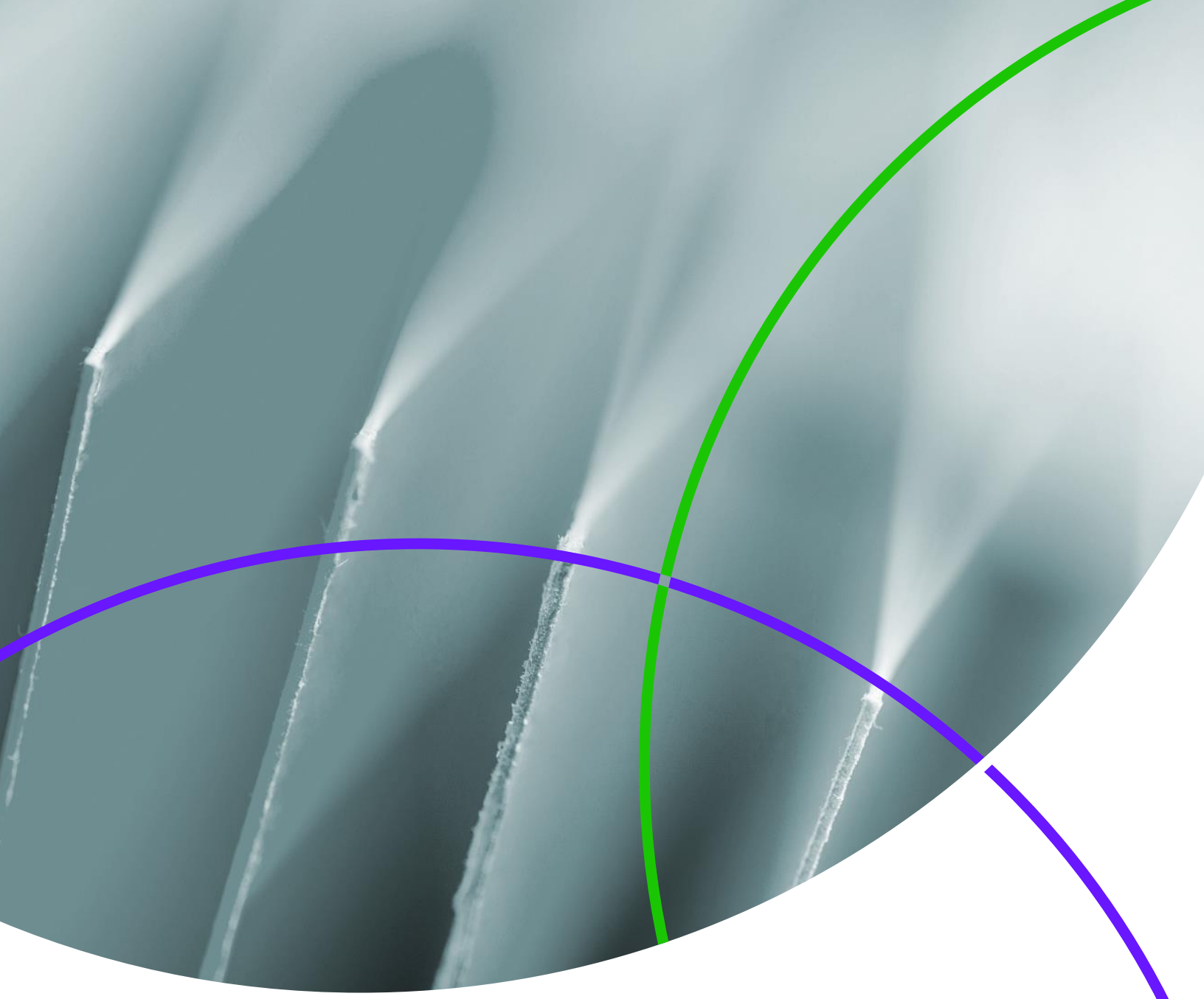

ScholarOne Manuscripts ™

Publisher Level Reporting Guide

1-May-2018

Clarivate Analytics

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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.

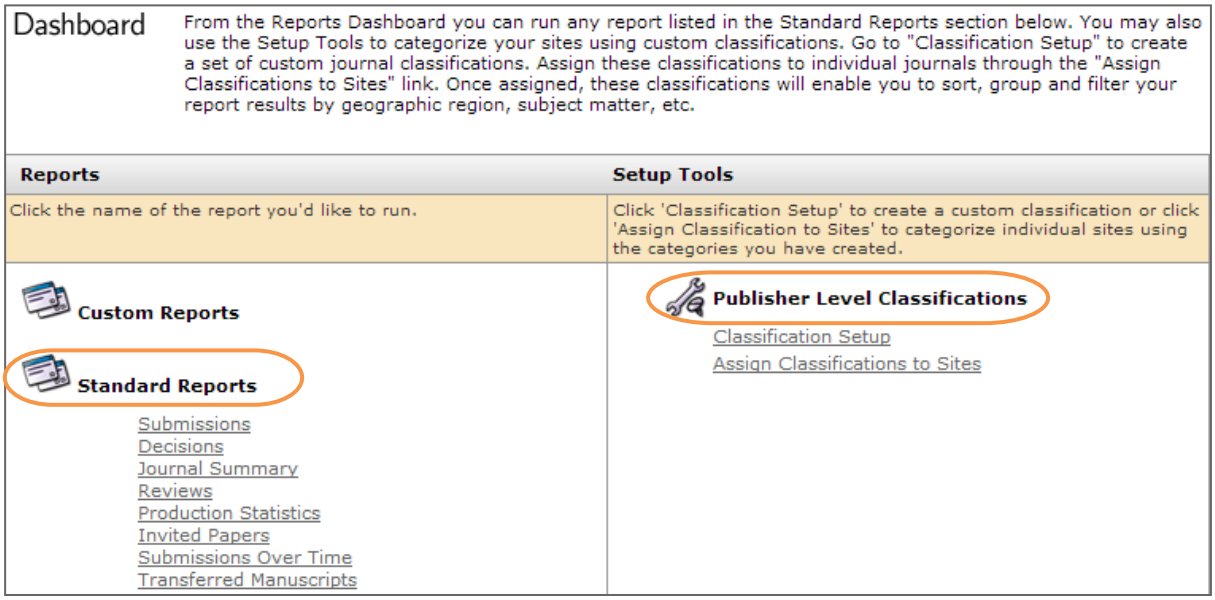
The **Reports Dashboard** is divided into two sections:

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


Dashboard
From the Reports Dashboard you can run any report listed in the Standard Reports section below. You may also use the Setup Tools to categorize your sites using custom classifications. Go to "Classification Setup" to create a set of custom journal classifications. Assign these classifications to individual journals through the "Assign Classifications to Sites" link. Once assigned, these classifications will enable you to sort, group and filter your report results by geographic region, subject matter, etc.
Reports
Setup Tools
Click the name of the report you'd like to run.
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 Reports
Standard Reports
Submissions
Decisions
Journal Summary
Reviews
Production Statistics
Invited Papers
Submissions Over Time
Transferred Manuscripts
Publisher Level Classifications
Classification Setup
Assign Classifications to Sites

SETUP TOOLS

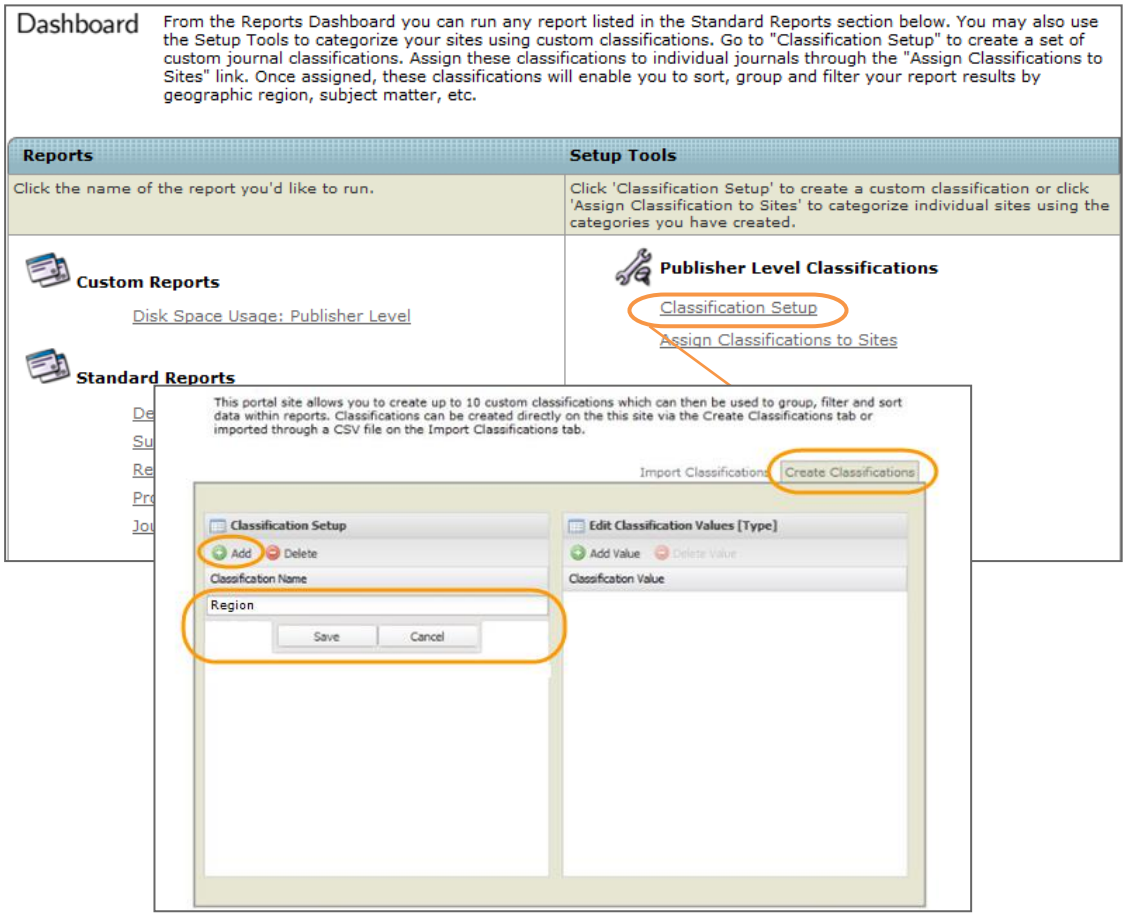
SETTING UP CUSTOM JOURNAL CLASSIFICTIONS

