



# Brief introduction to Editorial Manager (EM)

Essential information for Editors



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# Introduction

- This slide deck has been put together to provide an introduction 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, please contact your Publisher or Journal Manager.



# About Editorial Manager

- 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 supported and operating successfully for more than 7,000 journals across publishers on EM. We are also able to deliver enhancements and innovative solutions to you, and your community, soon.
- 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?



**Enhanced submission workflows** and features designed to help editors **save time** (e.g. Editor Chains; Quick Search; support for metadata extraction and reference linking from submitted Word files)



Features to **help all users keep on top of their work** e.g. Editor Signposting.



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.



**Existing integration with many third-party tools** e.g. CrossCheck, with more being established all the time.

# Key aspects of EM workflows

## Send back to author

- Submissions can only be “Sent back to author” when first received by the journal. 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-editor assignment.

## Revised submission assignment

- By default, revised submissions will follow the same assignment workflow as new submissions although, where a Central Receiving Office exists, they may choose to assign these differently, or send them back to the author.
- 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

# Editorial Manager Support

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.”*

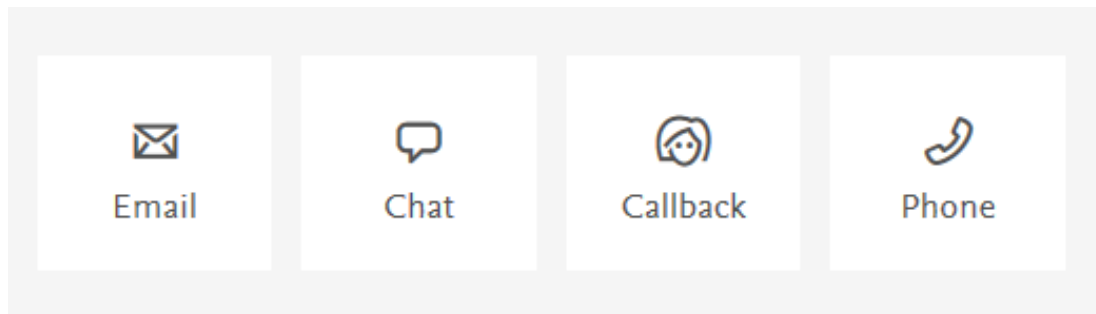
*“I went from zero understanding of the system to confident in using it.”*

*“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 Guide](#), highlighting Key Editor Tasks, is available from the Elsevier Support Center
- **Videos:**
  - The Support Hub also hosts [video guides in different languages](#)
  - If you can't find the topic you were looking for, you can search for videos in the Aries [Video Library](#).
- Our **Researcher Support** team can be contacted using the details at the [bottom of each support web page](#).





A woman with long dark hair, wearing a black top, is looking towards a man in a dark suit and light blue shirt. They are in an office environment with blurred background elements like charts and screens. The text 'Editorial Manager Highlight Features' is overlaid in a bright blue font at the bottom of the image.

# Editorial Manager Highlight Features

# Editorial Manager Highlight Features

1. [Main Menu and Help](#)
2. [Submissions / Action Links](#)
3. [View Options](#)
4. [Power Grid](#)
5. [Duplicate Submission Check](#)
6. [Searching for Reviewers](#)
  - a) [Alternative Reviewers](#)
  - b) [Proposed Reviewers](#)
  - c) [Reviewer Reminders](#)
7. [Automatic Un-Assign Reviewer Setting](#)
8. [Re-open Review](#)
9. [Required Reviews](#)
10. [Editor "Signposting"](#)
11. [Automated Summary Reminders](#)
12. [Discussion Forum](#)
13. [Quick Searches / Saving Searches](#)
14. [Author Interface](#)
15. [Inter Journal Resource Sharing \(IJRS\)](#)

These features are covered on the next slides.



# 1. Main Menu and Help

- The Contact us button gives you direct access to the Elsevier Support Hub, where you can get help from one of our Support Agents
- 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

The screenshot displays the Editorial Manager web interface. At the top, the 'em Editorial Manager' logo is on the left, and navigation links (HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, INSTRUCTIONS FOR AUTHORS) are in the center. On the right, there is a search bar with 'Go to: -- Search Page --', a role dropdown set to 'Managing Editor', and a username field with 'Username: mary'. A prominent red banner across the top reads: 'Important Message: Site under development. Do not use for live manuscript submission.' Below the banner, there are two tabs: 'Editorial' and 'Proposal Menu'. On the left side, the text 'Managing Editor Main Menu' is visible. In the center, there is a search box with the text 'Search Submissions | Search People'. On the right, a section titled 'Editor 'To-Do' List' is highlighted with a purple border. This section contains the following items:

- My Pending Assignments (4)
  - New Submissions Requiring Assignment (2)
  - Revised Submissions Requiring Assignment (0)
- Incomplete Submissions (1)
  - New Assignments (0)
- Submissions with Required Reviews Complete (1)
  - Submissions Requiring Additional Reviewers (0)
  - Submissions with One or More Late Reviews (0)
- Reviews in Progress (0)
  - Reviewers Invited - No Response (0)
  - Submissions Under Review (0)

Three purple arrows point to specific elements: one to the 'HELP' link in the top navigation, one to the 'CONTACT US' link, and one to the 'Editor 'To-Do' List' section.

