ScholarOne Manuscripts ™

Publisher Level Reporting Guide

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PUBLISHER-LEVEL REPORTING OVERVIEW

Publisher-level reporting 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. Additional standard reports will be added to Publisher-Level Reporting in the near future.

ACCESSINGING THE PUBLISHER-LEVEL REPORTS

Publisher-level reports are accessed by first obtaining reporting permissions to a portal level. To request reporting permissions, please contact ScholarOne.

Once you log in to the portal level, you will notice a **Reports Dashboard** link.

	Topics in Stultiloquence
Journal	Journal of Selected Topics in Stultiloquence
Abbreviation: Current journal na	

The Reports Dashboard is divided into two sections:

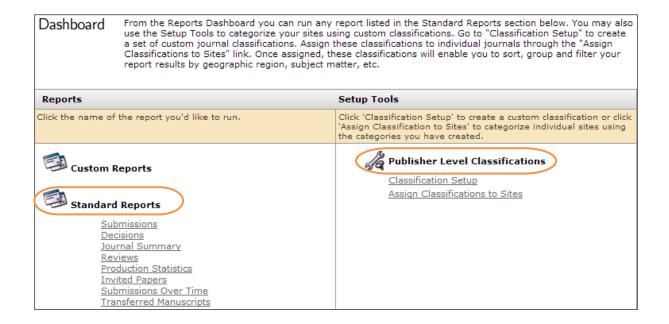
The Reports section contains links for:

- **Custom Reports**: Your legacy portal-level reports (which have been re-built in Cognos as part of this project)
- **Standard Reports**: The new publisher-level reports which will utilize the new custom classification system

The Setup Tools section contains two links:

- The **Classification Setup** link provides the necessary tools to create custom journal classifications
- The **Assign Classifications to Sites** link is where journals can be assigned specific classifications







SETUP TOOLS

SETTING UP CUSTOM JOURNAL CLASSIFICTIONS

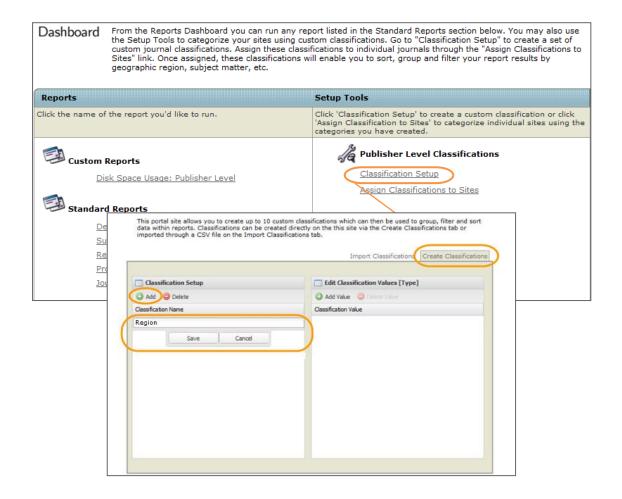
The custom classification and journal assignment features built into publisher-level reporting provide a powerful tool for analyzing data across your portfolio of journals. Once you have assigned classifications to journals within your portfolio, you can use these classifications for grouping and filtering report data. For example, if you needed a report comparing submission counts between your traditional and Open Access journals, you would simply create a classification denoting which journals were Open Access and which were not. Cognos does the rest, aggregating data for each category to return an easy-to-read report.

To begin setting up your portal's classifications, click the **Classification Setup** link under **Setup Tools** on the **Reports Dashboard**. The Classification Setup page offers two options for users trying to create or edit custom classifications. The **Create Classifications** tab contains a simple interface for adding, editing and deleting classifications and values. The **Import Classifications** tab allows you to upload classifications and values in a CSV file.

Option 1: Create Classifications

Click **Classification Setup** in the Publisher Level Classifications section. The **Create Classification** tab will display. Click the **Add** button under **Classifications Setup** on the left-hand table. This will bring up an editable row where you can enter the name of your first classification. In the example below, the user is creating a classification named "Region". To complete the classification click **Save** or, to remove the editable row without saving, click **Cancel**. Additional classifications may be created by repeating this process. The application supports up to 10 different classifications.





Once a classification has been created, you can add its underlying values in the **Edit Classification Values** table to the right. Choose the classification for which you would like to add values by selecting it from the list. The selected value will be highlighted. In the example below the user is adding values for the Subject classification.



Classification Setup	Edit Classification Values [Subject]
📀 Add 🤤 Delete	O Add Value O Delete Value
Classification Name	Classification Value
Open Acess	Computers
Society Owned	Electronics
Subject	Engineering
Transactions	Imaging
	Magnets
	Signal Processing
	Save Cancel

Classifications values are added in the same manner as Classification names. Once the classification is selected, click the **Add** button on the **Edit Classification Values** table. This will bring up an editable row where you can enter the name of your first value. Click **Save** to complete the value. By repeating this process you can add up to 100 different values per classification.

Please note that classification names and values **cannot** contain commas.

To delete an item, simply select it from its respective list and hit the **Delete** button. Note that deleted items are permanently removed and deleting a classification name will delete all its underlying values.



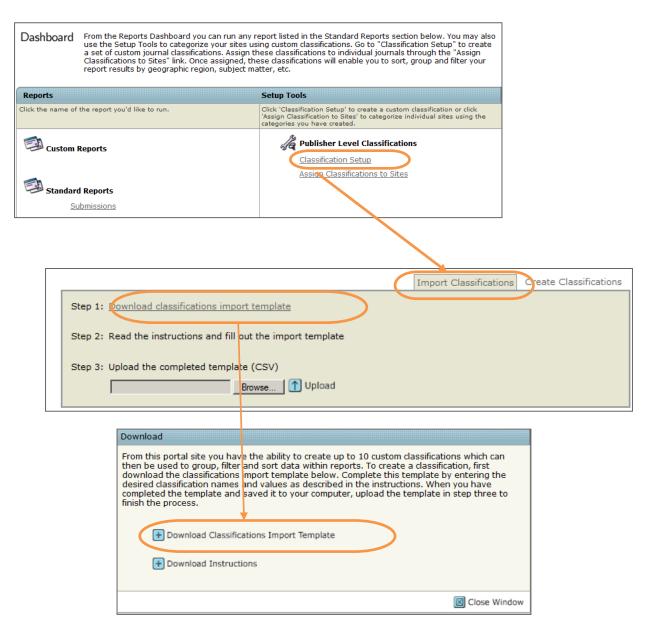
Add Value O Delete ssification Value a ope th America				
a ope				
ope				
th America				
South America				
Save Cancel				

To edit an existing classification name or underlying value simply double click the item to make it editable, make the desired changes and click **Save**. Note that editing a classification name will not change any of the underlying values and editing an underlying value will not remove any of its journal assignments.