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.

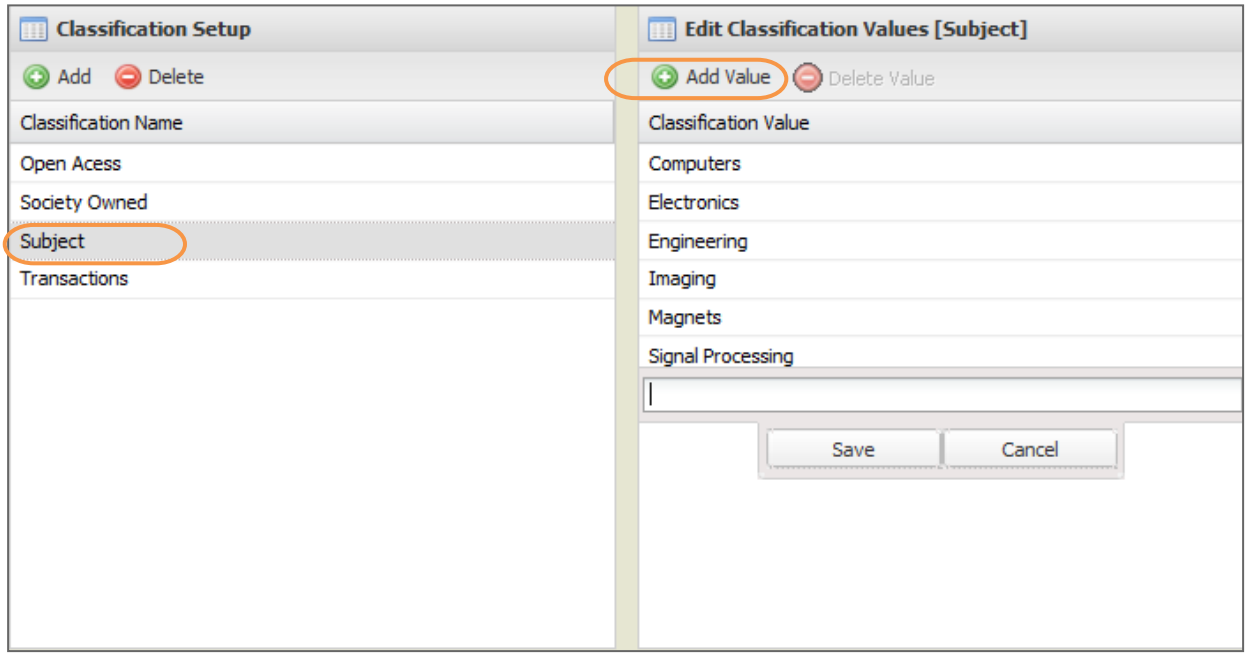
To begin setting up your portal's classifications, click the **Classification Setup** link under **Setup Tools** on the **Reports Dashboard**. The Classification Setup page offers two options for users trying to create or edit custom classifications. The **Create Classifications** tab contains a simple 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.



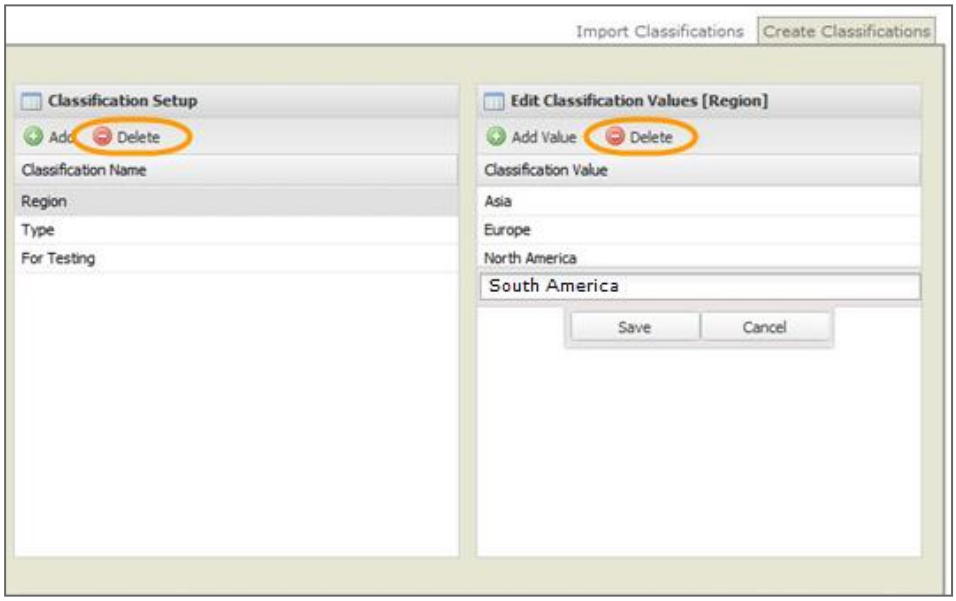
Once a classification has been created, you can add its underlying values in the **Edit Classification Values** table to the right. Choose the classification for which you would like to add values by selecting it from the list. The selected value will be highlighted. In the example below the user is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



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.

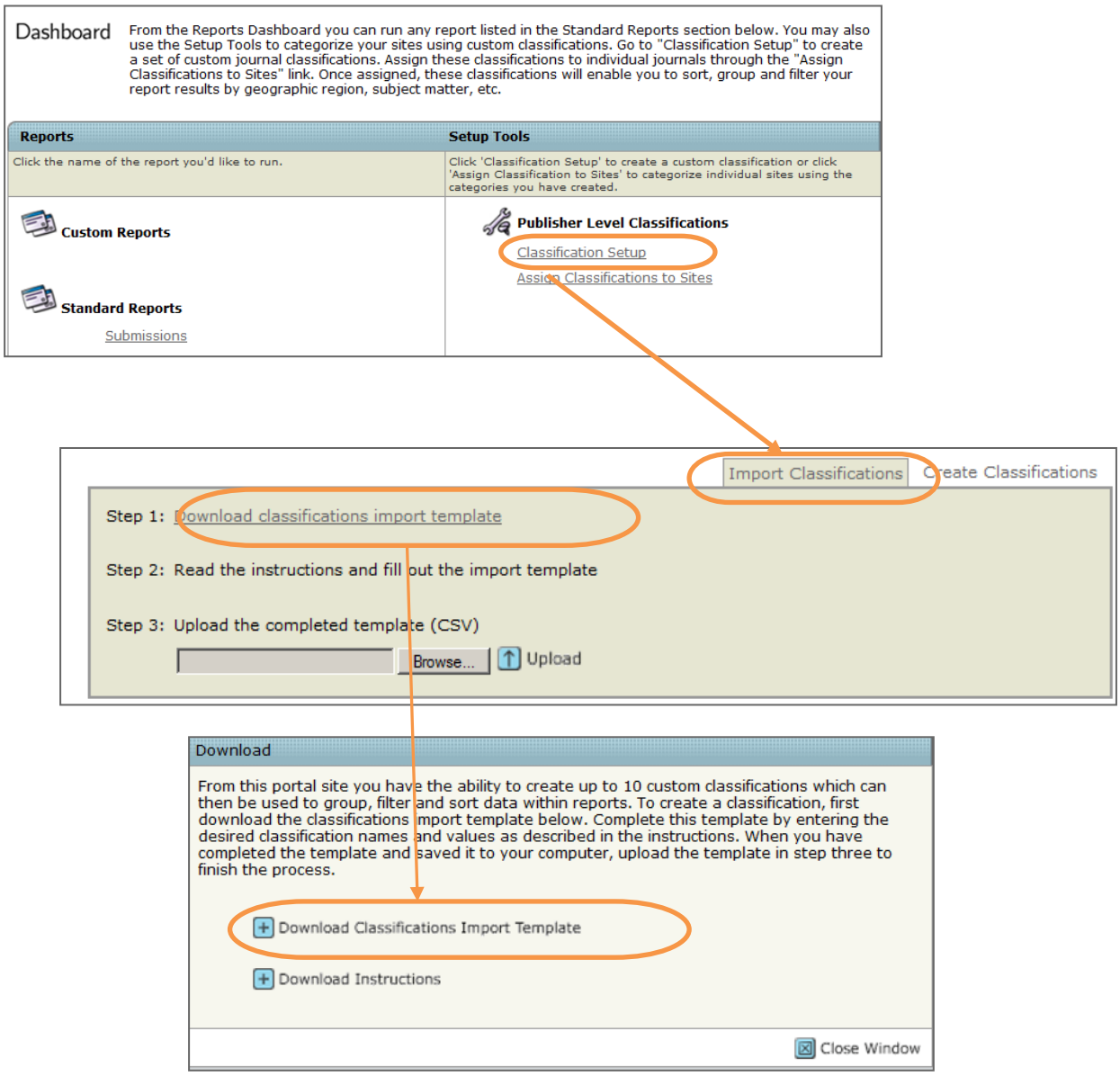
To delete an item, simply select it from its respective list and hit the **Delete** button. Note that deleted items are permanently removed and deleting a classification name will delete all its underlying values.



