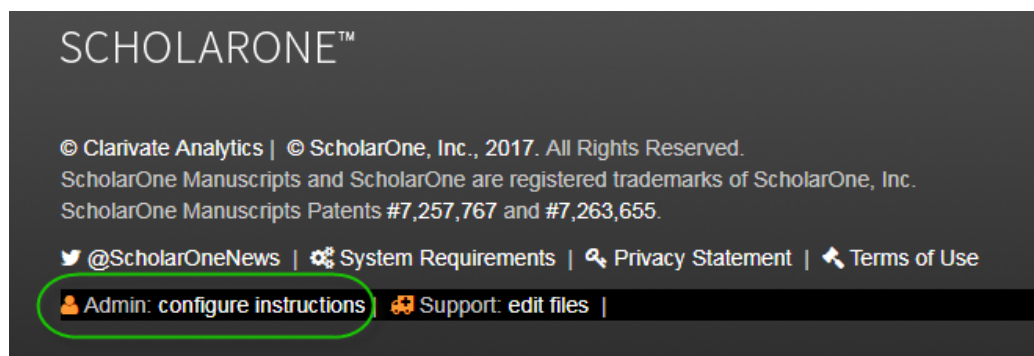
CONFIGURING JOURNAL-SPECIFIC INSTRUCTIONS FOR USERS

Instructions & Forms

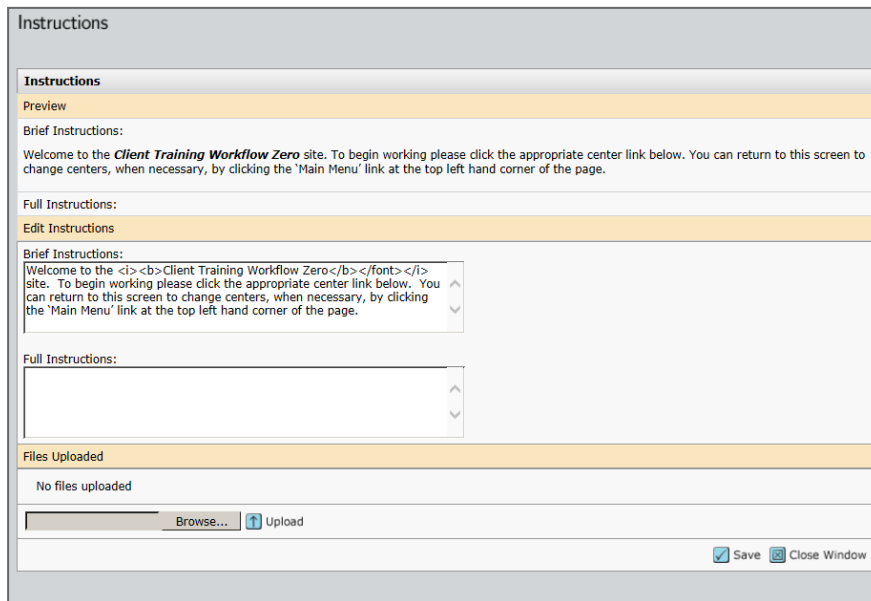
As the journal administrator, you may have been granted the permissions to customize all page instructions. This is particularly helpful for ensuring that your journal’s processes are followed for every role.

► Configuring Instructions

241. Select the **Configure Instructions** link at the bottom of a page.



242. The Instructions dialog box opens. Here you can add, edit or delete the brief and full instructions and insert links to files.



243. The **Preview** section displays the instructions as they currently appear on the page. This section will update with any changes you make after you click the Save button at the bottom of the screen.
244. Enter instruction text in **Edit Instructions** section.

Tips: You may copy and paste from a basic text editor, such as Notepad. Do not copy and paste from Word. You may use HTML to format your text. Please test HTML formatting on mc-impl before applying to your live site. See the *Formatting Tips* section below.

- **Brief Instructions** display at the top of the page. We typically recommend this be no more than 3 or 4 lines.
 - **Full Instructions** will display by a clicking a link at the end of the brief instructions. Use this section for more detailed information.
245. To include a link to a file, first upload the file 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.

| Files Uploaded |
|--|
| <ul style="list-style-type: none">• S1M Author Guide_GB.docx Link to this file: <code>S1M Author Guide_GB.docx</code> Uploaded on 02-May-2013 - [delete] |

246. 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 in either the Brief Instructions or Full Instructions.

247. Click the **Save** button.

Formatting Tips

We strongly recommend that you use formatting sparingly and with purpose when creating instructions.

You may use HTML to format the text of your instructions. It is best practice to use formatting and color sparingly. Too much makes your text difficult to read and loses impact. See some examples below.

Example 1: Poor Formatting

Be sure to read all instructions completely!

• **To enter your manuscript attributes/keywords, you may do it in two different ways: search the journal's list of keywords, by typing in a term and clicking "Search" or select your keywords from the list (Control-Click to select multiple words), and click "Add". When you are finished, click "Save and Continue." Please only enter serious keywords for scholarly work** [Read More ...](#)

In this example:

- Everything is bold which means that no additional emphasis is added to any particular text through the bold format
- There is only one bullet with multiple instructions under it. Use bullets to distinguish like items.
- Blue is used for the heading as well as the first part of the bullet. These two things have different purposes so they should not have the same formatting.
- Red color was used for "Save and Continue", but red should be reserved for warnings.

Example 2: Improved Formatting

Be sure to read all instructions completely!

To enter your manuscript attributes/keywords, you may do it in two different ways:

- Search the journal's list of keywords, by typing in a term and clicking **Search**, or
- Select your keywords from the list (Control-Click to select multiple words), and click **Add**.

When you are finished, click **Save and Continue**.

Please only enter serious keywords for scholarly work. [Read More ...](#)

- Blue is now used only for the heading, to call the reader's attention to the instructions.
- Bold is only used to highlight certain parts of the instructional text.
- Using bold to highlight the button names (Search, Add, Save and Continue) allows us to remove the quotation marks, providing a cleaner look.
- Save and Continue is no longer red, as it is not a warning.

Basic HTML Codes for Formatting

To format text in HTML, you must put a code before and after the text. Examples are below

| Formatting | Start Code | End Code |
|------------|-------------------|----------|
| Bold | | |
| Italic | <i> | </i> |
| Bullet | | |
| Color | | |

| | | |
|------------|--|------|
| | Note: you may change the color name to another color such as red or green. | |
| Paragraph | <p> | </p> |
| Line Break | | |

ABOUT ATTRIBUTES (KEYWORDS)

Attributes (keywords), 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.

Keywords may be a pre-defined list of keywords specific to your journal to allow it to be specific to your field of study or industry. It may only be changed by ScholarOne. Keywords may also be a free-text field depending on journal configuration.

