



REUTERS/Carlos Barria

ONLINE SUBMISSION TOOLS AS A VITAL PART OF GROWING SERVICE ECOSYSTEM

IP & SCIENCE

SCIENTIFIC AND SCHOLARLY RESEARCH

IAN POTTER

6 DECEMBER 2012



THOMSON REUTERS

MAKING LIFE EASIER FOR ALL USERS



MAKING LIFE EASIER FOR ALL USERS

- Electronic forms
 - paperwork with a minimum of effort for authors and editorial / production staff



MAKING LIFE EASIER FOR ALL USERS

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 - paperwork with a minimum of effort for authors and editorial / production staff
- Effectively manage supplemental material



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- Data sharing
 - avoid exhausting review good faith



MAKING LIFE EASIER FOR ALL USERS

- Electronic forms
 - paperwork with a minimum of effort for authors and editorial / production staff
- Effectively manage supplemental material
- Data sharing
 - avoid exhausting review good faith
- ORCID
 - know who's who, bridging systems

MAKING LIFE EASIER FOR ALL USERS

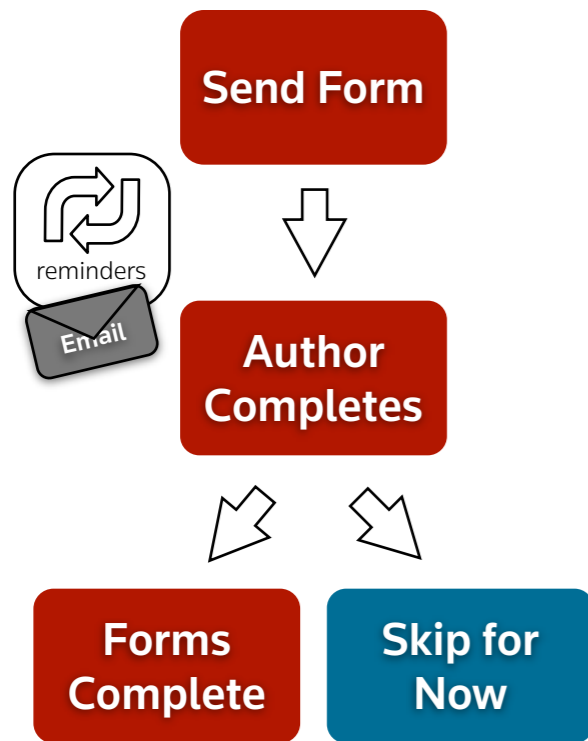
- Electronic forms
 - paperwork with a minimum of effort for authors and editorial / production staff
- Effectively manage supplemental material
- Data sharing
 - avoid exhausting review good faith
- ORCID
 - know who's who, bridging systems
- Integrated reporting tools
 - know your vital statistics