## 2. Submissions / Action Links

- Signposting carries through to each individual manuscript. The traffic light colour coding is customizable, with the standard set at <10 days for green, 10-20 for amber and >20 for red.
- 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 and the status of the manuscript)

Quicklinks

### New Submissions Requiring Assignment - mary mary

Contents: These are the new submissions that require an Editor Assignment. Use the up/down arrows to change the sort order.

Page: 1 of 1 (2 total submissions) 1 25 res

Action	Manuscript Number	Article Type	Section Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
<a href="#">Action Links</a> (green traffic light) (35%)		Original Article		New test submission	Allan Author	Apr 15, 2019	Apr 15, 2019	Manuscript Submitted
<a href="#">Action Links</a> (red traffic light)		Original Article		Test	Abby Author	Feb 13, 2019	Feb 13, 2019	Manuscript Submitted

- View Submission
- Duplicate Submission Check (...)
- Details
- Initiate Discussion
- History
- Submit Early Decision
- File Inventory
- Edit Submission
- Send Back to Author
- Remove Submission
- Classifications
- Assign Editor
- Set Final Disposition
- Send E-mail
- Linked Submissions

# 3. View Options

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

**Contents:** These are the new submissions that require an Editor Assignment. Use the up/down arrows to change the sort order.

: 1 of 1 (2 total submissions) 1

Manuscript Number	Article	Section	Article Title	Author Name	Initial Date	Status	Current Status
							Manuscript Submitted
							Manuscript Submitted

**Grid Options**

The columns below are available to be included in this table. Please select the ones you would like to see by marking the "Show" checkbox. You may also lock columns in place so that regardless of your position in the grid you will be able to see the contents. These columns appear together on the left side and are selected by marking the "Fixed" checkbox.

Column Header	Fixed	Show
Submission Warning Status Signpost (color indicator)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Action	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manuscript Number	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Article Type	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Section Category	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Article Title	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Author Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Date Submitted	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Status Date	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Current Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Cancel Submit

# 4. Power Grid

The Power Grid is available across several different areas of Editorial Manager; primarily useful when Searching Submissions, as searches can be saved and results downloaded.

Quicklinks Save Search Download Results Sort Drag & Drop Column Arranging Overview of the review status Fix & Remove Columns

Search Submissions - Search Results Editorial Status is equal to 'Under Review'

Page: 1 of 2 (14 total submissions) 1 2 10 results per page.








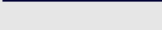

Action	Manuscript Number	Author Name	Article Title	Article Type	Short Title	Current Status	Reviewers	Review Status	Keywords	DOI	Status Date
<a href="#">View Submission</a> <a href="#">Similarity Check/IThenticate Re (26%)</a> <a href="#">Details</a> <a href="#">Initiate Discussion</a> <a href="#">History</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Solicit Commentary</a> <a href="#">Unassign Editor</a> <a href="#">Invite Reviewers</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">PubMed - Title</a> <a href="#">Similar Articles in Scopus</a> <a href="#">Scopus Corresponding Author S</a> <a href="#">Submit Editor's Decision and Co</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a>	RHISPH_2020_10	Gokul K Gopi Kannachethu	Application of liquid formulation of a mixture of plant growth promoting rhizobacteria helps reduce the use of chemical fertilizers in Amaranthus (Amaranthus tricolor L.)	Short Communication	Application of liquid formulation of a mixture of plant growth promoting rhizobacteria helps reduce the use of chemical fertilizers in Amaranthus (Amaranthus tricolor L.)	Under Review	Rosazlin Abdullah * Chun Li * Jana Michaelis * Zhansheng Wu *	1 Agreed 3 Invited - No Response 1 Declined (more...)	Carrier based formulations;PC mix-1.;Azotobacter chroococcum;B spp.;Azospirillum lipoferum;		Apr 20, 2020

The Review Status column, part of the Power Grid, offers a quick overview of ongoing reviews/ reviewer invites.

# 5. Duplicate Submission Check

This feature allows you to check for duplications against other manuscripts submitted to your journal

submission. The EM Duplicate Score is the highest weighted average for any of the submissions displayed below.

