

The following are updated features planned for release in Manuscript Central v 3.6 on May 10, 2007. The first page of this document provides information about the default configuration values and configuration time required for each of the features. If you have any questions, please contact Tiffany Coker, Director of Product Management at 434.817.2040 x174.

The Manuscript Central v3.6 release includes features that will immediately impact all Manuscript Central users when the release occurs. You may want to communicate these changes to the users in your organization before the release so that they are prepared for any changes that might affect them. Other features require direct action by a journal administrator or ScholarOne representative before your users can benefit from the new functionality.

Reference of default configuration settings and values

The default configuration settings and values for each of the features in the release are outlined below. If you wish to change any of the defaults, contact your ScholarOne Client Manager.

Feature	Default Setting	Configuration Time Estimate
At-a-Glance Statistics	All roles that currently have access to the At-A-Glance statistics will continue to have access.	45 minutes
Publisher Reports	This functionality is available upon request.	<ul style="list-style-type: none"> • 1 hour to set up access to report and configure custom fields • Time to associate custom fields with journals varies by number of journals in portfolio.
Ability to enter notes for an issue	This functionality will be turned on for all sites.	Not applicable.
Ability to require Cover Letter entry	The Cover Letter will be optional.	15 minutes
Decision Letter / Author's Response links	This functionality will be updated for all sites.	Not applicable.
Submitting Agent functionality	This functionality will be updated for all sites.	Not applicable.
Corresponding Author enforcement	This functionality will be turned on for all sites.	Not applicable.
Reviewer Scoresheet e-mail tag output	In e-mails, scoresheets will be output in the order specified in their configuration.	30 minutes
Double-Blinding: Ability to show decision letter and author's response	The decision letter and author's response will appear as configured.	15 minutes

Deactivation of auto-save when editing manuscript metadata	This functionality will be updated for all sites.	Not applicable.
Submission Groups and File Designations	This functionality will be turned on for all sites using submission groups with different file designation lists.	Not applicable.
Ability to send a secondary decision letter upon decision approval	The ability to configure this functionality will be turned on for all sites.	This functionality is available for configuration via the Editorial Office e-mail template set-up pages.
Manuscript History correction	This functionality will be corrected for all sites.	Not applicable.
E-Mail updates	This functionality will be updated for all sites.	Not applicable.

At-A-Glance Statistics

Based on customer feedback, the At-A-Glance Statistics page has been redesigned both for readability and content (Figure 1). The new statistics displayed are:

Submission Statistics (real-time)

- This section displays submission totals by manuscript type for original and resubmitted manuscripts. Withdrawn manuscripts are included in these totals and unsubmitted manuscripts are not included. Manuscript totals under this section are role-specific, meaning that an Editor or EIC viewing the totals will only see the counts for manuscripts they are assigned to. In addition to the submission counts by manuscript type, journals can elect to track submission counts for journal-specific categories, such as special issue or Editor. Ideal questions that might be included are totals by Special Issues or Editors if designated by author during submission.

Journal Statistics (updated nightly)

- The **Average days from submission to first decision** statistic will display the average number of days from submission to first decision for all original and resubmitted manuscripts. Withdrawn manuscripts will be included in this total if the decision is made prior to the withdrawal. Unsubmitted manuscripts, manuscripts with rescinded decisions and revisions are not included.
- The **Average Reviewer turnaround time** statistic will measure the average time from the point a reviewer agrees to review to the date the reviewer returns their review. Reviewer turnaround times will be calculated and displayed separately for original, resubmitted and revised submissions. Withdrawn manuscripts are included in these totals and unsubmitted manuscripts are not included.
- The **Average days from submission to final decision** statistic will display the average number of days from submission to final decision for all unique submissions (the original submission and subsequent revisions for any given manuscript will be counted once). Withdrawn manuscripts will be included if the decision is made prior to the withdrawal. Unsubmitted manuscripts and manuscripts with rescinded decisions are not included. Note that this statistic includes the time that the manuscript is with the Author for revision.
- The **Accept Ratio** statistic will display unique submissions with a final accept decision divided by the number of unique submissions with a final decision. Withdrawn manuscripts will be included if the accept decision is made prior to the withdrawal. Unsubmitted manuscripts and manuscripts with rescinded decisions are not included. Manuscript counts used to calculate the ratio will be role-specific.

- The **Total pending manuscripts** statistic will display the number of unique submissions without a decision.
- The **Oldest manuscript without a decision** statistic will display the manuscript number and number of days from submission to the present date for the oldest manuscript without a decision.