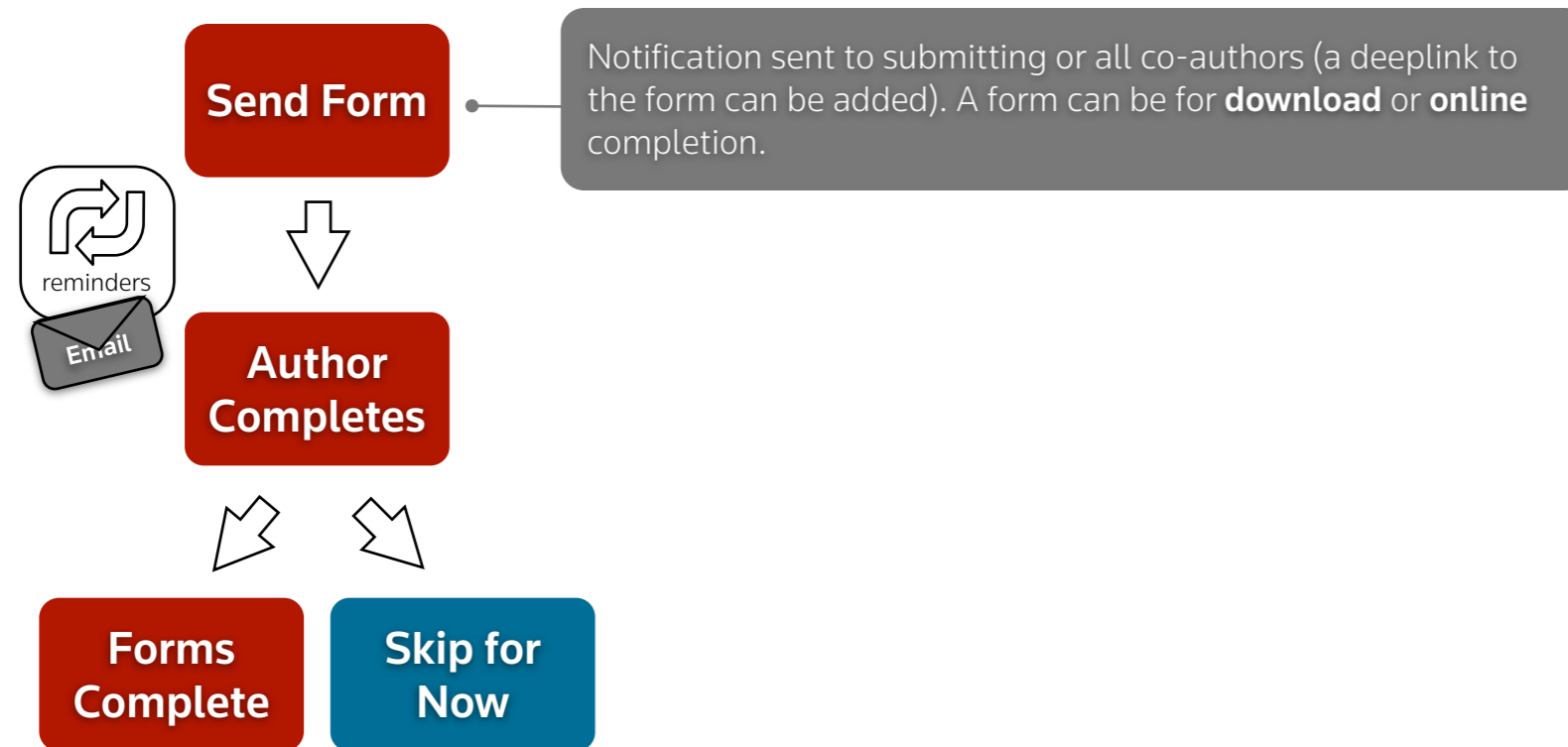
ELECTRONIC FORMS



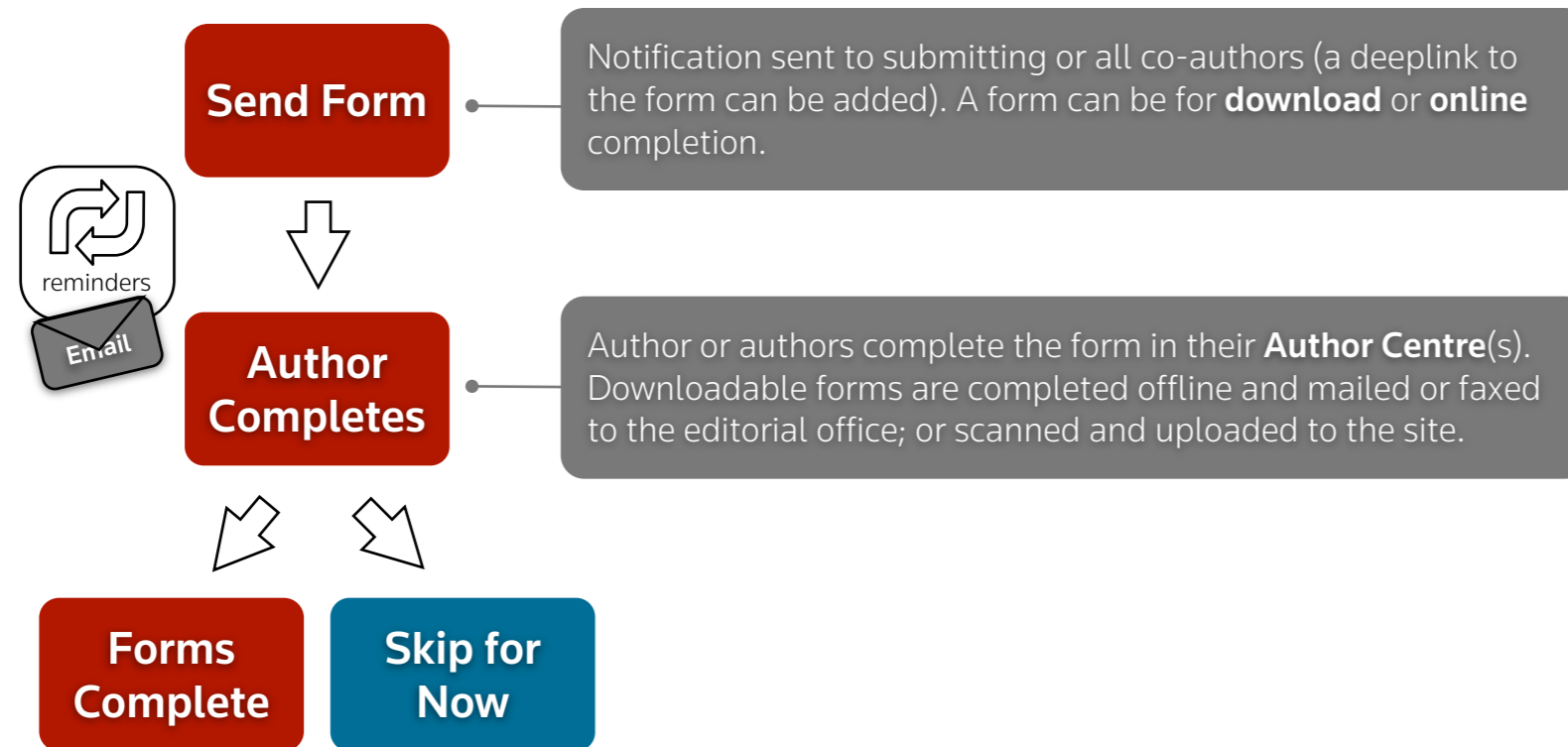
ELECTRONIC FORMS



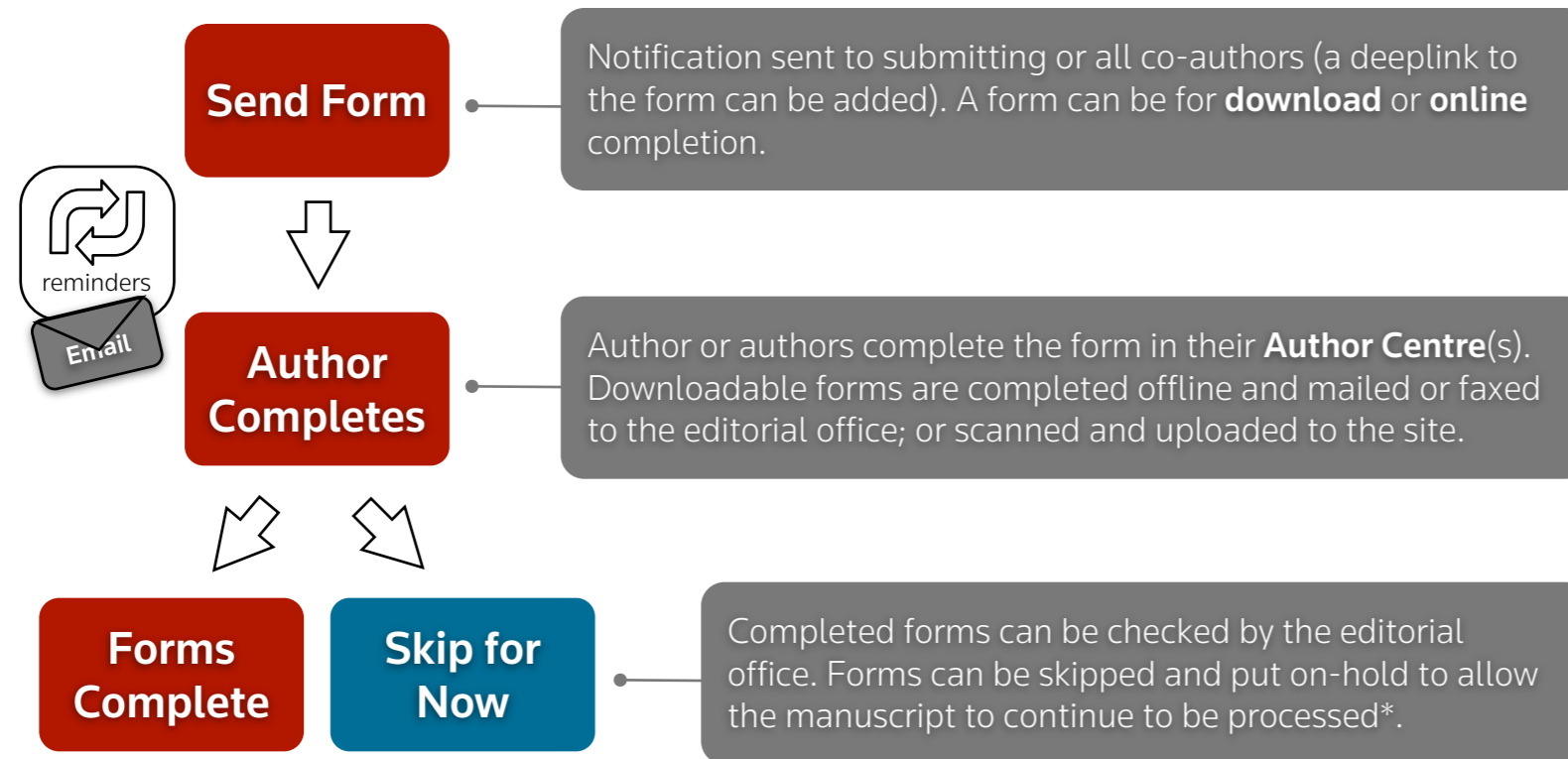
ELECTRONIC FORMS



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