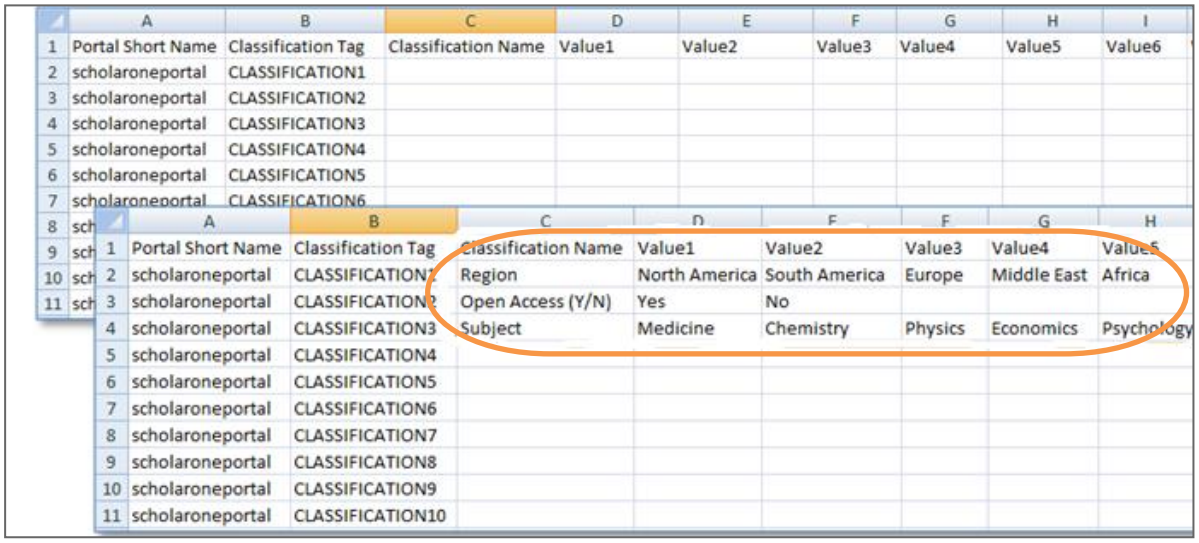
To edit an existing classification name or underlying value simply double click the item to make it editable, make the desired changes and click **Save**. Note that editing a classification name will not change any of the underlying values and editing an underlying value will not remove any of its journal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



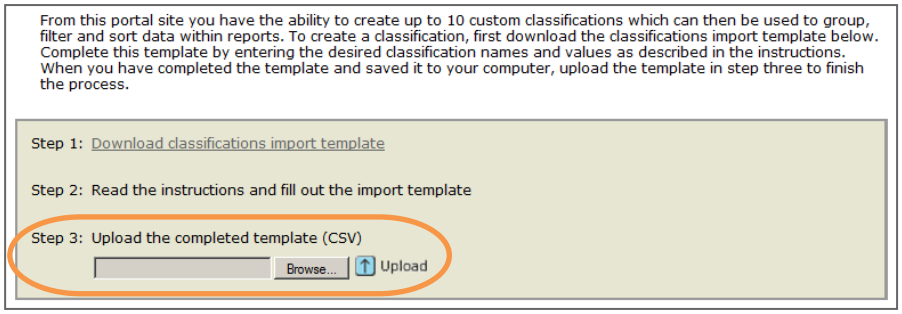
	A	B	C	D	E	F	G	H	I
1	Portal Short Name	Classification Tag	Classification Name	Value1	Value2	Value3	Value4	Value5	Value6
2	scholaroneportal	CLASSIFICATION1							
3	scholaroneportal	CLASSIFICATION2							
4	scholaroneportal	CLASSIFICATION3							
5	scholaroneportal	CLASSIFICATION4							
6	scholaroneportal	CLASSIFICATION5							
7	scholaroneportal	CLASSIFICATION6							

	A	B	C	D	E	F	G	H
1	Portal Short Name	Classification Tag	Classification Name	Value1	Value2	Value3	Value4	Value5
2	scholaroneportal	CLASSIFICATION1	Region	North America	South America	Europe	Middle East	Africa
3	scholaroneportal	CLASSIFICATION2	Open Access (Y/N)	Yes	No			
4	scholaroneportal	CLASSIFICATION3	Subject	Medicine	Chemistry	Physics	Economics	Psychology
5	scholaroneportal	CLASSIFICATION4						
6	scholaroneportal	CLASSIFICATION5						
7	scholaroneportal	CLASSIFICATION6						
8	scholaroneportal	CLASSIFICATION7						
9	scholaroneportal	CLASSIFICATION8						
10	scholaroneportal	CLASSIFICATION9						
11	scholaroneportal	CLASSIFICATION10						

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.



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.

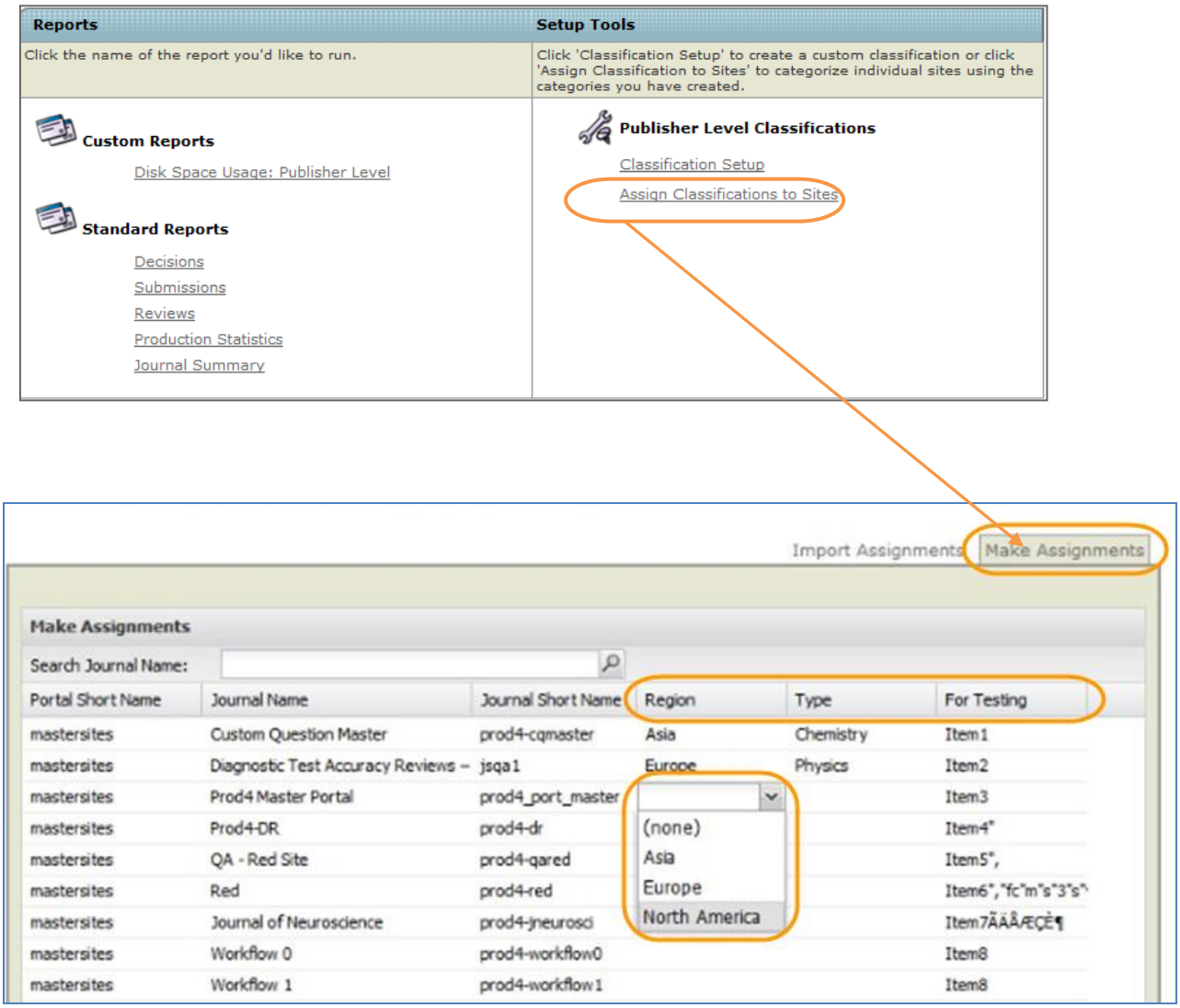
Portal Short Name	Classification Tag	Classification Name	Value1	Value2	Value3	Value4	Value5	Value6	Value7
scholaroneportal	CLASSIFICATION1	Region	North America	South America	Europe	Middle East	Africa	Asia	Australia
scholaroneportal	CLASSIFICATION2	Open Access (Y/N)	Yes	No					
scholaroneportal	CLASSIFICATION3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