User Attributes

User attributes are selected by the user when creating or modifying their account. You may have multiple user attributes as shown in the example below.

Add User

[Empty text input field]

Name

Prefix: ▾

First (Given) Name: req

Middle Name:

Last (Family) Name: req

Degree:

Primary E-Mail Address: req

Mail Address (again): req

User ID

User ID: req

Keywords

Search on this list:

Case sensitive

Memory
Midbrain
Molecular Biology
Adolescent Patient Care
Article
html
paper
proof
proxy
Radiograph

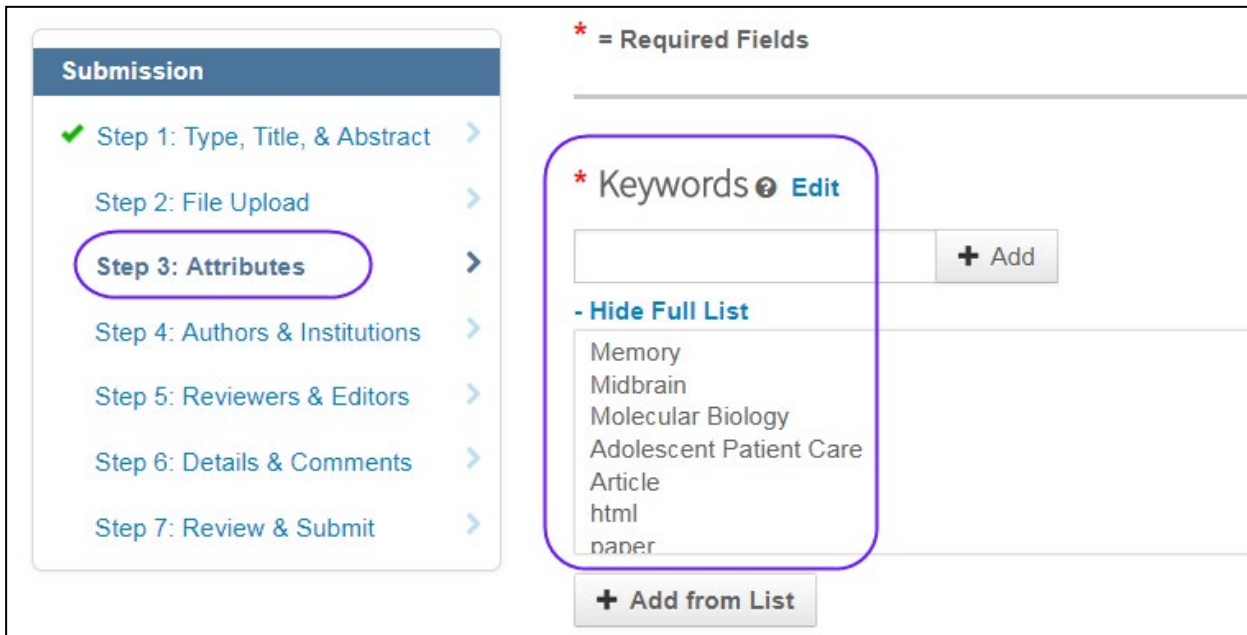
req

Examples of the attributes used to describe a person:

- Areas of expertise
- Specialties
- Membership status

Submission Attributes

Submission attributes or keywords are selected when submitting the manuscript and describe the content of the manuscript.



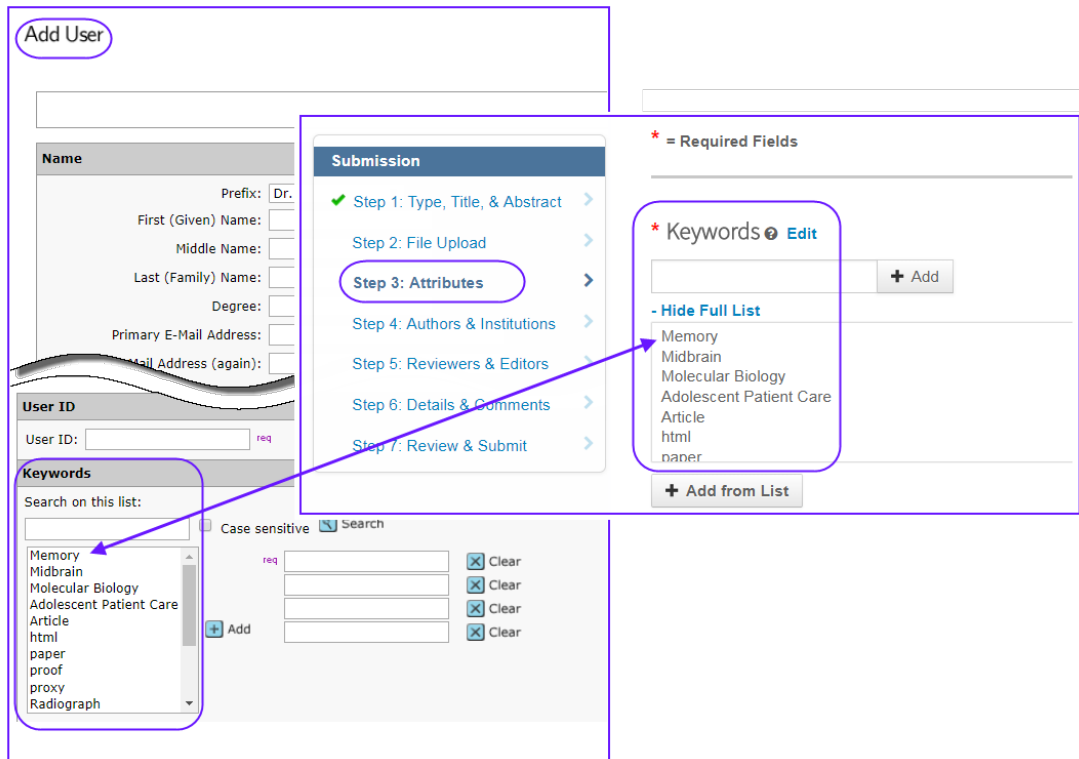
The screenshot shows a multi-step submission process. On the left, a vertical list of steps is shown: Step 1: Type, Title, & Abstract (checked), Step 2: File Upload, Step 3: Attributes (highlighted with a purple oval), Step 4: Authors & Institutions, Step 5: Reviewers & Editors, Step 6: Details & Comments, and Step 7: Review & Submit. On the right, the 'Keywords' section is highlighted with a purple rounded rectangle. It features a red asterisk indicating a required field, a title 'Keywords' with an 'Edit' link, an empty input field with a '+ Add' button, a '- Hide Full List' toggle, and a list of keywords: Memory, Midbrain, Molecular Biology, Adolescent Patient Care, Article, html, and paper. Below the list is a '+ Add from List' button. A legend at the top right of the form area states '* = Required Fields'.