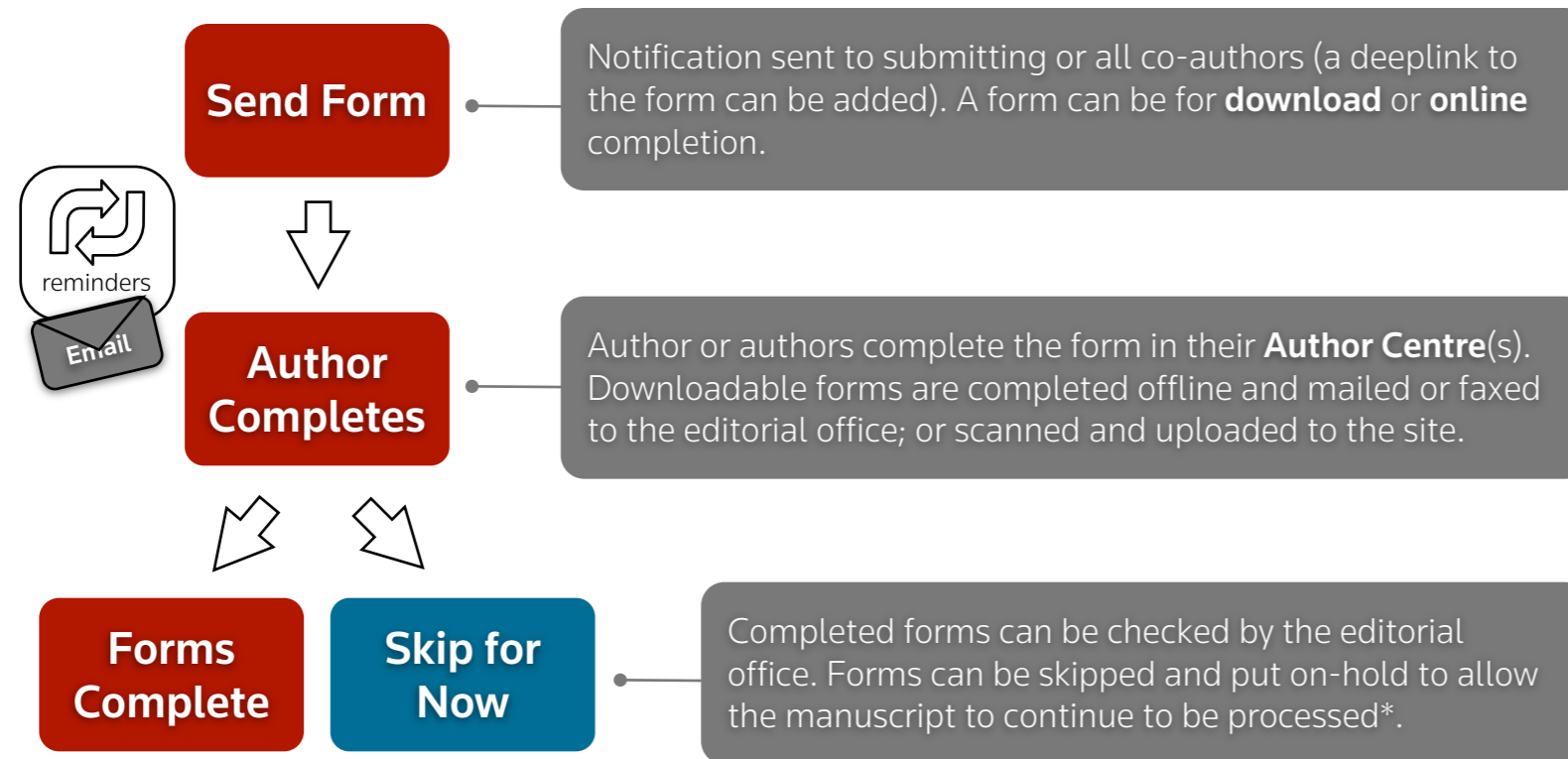


ELECTRONIC FORMS

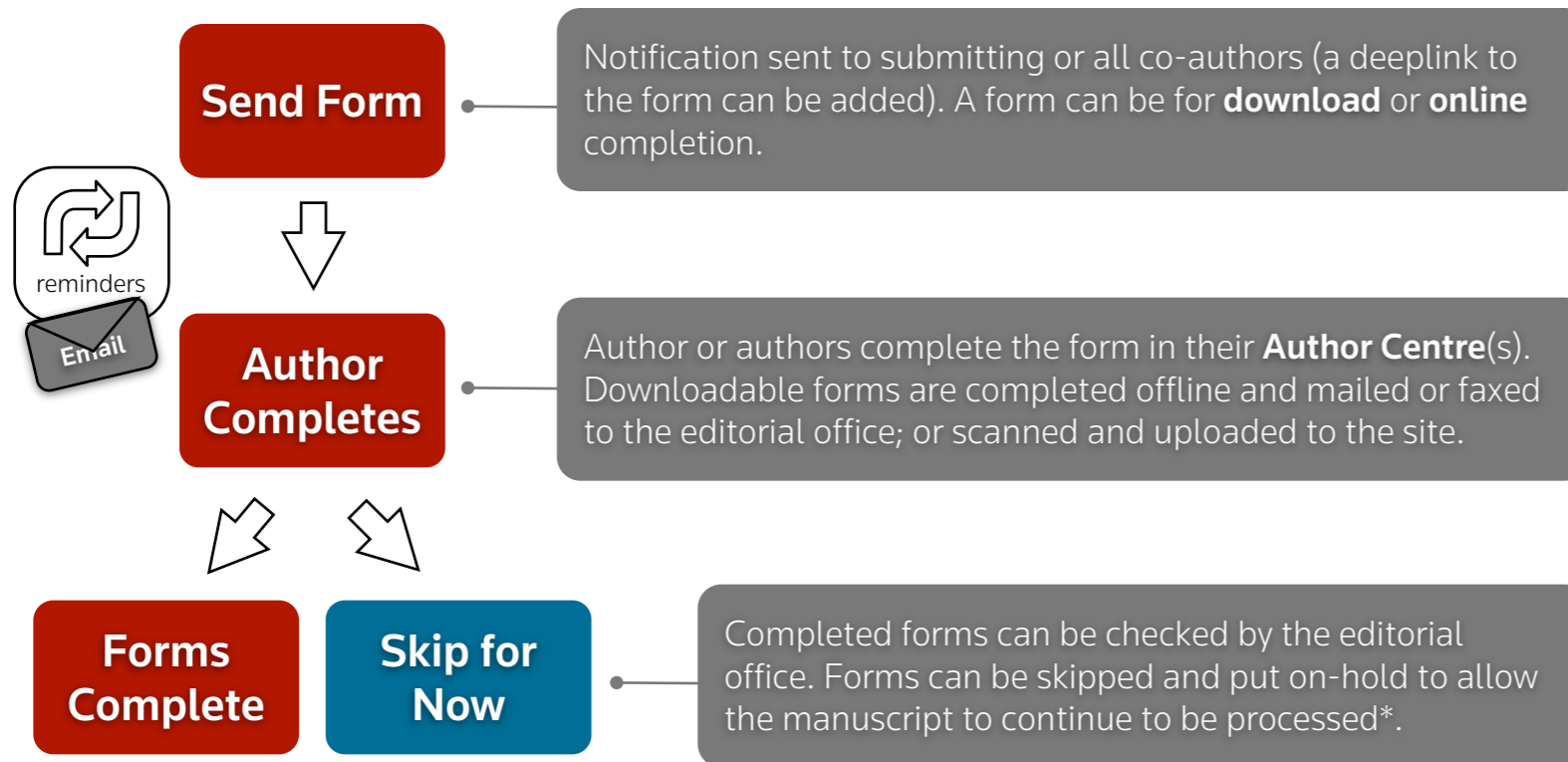


ELECTRONIC FORMS

- e-forms can be collected at the point of submission or any point in the editorial or post-accept process