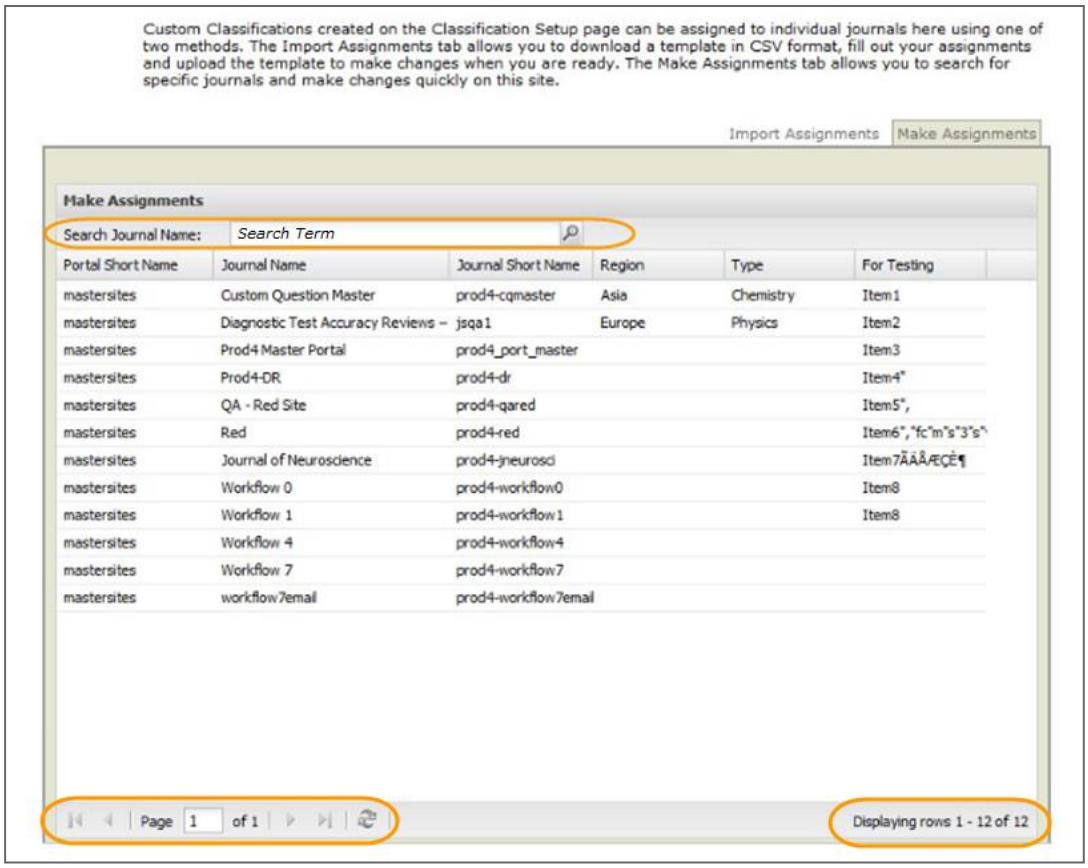
Option 1: Make Assignments



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.



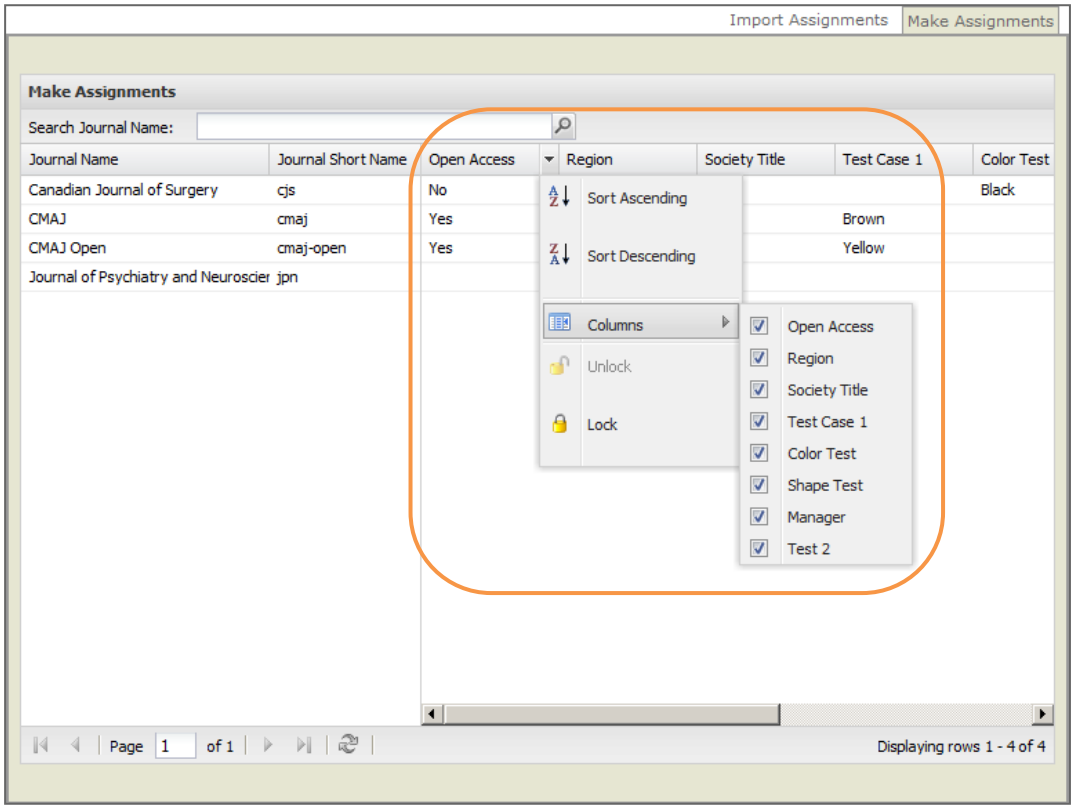
Additional Features on the Make Assignments Tab