Option 2: Import Classifications

Importing classifications via a CSV template is also supported. To begin, click the **Classification Setup** link under **Setup Tools** on the **Reports Dashboard**. Here, you will be prompted to complete a three-step process. To complete the first step, click the **Download classifications import template** link.





This will open a CSV template on your computer. Fill out the template by entering your desired classifications and saving the file to your computer in CSV format. The example shown below depicts the blank template as it will initially appear as well as a completed template. In this example, there are three classifications: Region, Open Access (Y/N) and Subject (see column C). To the right of each classification, are the desired values for each classification.



			A		В		C	D		E	F	G	н	1
1	Por	tal :	Short Name	Classifi	cation Tag	Classific	ation Name	Value1	Value	2	Value3	Value4	Value5	Value6
2	sch	olar	oneportal	CLASSIF	ICATION1									
3	sch	olar	oneportal	CLASSIF	ICATION2									
4	sch	olar	oneportal	CLASSIF	ICATION3									
5	sch	olar	oneportal	CLASSIF	ICATION4									
6			oneportal	CLASSIF	ICATION5									
7	sch	olar	oneportal	CLASSIF	ICATION6	_					F	F		1
8	sch	10.00	A		B		C		D	-			G	н
9	sch	1	Portal Shor	t Name	Classificati		Classificatio	on Name	Value1		Value2	Value3	Value4	Value5
10	sch	2	scholarone	portal	CLASSIFICA	TION1	Region		North Ame	rica	South America	Europe	Middle East	Africa
11	sch	3	scholarone	portal	CLASSIFICA	TION	Open Acces	ss (Y/N)	Yes		No			
-	-	4	scholarone	portal	CLASSIFICA	TION3	Subject		Medicine		Chemistry	Physics	Economics	Psycholo
		5	scholarone	portal	CLASSIFICA	TION4				-	40			
		6	scholarone	portal	CLASSIFICA	TION5								
		7	scholarone	portal	CLASSIFICA	TION6								
		8	scholarone	portal	CLASSIFICA	TION7								
		9	scholarone	portal	CLASSIFICA	TIONS								
		10	scholarone	portal	CLASSIFICA	TION9								
		11	scholarone	portal	CLASSIFICA	TION10								

The Classification Import template supports up to **10** different classifications with each classification supporting **100** distinct values.

Please note that classification names and values cannot contain commas.

Once the classifications import template is saved to your computer use the **Browse** button in **Step 3** to locate the file and upload. A status message will appear letting you know the upload was successful or that the upload failed and corrections need to be made to the file. If corrections are needed, location information for each error in the file will be included in the message.

From this portal site you have the ability to create up to 10 custom classifications which can then be used to group, filter and sort data within reports. To create a classification, first download the classifications import template below. Complete this template by entering the desired classification names and values as described in the instructions. When you have completed the template and saved it to your computer, upload the template in step three to finish the process.
Step 1: Download classifications import template
Step 2: Read the instructions and fill out the import template
Step 3: Upload the completed template (CSV) Browse Dupload

After your initial upload of classifications you can continue to upload new classifications and values until you reach the maximum of 10 classifications, simply download a new template, add the desired additional classifications after the existing classifications in the file, and upload again. New classifications and values must be added **after** existing values as seen in the example below.



Portal Short Name	Classification Tag	Classification Name	Value1	Value2	Value3	Value4	Value5	Value6	Value7
scholaroneportal	CLASSIFICATION1	Region	North America	South America	Europe	Middle East	Africa	Asia	Australia
scholaroneportal	CLASSIFICATION2	Open Access (Y/N)	Yes	No					
scholaroneportal	CLASSIFICATION3	Subject	Medicine	Chemistry	Physics	Economics	Psychology	Biology)
scholaroneportal	CLASSIFICATION4	Director	John Smith	Jane White)			\sim	
scholaroneportal	CLASSIFICATION5								
scholaroneportal	CLASSIFICATION6								
scholaroneportal	CLASSIFICATION7								

Editing or removing any existing values in the template will cause the upload to fail. If you need to delete or rename a classification or value, please use the Create Classifications function described in Option 1 above.

ASSIGNING CLASSIFICATIONS TO SITES

With your portal's custom classifications setup, you are ready to assign values to specific journals. To do this, navigate back to the **Reports Dashboard** and click the **Assign Classifications to Journal** link. The Assign Classifications to Journal page offers two options for assigning classifications, Make Assignments and Import Assignments. The **Make Assignments** tab offers a simple interface for linking underlying classification values to individual journals on the portal. You may also **Import Assignments** using a CSV file.



Option 1: Make Assignments

		Setup Tools	5				
lick the name of the re	eport you'd like to run.	'Assign Class	Click 'Classification Setup' to create a custom classification or click 'Assign Classification to Sites' to categorize individual sites using the categories you have created.				
Custom Repor	ts	da P	ublisher Level Cla	ssifications			
Disk Spa	ace Usage: Publisher Level	<u>C</u>	lassification Setup				
Standard Rep			ssign Classifications	to Sites			
<u>Decision</u> Submiss							
Reviews							
	on Statistics						
Journal S	Summary			\mathbf{i}			
				Import Assig	nments Make Assign		
Take Assignments				Import Assign	nments Make Assign		
Make Assignments Search Journal Name:		٩		Import Assig	nments Make Assign		
	Journal Name	오 Journal Short Name	Region	Import Assign	For Testing		
Search Journal Name:	Journal Name Custom Question Master		Region Asia				
Search Journal Name: Portal Short Name		Journal Short Name		Туре	For Testing		
Search Journal Name: Portal Short Name nastersites	Custom Question Master	Journal Short Name	Asia	Type Chemistry Physics	For Testing Item1		
Search Journal Name: Portal Short Name mastersites mastersites	Custom Question Master Diagnostic Test Accuracy Reviews –	Journal Short Name	Asia Europe	Type Chemistry Physics	For Testing Item 1 Item 2		
Search Journal Name: Portal Short Name nastersites nastersites	Custom Question Master Diagnostic Test Accuracy Reviews – Prod4 Master Portal	Journal Short Name prod4-cqmaster jsqa1 prod4_port_master	Asia Europe	Type Chemistry Physics	For Testing Item 1 Item 2 Item 3		
Search Journal Name: Portal Short Name nastersites nastersites nastersites nastersites	Custom Question Master Diagnostic Test Accuracy Reviews – Prod4 Master Portal Prod4-DR	Journal Short Name prod4-cqmaster jsqa1 prod4_port_master prod4-dr	Asia Europe (none)	Type Chemistry Physics	For Testing Item1 Item2 Item3 Item4*		
Search Journal Name: Portal Short Name nastersites nastersites nastersites nastersites nastersites	Custom Question Master Diagnostic Test Accuracy Reviews – Prod4 Master Portal Prod4-DR QA - Red Site	Journal Short Name prod4-cqmaster jsqa 1 prod4_port_master prod4-dr prod4-qared	Asia Europe (none) Asia	Type Chemistry Physics	For Testing Item1 Item2 Item3 Item4* Item5*,		
Search Journal Name: Portal Short Name nastersites nastersites nastersites nastersites nastersites nastersites	Custom Question Master Diagnostic Test Accuracy Reviews – Prod4 Master Portal Prod4-DR QA - Red Site Red	Journal Short Name prod4-cqmaster jsqa1 prod4_port_master prod4-dr prod4-qared prod4-red	Asia Europe (none) Asia Europe	Type Chemistry Physics	For Testing Item 1 Item 2 Item 3 Item 4" Item 5", Item 6", "fc"m"s" 3"s"		