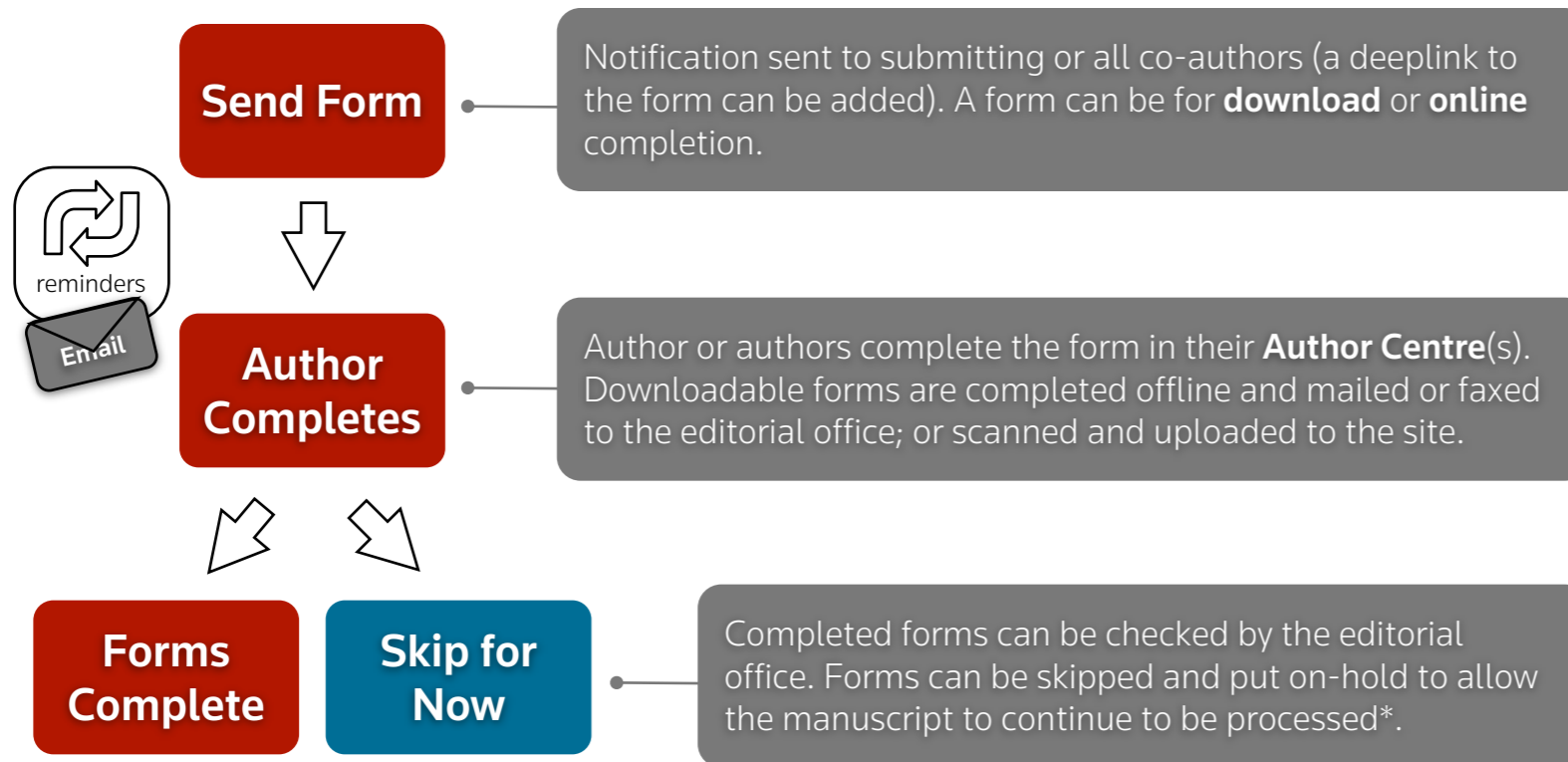


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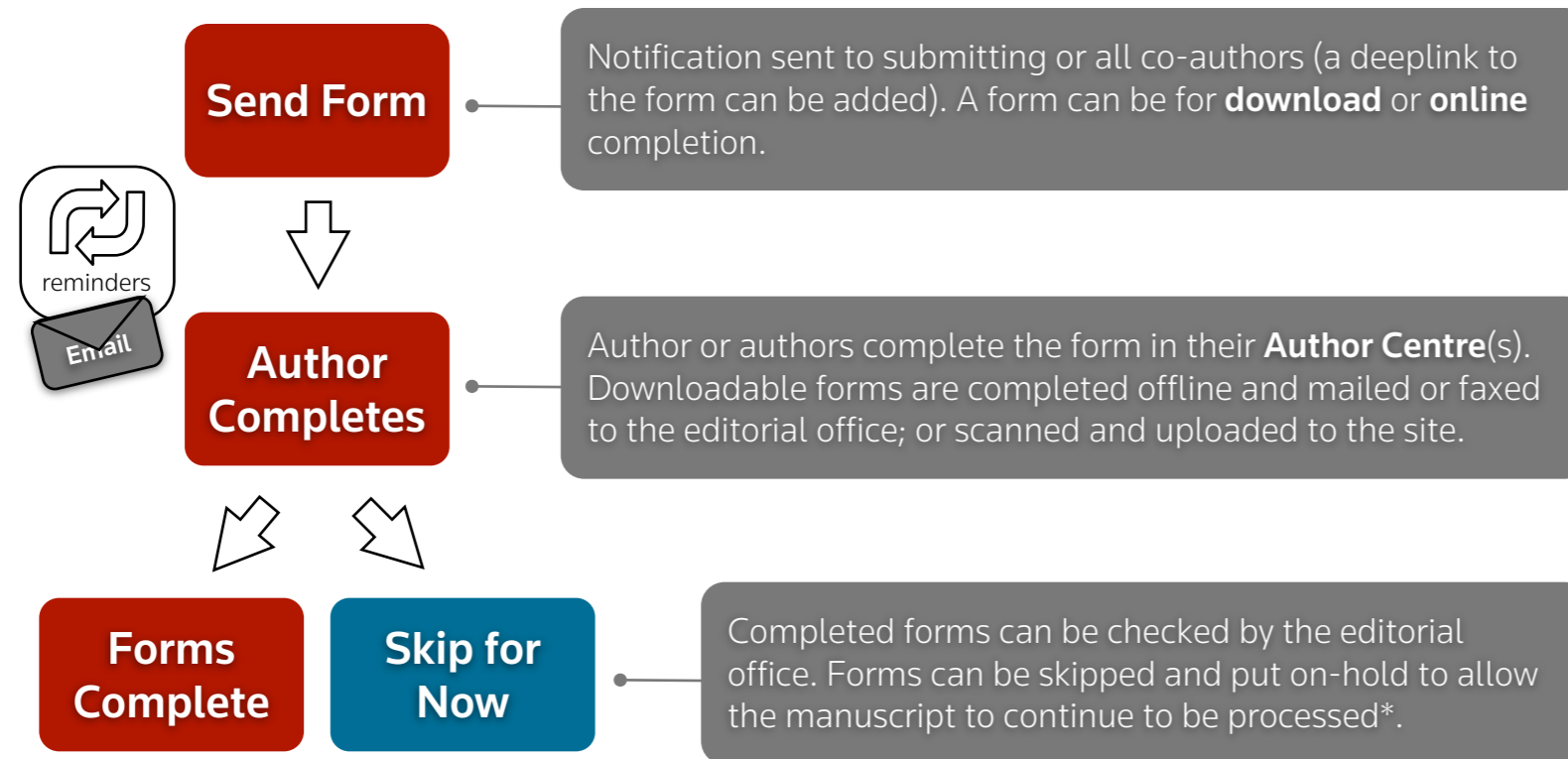
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ELECTRONIC FORMS



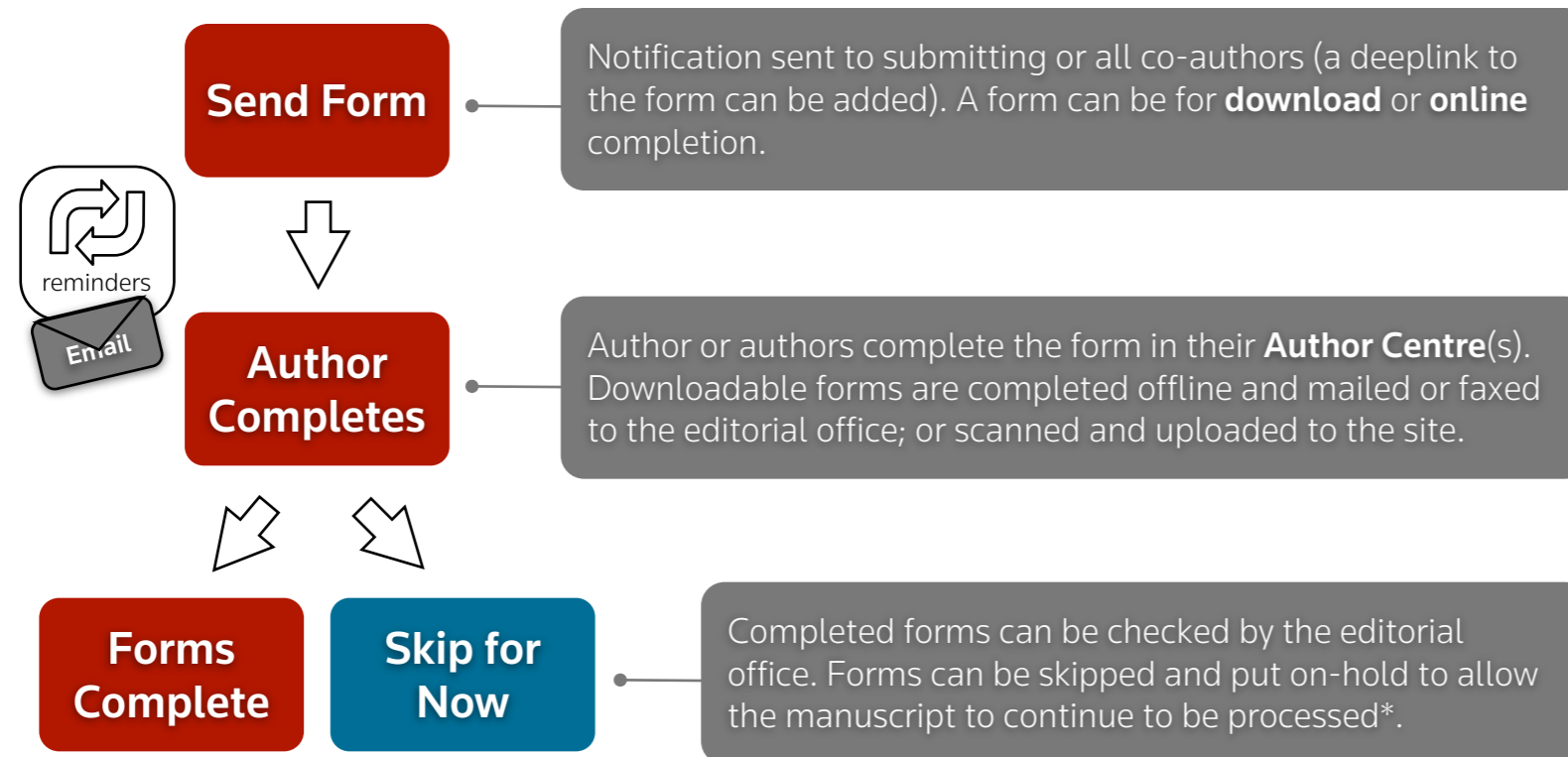
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ELECTRONIC FORMS



