Brief introduction to Editorial Manager (EM)

Essential information for editors

2020
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Introduction

• This slide deck has been put together to assist you with the transition to Editorial Manager (EM).

• Please note that the deck is meant only as a brief introduction to EM and is not considered a replacement for training. Please do sign up for one of our invaluable training sessions as and when you can - further details can be found on slide nine.

• Some slides will contain a hyperlink to video guides relating to content of the slide. These short videos (3 - 4 minutes) cover only the specific topic mentioned in the slides and, as such, provide a useful resource.

• If you have any further questions relating to the content of this deck or the migration please contact your Publisher or Journal Manager.
But first…why are we upgrading to EM?

- EM is a long-established and best-in-class editorial submission and manuscript processing system, providing a strong performing and robust system for Elsevier’s and our society partners’ Editors, Authors and Reviewers.

- All key workflows are already supported and operating successfully for more than 7,000 journals across publishers on EM. Your journal will benefit from this critical functionality immediately, and we will be able to deliver enhancements and innovative solutions to you, and your community, sooner.

- EM is not new to Elsevier; Elsevier and Aries Systems, the creators of EM, have already worked closely for nearly 20 years, with a number of Elsevier journals using EM, and the Elsevier Editorial System (EES) being adapted from an early version of EM.
What benefits does EM offer?

- Workflows e.g. Editor Chains and features e.g. Quick Search to help save editors time.
- Features to help all users keep on top of their work e.g. Editor Signposting for editors.
- Features that support enhanced communication e.g. Discussion Forum and Decision Phrases.
- Research integrity features to support both editors e.g. duplicate submission check within the journal on title and abstract as well as author name, and authors e.g. co-author confirmation.
- Enhanced submission workflows and features e.g. support for metadata extraction and reference linking from submitted Word files.
- Existing integration with many third-party tools e.g. CrossCheck, with more being established all the time.
Important workflow differences between EM and EES & EVISE

Many of the EM features and the functionality are similar to the ones on EES; EM has more differences as compared with EVISE and the next few slides will highlight some workflow changes you need to be aware of.
Important workflow differences in EM

Send back to author
- Submissions can only be “Sent back to author” at the start of the workflow. This option is intended to be used where submission requirements have not been met (e.g. abstract length or structure, missing highlights, etc.)
- A submission cannot be “Sent back to author” once it has been assigned to an Editor. This includes the case where an Editor uses “Assign to myself” in Direct-to-Editor workflows.
- A “Revise” decision will need to be made to send a submission back to the author post-assignment.

Revised submission assignment
- By default, revised submissions will follow the same assignment workflow as new submissions although, where a CRO exists, they may choose to assign these differently.
- There are two options that allow for semi-automation of this process:
  - Allow reassignment to previous Editors
  - Revisions are automatically directed to the First Assigned Editor of the previous version
Next steps for migration

**Downtime whilst your journal migrates**
We will be adding a banner to your current editorial site to advise of a period of downtime whilst we migrate to EM.

**Data migration**
We will perform a full data migration which ensures a seamless transition. Your journal configurations and settings, inflight submissions and historical editorial data, reviewer and author databases will all be migrated to your new EM site.

**EM letters**
If your journal migrates from EES, the EES letters will be migrated over to EM. If your journal migrates from EVISE, it will adopt the EM default letters. You can always discuss any customizations you wish to make to these letters with your Publisher.

**Go live**
- Once the migration is complete you will be able to start working exclusively in EM immediately.
- Upon go live, all users (editors, reviewers and authors) will be informed and provided with instructions on how to access the new site. Please look out for this email on the day of go live.
- Ensure to complete your registration ASAP so that you can continue your work.
Editorial Manager training

We offer the following types of training sessions:

• **1-to-1 session:** trainer will guide you through EM covering how to manage a new assignment to making a final decision. The one-hour session is comprehensive and covers the main features needed to prepare you for 'day one' on the new site. We recommend booking this as close to go live as possible to enable you to start working in EM when your site goes live.