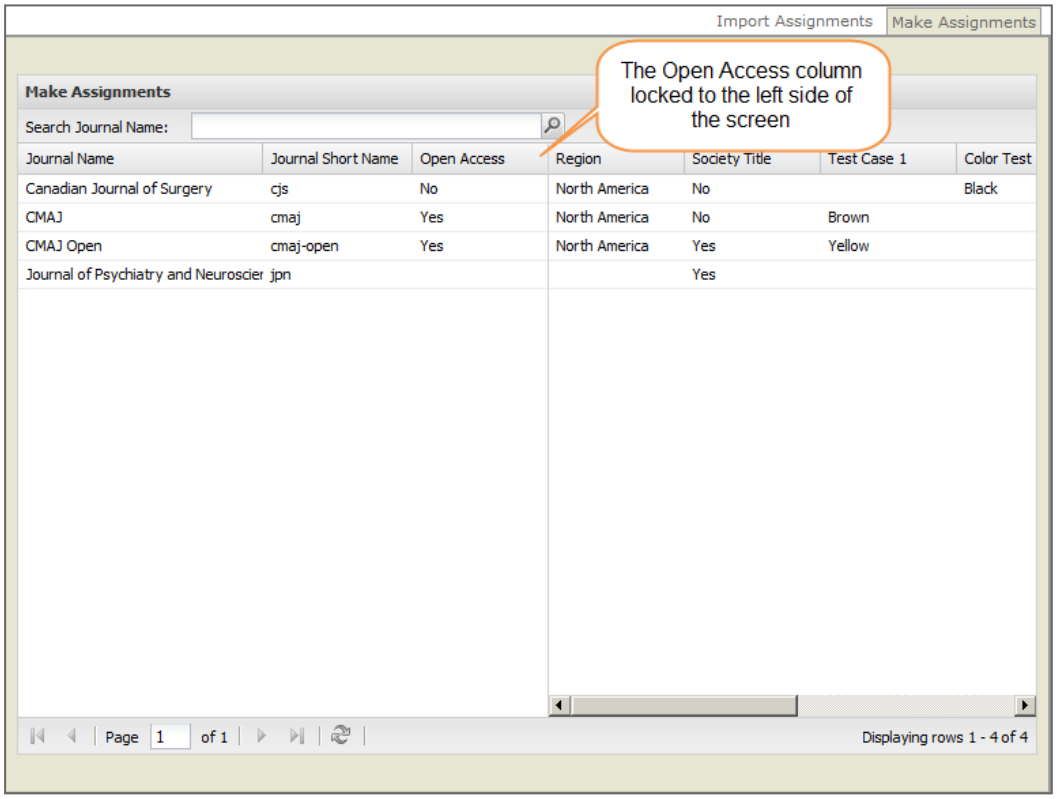
On the **Make Assignments** tab, moving your mouse over a column header will bring up an arrow. Click this arrow to bring up additional options.

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.

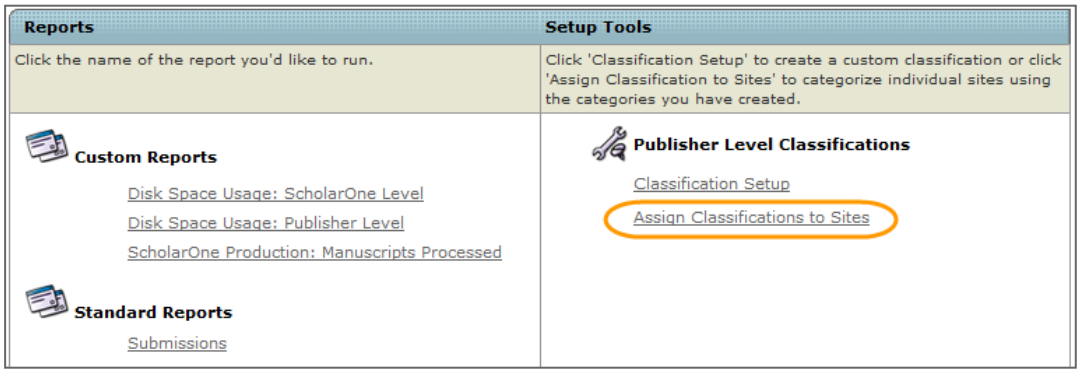
The **Lock** feature allows gives the ability to lock any column to the left side of the screen.





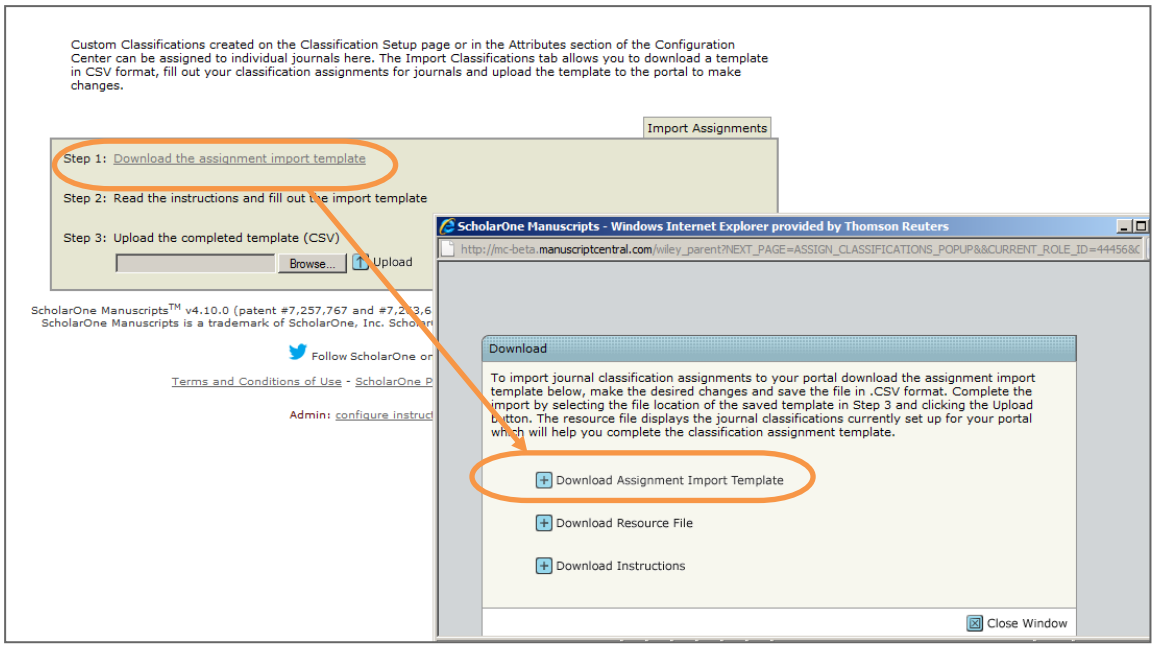
Option 2: Import Assignments

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.

Begin by clicking **Step 1: Download the Assignment Import Template.** This opens a Download window that allows you to download the template, resource file, and instructions. Select Download Assignment Import Template.

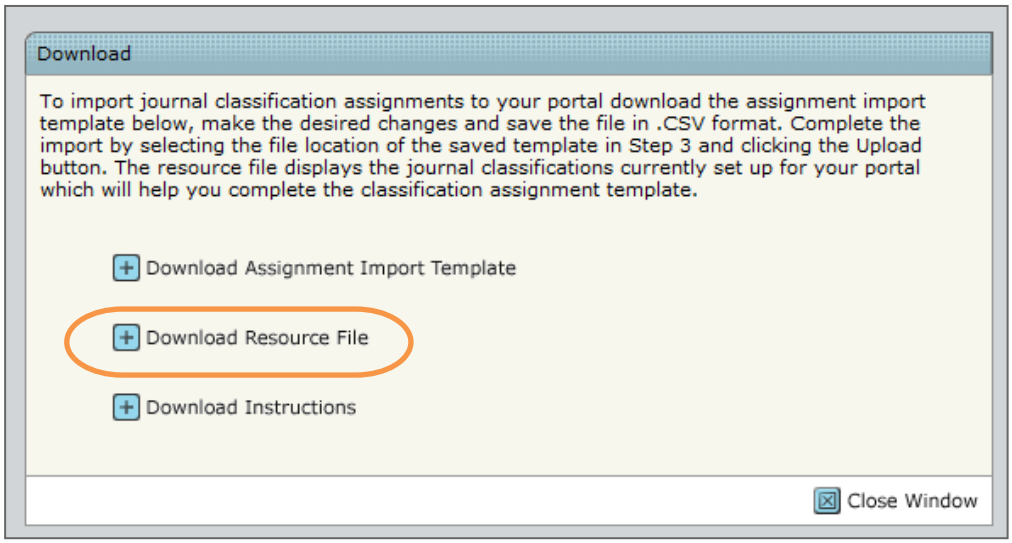


The names of classifications uploaded to the portal will be pre-populated with 10 rows for each journal under the portal, one row for each possible classification. You simply complete the template by entering the **Classification Value** you would like to assign to each journal on the portal (one value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

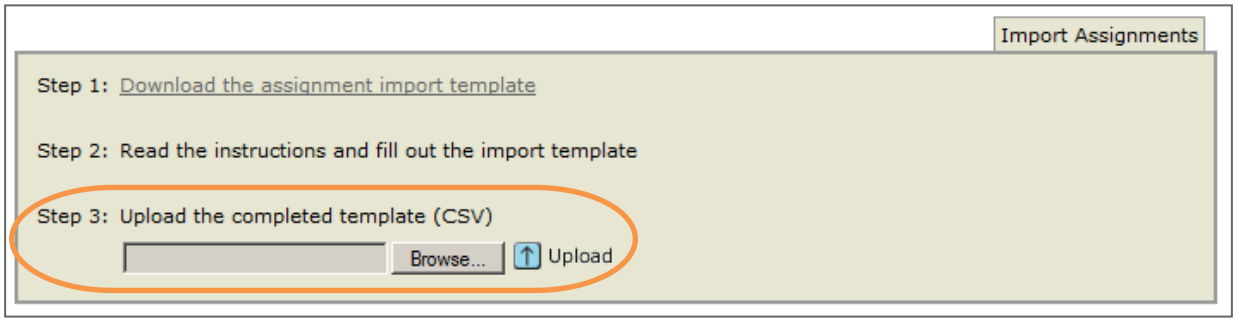
Portal Short Name	Journal Name	Journal Short Name	Classification Tag	Classification Name	Classification Value
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification1	Region	
scholarone	The Journal of Scholarly Manuscripts	tjosm	Classification2	Open Access (Y/N)	
scholarone	The Journal of 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.