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- manuscripts can be held until all paperwork is complete

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- manuscripts can be held until all paperwork is complete
- licence forms, conflicts of interest, ethical declarations etc.

ELECTRONIC FORMS

Admin Lists

You may click on the manuscript list title to view manuscripts in each status, or click on the number to jump directly to the first manuscript in the

- 8** [Awaiting Admin Checklist](#)
- 6** [Awaiting Reviewer Selection](#)
- 2** [Awaiting Reviewer Invitation](#)
- 1** [Awaiting Reviewer Assignment](#)
- 1** [Awaiting Reviewer Scores](#)
- 0** Overdue Reviewer Scores
- 1** [Awaiting EIC Decision](#)

In Production

- 2** [Awaiting Production Checklist](#)
- 1** [Awaiting Forms Completion](#)
- 1** [Awaiting Forms Approval](#)
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Manuscript Details

1 / 10

[Complete Production Checklist](#) [Track Copyright Forms](#)

WKRO-2011-12-0003 Submitted: 06-Dec-2011; Last Updated: 06-Dec-2011; 0 days, 0 hours in review

- Online completion of an e-form is simples
- Author, Alice (contact)
- Original Article
- Accept (06-Dec-2011)
- Track Copyright Forms
0 of 1 completed
- Complete Production Checklist (Due 05-Jan-2012)

EIC: Not Assigned
ADM: [Potter, Ian](#)

HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches

Copyright Tracking

Name	Form Sent	Form Received
Author, Alice (Submitting Author)	06-Dec-2011 view form	not yet received

[Skip for Now](#) [Forms Complete - Move to Next Task](#)

Notes

Note Title	Updated By	Updated On	Edit	Delete
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ELECTRONIC FORMS

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Electronic forms operate as workflow tasks

Manuscript Details

1 / 10

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ELECTRONIC FORMS

My Manuscripts		Author Resources													
<ul style="list-style-type: none"> 0 Unsubmitted Manuscripts 0 Resubmitted Manuscripts in Draft 0 Revised Manuscripts in Draft 2 Submitted Manuscripts 4 Manuscripts with Decisions 0 Manuscripts I Have Co-Authored 0 Withdrawn Manuscripts 0 Manuscripts Accepted for First Look 0 Invited Manuscripts 		<p><input checked="" type="checkbox"/> Click here to submit a new manuscript</p> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p> <table border="0"> <tr> <td>Client Demo Workflow 0 - Manuscript ID WKRO-2011-11-0002 (09-Nov-2011)</td> <td>Delete</td> </tr> <tr> <td>Please Submit Copyright Form for WKRO-2010-07-0021 (08-Jul-2010)</td> <td>Delete</td> </tr> <tr> <td>Client Demo Workflow 0 - Decision on Manuscript ID WKRO-2010-07-0021 (08-Jul-2010)</td> <td>Delete</td> </tr> <tr> <td>Client Demo Workflow 0 - Manuscript ID WKRO-2010-07-0021 (08-Jul-2010)</td> <td>Delete</td> </tr> <tr> <td>Please Submit Copyright Form for WKRO-2010-06-0020 (08-Jun-2010)</td> <td>Delete</td> </tr> </table>				Client Demo Workflow 0 - Manuscript ID WKRO-2011-11-0002 (09-Nov-2011)	Delete	Please Submit Copyright Form for WKRO-2010-07-0021 (08-Jul-2010)	Delete	Client Demo Workflow 0 - Decision on Manuscript ID WKRO-2010-07-0021 (08-Jul-2010)	Delete	Client Demo Workflow 0 - Manuscript ID WKRO-2010-07-0021 (08-Jul-2010)	Delete	Please Submit Copyright Form for WKRO-2010-06-0020 (08-Jun-2010)	Delete
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Manuscripts with Decisions															
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WKRO-2011-12-0003	Online completion of an e-form is simples [View Submission]	06-Dec-2011	06-Dec-2011	ADM: Potter, Ian <ul style="list-style-type: none"> • Accept (06-Dec-2011) • Awaiting Production Checklist view decision letter	Copyright Form due: 05-Jan-2012										



ELECTRONIC FORMS

My Manuscripts		Author Resources			
<ul style="list-style-type: none"> 0 Unsubmitted Manuscripts 0 Resubmitted Manuscripts in Draft 0 Revised Manuscripts in Draft 2 Submitted Manuscripts 4 Manuscripts with Decisions 0 Manuscripts I Have Co-Authored 0 Withdrawn Manuscripts 0 Manuscripts Accepted for First Look 0 Invited Manuscripts 		<p><input checked="" type="checkbox"/> Click here to submit a new manuscript</p> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p> <p>Client Demo Workflow 0 - Manuscript ID WKRO-2011-11-0002 Delete (09-Nov-2011)</p> <p>Please Submit Copyright Form for WKRO-2010-07-0021 Delete (08-Jul-2010)</p> <p>Client Demo Workflow 0 - Decision on Manuscript ID WKRO-2010-07-0021 Delete (08-Jul-2010)</p> <p>Client Demo Workflow 0 - Manuscript ID WKRO-2010-07-0021 Delete (08-Jul-2010)</p> <p>Please Submit Copyright Form for WKRO-2010-06-0020 Delete (08-Jun-2010)</p>			
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Manuscript with form awaiting completion

ELECTRONIC FORMS

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<ul style="list-style-type: none"> 0 Unsubmitted Manuscripts 0 Resubmitted Manuscripts in Draft 0 Revised Manuscripts in Draft 2 Submitted Manuscripts 4 Manuscripts with Decisions 0 Manuscripts I Have Co-Authored 0 Withdrawn Manuscripts 0 Manuscripts Accepted for First Look 0 Invited Manuscripts 		<p>★ Click here to submit a new manuscript</p> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p> <p>Client Demo Workflow 0 - Manuscript ID WKRO-2011-11-0002 Delete (09-Nov-2011)</p> <p>Please Submit Copyright Form for WKRO-2010-07-0021 Delete (08-Jul-2010)</p> <p>Client Demo Workflow 0 - Decision on Manuscript ID WKRO-2010-07-0021 Delete (08-Jul-2010)</p> <p>Client Demo Workflow 0 - Manuscript ID WKRO-2010-07-0021 Delete (08-Jul-2010)</p> <p>Please Submit Copyright Form for WKRO-2010-06-0020 Delete (08-Jun-2010)</p>			
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Manuscript with form awaiting completion