• We also provide **recorded sessions** for lower volume users. These are available from the training calendar.

• **Q&A session:** a bespoke session to answer any questions you may have and a chance for further guidance using the system. This session can be booked anytime after go live, however we would advise this is done within a few weeks of the go live date.

• Trainers are available across a variety of time zones
• Select a suitable slot from our online training calendar
• Importantly, the training can be tailored to meet the needs of your journal, e.g. we can organise a session with multiple editors from your journal.
• When the trainer contacts you to arrange the session, do let them know if there are any particular topics you wish to discuss.

We found that editors who have attended a training session familiarise with EM quicker, and get more out of the new system. Here is what some editor had to say after the training:

“The training helped me raise new questions about the editorial process, in addition to clarifying how to navigate the system.”

“I went from zero understanding of the system to confident in using it.”

“Easy to follow and it will save me time compared to learning to use the new system on my own.”

“The trainer understood my prior experience and did not go over aspects of the training that were unnecessary. My experience and time constraints were valued.”
Editorial Manager support

- **Editor Quick Guide**, highlighting the Editor Key Tasks, is available from the Elsevier Support Center.
- Further FAQs around performing activities in EM are also available on the Support Hub; you can search using keywords related to your query.
- **Videos:**
  - The Support Hub also hosts video guides in different languages.
  - If you can’t find the topic you are after, you can search for videos in the Aries Video Library.
- Researcher Support: you can contact support as follows:

Details available at the bottom of each support web page.
Editorial Manager
Highlight Features
Editorial Manager Feature Highlights

1. Main Menu and Help
2. Submissions / Action Links
3. View Options / Power Grid
4. Duplicate Submission Check
5. Searching for Reviewers
   a. Alternative reviewers
   b. Reviewer reminders
6. Automatic Un-Assign Reviewer Setter
7. Re-open Review
8. Editor “Signposting”
9. Automated Summary Reminders
10. Discussion Forum
11. Quick Searches / Saving Searches
12. Author Interface

These features are covered on the next slides.
1. Main Menu and Help

- The “Help” link at the top will take you to EM’s robust help documentation search
- Items needing your attention will be in your To-Do List
2. Submissions / Action Links

- Signposting carries through to each individual manuscript
- Clicking the “Action Links” brings up a menu of options, including downloading the files, reviewing the details, assigning to another editor, sending back to author, inviting reviewers, etc. (this menu will be different depending on your role within the journal)
3. View Options / Power Grid

- Columns are sortable.
- In several menus, you can also change the order of the columns by dragging and dropping them to a different location, or even turn certain columns off.
Power Grid

Power Grid is being rolled out across several different areas of Editorial Manager; primarily useful when Searching Submissions, as searches can be saved and results downloaded.
4. Duplicate Submission Check