Potential Duplicate Submissions								
						EM Duplicate Score: 14%		
Manuscript/Submission Number	Initial Date Submitted	Revision	Current Status	Article Title	Authors	Article Title Similarity	Author Similarity	Abstract Similarity
RHISPH_2016_99 <a href="#">View Submission Details</a>	07/12/2016 09:33:07	0	Completed - Reject	Assessment of Plant Growth Promoting Potential of Pseudomonas putida Isolated from Rice Rhizosphere of Old Alluvial Soil Zone	SHAMPA DUTTA;narayan mandal;Jayanta Datta	29% 	0% 	9% 
RHISPH_2018_49 <a href="#">View Submission Details</a>	05/01/2018 11:27:55	0	Completed - Reject	Plant probiotic rhizobacteria from various medicinal plants and its effect on enhancement of agricultural productivity	Reshma K R;Jimtha Joseph	17% 	0% 	24% 
RHISPH_2020_1 <a href="#">View Submission Details</a>	01/03/2020 04:33:12	0	Completed - Reject	Assessment of potential bacteria for enhancing plant nutrient uptake and growth of wheat	Qurban Ali Li Panhwar;MS Jamali;MS Sarki;Inayatullah Rajpar;N Depar	25% 	0% 	15% 
RHISPH_2018_98 <a href="#">View Submission Details</a>	08/21/2018 19:52:30	0	Completed - Withdrawn	Maize plant growth response to whole rhizosphere microbial communities in different mineral N and P fertilization scenarios	Dante Lopez-Carmona;Alejandro Alarcon;Esperanza Martínez-Romero;Juan Jose Peña Cabriaes;John Larsen	25% 	0% 	13% 
RHISPH_2018_151 <a href="#">View Submission Details</a>	11/11/2018 20:08:47	0	Completed - Accept	Maize plant growth response to whole rhizosphere microbial communities in different mineral N and P fertilization scenarios	Dante Lopez-Carmona;Alejandro Alarcon;Esperana Martinez Romero;Juan Jose Peña Cabriaes;John Larsen	25% 	0% 	10% 
RHISPH_2019_89 <a href="#">View Submission Details</a>	07/13/2019 15:13:29	0	Completed - Reject	Plant growth promoting potential of multifarious endophytic Pseudomonas	Rajat Maheshwari;Namita Bhutani;Pradeep Kumar;Pooja Suneja	25% 	0% 	11% 

This is not a check for plagiarism, and is meant primarily to identify resubmissions and submissions which are similar to previously submitted manuscripts in Title, Abstract, and Author List only. Editors with the appropriate permissions will be able to view additional details about the previous manuscripts by clicking on the links provided.

# 6. 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](#) for information on finding reviewers, or contact [Support](#).

## Reviewer Search

Search My Publication        from       

Search using - Reviewer Recommender



# Reviewer Recommender tool

- Search for reviewers external to the journal database using the Reviewer Recommender (RR) tool
- **COMING SOON** “*Search using - Reviewer Recommender and Keywords*” - Keyword search functionality fully integrated within EM. It will also easily allow you to add suggested reviewers who are not yet registered in EM (for those journals who use this feature)
- RR now also offers an in-depth reviewer history – showing number of times reviewed for the current and other journals, number of times published within that journal, and suggested by author
- 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 are available from the Support Hub

# Reviewer Recommender

The screenshot shows the Reviewer Recommender interface. At the top, it says "Browse reviewers in system recommendations (100)". Below this is a filter dropdown and a "Sort by: Relevance" menu. A list of reviewers is shown on the left, including Santiago Palanco, Jean Cl Dousse, Karel Novotný, Jakub Szlachetko, and Pavel Pořízka. The main panel displays detailed information for Santiago Palanco, including his affiliation (Universidad de Malaga), h-index (24), and a list of similar works. It also shows author keywords (18) and Scopus subject areas (5).

Reviewing history

This journal reviews | Other journals reviews

0 In progress | 4 Completed

Reviews	
Last Completed	16 August 2018
Last Invited	17 September 2018
Last Accepted	4 February 2019
Last Declined	8 June 2019

Invitations	
Avg. Reply	4 days
Total invitations	89
Total invitations accepted	-

Find Reviewers for your submission  
Reviewers added in this session: 5  
Return to Manage Reviewers

Reviewer recommendations | Keyword search  
Search for reviewer candidate using keywords

Keywords: \_\_\_\_\_  
Published since: 2017  
Refine your search: OR AND  
Search

A video on the Reviewer Recommender tool can be watched [here](#).

# 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.
- Another option for searching for reviewers within the journal's database is to add People Flags to reviewers' profiles and then search using these, in the 'Search my Publication' screen.
- The Find Reviewer (FR) tool is also available, although as a stand-alone tool. It can be used to search for reviewers by copying and pasting 'Keywords', 'Title', 'Classifications', 'Author names' etc.
- 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.

**Search People - Search Results**

Choose the criterion for selecting People Records.

[Help with Searching](#)      [Insert Special Character](#)      [Register New User](#)

Criterion	Selector	Value	User Role
People Flag Name	Is Equal To	Editorial Board Member	ALL
Last Name	Begins With		END
Last Name	Begins With		END

---

Page: 1 of 1 (2 total People Matches)      [Download Search Results](#)      Display 50 results per page.