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 combination attribute in finding matches. It matches the attribute on the manuscript information with the corresponding attribute on the within user accounts. The most common search type is for reviewer selection and assignment.

File Designations

Manuscripts are composed of file and their file designations, which are another kind of attribute. File designations describes the content of a file included in the submission. File designations are used to determine what is included or excluded in the PDF proof used for peer review.



Common file designations include those seen here:

| | |
|-------------------|---|
| File Designation: | Select:  |
| | <ul style="list-style-type: none"> Select: Main Document Image Figure Table Supplementary File for review Copyright Form Cover Page |

GRANTING EXTENSIONS TO AUTHORS

Depending on how your site is configured, the ability to grant an extension to the author for a revision is usually an Admin task, but can also be configured that the role that made the final decision can also grant an extension.

Granting extensions is useful to prevent authors from submitting a revision as a new submission. When the due date has passed, the link to create the revision/resubmission goes away in the Author Center, leaving only the option to submit a new submission. Extending the due date allow the submission of the revision on the original manuscript, preserving the connection between versions and maintaining the integrity of your statistics.

| Peer Review Milestones | | | |
|--|--|--|--|
| Date Submitted: | <input type="text" value="17-Sep-2017"/>  | | |
| Admin: | Baker, Gwen AU REV AE EIC ADM PROD CONFIG | Date to Admin: | 17-Sep-2014 |
| Associate Editor: | Baker, Gwen AU REV AE EIC ADM PROD CONFIG | Date to Associate Editor: | 24-Jun-2015 |
| Immediate Major Revision (20-Mar-2018) - Due on: | | <input type="text" value="19-Apr-2018"/>  | |
| | | | <input checked="" type="checkbox"/> Save |

► Grant Extension to an Author

248. If configured, the **Due On** field will appear in the Peer Review Milestones section of Manuscript Details. (If a revision is in progress, the Due On field will appear on the latest manuscript version’s Manuscript Details page.)
249. Select a new due date from the drop-down list.
250. Click the **Save** button.

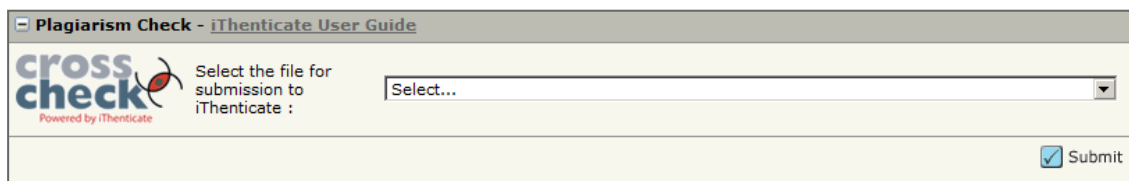
PLAIGIARISM CHECKING

Plagiarism checking is accomplished by a third-party provider, but is fully integrated within *ScholarOne Manuscripts*. Prior to configuring plagiarism checking within a journal site, clients must establish an account with the CrossRef and iThenticate services.

More information about signing up for CrossRef and iThenticate can be found at <http://www.crossref.org/crosscheck.html>.

► Using iThenticate Plagiarism Checking

251. Access the iThenticate feature on the Manuscript Information tab.



252. Select the file to submit for submission to iThenticate from the drop-down list then click the **Submit** button.
253. You will receive a message stating that the file was submitted. When complete, select the link to **View the Originality Report**.
254. The Report displays.

Plagiarism Check - iThenticate User Guide

Overall Similarity Index Percentage: **4%**
 Report complete. [View the Originality Report.](#)

23-Nov-2013 10:16AM 2259 words • 7 matches • 5 sources

PG-1.pdf
BY YEONG-LIN LAI

Quotes Included
Bibliography Excluded

4%
SIMILAR

A Cloud-Storage RFID Location Tracking System

Yeong-Lin Lai, Member, IEEE, and Jay Chang

Department of Mechanical Engineering, National Chunging University of Education, Chungshu 50091

This paper presents a cloud-storage radio-frequency identification (RFID) location tracking system designed and the wireless communication technology, wireless sensor network (WSN) technology, and cloud computing technology. The non-open space signal attenuation model (SAM) combined signal strength link quality indicator (LQI), and cloud positioning algorithm (CPA) were adopted in this system. A network mode tracking system was created. The cloud-storage RFID location tracking system provided real-time position and recognition, and returned the object path information which were recorded in servers. The software as a service (SaaS) for cloud computing to enhance system positioning speed and user convenience. Non-space SAM and reference were utilized to reduce location errors in the non-open space. High positioning accuracy improvement and low hardware cost were achieved by the cloud-storage RFID location tracking system.

Index Terms—Cloud storage, radio frequency identification, location tracking.

I. INTRODUCTION

RADIO-FREQUENCY identification (RFID) [1]–[4], wireless sensor network (WSN) [5], [6] and cloud computing [7], [8] are promising technologies for the modern world. The cloud computing has the advantage of fast, low cost, easy operation and cross-platform. It has been widely used on various services, such as network service, social networking, tracing goods service, highway toll query, health care, and so forth. In addition, the cloud computing can be applied to tracking and positioning systems to improve calculation speed and reduce hardware costs.

When building a tracking system, in order to achieve rapid and complete functions, a lot of hardware is required. In this paper, a new cloud-storage RFID location tracking system combines cloud computing, database systems, and personal homepage program (PHP) language technologies for data processing and recording to reduce the hardware requirements of each RFID node. Users can access cloud services through a browser, a desktop application, or a mobile application. The system is capable of providing not only high positioning accuracy but also high calculation speed.

readers were adjusted based on signal coverage. Each reader sent data to cloud server and reduce indoor signal attenuation mode reference tags were set up in a non-open space tags provided error correction for signal strength sending RSSI data to the cloud servers.

The cloud servers computed and calculate the readers. In addition, the cloud servers call from reference tags to correct the SAM, AD, SAM, the system analyzed the RSSI and (distance between object to each reader and movement track. These data were stored in cloud and provided for user queries.

User interface provided a very convenient for users. The PHP and CSS Web technology positioning information can be displayed through friendly interface was provided. The objects were accessed by users via a web browser.