Potential Duplicate Submissions

<table>
<thead>
<tr>
<th>Manuscript/Submission Number</th>
<th>Initial Date Submitted</th>
<th>Revision</th>
<th>Current Status</th>
<th>Article Title</th>
<th>Authors</th>
<th>Article Title Similarity</th>
<th>Author Similarity</th>
<th>Abstract Similarity</th>
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</thead>
<tbody>
<tr>
<td>RHIISP_H_2016_99 View Submission Details</td>
<td>07/12/2016 09:33:07</td>
<td>0</td>
<td>Completed - Reject</td>
<td>Assessment of Plant Growth Promoting Potential of Pseudomonas putida Isolated from Rice Rhizosphere of Old Alluvial Soil Zone</td>
<td>Shampa Dutta, Narayan Mandal, Jayanta Datta</td>
<td>29%</td>
<td>0%</td>
<td>9%</td>
</tr>
<tr>
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<td>0</td>
<td>Completed - Reject</td>
<td>Plant probiotic rhizobacteria from various medicinal plants and its effect on enhancement of agricultural productivity</td>
<td>Reshma K R, Jishma Joseph</td>
<td>17%</td>
<td>0%</td>
<td>24%</td>
</tr>
<tr>
<td>RHIISP_H_2020_1 View Submission Details</td>
<td>01/03/2020 04:33:12</td>
<td>0</td>
<td>Completed - Reject</td>
<td>Assessment of potential bacteria for enhancing plant nutrient uptake and growth of wheat</td>
<td>Qurban Ali Panhwar, MS Jamali, MS Sarki, Inayatullah Rajpar, N Depar</td>
<td>25%</td>
<td>0%</td>
<td>15%</td>
</tr>
<tr>
<td>RHIISP_H_2018_98 View Submission Details</td>
<td>08/21/2018 19:52:30</td>
<td>0</td>
<td>Completed - Withdrawn</td>
<td>Maize plant growth response to whole rhizosphere microbial communities in different mineral N and P fertilization scenarios</td>
<td>Dante Lopez-Carrona, Alejandro Alarcon, Esperanza Martinéz-Romer, Juan Jose Peña Cabrerales, John Larsen</td>
<td>25%</td>
<td>0%</td>
<td>13%</td>
</tr>
<tr>
<td>RHIISP_H_2018_151 View Submission Details</td>
<td>11/11/2018 20:08:47</td>
<td>0</td>
<td>Completed - Accept</td>
<td>Maize plant growth response to whole rhizosphere microbial communities in different mineral N and P fertilization scenarios</td>
<td>Dante Lopez-Carrona, Alejandro Alarcon, Esperanza Martinéz-Romer, Juan Jose Peña Cabreralles, John Larsen</td>
<td>25%</td>
<td>0%</td>
<td>10%</td>
</tr>
<tr>
<td>RHIISP_H_2019_89 View Submission Details</td>
<td>07/13/2019 15:13:29</td>
<td>0</td>
<td>Completed - Reject</td>
<td>Plant growth promoting potential of multifarious endophytic Pseudomonas</td>
<td>Rajat Maheshwari, Namita Bhutani, Pradeep Kumar, Pooja Suneja</td>
<td>25%</td>
<td>0%</td>
<td>11%</td>
</tr>
</tbody>
</table>

**EM Duplicate Score: 14%**
5. Searching for Reviewers - intro

There are various internal and external ‘find reviewer’ options; these will be covered on the next few slides.

- Use **Search My Publication** to search for reviewers in the journal database.
- Select **Search using - Reviewer Recommender** to get suggested reviewers from an algorithm using Scopus data combined with information on reviewers in the journal database.
- Access the **Standalone Find Reviewer Tool** to search Scopus using your own chosen keywords and then copy-paste the information back.

Please visit our [Support Hub](https://www.elsevier.com) for information on finding reviewers, or contact [Support](https://www.elsevier.com).

![Reviewer Search](image)
Searching for Reviewers: Reviewer Recommender tool

- Search for reviewers external to the journal database using the Reviewer Recommender (RR) tool, which is similar to the EVISE Reviewer Recommender
- The RR only generates recommendations for manuscripts that have manuscript keywords associated to it
- Editors need to be logged in with their Elsevier Profile to be able to see more information about potential reviewers and their published articles in Scopus
- The RR uses submission meta-data to identify potential reviewer candidates, who are then ranked using a machine learning model. The (meta) data from EM is used to:
  - Select up to 1,000 researchers authoring similar papers
  - Filter out the researchers with potential conflicts of interest
  - Rank and display the top 100 candidate reviewers
  - Enrich the recommended candidate reviewers with additional information (e.g. publication history, reviewing history for the journal, reviews in progress, etc.)
- The RR will start generating recommendations as soon as the author completes the submission process and those recommendations will be available in EM within 24 hours.
- A video and Quick Guide showing how to use the RR tool is available from the Support Hub
Reviewer Recommender

Searching for Reviewers: other sources

- Search the journal database by using the ‘Search My Publication’ box in EM. To assist editors in finding suitable reviewers, we have automatically added some personal keywords to the reviewers’ profile based on their past publications available on Scopus.com and their activity within this journal.