Completion link with due date

ELECTRONIC FORMS

Configurable online form
(download also supported)

My Manuscripts

- 0 [Unsubmitted Manuscripts](#)
- 0 [Resubmitted Manuscripts in Draft](#)
- 0 [Revised Manuscripts in Draft](#)
- 2 [Submitted Manuscripts](#)
- 4 [Manuscripts with Decisions](#)
- 0 [Manuscripts I Have Co-Authored](#)
- 0 [Withdrawn Manuscripts](#)
- 0 [Manuscripts Accepted for First Look](#)
- 0 [Invited Manuscripts](#)

Author Resources

[★ Click here to submit a new manuscript](#)

This section lists e-mails that have submission(s). To delete an e-mail

[Client Demo V WKRO-2011-1 \(09-Nov-2011\)](#)

[Please Submi 2010-07-0021 \(08-Jul-2010\)](#)

[Client Demo V Manuscript ID \(08-Jul-2010\)](#)

[Client Demo V WKRO-2010-0 \(08-Jul-2010\)](#)

[Please Submi 2010-06-0020 \(08-Jun-2010\)](#)

Manuscripts with Decisions

Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status
WKRO-2011-12-0003	Online completion of an e-form is simples [View Submission]	06-Dec-2011	06-Dec-2011	ADM: <ul style="list-style-type: none"> • Accept (06-Dec-2011) • Awaiting Production Checklist view decision letter

Form Completion

Follow the instructions below to submit the form. You can either click the "Save as Draft" button to save your work and return to it later, or click the "Submit" button to submit the form to the journal.

Conflict of Interest Form

Client Demo Workflow 0

WKRO-2011-12-0003

Online completion of an e-form is simples

As submitting author I confirm, on behalf of the co-authors, that there has been no conflict of interest.

There is a conflict of interest. Details are provided below.

Conflict of Interest Details:

These are my comments

Author Names: Author, Alice

Author Emails: Alice.Author@journal.com

[Copyright Form due: 05-Jan-2012](#)

Manuscript with form awaiting completion

Completion link with due date

MANAGING SUPPLEMENTAL MATERIAL

File Designation	Review HTML / PDF	Supp. Files for Review	Supp. Files not for Review	Original Files	Image	For Publication	Copied to Revision	Visible to Author
Figure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Image	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Main Document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplementary File	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Table	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Flexible **file designations** allow easy identification and mapping of author submitted files



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Main Document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplementary File	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Table	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Flexible **file designations** allow easy identification and mapping of author submitted files

Designations can be applied during submission

File Upload

Upload new files:

<input type="button" value="Choose File"/>	man1.doc	File Designation:	<input type="text" value="Main Document"/>
<input type="button" value="Choose File"/>	S SSR S1 1...-26 IP.doc	File Designation:	<input type="text" value="Supplementary File"/>
<input type="button" value="Choose File"/>	no file selected	File Designation:	<input type="text" value="Select:"/>



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File Designation	Review HTML / PDF	Supp. Files for Review	Supp. Files not for Review	Original Files	Image	For Publication	Copied to Revision	Visible to Author
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Main Document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplementary File	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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Choose File	no file selected	File Designation:	Select:

WK0-2011-11-0002 Submitted: 09-Nov-2011; Last Updated: 09-Nov-2011; 0 days, 0 hours in review

- An example of supplementary material
- [Author, Alice \(contact\)](#)
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EIC: Not Assigned
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HTML
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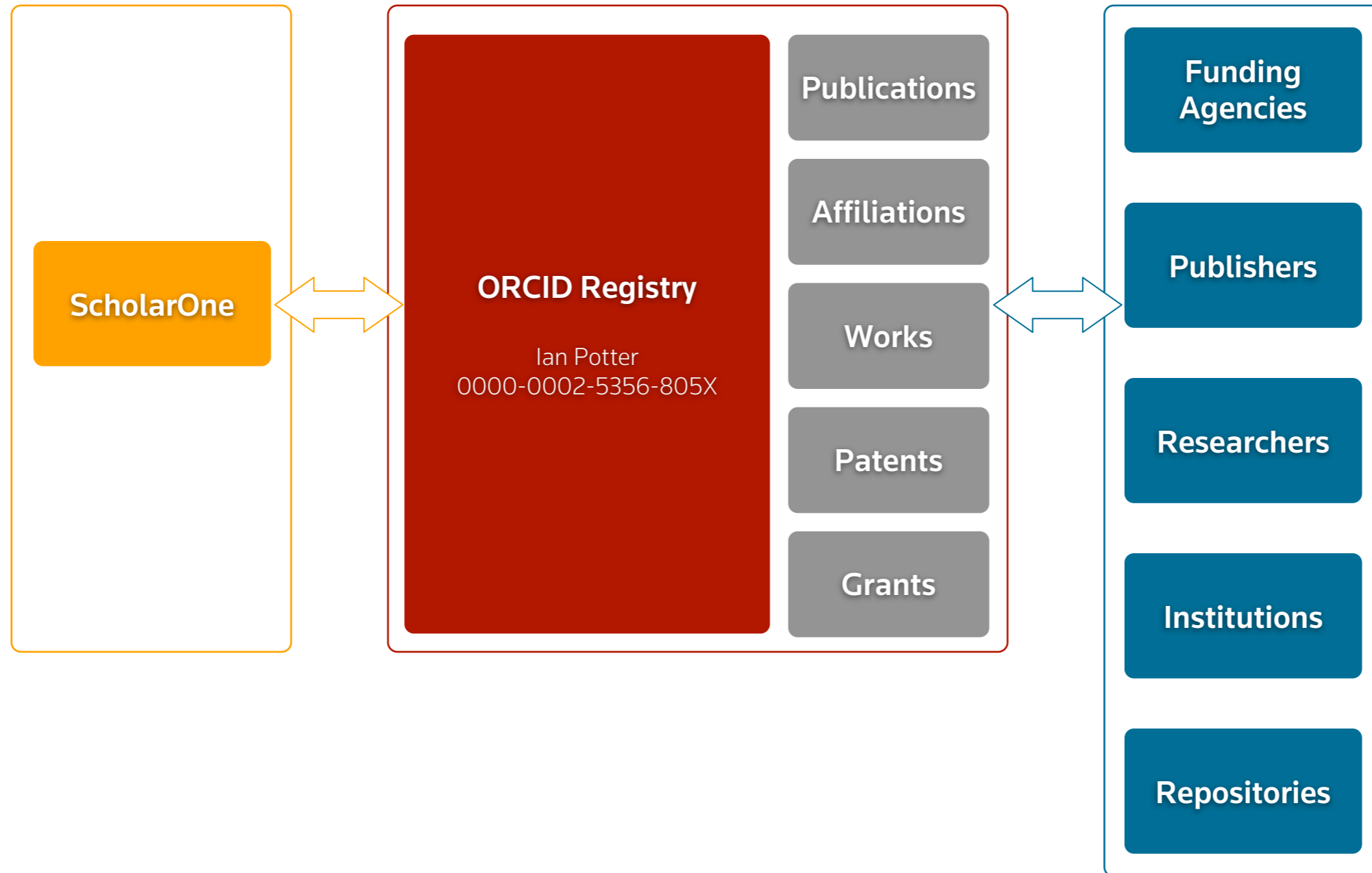
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<input type="button" value="Choose File"/>	no file selected	File Designation: <input type="text" value="Select:"/>