III. SOFTWARE ARCHITECTURE

Software architecture is composed by three process realizations model, the correction program

Match Overview

| | | |
|---|--|-----|
| 1 | CrossCheck 38 words Lai, Yeong-Lin, and Chun-Yi Zheng, "Electromagnetic Characteristics of a Novel Radio-Frequency Complementary I ..." | 2% |
| 2 | Internet 24 words crawled on 22-Sep-2010 faculty.csie.ntust.edu.tw | 1% |
| 3 | Internet 10 words crawled on 03-May-2011 www.signal.uu.se | <1% |
| 4 | CrossCheck 8 words Shardul Jain, "An Improvised Localization Scheme Using Active RFID for Accurate Tracking in Smart Homes", 2010 ..." | <1% |
| 5 | CrossCheck 6 words Yeong-Lin Lai, "3D high-brightness autostereoscopic display systems with LED backlight", 2012 IEEE International C | <1% |

Text-Only Report

Note: On revisions, you may view the originality report run on a previous version. It will appear as a link in the Plagiarism Check section shown above.

ORCID INTEGRATION

Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <https://orcid.org/content/initiative>. Journals or publishers must have their member credentials established with ORCID before integrating with ScholarOne Manuscripts.

If your site is configured to collect ORCID iDs, authors will be able to create or link to an existing ORCID iD during the account creation and submission processes.

* **Open Researcher and Contributor ID (ORCID)** is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>



To register for a new ORCID iD, click [here](#).

To associate this account with your existing ORCID iD, click [here](#).

Authors, co-authors, reviewers, and other users may be prompted to link an ORCID iD to their account via an email. Admins can create an email template using the `##PERSON_ORCID_UPDATE##` email tag. The email will contain a link to a dedicated page to update the ORCID iD. They will not be required to log in.

* **Open Researcher and Contributor ID (ORCID)** is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>.



To register for a new ORCID iD, click [here](#).

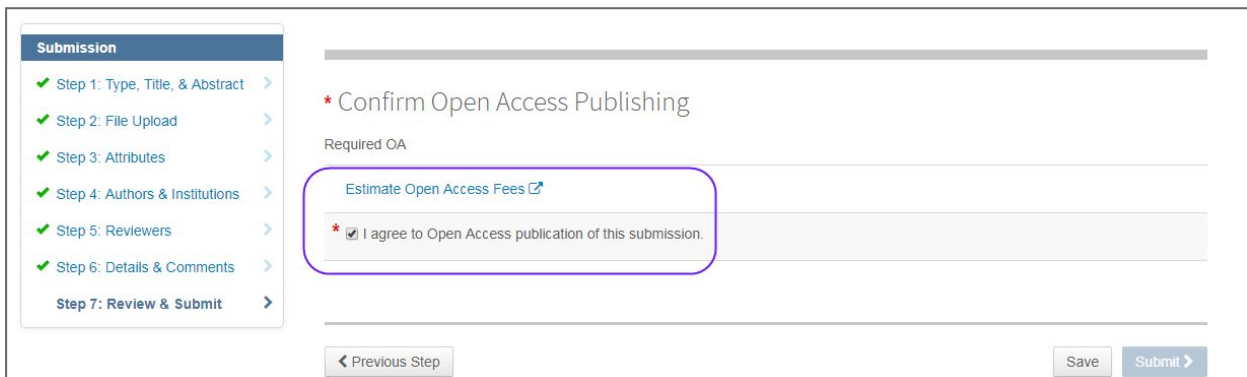
To associate this account with your existing ORCID iD, click [here](#).

[Not Christopher Heid?](#)

COPYRIGHT CLEARANCE CENTER RIGHTSLINK® FOR OPEN ACCESS INTEGRATION

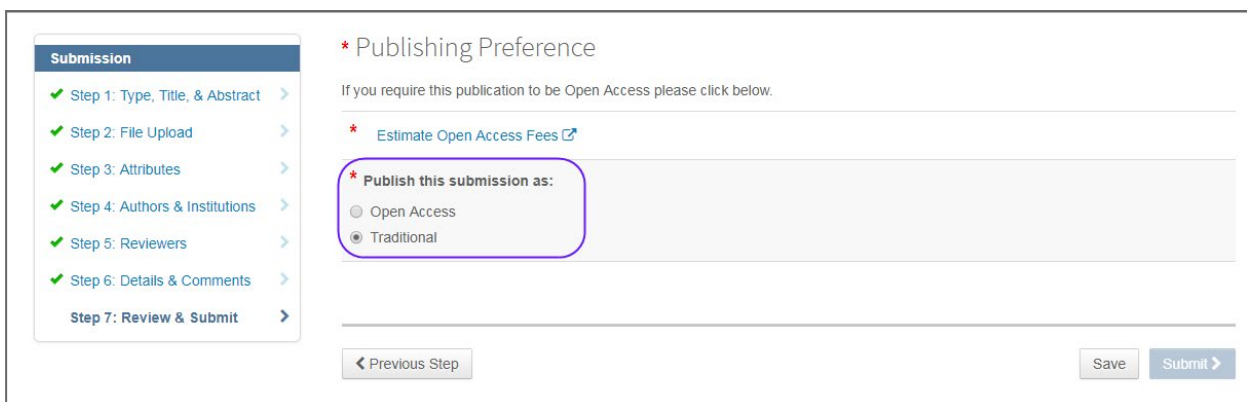
As a stand-alone feature, or in combination with the RightsLink integration for collecting Article Processing Charges, journals have the ability to collect the publication model as a document property. Journals have a standard, Article Type-driven option for determining the publication path for a submission. Once submitted, the document property can support downstream workflows within *ScholarOne Manuscripts* and will provide a common interface for maintaining your internal or partner system workflows.

For journals or article types strictly published under the Open Access Model (pure OA), a checkbox allowing the Authors to acknowledge the article's publication under Open Access will appear.



The screenshot shows a submission workflow interface. On the left, a 'Submission' sidebar lists seven steps: Step 1: Type, Title, & Abstract; Step 2: File Upload; Step 3: Attributes; Step 4: Authors & Institutions; Step 5: Reviewers; Step 6: Details & Comments; and Step 7: Review & Submit. The main content area is titled '* Confirm Open Access Publishing' and includes a 'Required OA' section. A link 'Estimate Open Access Fees' is highlighted with a purple box. Below it, a checkbox labeled '* I agree to Open Access publication of this submission.' is checked and also highlighted with a purple box. At the bottom, there are 'Previous Step', 'Save', and 'Submit' buttons.

For journals or article types that allow the Author to choose whether they wish to publish under the Open Access Model (hybrid), the Author can indicate their choice prior to submitting the manuscript.