- The Find Reviewer (FR) tool is available as a standalone tool. It can be used to search for reviewers by copying and pasting ‘Keywords’, ‘Title’, ‘Classifications’, ‘Author names’ etc. Details of reviewers you would like to invite need to be copied from the FR tool back into EM.

- Depending on the journal configuration, you can search for Similar Articles on Scopus (a keyword-based search), Scopus Author Search, Similar Articles in MEDLINE, and PubMed Title Search. These options are listed in the action menu on EM.
5a. Alternative Reviewers

• You can add alternate reviewers up-front to act as a replacement for any reviewers that decline or fail to respond. You can link a specific alternate to a reviewer, to ensure you have at least one particular reviewer in a particular domain

• The system automatically promotes the (linked) alternate if one of the invited reviewers declines an invitation

Alternates: part of the Reviewer Invitation video guide: https://service.elsevier.com/app/answers/detail/a_id/29504/supporthub/publishing/
5b. Reviewer reminders

- Automatic reminders will not be automatically migrated to the new EM site
- These reminders will be set by your Journal Manager upon migration (after the site goes live in EM)
- If you did not have automatic reminders switched on previously, then you do not need to have these in EM, although they can be introduced should you wish to
- You can discuss with your JM the different deadlines for reminders and these can be adjusted at any time
6. Automatic un-assign review setting

- Reviewers who have already accepted the invitation to review a paper but do not submit their comments within a pre-defined time, can be automatically un-invited.
7. Re-open Review

- In EM, you will have the ability to “re-open” a review. This option appears when viewing a completed reviewer report and allows the editor to return the report to the reviewer for editing.
- Once the review has been re-opened, the status for that report on the View Reviews and Comments screen will change to Partial Review Saved, and the Reviewer will see the assignment back on their Reviewer Main Menu for editing/re-submission in the My Pending Assignments folder.
8. Editor “Signposting”

- Color coded signposting indicates submissions in each section that are new (green), need attention (amber), or overdue (red)
- These thresholds are configurable, and can be changed after migration

9. Automated Summary Reminders

- Reminder emails can be sent automatically to you at regular intervals.
- These reminders can include summaries from up to 11 assignment-related Editor Main Menu folders compiled in a single email.
- May be configured to include due-date threshold information (color-coded), allowing you a more informative quick view of your workload.
- Assignments that are on schedule are marked green, those requiring attention to keep them on schedule are marked amber, and those that are late are marked red.
- You will have the ability to configure these, but Journal Manager or Dedicated Support Agent can discuss any specific concerns.
10. Discussion Forum

- Discussion Forums allow you to invite other editors to view and discuss a manuscript, without having to assign it to them. Once the discussion is complete, the editors’ access to the manuscript can be terminated.

- By default all you will have the ability to initiate a Discussion Forum and all editors will be eligible to be invited to participate. Discussion Forums have many options, and these can be amended as needed after go-live.

- Please note that when starting a discussion you are advised to sort the list of potential based on the number of ‘Current Assignments’ being handled by each user as per below. This is because the list will contain a large number of support users, this issue is being addressed and the solution will only be a temporary requirement.
Discussion Forum - screenshot

Discussion for Manuscript Number: ELSTRAINER4-D-18-00004
Abby Author
"Test Editorial 2"

Participant Summary  View Submission  File Inventory  Add/Edit Submission Flags

Comments:

<table>
<thead>
<tr>
<th>Participant</th>
<th>Comments</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dwight Deputy</td>
<td>I disagree. I've seen a lot of papers discussing this lately, nothing new.</td>
<td>Jan 16, 2019</td>
</tr>
<tr>
<td>Edwin Expert</td>
<td>I think it's worthwhile. It offers something novel.</td>
<td>Jan 16, 2019</td>
</tr>
<tr>
<td>Edward Editor</td>
<td>Thoughts?</td>
<td>Jan 16, 2019</td>
</tr>
</tbody>
</table>

Editor Participants

<table>
<thead>
<tr>
<th>Editor Participant</th>
<th>Role</th>
<th># Posts</th>
<th>Latest Post</th>
<th>Participant Status</th>
<th>View Reviews and Comments</th>
<th>Download Files</th>
<th>View Draft Decision Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Associate</td>
<td>Scientific Editor</td>
<td>0</td>
<td></td>
<td>Active</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Dwight Deputy</td>
<td>Scientific Editor</td>
<td>1</td>
<td>Jan 16, 2019</td>
<td>Active</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Edward Editor</td>
<td>Editor</td>
<td>1</td>
<td>Jan 16, 2019</td>
<td>Active</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Edwin Expert</td>
<td>Scientific Editor</td>
<td>1</td>
<td>Jan 16, 2019</td>
<td>Active</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
11. Quick Searches

When you complete a search you can choose to save the search by clicking the floppy disk icon in the far left hand side of the search results screen. It will then appear as a link on your home page in the left hand side as shown below. This search is not static and will pull in additional papers with the search criteria chosen in the search if clicked on in the future.
12. Author Interface

- EM offers a user friendly author submission interface.
- If features the automatic extraction of data from a Title Page or Manuscript File (etc.) to auto-populate certain fields so authors can save time and there are clear warning signs for skipped mandatory items.
Throughout the migration period, you are supported by the Journal Manager as per usual. The aftercare process runs for 16 weeks after go-live, during which the Journal Manager will be in touch with you during the aftercare events listed on the left.

<table>
<thead>
<tr>
<th>Event</th>
<th>Time/trigger</th>
</tr>
</thead>
<tbody>
<tr>
<td>JM begins the Go-Live Checklist</td>
<td>Within 24-48 hours of being copied on the Go-Live notice</td>
</tr>
<tr>
<td>JM sends first Aftercare communication to Main Editor(s)</td>
<td>Within 24-48 hours of being copied on the Go-Live notice</td>
</tr>
<tr>
<td>JM sends Check-ups to the Main Editor(s)</td>
<td>EVISE -&gt; EM Every 2 weeks until aftercare is ended</td>
</tr>
<tr>
<td></td>
<td>EES-&gt;EM Every 4 weeks until aftercare is ended</td>
</tr>
<tr>
<td>CSAT survey is sent to editors</td>
<td>4 weeks post Go-live 12 weeks post Go-live</td>
</tr>
<tr>
<td>JM sends proactive communications to additional editors</td>
<td>2 weeks post Go-Live 8 weeks post Go-Live</td>
</tr>
<tr>
<td>JM handles any editor Responses to Aftercare Communications</td>
<td>As responses are received from any proactive email</td>
</tr>
<tr>
<td>JM handles any Aftercare CSAT Survey responses</td>
<td>As responses are received from 4 week and 12 week surveys</td>
</tr>
<tr>
<td>JM closes aftercare</td>
<td>When all exit criteria are met, or after 16 weeks with TM agreement</td>
</tr>
</tbody>
</table>
Finally

- Make sure to book a **one-hour a training session**
- Use the **Editor Quick Guide**
- Contact your Journal Manager and Publisher if you have any post go-live configuration requests

Note that your journal site, including submission data and configuration, is transferred to EM via an automated data migration process. The Migration Lead does not configure it; therefore, it is likely that some adjustments may be needed once the site is live. This is the Journal Manager’s responsibility. You are encouraged to flag-up any configuration tweaks that need to be made to the Journal Manager after go-live