Merge People	Name	City	State or Province	Country	Author Role	Reviewer Role
<input type="checkbox"/>	Sally Solicitor			UNITED STATES	[Author]	[Reviewer]
<input type="checkbox"/>	Robert Reviewer			UNITED STATES	[Author]	[Reviewer]

---

**FR Find Reviewers** Powered by **Scopus**

Keywords: electron localisation    Published since: 2014

Please add quotes around words that must appear together in order to have their intended meaning e.g. "compound interest"

AND     OR

Search on review articles only  
 Only on articles published in: Solid State Electronics

**My candidates**       

Oliver, [redacted] (h-index: 6)       

rao28@cam.ac.uk

Egger, [redacted] (h-index: 5)       

jean-pierre.egger@net2000.ch

Search result for: "electron localisation", published since 2014  
 Note: It is important that you validate the result to ensure it is a good match to the paper before inviting the reviewer.

160 candidates (showing 121 - 130)    < Previous | Go to page 13 of 16 | Go    Next >

Name	Author	Matches	Affiliation	City	Country
<input type="button" value="Add"/> Srinivasa [redacted] (h-index: 14)	<input type="checkbox"/>	11	University of California, Santa Barbara	Santa Barbara	United States
<input type="button" value="Add"/> Egger, [redacted] (h-index: 32)	<input type="checkbox"/>	5	Université de Neuchâtel, Institut de Physique	Neuchâtel	Switzerland
<input type="button" value="Add"/> Oliver, [redacted] (h-index: 31)	<input type="checkbox"/>	6	University of Cambridge	Cambridge	United Kingdom
<input type="button" value="Add"/> Agudo [redacted] (h-index: 9)	<input type="checkbox"/>	6	Instituto de Investigación en Discapacidades Neurológicas	Albacete	Spain

# 6a. Alternate 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 will be promoted only if there are fewer agreed/completed reviews than the required number ([see slide 25](#))

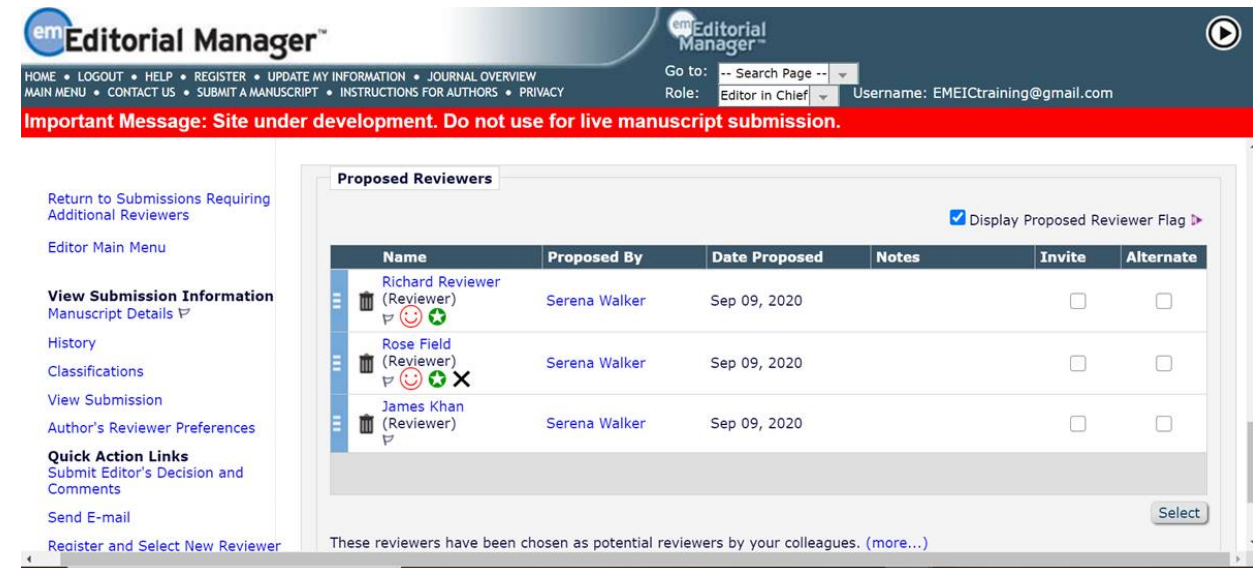
The screenshot shows the Editorial Manager interface. At the top, there is a navigation bar with the Editorial Manager logo and a search bar. Below the navigation bar, a red banner displays an important message: "Important Message: Site under development. Do not use for live manuscript submission." The main content area is divided into two sections. The left section contains a sidebar with various links, including "Return to Submissions with Reviewers Invited - No Response", "Editor Main Menu", "View Submission Information", "Quick Action Links", and "Set Preferences". The right section is titled "Review Settings" and contains a message about the submission's status and automatic actions. Below this, there is a "Selected Reviewers" section with a table of reviewers and their status. The table is as follows:

Invited Reviewers and Linked Alternate Reviewers		
Rose Field (Reviewer) ☞ 😊 🟢 ✕	Reviewer Invited Dec 10, 2020	<a href="#">Un-invite</a>
Sally Solicitor (Reviewer) ☞ 😊	Reviewer Invited Dec 10, 2020	<a href="#">Un-invite</a>
James Khan (Reviewer) ☞	Un-invited Before Agreeing to Review Dec 10, 2020	
Richard Reviewer (Reviewer) ☞ 😊 🟢	Un-invited Before Agreeing to Review Dec 10, 2020	

Below the table, there is a section titled "Alternate Reviewers" which is highlighted with a red box. It contains one entry: "Arnold Appraiser (Reviewer) ☞ ✕".