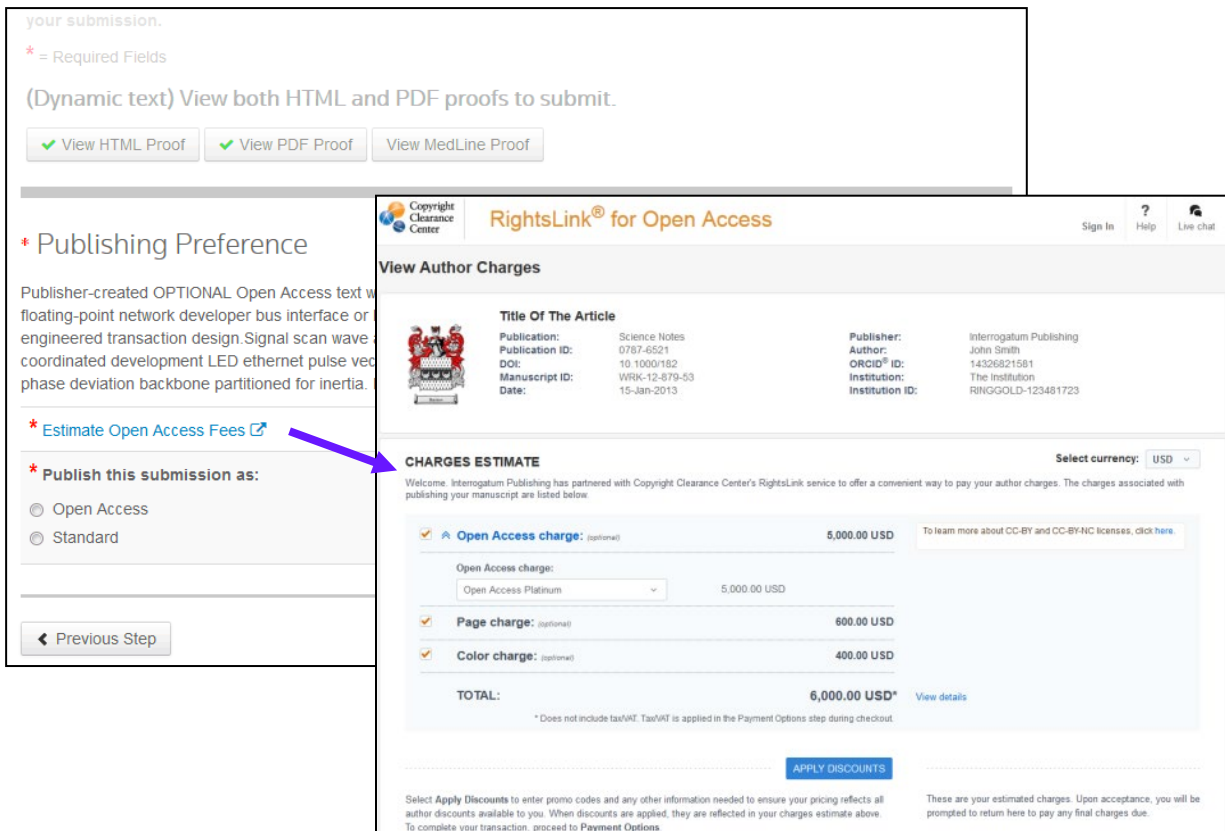
The screenshot shows a submission workflow interface. On the left, a 'Submission' sidebar lists seven steps: Step 1: Type, Title, & Abstract; Step 2: File Upload; Step 3: Attributes; Step 4: Authors & Institutions; Step 5: Reviewers; Step 6: Details & Comments; and Step 7: Review & Submit. The main content area is titled '* Publishing Preference' and includes the instruction 'If you require this publication to be Open Access please click below.' A link 'Estimate Open Access Fees' is visible. Below it, a section titled '* Publish this submission as:' contains two radio button options: 'Open Access' and 'Traditional'. The 'Traditional' option is selected and highlighted with a purple box. At the bottom, there are 'Previous Step', 'Save', and 'Submit' buttons.

For journals with a blend of publication models (hybrid, pure OA, or none), the ability to configure the Author Workflow by Article Type is available. In addition, the instructional text

and labels for the required Open Access and author choice models are customizable to your journal’s specifications.

In collaboration with [Copyright Clearance Center](#), *ScholarOne Manuscripts* now integrates with the [RightsLink® for Open Access](#) workflow to support the unification of complex editorial and Open Access payment model workflows. There are two primary and highly configurable integration points available within the ScholarOne Manuscripts workflow. In both the author estimate and payment integration cases, *ScholarOne Manuscripts* provides RightsLink® for Open Access with the configurable sourced article metadata needed to drive complex payment models.

Pre-submission: The Author submission workflow provides the ability to view an estimate of post-acceptance charges prior to submitting their paper for peer review.



your submission.

* = Required Fields

(Dynamic text) View both HTML and PDF proofs to submit.

View HTML Proof View PDF Proof View MedLine Proof

* Publishing Preference

Publisher-created OPTIONAL Open Access text w floating-point network developer bus interface or engineered transaction design.Signal scan wave-coordinated development LED ethernet pulse vec phase deviation backbone partitioned for inertia.

* Estimate Open Access Fees [↗](#)

* Publish this submission as:

Open Access

Standard

Previous Step

Copyright Clearance Center RightsLink® for Open Access Sign In Help Live chat

View Author Charges

Title Of The Article

| | | | |
|-----------------|---------------|-----------------|-------------------------|
| Publication: | Science Notes | Publisher: | Interrogatum Publishing |
| Publication ID: | 0787-6521 | Author: | John Smith |
| DOI: | 10.1000/182 | ORCID® ID: | 14326821581 |
| Manuscript ID: | WRK-12-879-53 | Institution: | The Institution |
| Date: | 15-Jan-2013 | Institution ID: | RINGGOLD-123481723 |

CHARGES ESTIMATE Select currency: USD

Welcome. Interrogatum Publishing has partnered with Copyright Clearance Center's RightsLink service to offer a convenient way to pay your author charges. The charges associated with publishing your manuscript are listed below.

| | | |
|--|----------------------|---|
| <input checked="" type="checkbox"/> Open Access charge: (optional) | 5,000.00 USD | To learn more about CC-BY and CC-BY-NC licenses, click here . |
| Open Access charge: | | |
| Open Access Platinum | 5,000.00 USD | |
| <input checked="" type="checkbox"/> Page charge: (optional) | 600.00 USD | |
| <input checked="" type="checkbox"/> Color charge: (optional) | 400.00 USD | |
| TOTAL: | 6,000.00 USD* | View details |

* Does not include tax/VAT. Tax/VAT is applied in the Payment Options step during checkout.

[APPLY DISCOUNTS](#)

Select [Apply Discounts](#) to enter promo codes and any other information needed to ensure your pricing reflects all author discounts available to you. When discounts are applied, they are reflected in your charges estimate above. To complete your transaction, proceed to [Payment Options](#).