The **Make Assignments** tab displays a table containing all journals within the portal. The full name and short name for each journal are provided along with columns for each of the classifications currently saved to the portal. To change the value assigned to a specific journal, simply double-click the existing value (or empty cell when there is no existing assignment) and a drop down menu will appear with the current values available for the selected classification. Select the desired assignment for the journal. Assignments are saved automatically. To remove an assignment from a journal and leave it unassigned, select the "(none)" option.



The **Make Assignments** tab includes search functionality to help you locate specific journals on the portal. Simply enter the desired search term and click the magnifying glass. Only those journals with the search term in their full name will be displayed. Standard paging controls are also included to help manage large portal sites.

Note: Classifications, their underlying values and journal assignments are shared by all users across the portal. Any changes made will affect all reports run on the portal. While classifications and assignment are saved automatically, they can take up to 4 hours to be reflected in Cognos.

lake Assignments			-			
earch Journal Name:	Search Term	P				
Portal Short Name	Journal Name	Journal Short Name	Region	Туре	For	Testing
nastersites	Custom Question Master	prod4-cqmaster	Asia	Chemistry	Iten	n1
nastersites	Diagnostic Test Accuracy Reviews -	jsqa1	Europe	Physics	Iten	n2
nastersites	Prod4 Master Portal	prod4_port_master			Iten	n3
nastersites	Prod4-DR	prod4-dr			Iten	n4*
nastersites	QA - Red Site	prod4-gared			Iten	n5*,
nastersites	Red	prod4-red			Iten	n6", "fc"m"s"3"s"
nastersites	Journal of Neuroscience	prod4-jneurosci			Iten	n7ÄÄÅÆÇ˶
nastersites	Workflow 0	prod4-workflow0			Iten	n8
nastersites	Workflow 1	prod4-workflow1			Iten	n8
nastersites	Workflow 4	prod4-workflow4				
nastersites	Workflow 7	prod4-workflow7				
nastersites	workflow7email	prod4-workflow7ema	il			
ersites ersites ersites	Workflow 1 Workflow 4 Workflow 7	prod4-workflow1 prod4-workflow4 prod4-workflow7	d			



Additional Features on the Make Assignments Tab

On the **Make Assignments** tab, moving your mouse over a column header will bring up an arrow. Click this arrow to bring up additional options.

The **Sort Ascending** and **Sort Descending options** allow you to sort the table using any of the classifications.

For the **Columns** option, un-checking any item in the list will hide that specific column.

The **Lock** feature allows gives the ability to lock any column to the left side of the screen.

Make Assignments										
Search Journal Name:			ρ							
Journal Name	Journal Short Name	Open Access	▼ R	egion	Socie	ty Titl	e	Test Case	1	Color Tes
Canadian Journal of Surgery	cjs	No	≜ ↓	Sort Ascending					Black	
CMAJ	cmaj	Yes				Brown				
CMAJ Open	cmaj-open	Yes	Z↓	Sort Descending		Yellow				
Journal of Psychiatry and Neuros	cier jpn					L				
				Columns	►		Open /	Access		
			-	Unlock		Region				
				ONIOCI		V	Society	y Title		
				Lock		V	Test C	ase 1		
						V	Color T	Test		
						V	Shape	Test		
						V	Manag	er		
						V	Test 2			
								_		
Page 1 of 1		•					I			



Make Assignments				Open Access open Access open Access open Access open and the left s		
Search Journal Name:			2	the screen		
Journal Name	Journal Short Name	Open Access	Region	Society Title	Test Case 1	Color Tes
Canadian Journal of Surgery	cjs	No	North America	No		Black
CAMC	cmaj	Yes	North America	No	Brown	
CMAJ Open	cmaj-open	Yes	North America	Yes	Yellow	
lournal of Psychiatry and Neuros	cier jpn			Yes		

Option 2: Import Assignments

From the **Reports Dashboard**, click the **Assign Classifications to Sites** link and click the **Import Assignments** tab.



You will complete a three step process similar to the one you used to create your custom classifications.



Custom Classifications created on the Classification Setup pa Center can be assigned to individual journals here. The Impo in CSV format, fill out your classification assignments for jour changes.	rt Classifications tab allows you to download a template
	Import Assignments
Step 1: <u>Download the assignment import template</u> Step 2: Read the instructions and fill out the import template	
Step 3: Upload the completed template (CSV)	ScholarOne Manuscripts - Windows Internet Explorer provided by Thomson Reuters
	http://mc-beta.manuscriptcentral.com/wiley_parent?NEXT_PAGE=ASSIGN_CLASSIFICATIONS_POPUP&&CURRENT_ROLE_ID=44456&
Browse Dupload ScholarOne Manuscripts [™] v4.10.0 (patent #7,257,767 and #7,23,6 ScholarOne Manuscripts is a trademark of ScholarOne, Inc. Schorr	
🎔 Follow ScholarOne or	Download
Terms and Conditions of Use - ScholarOne P	To import journal classification assignments to your portal download the assignment import template below, make the desired changes and save the file in .CSV format. Complete the
Admin: <u>configure instruc</u> i	import by selecting the file location of the saved template in Step 3 and clicking the Upload byton. The resource file displays the journal classifications currently set up for your portal which will help you complete the classification assignment template.
	Download Assignment Import Template
	Download Resource File
	Download Instructions
	Close Window

The names of classifications uploaded to the portal will be pre-populated with 10 rows for each journal under the portal, one row for each possible classification. You simply complete the template by entering the **Classification Value** you would like to assign to each journal on the portal (one value per classification). The example shown below depicts a blank Assignment Import template, as it will initially appear, as well as completed template.