At-A-Glance Statistics				
Submission Statistics	YTD	MTD	Prior 12 Months	Monthly Avg. Prior 12 Months
Invited Review	18	2	16	18
Letter to the Editor	18	5	12	16
Original Article	18	37	364	256
Rapid Communication	18	2	16	18
Special Issue: Genomics	18	2	16	18
Special Issue: Gene Therapy	18	2	16	18
Journal Statistics			MTD	Prior 12 Months
Avg. days from submission to first decision			2	16
Avg. Reviewer turnaround time (days)- Original			5	12
Avg. Reviewer turnaround time (days)- Resubmission			7	14
Avg. Reviewer turnaround time (days)- Revision			12	24
Avg. Statistical Reviewer turnaround time (days)- Original			12	22
Avg. Statistical Reviewer turnaround time (days)- Resubmission			2	6
Avg. Statistical Reviewer turnaround time (days)- Revision			9	14
Avg. Time to Assign Reviewers (days)- Original			2	7
Avg. Time to Assign Reviewers (days)- Resubmission			2	16
Avg. Time to Assign Reviewers (days)- Revision			4	8
Avg. days from submission to final decision			2	16
Other Statistics				
Accept Ratio (prior 12 months)			15:253 (5.9%)	
Total pending manuscripts			24	
Oldest manuscript without decision			DEMO-06-2893 (293 days)	

Figure 1. At-A-Glance Statistics

Publisher Reports

ScholarOne’s publisher clients have expressed a need to view submission totals and other information across all of the journals in their portfolio. With the MCv3.6 release, publishers will be able to designate up to five custom fields that can be associated with the journals in their portfolio (Figure 2). Some possible uses of these fields include Geographical Region, Subject and Journal Publishing Manager.

Figure 2. Publisher Custom Fields

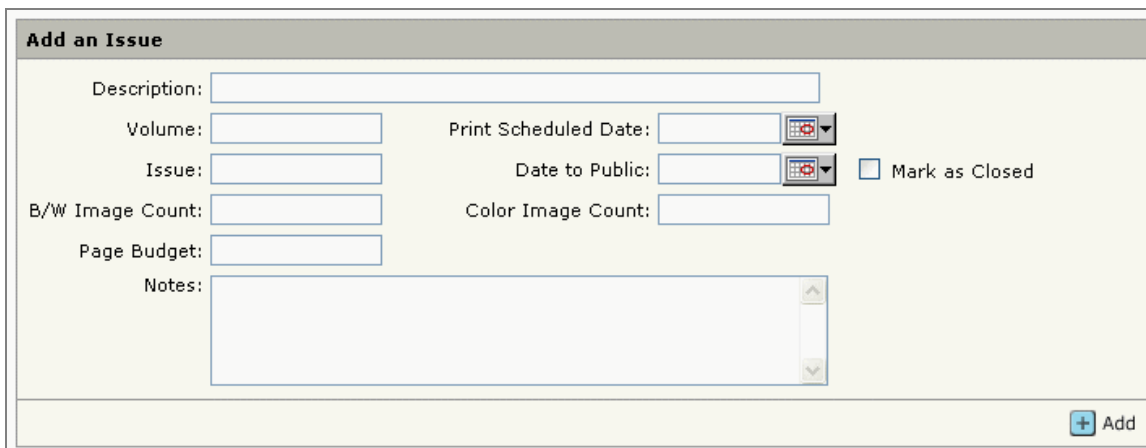
Once configured, the Configurator or Support user will have the ability to select classifications for each of their journals (Figure 3).

Figure 3. Ability to classify journals

In addition to the ability to designate custom fields at the publisher level, two new reports will be available via a publisher-level Report Center. These reports are designed to highlight specific information for each journal in their portfolio. The **Custom Submission Report** will include a listing of all journals in the portfolio with their classifications and manuscript totals. The **Standard Submission Report** will include each journal's site status, workflow, Configuration Complete date, Live date and manuscript count.