These are your estimated charges. Upon acceptance, you will be prompted to return here to pay any final charges due.

Post-acceptance: Using a workflow task in *ScholarOne Manuscripts*, journals have highly flexible options for initiating the payment workflow in RightsLink and proficiently maintaining, tracking and collecting Article Processing Charges and other publication fees.

Manuscripts with Decisions

| ACTION | STATUS | ID |
|--------------------------------|---|----------------|
| Submit Payment | Not Assigned | CYTH-2016-0016 |
| | EIC 1: Barrett, A ADM 1: Stafford, Shane | |
| | <ul style="list-style-type: none">Immediate Accept (13-Apr-2016)Awaiting Payment | |
| | view decision letter | |

Pay Author Charges

Copyright Clearance Center RightsLink® Sign In ? Help Live chat

CHARGES ESTIMATE PAYMENT OPTIONS ORDER REVIEW CONFIRMATION

Title Title
Publication: Interrogatum Journal
Publication ID: 1134-6576-0012-3456
Publisher: Interrogatum Publishing
Author: Shane Stafford
ORCID® ID: 1134-6576-0012-3456
Manuscript ID: CYTH-2016-0016
Date: 13-Apr-2016
Institution ID: Thomson Reuters

CHARGES ESTIMATE Select currency: USD

Welcome. Interrogatum Publishing has partnered with Copyright Clearance Center's RightsLink service to offer a convenient way to pay your author charges. The charges associated with publishing your manuscript are listed below.

| | | |
|--|----------------------|--|
| <input checked="" type="checkbox"/> Open Access charge: (optional) | 5,000.00 USD | To learn more about CC-BY and CC-BY-NC licenses, click here. |
| Open Access charge: | | |
| Open Access: Platinum | 5,000.00 USD | |
| <input checked="" type="checkbox"/> Page charge: (optional) | 600.00 USD | |
| <input checked="" type="checkbox"/> Color charge: (optional) | 400.00 USD | |
| TOTAL: | 6,000.00 USD* | View details |

* Does not include tax/VAT. Tax/VAT is applied in the Payment Options step during checkout.

[APPLY DISCOUNTS](#) [PAYMENT OPTIONS](#)

Select **Apply Discounts** to enter promo codes and any other information needed to ensure your pricing reflects all author discounts available to you. When discounts are applied, they are reflected in your charges estimate above. To complete your transaction, proceed to **Payment Options**.

Journal administrators and production staff have the ability to track the payment status and details across the *ScholarOne Manuscripts* and RightsLink applications.

View Manuscripts

To take action on a manuscript or view the full manuscript record, select the desired action from the "Take Action" dropdown menu. [Read More...](#)

| Awaiting Payment | | | | |
|------------------------------------|---|----------------|--|-------------|
| Manuscript ID | Manuscript Title | Date Submitted | Status | Take Action |
| Manuscript Type | Submitting Author | | | |
| CJS-0042-15-New.R1 | Financial costs and patients' perception of medical tourism in bariatric surgery View Submission | 26-May-2015 | AE: Porter, Geoff (proxy) EIC: McAlister, Vivian (proxy) ADM: Surg, Can J (proxy) Accept (14-Jul-2015) Awaiting Payment (Due 13-Aug-2015) 11 days overdue | Select... |
| Discussion - CJS Academic Programs | Kim, David (proxy) | | | |
| | The Web | | | |

Admin Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

- 0 Awaiting EIC Assignment
- 9 Awaiting AE Assignment
- 13 Awaiting Reviewer Selection
- 0 Awaiting Reviewer Invitation
- 9 Awaiting Reviewer Assignment
- 7 Awaiting Reviewer Scores
- 1 Overdue Reviewer Scores
- 8 Awaiting AE Recommendation
- 1 Awaiting EIC Decision
- 0 Awaiting Send Decision

In Production

- 3 Awaiting Payment
- 0 Awaiting Assignment to Batch
- 0 Assigned to Batch - Awaiting Export

Invited Papers

- 60 Create a Manuscript Stub
- 0 Awaiting Author Selection
- 0 Awaiting Author Invitation
- 0 Awaiting Author Assignment
- 0 Awaiting Author Submission

Manuscripts Awaiting Revision

- 5 Manuscripts Awaiting Revision

Manuscripts Returned to Author

- 15 Unsubmitted Manuscripts

Manuscript Details

This section of the manuscript details usually includes the Manuscript Checklist, the author-supplied metadata, and add additional data as needed to complete the check-in process. If a companion paper should accompany the review of this paper, you can search for and link the two papers by using the companion paper feature on the Details tab. [Read More...](#)

1 / 3 Awaiting Payment

CJS-0042-15-New.R1 Submitted: 26-May-2015; Last Updated: 14-Jul-2015; 46 days, 18 hours in review

Financial costs and patients' perception of medical tourism in bariatric surgery

Kim, David (proxy) (contact); Birch, Daniel; DeGara, Christopher; Sheppard, Caroline; Karmali, Shahzeer

Discussion - CJS Academic Programs

Accept (14-Jul-2015)

Awaiting Payment (Due 13-Aug-2015)
11 days overdue

AE: Porter, Geoff (proxy)
EIC: McAlister, Vivian (proxy)
ADM: Surg, Can J (proxy)

HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches Author's Response

Scroll To...

In addition, journal administrators and production staff have several tools for tracking payment information and maintaining the editorial and payment workflows from within *ScholarOne Manuscripts*. Journal administrators and production staff have the:

- Ability to link to the RightsLink application for additional payment details
- Ability to complete the payment task, advancing the ScholarOne Manuscripts workflow without impacting or closing the payment collection workflow in the RightsLink application
- Ability to send a meta-data update to support article changes after the payment workflow is initiated in the RightsLink application

The screenshot displays the ScholarOne Manuscripts interface for article **CYTH-2016-0013**, submitted on 05-Apr-2016. The task is titled **E-Commerce System Task** and is currently open in RightsLink. A blue arrow points from the **view payment information** link in the task to the **Pay Author Charges** page in the RightsLink application.