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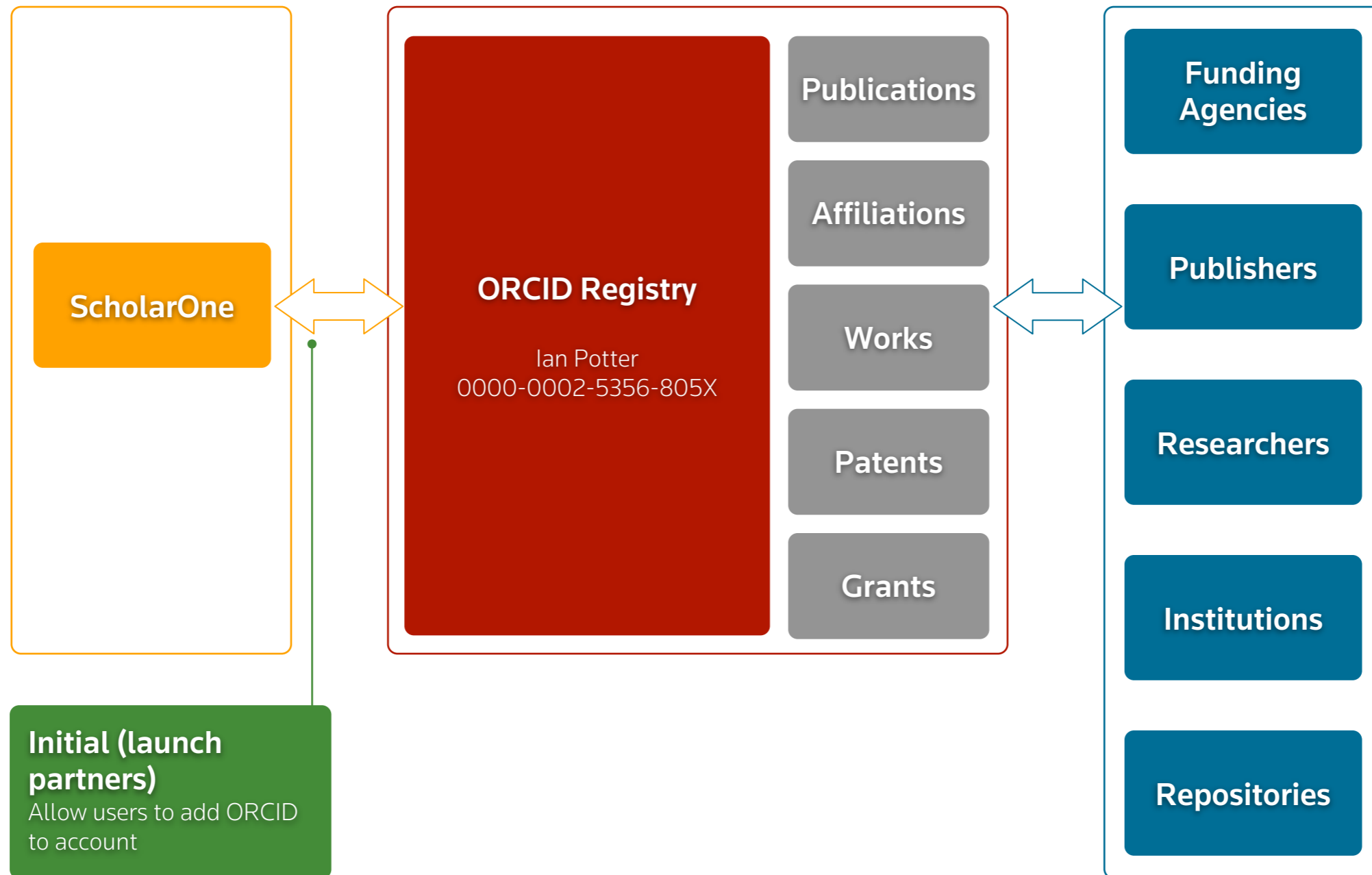
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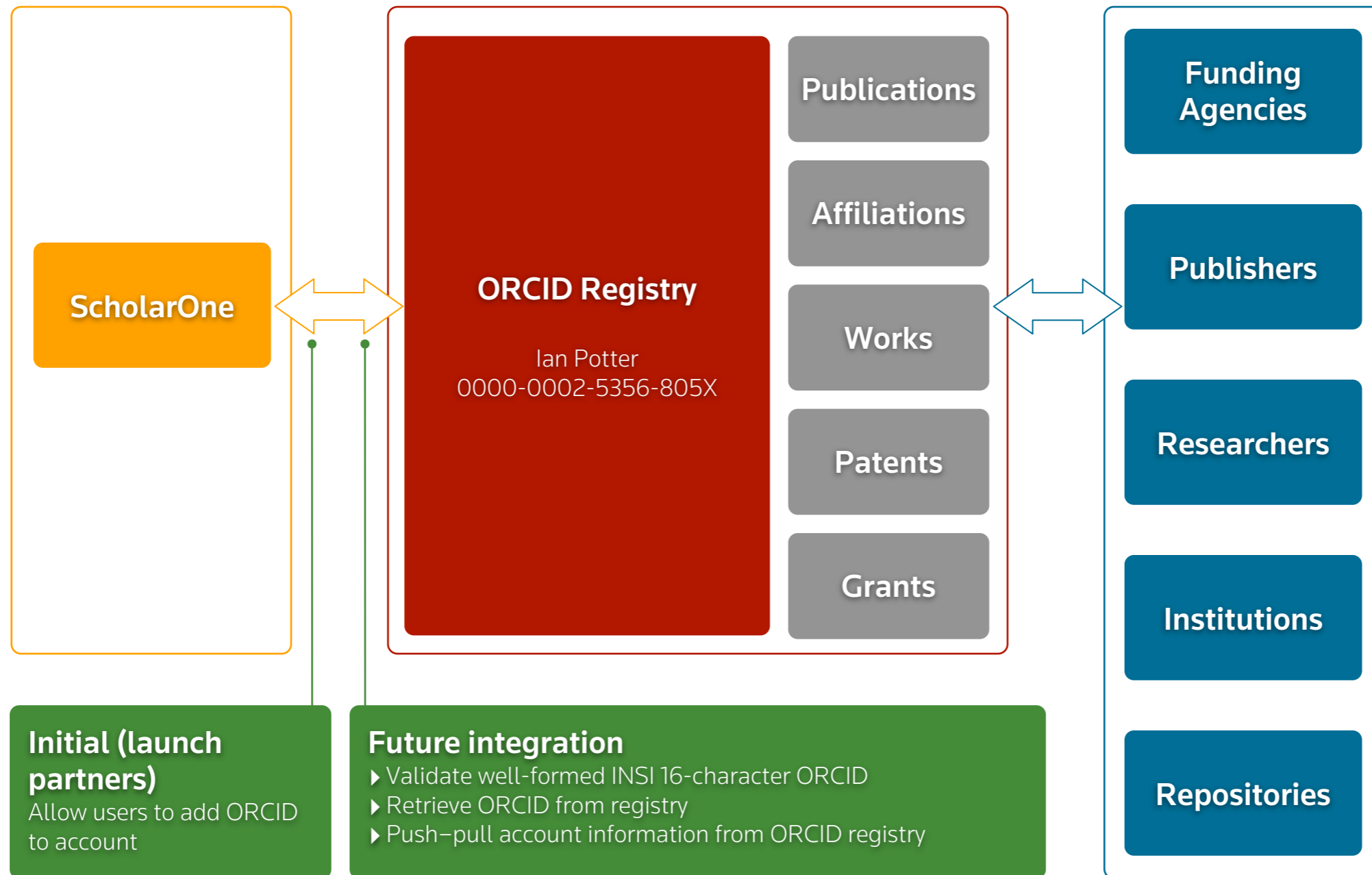
ORCID



ORCID



ORCID



ORCID

The screenshot shows the ORCID user interface for Ian Potter. At the top, there is a navigation bar with tabs for 'FOR RESEARCHERS', 'FOR ORGANIZATIONS', 'ABOUT', 'HELP', and 'SIGN OUT'. Below this, a sub-navigation bar includes 'MY ORCID RECORD', 'ACCOUNT SETTINGS', and 'SIGN OUT'. The main content area is divided into two columns. The left column displays the user's name 'Ian Potter', their ORCID ID '0000-0002-5356-805X', a 'View Public ORCID Record' button, and an 'UPDATE' link. Below this is a section for 'Import Research Activities'. The right column features a yellow banner with the text 'Add information about you to help distinguish you from other researchers.' Below this are four statistics: '0 Affiliations COMING SOON', '2 Works UPDATE', '0 Grants COMING SOON', and '0 Patents COMING SOON'. The main content area on the right is organized into sections: 'Personal Information' (with an 'UPDATE' link and a downward arrow), 'Biography' (with the text 'No biography added yet.'), 'Affiliations' (with 'COMING SOON' and a downward arrow), 'Works' (with a downward arrow), 'Grants' (with 'COMING SOON' and a downward arrow), and 'Patents' (with 'COMING SOON' and a downward arrow). Each of these sections has a corresponding yellow banner indicating that no information has been added yet. A vertical yellow box on the left side of the screenshot contains the text 'idea for ORCID site?'.