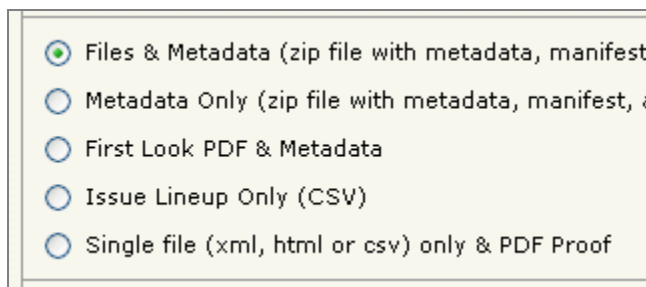
Ability to enter notes for an issue

With the v3.6 release, Manuscript Central will support the ability for a user to enter notes (up to 1024 characters) about an issue when creating or editing an issue via the "Issue Management" tool (Figure 4). Text entered into the "Notes" field will be included in the "Issue Lineup Only" export (Figure 5) and will be available for insertion into an e-mail via a new ##ISSUE_NOTES## e-mail tag.



The screenshot shows a web form titled "Add an Issue". It contains several input fields: "Description:", "Volume:", "Issue:", "B/W Image Count:", "Page Budget:", "Notes:" (a large text area with scrollbars), "Print Scheduled Date:" (with a calendar icon), "Date to Public:" (with a calendar icon), "Color Image Count:", and a checkbox labeled "Mark as Closed". At the bottom right, there is a blue button with a plus sign and the text "Add".

Figure 4. Issue Management



The screenshot shows a dialog box with five radio button options:

- Files & Metadata (zip file with metadata, manifest, ...)
- Metadata Only (zip file with metadata, manifest, ...)
- First Look PDF & Metadata
- Issue Lineup Only (CSV)
- Single file (xml, html or csv) only & PDF Proof

Figure 5. Export format options

Ability to require Cover Letter entry

Currently, a journal can be configured to optionally collect a cover letter (either by file attachment or entry into a text box) during the submission process. With the MCv3.6 release, journals will be able to require the author to submit a cover letter. Manuscript Central will allow the comments field to be required, the file attachment to be required, either the text entry or the file attachment to be required, or no requirement.

Decision Letter / Author's Response links

As of the MCv3.6 release, the order of the decision letter and author's response links in the application will be switched, so that the decision letter link is listed below the author's response link. This change will take effect in the following places:

- The "Version History" table on the Manuscript Information tab (Figure 6)

- The “Review Details” popup accessible from the Reviewer Assignment and Decision screens (Figure 7)
- Reviewer Center > Details Tab > Version History Table (Figure 8)

Version History					
	Manuscript ID	Manuscript Title	Date Submitted	Decision Letter & Response	Switch Details
you are viewing ▶	DEMO-2947.R2	Life, the Universe and Everything	02 Mar 2002		
	DEMO-2947.R1	Life, the Universe and Everything	02 Mar 2002	<ul style="list-style-type: none"> • view author's response view the author's response to the decision letter for DEMO-2947.R1 • view decision letter view the decision letter for DEMO-2947.R1 	
	DEMO-2947	Life, the Universe and Everything	02 Mar 2002	<ul style="list-style-type: none"> • view author's response view the author's response to the decision letter for DEMO-2947 • view decision letter view the decision letter for DEMO-2947 	

Figure 6. Version History table

Review Details

Instructions go here. Instructions go here. Instructions go here. Instructions go here. Instructions go here. Instructions go here. Instructions go here. Instructions go here. Instructions go here.

Print

Scroll to...

Author's Response to Decision Letter for DEMO-234978

top

Decision Letter for DEMO-234978

From: Edward.Editor@test.demo
To: Judith.Author@test.demo
Cc:
Bcc:

Subject: The Red Journal's Decision on Manuscript ID DEMO-234978

Figure 7. Review Details Popup

Version History

FEMSLE-06-10-1078	Efficient silencing of the gene coding for the ϵ sub View Author's Response
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Figure 8. Reviewer Center > Version History

Submitting Agent functionality

Submitting Agent Text Change

Currently, if a site is configured to collect a submitting agent, the submitting user is presented with radio buttons on the “Type, Title and Abstract” submission page reading, “I am an author on this manuscript...” or “I am not an author on this

manuscript..." This text will be changed to read, "I, <user name>, am an author on this manuscript..." or "I, <user name>, am not an author on this manuscript." where <user name> is the submitting user's name in the following format: salutation firstname lastname suffix. In order to be consistent, this change will also occur on the Manuscript Information tab and the "Review & Submit" page during submission.

Modifying Co-Author List

If the editorial user edits the author list so that a co-author on the manuscript changes to a submitting agent, the submitting agent's name will be removed from the list of authors wherever a list of authors appears. In addition, the green "Submitting Agent" flag in the Submitting Author section of the Manuscript Information Tab shall be added to the submitting user's name.