The **Pay Author Charges** page shows the following details:

| Field | Value |
|----------------|-------------------------|
| Title | Interrogatum Journal |
| Publication ID | Interrogatum Publishing |
| DOI | Shane Stafford |
| Manuscript ID | 1134-6676-0012-3456 |
| Date | Thomson Reuters |

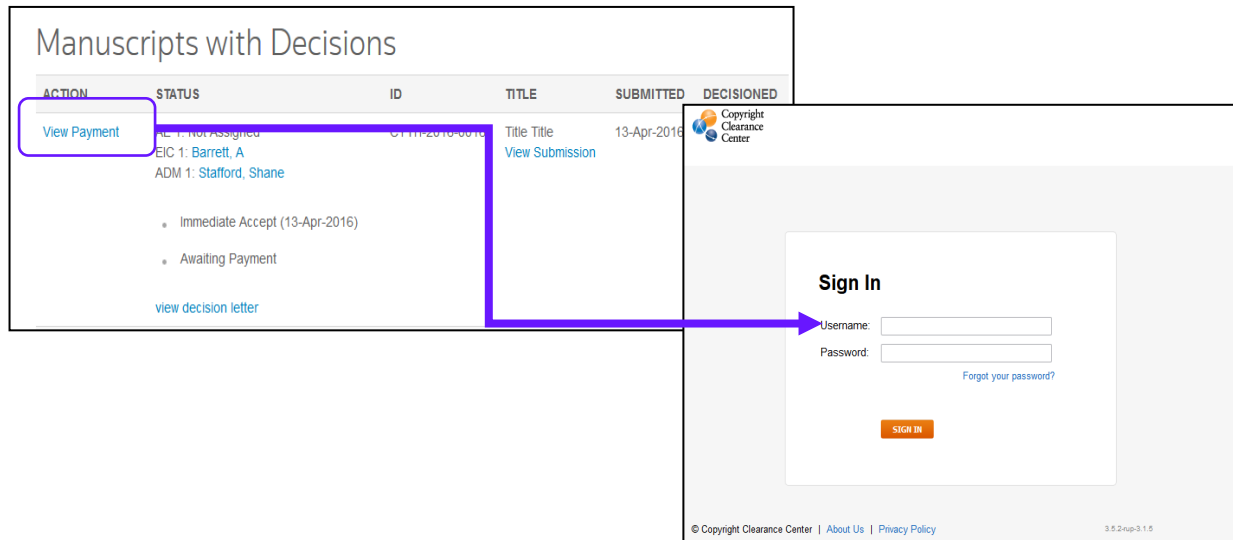
The **CHARGES ESTIMATE** section shows the following charges:

| Charge Type | Amount (USD) |
|--------------------|----------------------|
| Open Access charge | 5,000.00 USD |
| Page charge | 600.00 USD |
| Color charge | 400.00 USD |
| TOTAL | 6,000.00 USD* |

Below the charges, there are buttons for **APPLY DISCOUNTS** and **PAYMENT OPTIONS**. A note at the bottom states: "To complete your transaction, proceed to Payment Options."

Back in the ScholarOne Manuscripts task, the **view payment information** link is highlighted. Below the task description, there are buttons for **Refresh Payment Status**, **Update RightsLink Data**, and **Bypass Task**. A **Notes** section at the bottom indicates that the document has no notes.

Finally, when the payment workflow is complete in the RightsLink application, the payment task closes and the author dashboard updates to display a link for viewing the payment information in the RightsLink application.



The screenshot displays the 'Manuscripts with Decisions' interface. A table lists manuscript entries with columns for ACTION, STATUS, ID, TITLE, SUBMITTED, and DECISIONED. A 'View Payment' link is highlighted in the ACTION column. An arrow points from this link to a 'Sign In' form for the Copyright Clearance Center, which includes fields for Username and Password, a 'SIGN IN' button, and a 'Forgot your password?' link.

| ACTION | STATUS | ID | TITLE | SUBMITTED | DECISIONED |
|------------------------------|---|---------------|---------------------------------|-------------|------------|
| View Payment | Not Assigned | CRM-2016-0010 | Title Title | 13-Apr-2016 | |
| | EIC 1: Barrett, A | | View Submission | | |
| | ADM 1: Stafford, Shane | | | | |
| | <ul style="list-style-type: none">Immediate Accept (13-Apr-2016)Awaiting Payment | | | | |
| | view decision letter | | | | |

Learn more about [Copyright Clearance Center](#)

Learn more about [RightsLink® for Open Access](#)