Portal Short Name	Journal Name	Journal Short Name	Classification Tag Classification Name Classification Value
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification1 Region
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification2 Open Access (Y/N)
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification3 Subject
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification4
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification5
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification6
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification7
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification8
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification9
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification10



Portal Short Name	Journal Name	Journal Short Name	Classification Tag	Classification Name	Classification Value
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification1	Region	North America
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification2	Open Access (Y/N)	Yes
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification3	Subject	Psychology
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification4		
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification5		
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification6		
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification7		
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification8		
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification9		
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification10		

All classification values entered into the template must match those saved on the site. You can use the **Resource File** provided on the **Download** page to look up the available classifications for your portal. The Resource file is a copy of the template used to upload the current classifications on the portal and can be downloaded as a reference while making assignments.

Download
To import journal classification assignments to your portal download the assignment import template below, make the desired changes and save the file in .CSV format. Complete the import by selecting the file location of the saved template in Step 3 and clicking the Upload button. The resource file displays the journal classifications currently set up for your portal which will help you complete the classification assignment template.
Download Assignment Import Template Download Resource File Download Instructions
Close Window

Once the assignment import template is completed and saved to your computer as a CSV file, use the **Browse** button in **Step 3**, to locate the file and upload. A status message will appear letting you know either the upload was successful or that corrections need to be made to the file. If corrections are needed, location information for each error in the file will be included in the message.



Import Assignments
Step 1: Download the assignment import template
Step 2: Read the instructions and fill out the import template
Step 3: Upload the completed template (CSV)
Browse TUpload

To make changes to your portal's current assignments simply download the assignment Import template, make the desired changes and upload the revised file. Please note that it may take up to 4 hours for uploaded assignments to be reflected in Cognos.



VIEWING THE REPORTS DASHBOARD

RUNNING CUSTOM REPORTS

The Custom Reports section will only contain reports if there were custom reports created for the Publisher.

RUNNING STANDARD REPORTS

Once you have set-up custom classifications to your portal and made your desired journal assignments, you are ready to run one of the **Standard Reports**. To begin, navigate to the Standard Reports section of the Reports Dashboard and click the link for the report you would like to run. The selection criteria page for the selected report will open. The following sections describe each of the Standard Reports: **Submissions**, **Decisions, Reviews, Production Statistics and Journal Summary**, in more detail.





Submissions Report

From the selection criteria page, you can customize the Submissions report using the following features:

- **Group by** Aggregate manuscript submissions by either the country of the submitting author or any of the custom classifications assigned to journals in the portal
- Submission Date Limit report results to a specific time period
- **Include** Include or filter out specific manuscript submission types. Filter for original submissions, resubmissions and revisions
- Filter on Filter report data based on any of the custom journal classifications available

Report Name:	Submissions Report	
Description:	The Submissions Report aggregates manuscript submission data across all journal sites linked to this portal providing quick access to summary performance metrics. Use the custom grouping and fittering options below to focus the report on specific journal classifications, submission types and time periods.	
Group by:	C Open Access (Y/N) C Manager C Business Unit	Dpen Access (Y/N) No Yes Select al Deselect al Manager Business Unit
Submission Date:	From: Jan 18, 2012 Jan 18, 2012 Jan 18, 2013 Jan 18, 2013 Jan 18, 2013 Jan 18, 2013	
Include:	 ♥ Original Submissions ♥ Revisions ♥ Revisions Select all Deselect all 	
Cancel < Back	Next > Finish	



Once you have made your desired changes to the selection criteria, click the **Finish** button to generate your report.

The resulting Submissions Report aggregates manuscript submission data across all the journals in the portal according the selections made on the selection criteria page. In this example the user has grouped by Country of Submitting Author. Data columns contained in the report include:

- **# of Submissions** For each submission type selected on the selection criteria page (original, resubmission, revision), the report will have a column showing the related submission count. For example, if you include original submissions and revisions but not resubmissions, your report will contain the # of Submissions column for both original submissions and revisions but not resubmissions.
- % of Total Corresponding to the # of Submissions column, this field provides the percent of submissions each group represents. For example, in the example below, authors from the United States submit 11.4% of original manuscripts across the portal, but 27.7% of resubmissions
- Total Submissions The sum of all submissions included in the report
- Final Accept The number of included submission with a final accept decision
- Final Reject The number of included submission with a final reject decision
- **Reject Without Review** The number of included submissions with a final reject decision and no completed reviews
- In Process The number of included submission without a final decision
- Accept Rate (%) The number of submissions with a final accept decision as a percent of submissions with either a final accept or final reject decision



omissions Included	l: Original Submiss	sions, Resubmiss	ions		🔁 Keep this	version 🔻	•	ta 🖪 🔻 🧯	i - 📑 /	Add this report 🔻
te Submitted: On o										
Country	# of Submissions (Original)	% of Total (Original)	# of Submissions (Resubmissions)	% of Total (Resubmissions)	Total Submissions (Original Submissions, Resubmissions)	Final Accept	Final Reject	Reject Without Review	In Process	Accept Rate
Syrian Arab Republic	3	0.01670286	0	0	3	0	1	0	2	0
<u>Taiwan</u>	442	2.46088748	4	2.25988701	446	7	284	0	155	2.40549828
Tanzania, United Republic of	1	0.00556762	0	0	1	0	1	0	0	0
<u>Thailand</u>	67	0.37303045	1	0.56497175	68	0	50	0	18	0
<u>Tonqa</u>	1	0.00556762	0	0	1	0	0	0	1	
Trinidad and Tobago	3	0.01670286	0	0	3	0	3	0	0	0
<u>Tunisia</u>	115	0.64027615	0	0	115	1	75	0	39	1.31578947
Turkey	520	2.89516174	2	1.1299435	522	2	358	0	162	0.55555556
<u>Uqanda</u>	5	0.02783809	0	0	5	0	2	0	3	0
Ukraine	15	0.08351428	0	0	15	0	8	0	7	0
United Arab Emirates	27	0.15032571	0	0	27	0	16	0	11	0
United Kingdom	1,076	5.99075775	11	6.21468927	1,087	100	609	0	378	14.10437236
United States	2,041	11.36350983	49	27.68361582	2,090	92	1,171	0	827	7.32484076
United States Minor Outlying Islands	1	0.00556762	0	0	1	0	0	0	1	
Uruquay	5	0.02783809	0	0	5	0	3	0	2	0
<u>Uzbekistan</u>	1	0.00556762	0	0	1	0	0	0	1	
<u>Venezuela</u>	7	0.03897333	0	0	7	1	6	0	0	14.28571429
<u>Viet Nam</u>	14	0.07794666	1	0.56497175	15	0	6	0	9	0
Zambia	1	0.00556762	0	0	1	0	1	0	0	0
Zimbabwe	6	0.03340571	0	0	6	0	1	0	5	0