# 6b. Proposed reviewers

- Editors may recommend, or propose, potential Reviewers for other Editors to invite or assign to a submission. Proposed Reviewers are listed on the Reviewer Selection Summary page and can be selected directly to use as Invited, Assigned, or Alternate Reviewers as needed.
- A Proposed Reviewer flag is available to call attention to submissions for which Reviewers have been proposed. When the proposing Editor checks the box next to the setting, Display Proposed Reviewer Flag, on the Reviewer Selection Summary page, an icon ( ) displays next to the Action link, Invite Reviewers, for the related submission.



The screenshot shows the Editorial Manager interface. At the top, there is a navigation bar with the 'em Editorial Manager' logo and a search bar. Below the navigation bar, there is a red banner with the text: 'Important Message: Site under development. Do not use for live manuscript submission.' The main content area is titled 'Proposed Reviewers' and contains a table with the following data:

Name	Proposed By	Date Proposed	Notes	Invite	Alternate
Richard Reviewer (Reviewer)	Serena Walker	Sep 09, 2020		<input type="checkbox"/>	<input type="checkbox"/>
Rose Field (Reviewer)	Serena Walker	Sep 09, 2020		<input type="checkbox"/>	<input type="checkbox"/>
James Khan (Reviewer)	Serena Walker	Sep 09, 2020		<input type="checkbox"/>	<input type="checkbox"/>

Below the table, there is a 'Select' button and a note: 'These reviewers have been chosen as potential reviewers by your colleagues. (more...)'

## 6c. Reviewer reminders

- Automated reviewer reminders can be set up for your journal
- You can set up more than one reminder, and each reminder can be linked to a different reminder letter
- You can discuss with your JM the different deadlines for reminders and these can be adjusted at any time

<b>Reminder Type:</b>	<input checked="" type="radio"/> <b>No Response. Send Reminder:</b> Send an automated reminder e-mail to Reviewers with outstanding invitations that were sent exactly <input type="text" value="5"/> days ago. Reminders will be sent to Reviewers who have neither accepted nor declined the review invitation, and have not been uninvited or terminated.
	<input type="radio"/> <b>Reminder Before Due Date:</b> Send an automated reminder e-mail for reviews that are exactly <input type="text" value="10"/> days before their due date. Reminders will be sent to Reviewers who have agreed to the review invitation but have not yet submitted their review.
	<input type="radio"/> <b>Reminder Past Due Date:</b> Send an automated reminder e-mail for reviews that are exactly <input type="text" value="7"/> days past the due date. To send reminders for reviews that are due on the day the reminder report is run, enter 0 days. Reminders will be sent to Reviewers who have agreed to the review invitation but have not yet submitted their review.
	<input type="radio"/> <b>Reminder Outstanding Partially Saved Reviews:</b> Send an automated reminder e-mail for any partially-saved reviews that were saved exactly <input type="text" value="0"/> days ago and have not been submitted fully. To send reminders for reviews that were saved on the day that the reminder report is run, enter 0 days. Reminders will be sent to Reviewers who saved a partially completed review and may have forgotten to submit the fully completed review.

# 7. Automatic un-assign & un-invite 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-assigned. In the same way, if a reviewer has not responded to the invitation within a pre-set time frame, they will be un-invited.

## ☐ Review Settings

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 2 [[Change](#)] review(s) have been completed.

Automatically un-invite Reviewers who do not respond to an invitation within 5 [[Change](#)] day(s). ([more...](#))

Automatically un-assign Reviewers who do not complete a review within 0 [[Change](#)] day(s) of the review due date.

Set this number to 0 to turn off the automatic un-assign process for Reviewers who have accepted an invitation to review this submission. ([less...](#))

# 8. 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.
- This option is useful for any comments submitted by the reviewer before being finalized or in error.

Cancel **Re-open Review** Save and Close

**ELSTRAINING1-D-19-00003**  
**"CY - Training Submission 1.a.b - created 11-Feb-19"**  
**Original Submission**

**Remy Referee (Reviewer 1)**

Reviewer Recommendation Term: Major Revision  
Rate Review:  Please enter a number from 1-100

Custom Review Question(s)	Response
Are you willing to review the revision of this manuscript?	Yes

Manuscript Rating Question(s)	Scale	Rating
Please rate on a scale of 1-3 (1 being the lowest and 3 being highest) on "The subject addressed in this article is worthy of investigation".	[1-3]	2
Please rate on a scale of 1-3 (1 being the lowest and 3 being highest) on "The information presented was new."	[1-3]	3
Please rate on a scale of 1-3 (1 being the lowest and 3 being highest) on "The conclusions were supported by the	[1-3]	2

**View Reviews and Comments for Manuscript**  
**ELSTRAINING1-D-19-00005**

**Original Submission**

Click the recommendation term to view the comments for the submission.