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.



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.

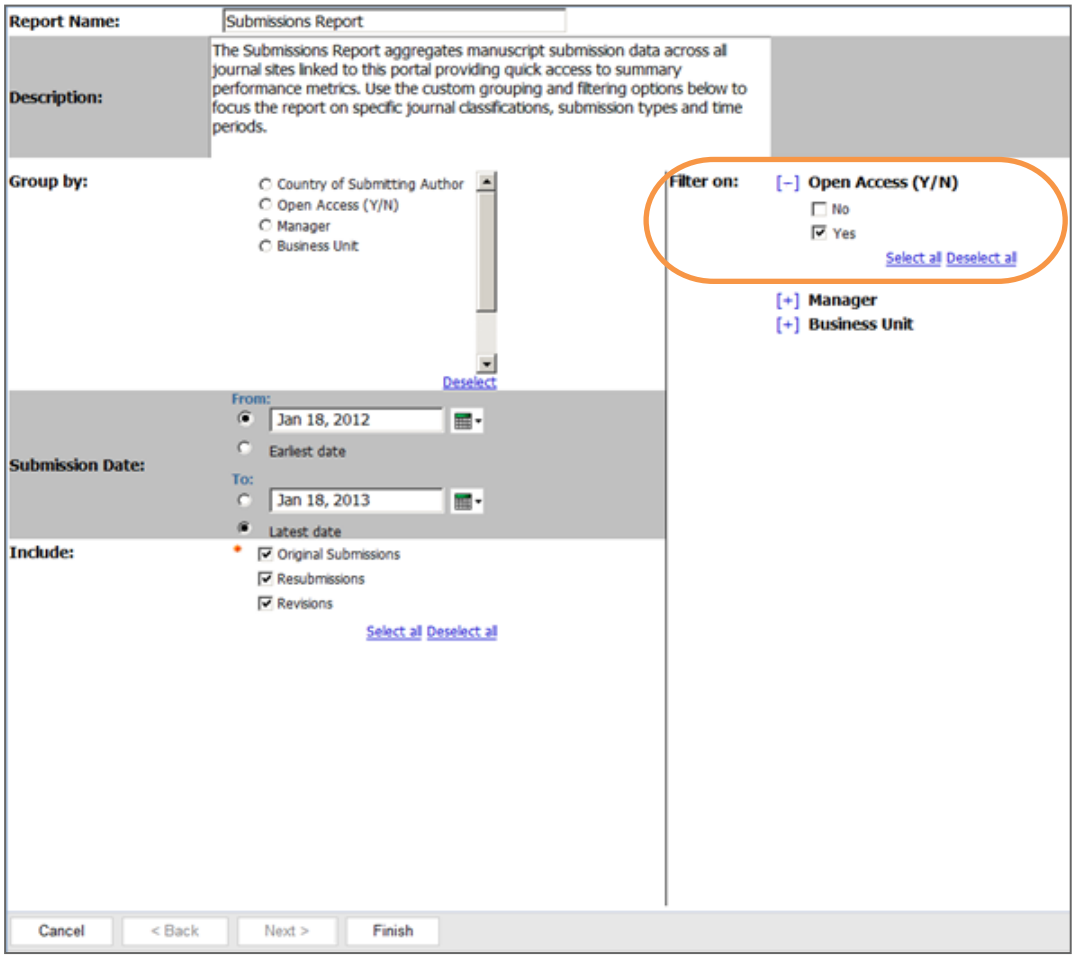
RUNNING STANDARD REPORTS

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



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

Cognos Viewer - Submissions Report - Classifications Christopher Heid (120720831) Log Off About

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Submissions Included: Original Submissions, Resubmissions
Date Submitted: On or after Jan 1, 2012

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
Taiwan	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
Thailand	67	0.37303045	1	0.56497175	68	0	50	0	18	0
Tonga	1	0.00556762	0	0	1	0	0	0	1	
Trinidad and Tobago	3	0.01670286	0	0	3	0	3	0	0	0
Tunisia	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
Uganda	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	
Uruguay	5	0.02783809	0	0	5	0	3	0	2	0
Uzbekistan	1	0.00556762	0	0	1	0	0	0	1	
Venezuela	7	0.03897333	0	0	7	1	6	0	0	14.28571429
Viet Nam	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
All Journals	**17,961**	**100**	**177**	**100**	**18,138**	**497**	**11,617**	**0**	**6,024**	**617.46169316**

Top Page up Page down Bottom

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.

Cognos Viewer - Submissions Report - Classifications Details Christopher Heid (120720831) Log Off Ab

Keep this version Add this report

Data Date: Oct 6, 2012 4:10:51 PM

Submissions: Grouped by Country> United States > Journals

Filtered on: Original Submissions, Revisions
Date Submitted: Between Jan 1, 2012 and Oct 8, 2012

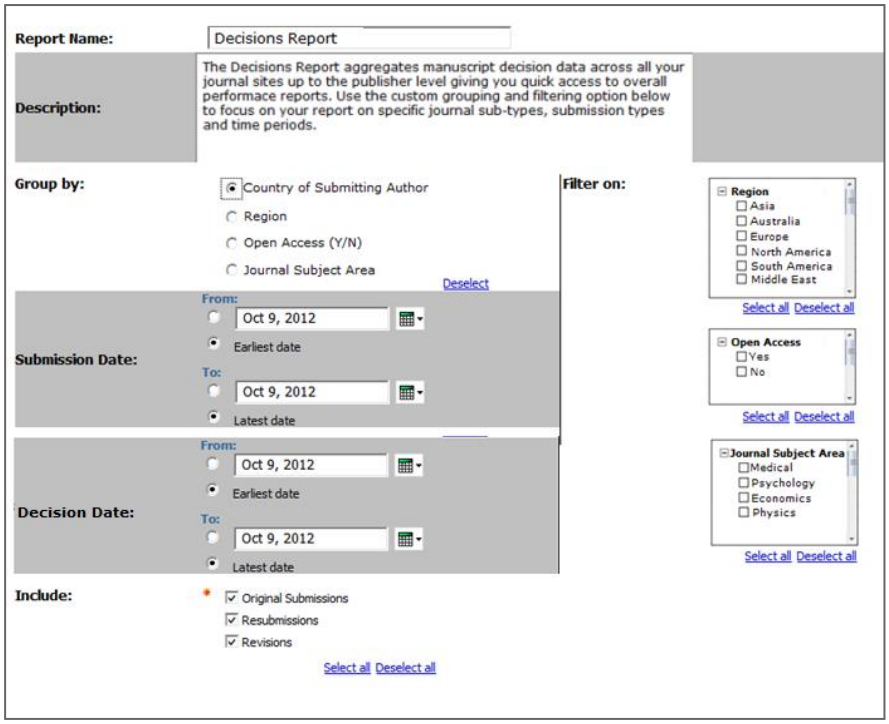
Journal Name	Journal Short Name	# of Submissions (Original)	% of Total (Original)	# of Submissions (Revisions)	% of Total (Revisions)	Total Submissions (Original Submissions, Revisions)	Final Accept	Final Reject	Reject Without Review	In Process	Accept Rate
Journal A	jrla	26	1.27388535	22	1.66288738	48	9	20	0	19	31.03448276
Journal B	jrlb	2	0.09799118	1	0.07558579	3	0	2	0	1	0
Journal C	jrlc	9	0.44096031	8	0.60468632	17	5	7	0	5	41.66666667
Journal D	jrld	11	0.53895149	11	0.83144369	22	9	8	0	5	52.94117647
Journal E	jrle	1	0.04899559	2	0.15117158	3	0	1	0	2	0
Journal F	jrlf	3	0.14698677	1	0.07558579	4	1	1	0	2	50
Journal G	jrlg	3	0.14698677	12	0.90702948	15	7	2	0	6	77.77777778
Journal H	jrlh	9	0.44096031	7	0.52910053	16	6	8	0	2	42.85714286
Journal I	jrli	17	0.83292504	10	0.7558579	27	5	14	0	8	26.31578947
Journal J	jrlaj	29	1.42087212	6	0.45351474	35	4	27	0	4	12.90322581

Top Page up Page down Bottom

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.