The Submissions report allows you to drill down to the underlying journal-level data making up each custom grouping. Select the hyperlinked label for the grouping you would like to see in more detail and a journal summary report will generate.

ognos Viewer - Subr	nissions Report ·	- Classification	s Details				Chris	topher H	eid (12072))831) L	oq Off 🛾 🏠
					(e	Keep this version 🔻	▶ •	5 th 6	🖥 🔹	Add	this report
								D	ata Date: O	ct 6, 201	2 4:10:51
ubmissions: Grouped	hy Country> Unit	ed States > 10	irnals								
iltered on: Original Su	, ,										
ate Submitted: Betwe											
Journal Name	Journal Short Name	# of Submissions (Original)	% of Total (Original)	# of Submissions (Revisions)	% of Total (Revisions)	Total Submissions (Original Submissions, Revisions)	Final Accept	Final Reject	Reject Without Review	In Process	Accept Ra
Journal A	jrla	26	1.27388535	22	1.66288738	48	9	20	0	19	31.034482
Journal B	jrlb	2	0.09799118	1	0.07558579	3	0	2	0	1	
Journal C	jrlc	9	0.44096031	8	0.60468632	17	5	7	0	5	41.666666
Journal D	jrld	11	0.53895149	11	0.83144369	22	9	8	0	5	52.941176
Journal E	jrle	1	0.04899559	2	0.15117158	3	0	1	0	2	
Journal F	jrlf	3	0.14698677	1	0.07558579	4	1	1	0	2	
Journal G	jrlg	3	0.14698677	12	0.90702948	15	7	2	0	6	77.777777
Journal H	jrlh	9	0.44096031	7	0.52910053	16	6	8	0	2	42.857142
Journal I	jrli	17	0.83292504	10	0.7558579	27	5	14	0	8	26.315789
Journal J	irlaj	29	1.42087212	6	0.45351474	35	4	27	0	4	12.903225

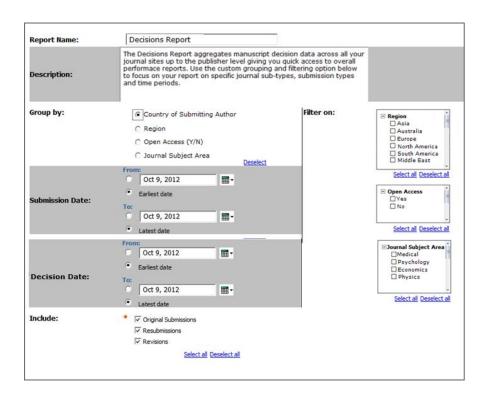


Decisions Report

From the selection criteria page, you can customize the **Decisions** report using the following features:

- Group by Aggregate manuscript decision data by either the country of the submitting author or any of the custom classifications assigned to journals in the portal
- **Submission Date** Limit report results to submissions in a specific time period. Select an exact start and end date or use the Earliest/ Latest Date buttons to easily pull the widest available range.
- **Decision Date** Limit report results to decisions in a specific time period. Select an exact start and end date or use the Earliest/ Latest Date buttons to easily pull the widest available range.
- **Include** Include or filter out specific manuscript submission types. Filter for original submissions, resubmissions and revisions.
- Filter on Filter report data based on any of the custom journal classifications available





Once you have made your desired changes to the selection criteria, click the Finish button to generate your report.

The resulting **Decisions** report aggregates manuscript decision data across all the journals in the portal according to the selections made on the Prompt page. In this example the user has grouped by Geographic Region. Data columns contained in the report include:

- **# of Submissions** The total number of submissions received during the selected time period based on the submission types included on the prompt page. Included submission types will appear in the column header.
- % of Total Corresponding to the # of Submissions column, this field provides the percent of total submissions each grouping represents.
- Final Accept The number of included submission with a final Accept decision.
- Final Reject The number of included submission with a final Reject decision.
- **Reject Without Review** The number of included submissions with a final Reject decision and no completed reviews.



- In Process The number of included submission without a final decision
- Accept Rate (%) The number of submissions with a final Accept decision as a percent of all submissions with a final decision.
- Average # of Revisions The average number of revisions submitted for decided manuscripts.
- **Time from Original Submission to First Decision** The number of days between the original submission date of a manuscript and the date when its first (original) decision is rendered. Displayed as a mean and median value.
- **Time from Original Submission to Final Decision** The number of days between the original submission date of a manuscript and the date when its final decision is rendered. Displayed as a mean and median value.
- **Time from First Invitation to Final Decision** For manuscripts with at least one returned review and a final decision, the number of days between the first reviewer invitation being sent out and the final decision. Displayed as a mean and median value.
- **Time from Original Submission to Final Accept** For accepted manuscripts, the number of days between the original submission date and the date when the final accept decision is rendered. Displayed as a mean and median value.
- **Time from Original Submission to Immediate Reject** For manuscripts rejected prior to a completed review, the number of days between the original submission and the date when the final rejection was rendered. Displayed as a mean and median value.
- **Time from Original Submission to Reject with Transfer** For manuscripts transferred to another journal, the number of days between the original submission and the date when the Reject with Transfer decision was rendered. Displayed as a mean and median value.
- **Time from Original Submission to Final Reject** For rejected manuscripts, the number of days between the original submission date and the date when the final reject decision is rendered. Displayed as a mean and median value.