[Attachments \(1\)](#) [View Manuscript Rating Card](#)

	Original Submission
<a href="#">Remy Referee (Reviewer 1)</a>	<b>Partial Review Saved</b>
<a href="#">(Associate Editor)</a>	
<a href="#">(Editor in Chief)</a>	
<a href="#">Author Decision Letter</a>	
<a href="#">Allan Author (Author)</a>	



# 9. Required Reviews

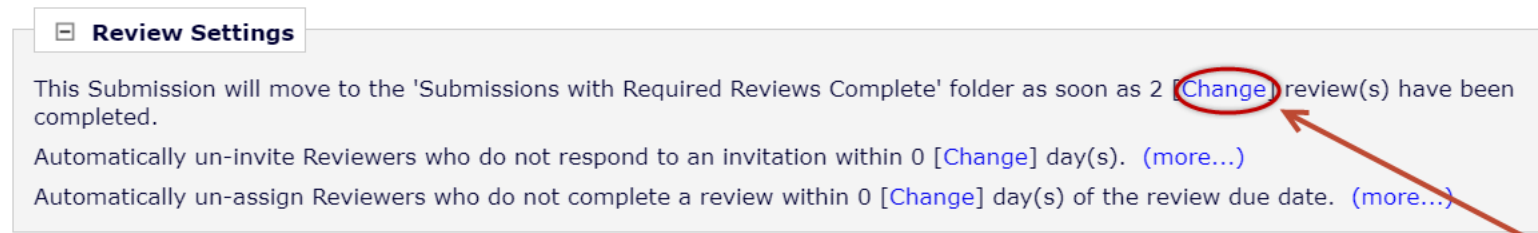
- Each Article Type can be set up with a different number of required reviews. Once this number has been reached, the paper will then move on to the 'Required Reviews Complete' folder.
- The purpose of this number is to expose manuscripts that may need additional attention. A submission with fewer than the specified number of reviewers invited/agreed will move to the Submissions Requiring Additional Reviewers folder so the Editor can see additional reviewers need to be selected.
- However, this number can also be changed on an individual basis, on each submission, on the invite reviewers screen:

**Review Settings**

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 2 [Change](#) review(s) have been completed.

Automatically un-invite Reviewers who do not respond to an invitation within 0 [Change](#) day(s). [\(more...\)](#)

Automatically un-assign Reviewers who do not complete a review within 0 [Change](#) day(s) of the review due date. [\(more...\)](#)



# 10. Editor “Signposting”

- Color coded signposting indicates submissions in each section that are new (green), need attention (amber), or overdue (red)

### Editor 'To-Do' List

My Pending Assignments (30)

-  New Assignments (21)
-  Submissions with Required Reviews Complete (2)
-  Submissions Requiring Additional Reviewers (2)
-  Submissions with One or More Late Reviews (6)

Reviews in Progress (21)

-  Reviewers Invited - No Response (16)
-  Submissions Under Review (10)

### Editorial Submissions in Progress

**Needs Attention:**  Days since submission began

**Late:**  Days since submission began

### Transferred Submissions

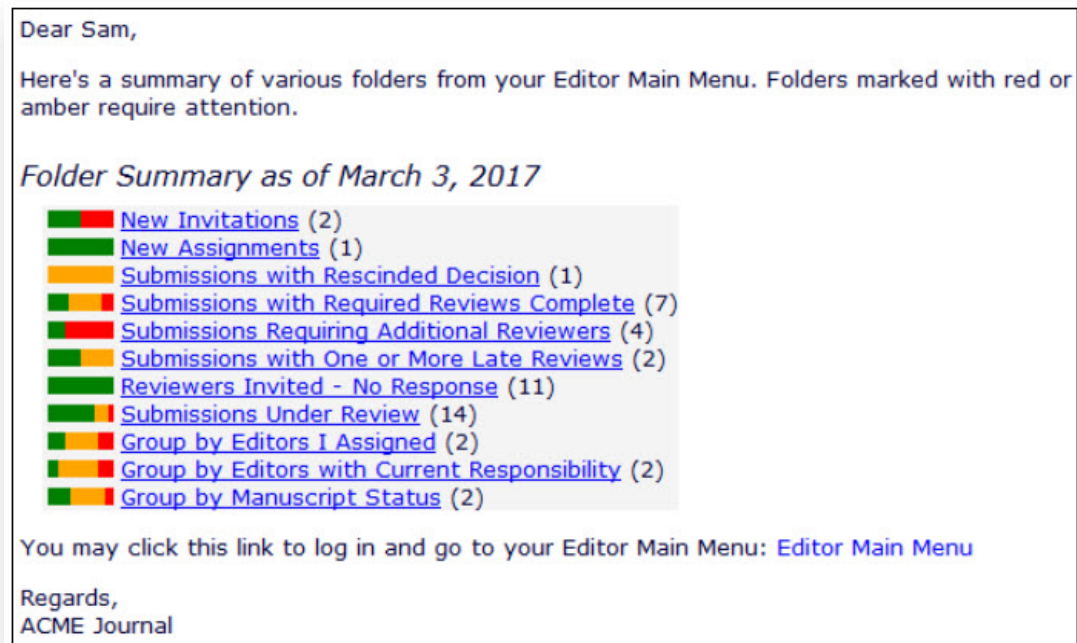
**Needs Attention:**  Days since initial date submitted