Keep this version | Add this report

Decisions Report

Estimated Data Date: Jun 25, 2014 2:40:20 PM

Submissions Included: Original Submissions, Resubmissions, Revisions
Date Submitted: Between Jan 1, 2014 and May 31, 2014

										Time from Original Submission to First Decision		Time from Original Submission to Final Decision		Time from First Invitation to Final Decision		Time from Original Submission to Final Accept		Time from Original Submission to Reject without Review		Time from Original Submission to Reject with Transfer		Time from Original Submission to Final Reject	
Journal Name	Journal Short Name	# of Submissions (Original Submissions, Resubmissions, Revisions)	% of Total (Original Submissions, Resubmissions, Revisions)	Final Accept	Final Reject	Reject Without Review	In Process	Accept Rate %	Avg # of Revisions	Mean	Median	Mean	Median	Mean	Median	Mean	Median	Mean	Median	Mean	Median	Mean	Median
Journal A	jrna	14	0.0	4	1	0	4	80.0	0.6	39.8	40.0	56.3	50.0	38.2	40.0	60.5	59.0					23.0	23.0
Journal B	jrnb	10	0.0	1	3	2	4	25.0	0.3	39.7	6.0	75.5	63.0	83.3	56.0	170.0	170.0	15.0	15.0			44.0	24.0
Journal C	jrnc	27	0.0	9	9	4	1	50.0	0.7	25.6	22.0	39.4	33.0	42.1	32.0	54.9	40.0	5.5	1.0			15.1	17.0

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.

									Time from Original Submission to First Decision		Time from Original Submission to Final Decision		Time from First Invitation to Final 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

Reviews : Grouped by Geographic
Filtered on: Geographic Region> North America; Europe
Filtered on: Open Access (Y/N) > No
Submissions Included: Original; Resubmissions
Estimated Data Date: Dec 12, 2012 2:05:02 PM
Date Submitted: Earliest to Latest
Date Decided: Earliest to Latest

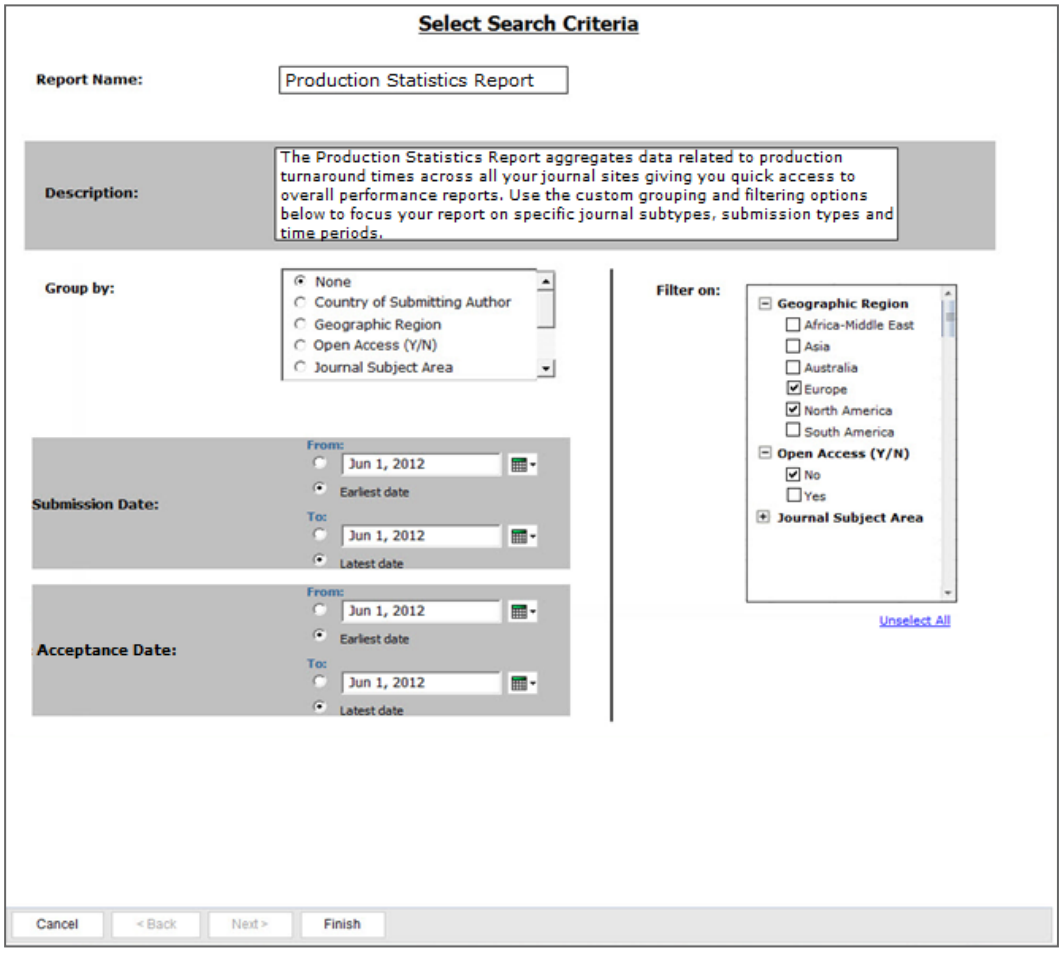
										Completed Reviews per Decision		Reviewers per Decision	
	# of Submissions (Orignal, Resubmission)	# of Review Invitations	# of Accepted Invitations	# of Declined Invitations	# with No Reponse	Invitation Accept Rate (%)	Reviews Completed	Completed Reviews/ Invitations (%)	Average # of Revisons	Mean	Median	Mean	Median
North America	115,210	456,203	152,068	152,068	50,689	33.3	91,241	60.0	61452	2.0	2.4	2.3	2.5
Europe	98,023	390,123	130,041	130,041	43,347	33.3	78,025	60.0	52,301	2.2	2.5	2.3	2.6
All	213,233	846,326	282,109	282,109	94,036	33.3	169,265	60.0	113,753	2.1	2.3	2.3	2.5

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.



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.

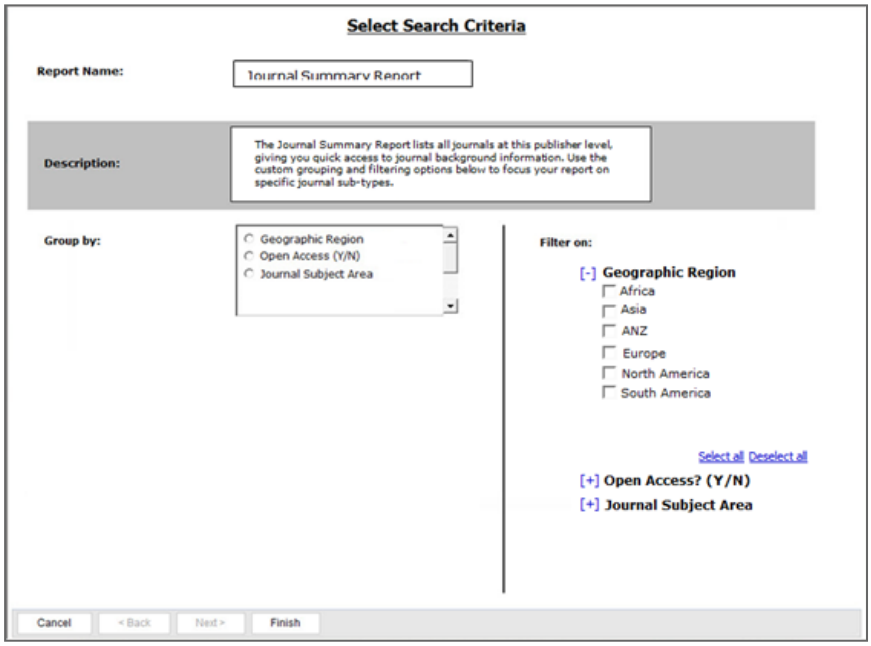
- **Time from Submission to Web Published Date** – The mean and median time (in days) between original submission of a manuscript and its web publication date. Only accepted manuscripts with a Web Published Date will be included in the calculation. If no manuscripts fitting the report criteria have a 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 Original Submission to Export		Time from Acceptance to Export		Time from Submission to Web Published Date		Time from Submission to Print Published Date		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
- eISSN
- Columns for each classification utilized by the portal

Invited Papers

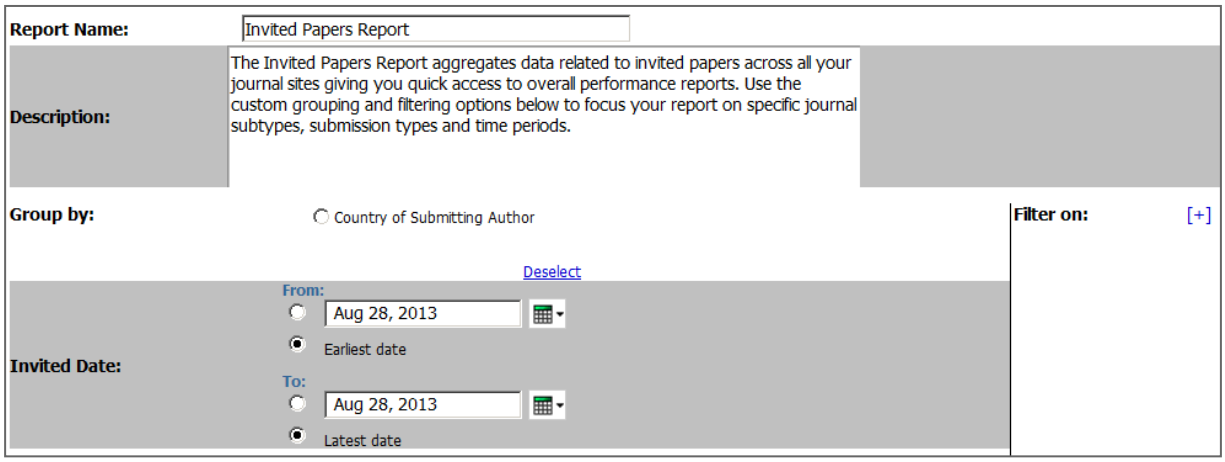
This report will allow the ability to view invitation counts, acceptance rates, and other relevant metrics for invited submissions across a suite of journals.