If the editorial user edits the author list so that the submitting agent is now a co-author, the co-author will be included on the list of authors wherever a list of authors appears. In addition, the green "Submitting Agent" flag will be removed from the co-author's name.

Submitting Agent Label in Audit Trail / Manuscript Files Tab

Currently, when a Submitting Agent submits a manuscript, they are listed on the Manuscript Information tab with the text, "*Submitting Agent*" under their name. However, the Audit Trail and Manuscript Files Tabs list the Submitting agent as, "Name (Author)." Going forward, the word "Author" will be replaced with "*Submitting Agent*."

Audit Trail Entry for Manuscript Submission

The current audit trail entry for manuscript submission consists of an entry when the manuscript record is created. Because the manuscript metadata, including author/submitting agent information is not known at the time the document is created, the "manuscript created by" audit trail entry will continue to list the manuscript created by the author. With the MCv3.6 release, there will be a new audit trail entry when the manuscript is submitted that will list either "Author" or "Submitting Agent" as appropriate.

Corresponding Author enforcement

Currently, some Manuscript Central sites require authors to designate a corresponding author for their manuscript. However, Editorial Office users editing the author list are not required to designate the corresponding author. With the MCv3.6 release, if a site is configured to collect the corresponding author, and there is no corresponding author designated, the Editorial Office user will receive a JavaScript alert upon clicking the "Save" button on the "edit this information" page reading, "You must designate a corresponding author."

Reviewer Scoresheet e-mail tag output

With the MCv3.6 release, it will be possible to designate the order that reviewer scoresheet questions appear in the ##TASK_ALL_REV_SCORESHEETS## e-mail tag.

Double-Blinding: Ability to show decision letter and author's response

Currently, double-blind journals do not have the ability to display the decision letter and author's response to the decision letter to reviewers. As of the MCv3.6 release, this functionality will be available. However, double-blind journals should keep in mind that the decision letter or author's response may contain the Author's name.

Deactivation of auto-save when editing manuscript metadata

We have received feedback from clients who have inadvertently saved changes to manuscript metadata without realizing it. Currently, Manuscript Central saves any changes made via the "edit this information" link on the Manuscript Information tab when either the "Save" button is clicked or the user navigates away from the page. **As of the MCv3.6 release, the user must click the "Save" button to save any changes made to the manuscript metadata on the "edit this information" page.**

Submission Groups and File Designations

Some journals have configured their sites to collect different sets of file designations for original, revised, and resubmitted manuscripts. When a draft revision or resubmission is created, files from the previous submission are copied to the draft. Because the file designations were different for original submissions than for revisions/resubmissions, the system could not properly assign file designations to the copied files. With the MCv3.6 release, Manuscript Central will attempt to assign a file designation to the revision/resubmission files by matching file designations by name. If this is not possible, Manuscript Central will prompt the user to select the file designation from a dropdown in the "Edit Details" screen.

Ability to send a secondary decision letter upon decision approval

Prior to this release, journals that are configured with a preliminary decision step followed by an approval were not able to configure a secondary e-mail to pop up before sending when the decision letter is sent. The MCv3.6 release will support this capability.

Manuscript History correction

Currently, if a new editor is assigned to a manuscript after the original editor has already submitted a recommendation or completed reviewer assignment, the new editor is incorrectly attributed to the original editor's actions. With the MCv3.6 release, the Audit Trail and "Reviews" section of the recommendation/decision tabs will display the correct editor's name.

E-Mail updates

Several changes were necessary to make e-mail configuration and behavior more intuitive:

- The “edit before sending” checkbox will be checked and read-only on unassignment letters.
- The “edit before sending” checkbox will be disabled for e-mail notifications and reminders if it is configured to be sent when the task enters overdue or completed and if there is any value in the reminder days field.
- Invitation e-mails will be able to be configured not to be editable before sending. If the site is configured in this way, the invitation e-mail will be sent without popping up.
- Some journals are configured such that any reviewers listed from the previous version of the manuscript will not be required to be invited. Those reviewers can be assigned to the revision/resubmission by selecting the appropriate selection from the "Response" dropdown. Prior to this release, reviewers from previous versions were receiving reminders alerting them to respond to the invitation to review. With the MCv3.6 release, this will be corrected so that reviewers listed on subsequent versions of a manuscript, and therefore do not necessitate invitations, will not receive invitation reminders.