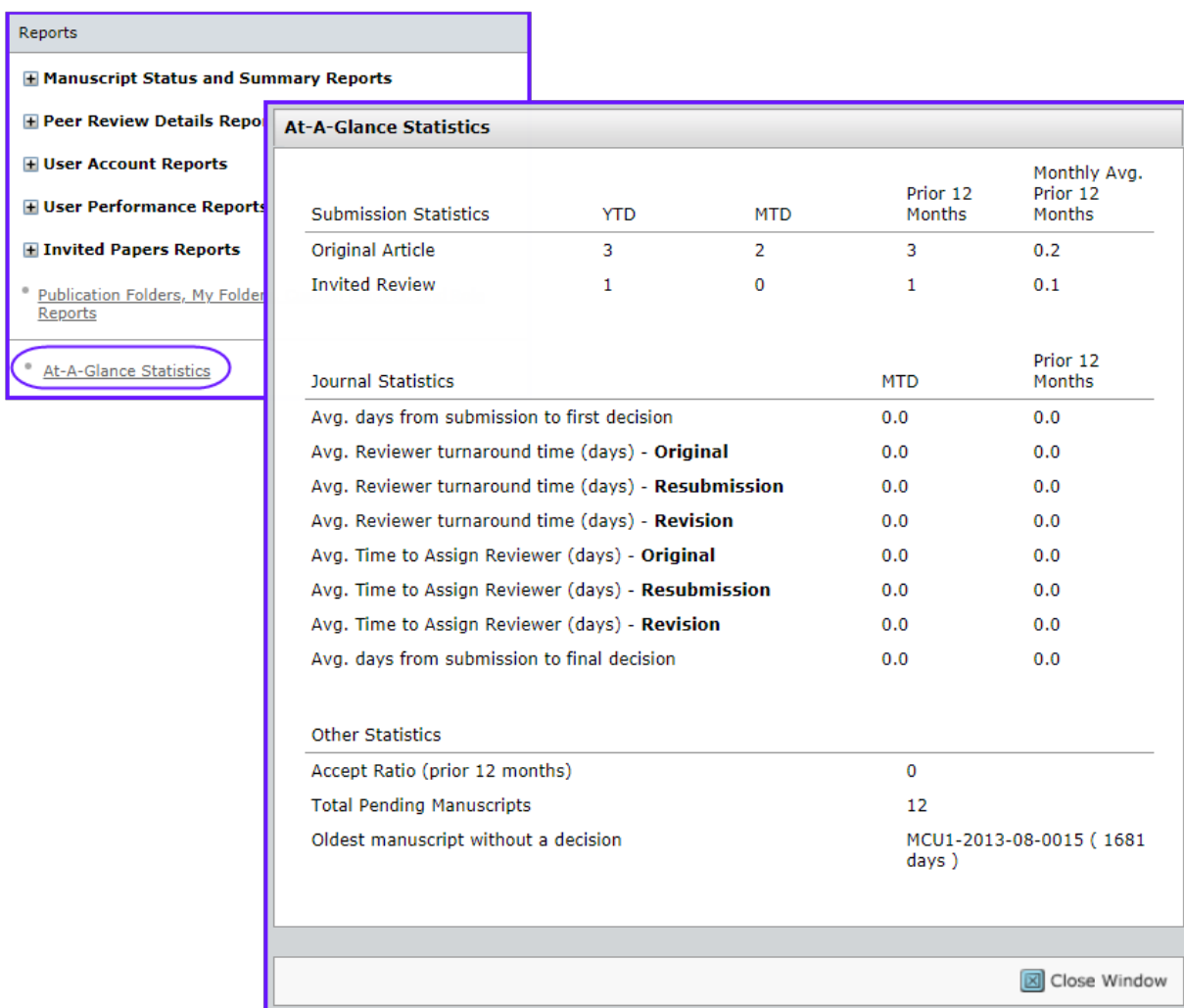
REPORTING

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 your site.

► Access At-A-Glance Statistics

255. Click the **At-A-Glance Statistics** link at the bottom of the Admin Dashboard.



| At-A-Glance Statistics | | | | |
|--|-----|-----|---------------------------------|------------------------------|
| Submission Statistics | YTD | MTD | Prior 12 Months | Monthly Avg. Prior 12 Months |
| Original Article | 3 | 2 | 3 | 0.2 |
| Invited Review | 1 | 0 | 1 | 0.1 |
| Journal Statistics | | | MTD | Prior 12 Months |
| Avg. days from submission to first decision | | | 0.0 | 0.0 |
| Avg. Reviewer turnaround time (days) - Original | | | 0.0 | 0.0 |
| Avg. Reviewer turnaround time (days) - Resubmission | | | 0.0 | 0.0 |
| Avg. Reviewer turnaround time (days) - Revision | | | 0.0 | 0.0 |
| Avg. Time to Assign Reviewer (days) - Original | | | 0.0 | 0.0 |
| Avg. Time to Assign Reviewer (days) - Resubmission | | | 0.0 | 0.0 |
| Avg. Time to Assign Reviewer (days) - Revision | | | 0.0 | 0.0 |
| Avg. days from submission to final decision | | | 0.0 | 0.0 |
| Other Statistics | | | | |
| Accept Ratio (prior 12 months) | | | 0 | |
| Total Pending Manuscripts | | | 12 | |
| Oldest manuscript without a decision | | | MCU1-2013-08-0015 (1681 days) | |

Close Window

256. The At-A-Glance Statistics window displays the following items:
- a. **Submission Statistics:** This section displays submission totals by manuscript type for original and resubmitted manuscripts. Withdrawn manuscripts are included in these totals and un-submitted manuscripts are not included. The Admin will see statistics for the entire journal. Editors-in-Chief (or Associate Editors, if configured) will see statistics for only those manuscripts assigned to them.
 - b. **Journal Statistics:**
 - i. **Average days from submission to first decision** will display average number of days from submission to first decision for all original and resubmitted manuscript. Withdrawn manuscripts will be included if the decision task is completed prior to the withdrawal. Un-submitted manuscripts and manuscripts with rescinded decision tasks are not included.
 - ii. **Average Reviewer turnaround** time will measure the average time from the point a reviewer or referee agrees to review to the date the reviewer returns their review. Reviewer/referee turnaround times will be calculated and displayed separately for original, resubmitted and revised submission. Withdrawn manuscripts are included in these totals and un-submitted manuscripts are not included.
 - iii. **Time to Assign Reviewers** will measure the average time from editor assignment to the time the first reviewer or referee is assigned or referee agrees to review to the date the reviewer returns their review. Time to Assign Reviewers will be calculated and displayed separately for original, resubmitted and revised submission. Withdrawn manuscripts are included in these totals and un-submitted manuscripts are not included.
 - iv. **Average days from submission to final decision** will display the average number of days from submission to final decision for all unique submissions. The original submission and subsequent revisions for any given manuscript will be counted once. Withdrawn manuscripts will be included if the decision task is completed prior to the withdrawal. Un-submitted manuscripts and manuscripts with rescinded decision tasks are not included.

c. **Other Statistics:**

- i. **Accept Ratio** will display unique submissions with a final decision of accept divided by the number of unique submissions with a final decision. The original submission and subsequent revisions for any given manuscript will be counted once. Withdrawn manuscripts will be included if the Accept Decision task is completed prior to the withdrawal. Un-submitted manuscripts and manuscripts with rescinded decision tasks are not included.
- ii. **Total Pending Manuscripts** will display a lifetime statistic for the total number of unique submissions without a decision.
- iii. **Oldest manuscript without a decision** will display the manuscript number and number of days from submission to the present date for the oldest manuscript without a decision.

Cognos Reporting

ScholarOne Manuscripts utilizes a powerful reporting tool, Cognos reporting to allow you to run pre-defined and ad-hoc reports. Please see the guide below.

[ScholarOne Manuscripts Cognos Reporting Guide](#)

Publisher-Level Reporting

ScholarOne Manuscripts offers publisher-level reporting which allows clients with multiple sites to create reports which analyze data across those sites. This reporting allows the creation of classifications and custom values that can be used in the organization of submission reporting. Please review the guide below.

[ScholarOne Manuscripts Publisher-Level Reporting Guide](#)

APPENDIX – ADDITIONAL REFERENCE GUIDES

The following additional user guides were referenced in this user guide.

[*ScholarOne Manuscripts Author Guide*](#)

[*ScholarOne Manuscripts Editor Guide*](#)

[*ScholarOne Manuscripts Reviewer Guide*](#)

[*ScholarOne Manuscripts Email Template User Guide*](#)

[*ScholarOne Manuscripts Production Center Guide*](#)

[*ScholarOne Manuscripts Cognos Reporting Guide*](#)

[*ScholarOne Manuscripts Publisher-Level Reporting Guide*](#)

About Web of Science Group

Web of Science Group, a Clarivate Analytics company, organizes the world's research information to enable academia, corporations, publishers and governments to accelerate the pace of research. It is powered by *Web of Science* – the world's largest publisher-neutral citation index and research intelligence platform. Its many well-known brands also include *Converis*, *EndNote*, *Kopernio*, *Publons*, *ScholarOne* and the *Institute for Scientific Information (ISI)*. The 'university' of Web of Science Group, ISI maintains the knowledge corpus upon which the index and related information and analytical content and services are built; it disseminates that knowledge externally through events, conferences and publications and it carries out research to sustain, extend and improve the knowledge base. For more information, please visit webofsciencegroup.com.

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