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



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

Estimated Data Date: Aug 28, 2013 8:51:15 AM

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 (%)
Canada	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
India	1	1	0	0	100.0	1	100.0	0.0	1	100.0
United States	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.

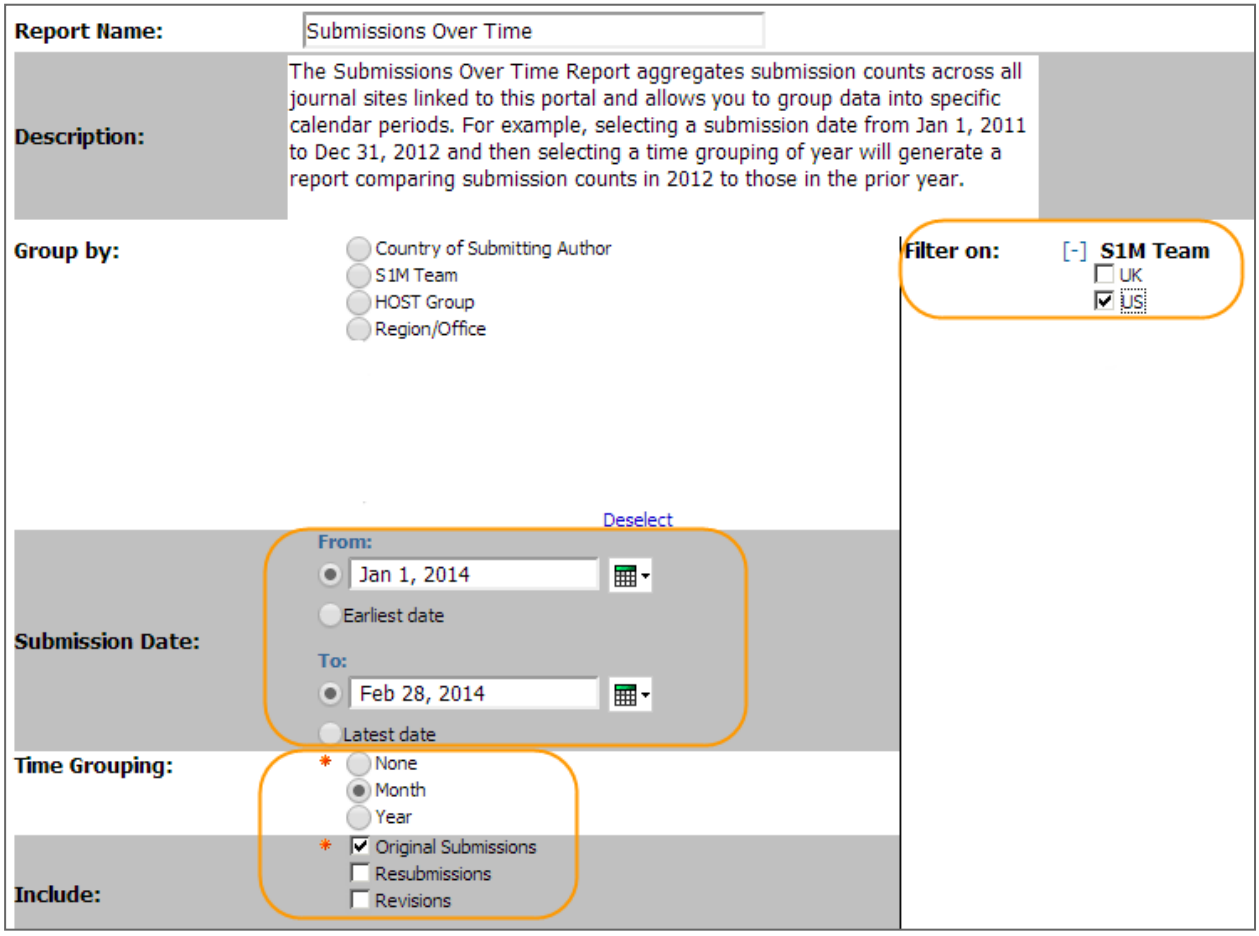
Group by: Aggregate submission counts by either the country of the submitting author or any of the custom classifications assigned to the journals in the portal

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



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:

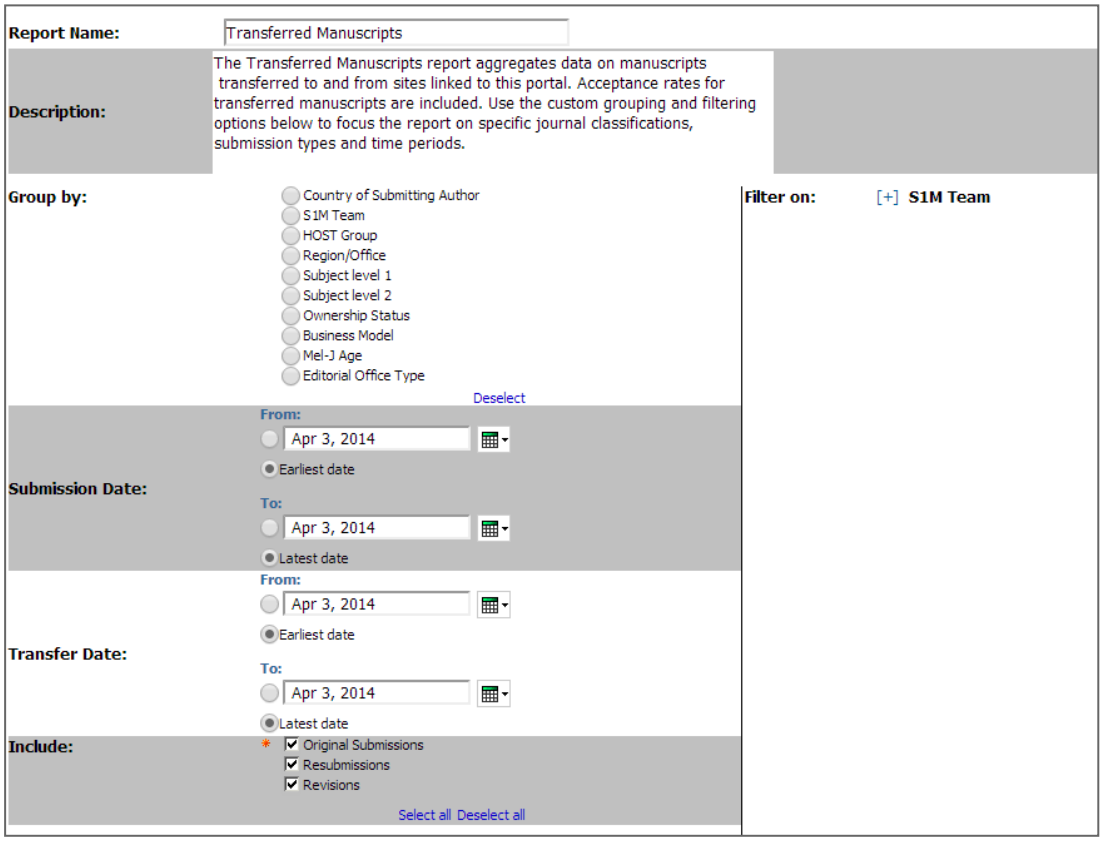
Group by: Aggregate transferred manuscripts by either the country of the submitting author or any of the custom classifications assigned to journals in the portal.

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



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

Estimated Data Date: Mar 24, 2014 10:59:18 AM

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	0
Accountability in Research: Policies and Quality Assurance	air	0	0	0	0		0	0	0
Accounting and Business Research	abr	0	0	0	0		0	0	0

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