**Late:**  Days since initial date submitted

Editor Signposting: <https://vimeo.com/album/3537271/video/217036720>

# 11. Automated Summary Reminders

- Reminder emails can be sent automatically to Editors 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, and can discuss any concerns with your Journal Manager



# 12. 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 by your Journal Manager.
- Please note that when starting a discussion, you are advised to sort the list of potential participants 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 that do not handle assignments.

Page: 1 of 35 (348 total candidates) 1 2

Select	Editor Role	Editor Name	Current Assignments	View Reviews and Comments
<input checked="" type="checkbox"/>	Receiving Ed/Office		91	
<input type="checkbox"/>	Associate Editor		6	<input type="checkbox"/>
<input type="checkbox"/>	Editor		5	<input type="checkbox"/>
<input type="checkbox"/>	Associate Editor		3	<input type="checkbox"/>
<input type="checkbox"/>	Associate Editor		2	<input type="checkbox"/>

My Pending Assignments (5)

- New Assignments (4)
- Submissions with Required Reviews Complete (1)
- Submissions Requiring Additional Reviewers (0)
- Submissions with One or More Late Reviews (0)
- Submissions with Active Discussions (1) 1

# Discussion Forum

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

Close

[Participant Summary](#)

[View Submission](#)

[File Inventory](#)

[Add/Edit Submission Flags](#)

Comments:

[View/Print All](#)

Post

Participant ▲▼	Comments	Date ▲▼
Dwight Deputy	● I disagree. I've seen a lot of papers discussing this lately, nothing new.	Jan 16, 2019
Edwin Expert	● I think it's worthwhile. It offers something novel.	Jan 16, 2019
Edward Editor	● Thoughts?	Jan 16, 2019

### ☐ Editor Participants

Editor Participant ▲▼	Role ▲▼	# Posts	Latest Post	Participant Status ▲▼	View Reviews and Comments	Download Files	View Draft Decision Letter
Ann Associate	Scientific Editor	0		Active	✓	✓	✓
Dwight Deputy	Scientific Editor	1	Jan 16, 2019	Active	✓	✓	✓
Edward Editor	Editor	1	Jan 16, 2019	Active	✓	✓	✓
Edwin Expert	Scientific Editor	1	Jan 16, 2019	Active	✓	✓	✓

# 13. 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.

## Managing Editor Main Menu

Quick Searches:

[Demo For Red Journal](#)

[IDS september](#)

[MS Numbers including 1](#)

[MSs that need grammatical work](#)

[Need Copyright](#)

**Search submissions selection criteria**

Create a new Search definition or choose an existing Search definition to Run, Edit, or Remove. You may refine your criteria further on the [Advanced Criteria](#)

Search Definition:

[Help with Searching](#) [Insert Special Characters](#) [Advanced Criteria](#)

(	Criterion	)
<input type="text" value=""/>	<input type="text" value="Manuscript Number"/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