												port	Re	cisions	De								
:40:20 P)14 2:4	un 25, 20	Aate: Ju	id Data D	stimate	E												ions	is, Revis				bmissions Inclu te Submitted: B
ne from riginal omission o Final Reject	Ori Sebe	e from ginal nission teject transfer	Orie Suber to R	r from ginal nission teject fout view	Ori Sabe to S wit	from pinal tission Final cept	Orie Subm to I	from rst tation Final ision	Fi Invi to	from pinal ission isson	Orig Suber to I	r from ginal sission First Ision	Oris Sabri To										
Medar	Mean	Medan	Hear	Medan	Hean	Hedan	Mean	Median	Nean	Median	Mean	Median	Mean	Avg # of Revisions	Accept Rate	2n Process	Reject Without Review	Final Reject	Pendi Accept	% of Total (Drignal Submissions, Resubmissions, Revisions)	# of Subressions (Orignal Subressions, Resubressions, Revisions)	Journal Short Name	Journal Name
0 23.	23.0					\$9.0	60.5	40.0	38.2	\$0.0	56.3	40.0	29.8	0.6	80.0	4	0	- 1	4	0.0	24	şma	A famuot
0 24	44.0			15.0	15.0	170.0	170.0	56.0	03.3	63.0	75.5	6.0	29.7	0.3	25.0		2	3	1	0.0	10	jmb	Journal B
1 17.	15.1			1.0	5.5	40.0	54.9	32.0	42.1	33.0	39.4	22.0	25.6	0.7	50.0	1	.4	. 9	9	0.0	27	jme	Journal C

The **Decisions** report also allows you to drill down to the underlying journal level data making up each custom grouping. Simply click the hyperlinked label for the grouping you would like to see in more detail and a journal summary report will generate.

										ginal Submission Decision		ginal Submission Decision		st Invitation to Decision
	# of Submissions (Original, Revised)	% of Total (Original, Revised)	Final Accept	Final Reject	Reject without Review	In Process	Accept Rate	Average # of Revisions	Mean	Median	Mean	Median	Mean	Median
Journal A	232,673	22.1%	69,802	162,871	73,292	25,000	30%	2.2	12.5	13.2	12.5	13.2	12.5	13.2
Journal B	116,201	11.0%	17,430	98,771	44,447	12,395	15%	3.4	14.1	15.6	14.1	15.6	14.1	15.6
All	348,874	100	87,232	261642	117,739	37395	25%	2.9	13.2	14.2	13.2	14.2	13.2	14.2

Reviews Report

The **Reviews** report aggregates data related to reviewer invitations and completed reviews across all journals in the portal. From the selection criteria page you can customize the Reviews report using the following features:

- **Group by** Aggregate manuscript decision data by either the country of the submitting author or any of the custom classifications assigned to journals in the portal
- **Submission Date** Limit report results to submissions in a specific time period. Select an exact start and end date or use the Earliest/ Latest Date buttons to easily pull the widest available range.
- Decision Date Limit report results to decisions in a specific time period. Select an exact start and end date or use the Earliest/ Latest Date buttons to easily pull the widest available range.



- **Include** Include or filter out specific manuscript submission types. Filter for original submissions, resubmissions and revisions.
- Filter on Filter report data based on any of the custom journal classifications available

Once you have made your desired changes to the selection criteria, click the **Finish** button to generate your report.

The resulting Reviews report will contain the following fields:

- **# of Submissions** The total number of submissions received during the selected time period based on the submission types included on the prompt page. Included submission types will appear in the column header.
- **# of Review Invitations** The total number of reviewer invitations sent out for the submissions included in the report.
- # of Accepted Invitations The total number of reviewer invitations accepted.
- **# of Declined Invitations** The total number of reviewer invitations declined.
- **# with No Response** The total number of reviewer invitations with no response.
- Invitation Accept Rate (%) The acceptance rate on all reviewer invitations calculated as (# of Accepted Invitations / # of Review Invitations) *100.
- **Reviews Completed** The total number of completed reviews returned to the journal for the submissions included in the report.
- **Completed Reviews / Invitations (%)** Reviews Completed divided by # of Review Invitations* 100.
- Average # of Revisions The total number of revisions received for submissions included in the report.
- **Completed Reviews per Decision** The mean and median number of completed reviews per decided submission for those submissions included in the report which have a decision.
- **Reviewers per Decision** The mean and median number of invited reviewers per decided submission for those submissions included in the report which have a decision



Keviews : Grou	uped by Geographic	¢											
Filtered on: Ger	ographic Region> N	orth America	Europe										
Filtered on: Ope	en Access (Y/N) > N	io											
Submissions Inc	cluded: Original; Re	submissions											
Estimated Data	Date: Dec 12, 2012 :	2:05:02 PM											
Date Submitted	d: Earliest to Latest												
ate Decided: E	Earliest to Latest												
									-	(account of a	1.111		
										Completed P per Deci			vers per lision
	#of Submissions (Orignal, Resubmission)	# of Review Invitations	Fof Accepted	#of Declined Invitations	# with No Reporce	Invitation Accept Rate (%)	Reviews Completed		Average # of Revisons				ision
forth America	(Ovignal,							and the second se	of Revisons	per Deck	sion	Dec	Median
North America	(Orignal, Resubmission)	invitations	Invitations	Invitations	Reporce	Rate (%)	Completed	Invitations (%)	of Revisons 61452	per Deck	sion	Dec	

Like other Publisher-level Reports, the **Reviews** report will allow you to drill down to the underlying journal level data making up each custom grouping. Simply click the hyperlinked label for the grouping you would like to see in more detail.

Production Statistics Report

The **Production Statistics** report aggregates data related to production turnaround times across all sites within the portal. From the selection criteria page you can customize the Production Statistics report using the following features:

- **Group by** Aggregate manuscript data by either the country of the submitting author or any of the custom classifications assigned to journals in the portal
- Submission Date Limit report results to submissions in a specific time period. Select an exact start and end date or use the Earliest/ Latest Date buttons to easily pull the widest available range.
- Acceptance Date Limit report results to manuscripts accepted in a specific time period. Select an exact start and end date or use the Earliest/ Latest Date buttons to easily pull the widest available range.
- Filter on Filter report data based on any of the custom journal classifications available.