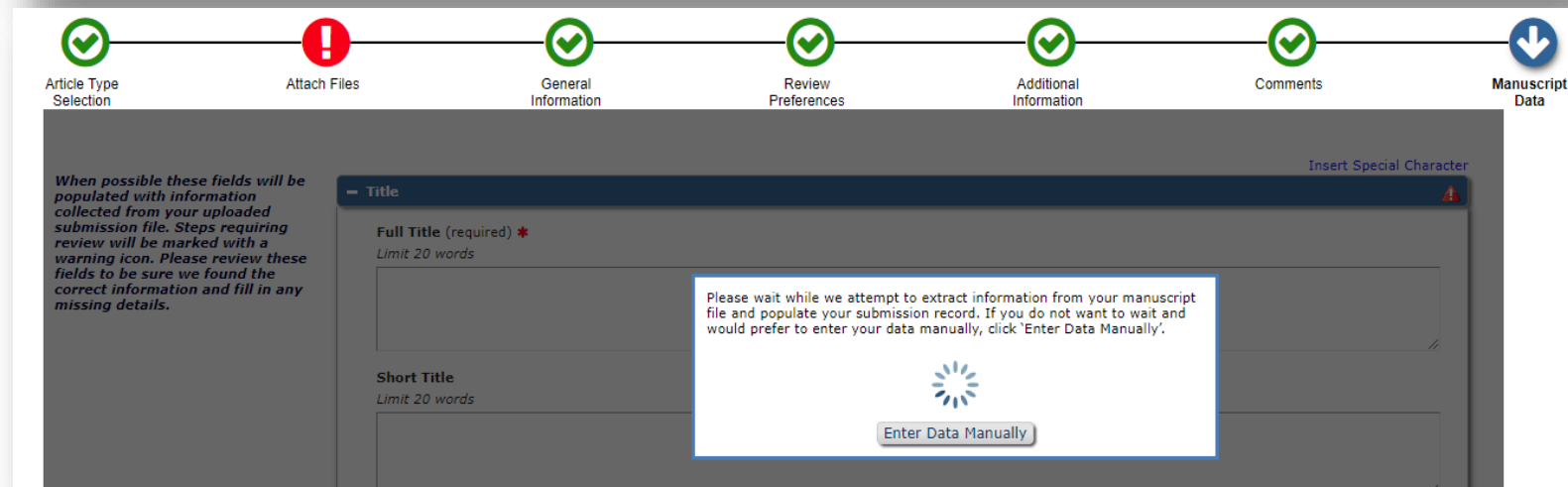
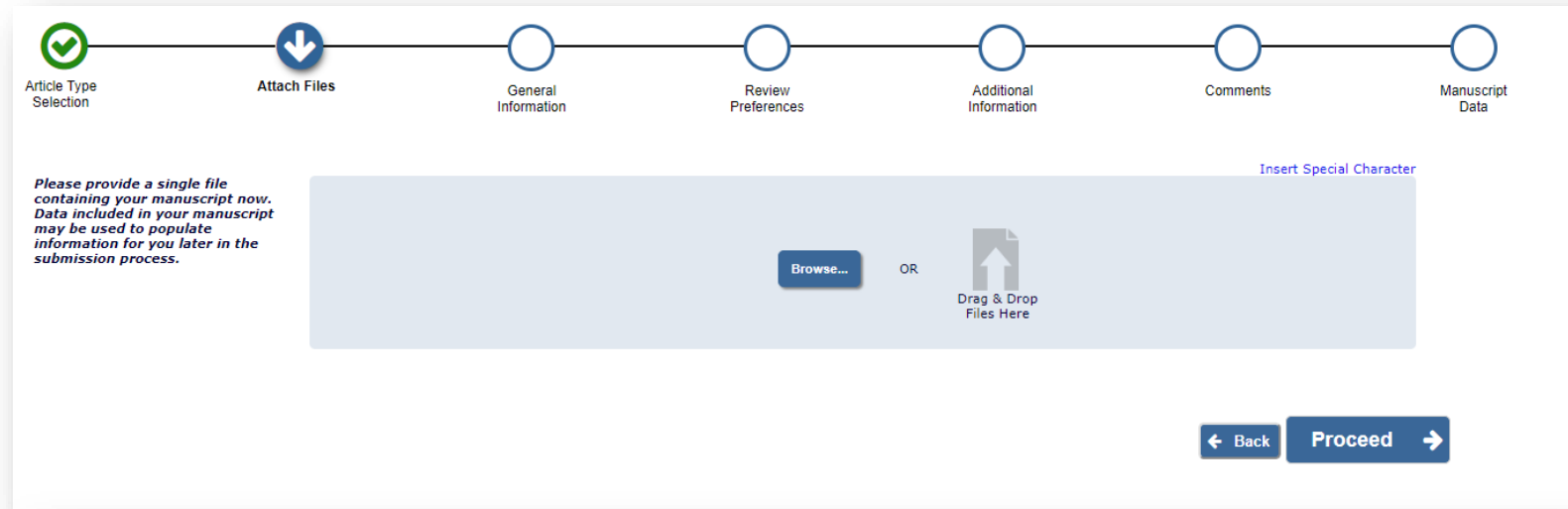
Search Definition: Choose Saved Search

- Choose Saved Search
- All My October MSs(shared)
- CT not submitted(shared)
- Demo For Red Journal
- IDS september
- MS Numbers including 1
- MSs that need grammatical work(shared)
- Need Copyright
- Needs Grammar Check(shared)
- October(shared)
- October MSs(shared)
- Quick Turnaround

Video Tutorial: <https://vimeo.com/album/3537271/video/174858806>

# 14. Author Interface

- EM offers a user friendly author submission interface.
- It 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.



# 15. Inter Journal Resource Sharing (IJRS)

- IJRS stands for Inter Journal Resource Sharing. This provides journals with the option to share reviewer databases across their Editorial Manager submission sites. If IJRS is available the editor will see an option to 'Search another Publication' in their reviewer selection summary screen. From the drop-down menu the editor can then select the name of the journal in which they would like to search for reviewers.
- If editors would like to have the option to search across another Elsevier journal which uses Editorial Manager they can do so by requesting this from their Publisher.

• The journal database with **Search My Publication**;  
• Scopus with the **Find Reviewers Tool**.

**Reviewer Search**

Search My Publication    Search for Reviewers    from All Reviewers   

Search Another Publication    Choose Publication    mode Search for Reviewers   

Search using - Reviewer R

ELSTRAINING2