Report Name: Production Statistics Report Description: The Production Statistics Report aggregates data related to production turnaround times across all your journal sites giving you quick access to overall performance reports. Use the custom grouping and filtering options below to focus your report on specific journal subtypes, submission types and time periods. Group by:	u quick access to and filtering options submission types and Africa-Middle East Asia Australia Europe North America Open Access (Y/N) No Yes	Select Search Cri	zeria
Description: turnaround times across all your journal sites giving you quick access to overall performance reports. Use the custom grouping and filtering options below to focus your report on specific journal subtypes, submission types and time periods. Group by:	u quick access to and filtering options submission types and Africa-Middle East Asia Australia Europe North America Open Access (Y/N) No Yes Journal Subject Area	port Name: Production Statistics Report	
Group by: C Country of Submitting Author Filter on: Geographic Region C Geographic Region Africa-Middle East Asia C Journal Subject Area Image: Comparison of the state Australia Submission Date: From: Jun 1, 2012 Image: Comparison of the state To: Journal Subject Area Image: Comparison of the state Image: Comparison of the state To: Jun 1, 2012 Image: Comparison of the state Image: Comparison of the state To: Image: Comparison of the state Image: Comparison of the state Image: Comparison of the state To: Image: Comparison of the state Image: Comparison of the state Image: Comparison of the state To: Image: Comparison of the state Image: Comparison of the state Image: Comparison of the state To: Image: Comparison of the state Image: Comparison of the state Image: Comparison of the state To: Image: Comparison of the state Image: Comparison of the state Image: Comparison of the state To: Image: Comparison of the state Image: Comparison of the state Image: Comparison of the state To: Image: Comparison of the state Image: Comparison of the state	Geographic Region Africa-Middle East Asia Australia Europe North America South America Open Access (Y/N) No Yes Journal Subject Area	escription: below to focus your reports. Use the cubelow to focus your report on specific jo	sites giving you quick access to stom grouping and filtering options
Submission Date:	 □ Open Access (Y/N) ☑ No □ Yes ③ Journal Subject Area 	C Country of Submitting Author C Geographic Region C Open Access (Y/N)	Geographic Region Africa-Middle East Asia Australia Europe North America
Latest date	v Unselect All	Jun 1, 2012 Earlest date To:	
Acceptance Date: C Jun 1, 2012 C Jun 1, 2012 C Earlest date C Jun 1, 2012 C Latest date		ceptance Date:	Unselect All

Once you have made your desired changes to the selection criteria, click the **Finish** button to generate your report.

The resulting Production Statistics report will contain the following fields:

- **# of Accepted Submissions** The total number of accepted submissions during the selected time periods.
- **Time from Original Submission to Export** The mean and median time (in days) between the original submission of a manuscript and its export. Only accepted manuscripts with an export date will be included in the calculation.
- **Time Acceptance to Export** The mean and median time (in days) between final acceptance of a manuscripts and its export. Only accepted manuscripts with an export date will be included in the calculation.



- **Time from Submission to Web Published Date** The mean and median time (in days) between original submission of a manuscript and its web publication date. Only accepted manuscripts with a Web Published Date will be included in the calculation. If no manuscripts fitting the report criteria have a Web Published Date, the field will appear blank.
- **Time from Submission to Print Published Date** The mean and median time (in days) between original submission of a manuscript and its print publication date. Only accepted manuscripts with a Print Published Date will be included in the calculation. If no manuscripts fitting the report criteria have a Print Published Date, the field will appear blank.
- **Time from eForms Completion to Export** The mean and median time (in days) between eForms completion for a manuscript and its export. Only accepted manuscripts with an eForms completion date and an export date should be included in the calculation. If no manuscripts fitting the report criteria have an eForms completion date, the field should appear blank.

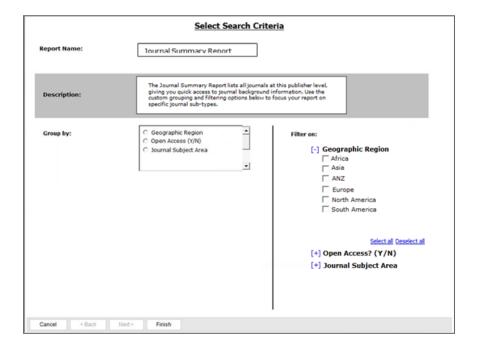
		Time from Submission	-	Time from Acceptance to Export		Time from Submission to Web Published Date		Time from Sub to Print Publis		Time from eForms Completion to Export		
	# of Accepted Submissions	Mean	Median	Mean	Median	Mean	Median	Mean	Median	Mean	Median	
North America	115,210	75.5	81.2	7.4	8.0	87.6	89.2	100.6	99.5	25.5	27.3	
Europe	98,023	80.5	90.3	9.4	10.2	92.4	95.2	110.3	109.6	30.2	31.2	
All	213,233	78.0	85.8	8.4	9.1	90.0	92.2	105.5	104.6	27.9	29.3	

Like other Publisher-level Reports, the **Production Statistics** report will allow you to drill down to the underlying journal level data making up each custom grouping. Simply click the hyperlinked label for the grouping you would like to see in more detail.

Journal Summary Report

The **Journal Summary** provides a listing of all journal sites within the portal along with useful information such Admin and EIC contact information and their ISSN #. Using the prompt page you can customize which journals appear in the report and how they are grouped together.





For each journal on the portal, the Journal Summary report will contain the following fields.

- Journal Name
- Journal URL Suffix
- Site Status
- Live Date
- Admin Contact (Name)
- Admin Contact (Email)
- EIC Contact (Name)
- EIC Contact (Email)
- Blinding Setting
- ISSN
- elssn
- Columns for each classification utilized by the portal



Invited Papers

This report will allow the ability to view invitation counts, acceptance rates, and other relevant metrics for invited submissions across a suite of journals.

From the selection criteria page you can customize the Invited Papers report using the following features:

Group by: Aggregate invited papers data by either the country of the submitting author or any of the custom classifications assigned to journals in the portal.

Invited Date: Limit report results to invitations sent in a specific time period. Select an exact start and end date or use the Earliest/ Latest Date buttons to easily pull the widest available range.

Filter on: Filter report data based on any of the custom journal classifications available

Report Name:	Invited Papers Report	
Description:	The Invited Papers Report aggregates data related to invited papers across all your journal sites giving you quick access to overall performance reports. Use the custom grouping and fitering options below to focus your report on specific journal subtypes, submission types and time periods.	
Group by:	C Country of Submitting Author	Filter on: [+]
	Deselect	
Invited Date:	From: C Aug 28, 2013 Earliest date C Aug 28, 2013 Latest date Latest date	

The Invited Papers report aggregates invited submission data across all the journals in the portal according to the selections made on the Prompt page. Data columns contained in the report include:

of Author Invitations: Total count of author invitations sent out during the selected time period.

of Accepted Invitations: Count of author invitations sent out during the selected time period with an 'Accept' response.

of Declined Invitations: Count of author invitations sent out during the selected time period with a 'Decline' response.

No Response: Count of author invitations sent out during the selected time period without response.



Invitation Accept Rate (%): Accepted invitations as a percent of all invitations sent. Calculated as (# of Accepted Invitations/# of Author Invitations) * 100

of Submissions: The total number of submissions resulting from invitations included in the report.

Avg Author Invitations per Submission: The total number of author invitations divided by the number of submissions

Avg # of Revisions: The number of revisions submitted for manuscripts included in this report.

of Accepted Submissions: Total number of accepted submissions resulting from invitations included in the report

Accepted Submissions/ Invitations (%): Accepted submissions as a percent of total invitations. Calculated as (# of Accepted Submissions/# of Author Invitations) * 100

	Invited Papers Report											
Invited Papers: Grouped by Country of Submitting Author Date Invited: Between Jan 1, 2013 and Aug 28, 2013												
Country	# of Author Invitations	# of Accepted Invitations	# of Declined Invitations	# No Response	Invitation Accept Rate (%)	# of Submissions	Submissions / Invitations	Avg # of Revisions	# of Accepted Submissions	Accepted Submissions / Invitations (%)		
<u>Canada</u>	2	2	0	0	100.0	0	0.0	0.0	0	0.0		
Germany	1	1	0	0	100.0	0	0.0	0.0	0	0.0		
<u>India</u>	1	1	0	0	100.0	1	100.0	0.0	1	100.0		
<u>United</u> <u>States</u>	14	12	0	2	85.7	8	57.1	0.0	8	57.1		
All Journals	18	16	0	2	88.9	9	50.0	0.0	9	50.0		

Submissions Over Time

This report can be used to compare aggregate submission counts across multiple time periods in a single report. Submissions can be grouped into specific calendar periods to facilitate comparisons.

Group by: Aggregate submission counts by either the country of the submitting author or any of the custom classifications assigned to the journals in the portal



Page 31

Submission Date: Limit the reports results to submission received during a specific time period

Time Grouping: Group report results into a specific calendar periods

Filter on: Custom journal classifications

Include: Submission types

Report Name:	Submissions Over Time	
Description:	The Submissions Over Time Report aggregates submission cou- journal sites linked to this portal and allows you to group data in calendar periods. For example, selecting a submission date fror to Dec 31, 2012 and then selecting a time grouping of year will report comparing submission counts in 2012 to those in the prior	nto specific n Jan 1, 2011 generate a
Group by:	Country of Submitting Author S1M Team HOST Group Region/Office Deselect	Filter on: [-] S1M Team
Submission Date: Time Grouping:	 Jan 1, 2014 Earliest date Feb 28, 2014 Latest date None 	
Time Grouping:	Month Year Voiriginal Submissions	
Include:	Resubmissions Revisions Revisions	



\langle	Filtered on: S1M Team > USA Submissions Included: Original Submissions Date Submitted: Between Jan 1, 2014 and Feb 28, 2014 Time Grouping: Month						
	# Manuscripts	Jan 2014	Feb 2014	Total			
	Action in Teacher	13	0	13			
	Adoption	1	0	1			
	Advances in the History of	1	0	1			
	Aerosol Science	9	0	9			
	Agroecology	15	0	15			

Transferred Manuscripts

This report is for statistics on manuscripts transferred to and from sites on a given portal.

Note: The Transferred Manuscripts report aggregates data collected from the transfer decisions added as part of the Post Decision Manuscript Transfer functionality. Data from older transfer functionalities will not be included in this report.

The report can be customized using the following features:

Group by: Aggregate transferred manuscripts by either the country of the submitting author or any of the custom classifications assigned to journals in the portal.

Submission Date: Limit report results to submissions received during a specific time period

Transfer Date: Limit report results to manuscripts transferred during a specific time period

Filter on: Filter report data based on any of the custom journal classifications available

Include: Select with submission types you would like to include in the report results



Report Name:	Transferred Manuscripts		
Description:	The Transferred Manuscripts report aggregates data on manuscr transferred to and from sites linked to this portal. Acceptance ra transferred manuscripts are included. Use the custom grouping a options below to focus the report on specific journal classification submission types and time periods.	tes for Ind filtering	
Group by:	Country of Submitting Author S 1M Team HOST Group Region/Office Subject level 1 Subject level 2 Ownership Status Business Model Mel-J Age Editorial Office Type	Filter on:	[+] S1M Team
Submission Date:	From:		
Transfer Date:	From: Apr 3, 2014 Earliest date To: Apr 3, 2014 Latest date		
Include:	 ♥ Original Submissions ♥ Resubmissions ♥ Revisions ♥ Select all Deselect all 		

The report aggregates transferred articles data across all the journals in a portal according to the selection made on the prompt page. Data contained in the report includes:

Manuscripts Transferred In: Total count of all manuscripts transferred into portal sites meeting the criteria set up on the prompt page

Transfers Accepted for Publication: Total count of manuscripts transferred in which have a final accept decision

Transfers Rejected for Publication: Total count of manuscripts transferred in which have a final reject decision

Transfer Acceptance Rate (%): Calculated as Transfers Accepted for Publication/ (Transfers Accepted for Publication + Transfers Rejected for Publication) *100 - - -Should be displayed to one decimal place

Manuscripts Transferred Out: Total count of all manuscripts transferred out of portal sites meeting the criteria set up on the prompt page



Manuscripts with Immediate Transfer: Total count of all manuscripts transferred out from the Admin Checklist

Manuscripts with Reject with Transfer Decision: Total count of all manuscripts transferred out that have the Reject with Transfer Decision

Transferred Manuscripts									
Date Submitted: Between Jan 1, 2014 and Mar 1, 2014 Submissions Included: Original Submissions									
Journal Name	Journal Short Name	Manuscripts Transferred In	Transfers Accepted For Publication	Transfers Rejected For Publication	Transferred Manuscripts in Process	Transfer Acceptance Rate (%)	Manuscripts Transferred Out	Manuscripts with Immediate Transfer	Manuscripts with Reject with Transfer Decision
Issues in Comprehensive Pediatric Nursing	ucpn	0	0	0	0		0	0	C
Accountability in Research: Policies and Quality Assurance	air	0	0	0	0		0	0	O
Accounting and Business Research	abr	0	0	0	0		0	0	O



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CLARIVATE ANALYTICS MAIN OFFICES

North America: +1 888 399 2917

Europe, Middle East & Africa: +442038114093

Latin America: +551183709845

Japan: +81345893100 Asia Pacific:

Australia +61285877636 New Zealand +61285877636 China +861057601200 India +911130446419 Korea +82220768100 SE Asia & Pakistan +6567755088 Taiwan +886225033034

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