ORCID

- 'DOI for people'

The screenshot shows the ORCID user interface for a user named Ian Potter. The top navigation bar includes 'FOR RESEARCHERS', 'FOR ORGANIZATIONS', 'ABOUT', 'HELP', and 'SIGN OUT'. Below this, there are sub-navigation options: 'MY ORCID RECORD', 'ACCOUNT SETTINGS', and 'SIGN OUT'. The user's profile information is displayed, including the name 'Ian Potter' and the ORCID ID '0000-0002-5356-805X'. A button for 'View Public ORCID Record' and an 'UPDATE' link are visible. A section for 'Import Research Activities' is also present. The main content area is divided into several sections: a yellow banner with the text 'Add information about you to help distinguish you from other researchers.', a summary row showing '0 Affiliations', '2 Works', '0 Grants', and '0 Patents', each with an 'UPDATE' link or 'COMING SOON' status. Below this are expandable sections for 'Personal Information', 'Affiliations', 'Works', 'Grants', and 'Patents'. The 'Personal Information' section shows 'Biography' with the text 'No biography added yet.'. The 'Affiliations', 'Grants', and 'Patents' sections each have a yellow banner indicating that no information has been added yet. A vertical text box on the left side of the screenshot contains the text 'idea for ORCID site?'.



ORCID

- 'DOI for people'
- Simple record creation

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ORCID

- 'DOI for people'
- Simple record creation
- Institutional creation

The screenshot shows the ORCID user interface for Ian Potter. The top navigation bar includes 'FOR RESEARCHERS', 'FOR ORGANIZATIONS', 'ABOUT', 'HELP', and 'SIGN OUT'. Below this, there are links for 'MY ORCID RECORD', 'ACCOUNT SETTINGS', and 'SIGN OUT'. The user's name 'Ian Potter' and ORCID ID '0000-0002-5356-805X' are displayed, along with a 'View Public ORCID Record' button and an 'UPDATE' link. A sidebar on the left contains the text 'Import Research Activities' and a vertical note 'idea for ORCID site?'. The main content area features a yellow banner: 'Add information about you to help distinguish you from other researchers.' Below this are statistics for '0 Affiliations', '2 Works', '0 Grants', and '0 Patents', each with an 'UPDATE' link. The 'Personal Information' section is expanded, showing 'Biography' with the text 'No biography added yet.' Other sections like 'Affiliations', 'Works', 'Grants', and 'Patents' are collapsed, each with a yellow banner indicating no data has been added.



ORCID

- 'DOI for people'
- Simple record creation
- Institutional creation
- Single point of registry

The screenshot shows the ORCID user interface for a user named Ian Potter. The top navigation bar includes 'FOR RESEARCHERS', 'FOR ORGANIZATIONS', 'ABOUT', 'HELP', and 'SIGN OUT'. Below this, there are links for 'MY ORCID RECORD', 'ACCOUNT SETTINGS', and 'SIGN OUT'. The user's profile information is displayed, including the name 'Ian Potter' and the ORCID ID '0000-0002-5356-805X'. There is a button to 'View Public ORCID Record' and an 'UPDATE' link. A section for 'Import Research Activities' is also visible. The main content area is divided into several sections: a yellow banner asking to add information to distinguish from other researchers; a summary of '0 Affiliations', '2 Works', '0 Grants', and '0 Patents'; a 'Personal Information' section with a biography field (currently empty); an 'Affiliations' section with a 'COMING SOON' message and a yellow banner stating 'You haven't added any affiliations'; a 'Works' section; a 'Grants' section with a 'COMING SOON' message and a yellow banner stating 'You haven't added any grants'; and a 'Patents' section with a 'COMING SOON' message and a yellow banner stating 'You haven't added any patents'. A vertical note on the left side of the screenshot reads 'idea for ORCID site?'.



ORCID

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- Simple record creation
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The screenshot shows the ORCID user interface for a researcher named Ian Potter. The top navigation bar includes 'FOR RESEARCHERS', 'FOR ORGANIZATIONS', 'ABOUT', 'HELP', and 'SIGN OUT'. Below this, there are links for 'MY ORCID RECORD', 'ACCOUNT SETTINGS', and 'SIGN OUT'. The user's profile information is displayed, including the name 'Ian Potter' and the ORCID ID '0000-0002-5356-805X'. There is a button to 'View Public ORCID Record' and an 'UPDATE' link. A sidebar on the left contains the text 'Import Research Activities' and a vertical note that says 'idea for ORCID site?'. The main content area is divided into sections: 'Add information about you to help distinguish you from other researchers.', '0 Affiliations COMING SOON', '2 Works UPDATE', '0 Grants COMING SOON', and '0 Patents COMING SOON'. Below these are expandable sections for 'Personal Information' (with a bio note), 'Affiliations' (with a note 'You haven't added any affiliations'), 'Works', 'Grants' (with a note 'You haven't added any grants'), and 'Patents' (with a note 'You haven't added any patents').



ORCID

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- Simple record creation
- Institutional creation
- Single point of registry
- Allows claim for all works
- Disambiguates authorship

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ORCID

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ORCID

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ORCID

Edit My Account

Enter your desired User ID and Password into the boxes below. You will be asked to enter your User ID and Password each time you log in. Your User ID or Password cannot contain any spaces and your password must be at least 8 characters in length. If you are planning on being unavailable for a period of time, enter the dates into the "Unavailable Dates" area. Required fields are marked with "req." When you are finished, click "Finish."

- 1 E-Mail / Name
- 2 Address
- 3 User ID & Password

Previous Finish Cancel

User ID / Password

User ID: req

Password: [Change Password](#)

ORCID

Click [here](#) to register with ORCID

<http://orcid.org/>

Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://about.orcid.org/faq>

Areas of Expertise

Special Characters

Search on this list:

Case sensitive



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Areas of Expertise

Search on this list: Case sensitive

Anthropology, Education, Sociology and Social Psychology

Account Information AU History REV History AE History EIC History

Potter, Ian : Account Information

Full Name: [Dr. Ian Potter](#)

User ID: ianp

ID #: 195

Primary affiliation: ScholarOne
London
77 Hatton Garden
The Johnson Building
London
EC1N 8JS
United Kingdom
Phone: 01234 5678

Secondary affiliation: United Kingdom

Primary E-Mail Address: ian.potter@thomsonreuters.com

Secondary E-Mail Address:

Person Designations: Editorial Board Member

Roles: Author, Reviewer, Associate Editor, Editor-in-Chief, Admin, Production Editor, Copy Editor, Graphic Artist, Configuration, Client Configuration

External Links: Click [here](#) to view author information on PubMed.

ORCID: <http://orcid.org/0000-0002-5356-805X>

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Areas of Expertise

Search on this list: Case sensitive

Anthropology, Education, Sociology and Social Psychology

ORCID in account details, link through to public profile

Account Information | AU History | REV History | AE History | EIC History

Potter, Ian : Account Information

Full Name: [Dr. Ian Potter](#)

User ID: ianp

ID #: 195

Primary affiliation: ScholarOne
London
77 Hatton Garden
The Johnson Building
London
EC1N 8JS
United Kingdom
Phone: 01234 5678

Secondary affiliation: United Kingdom

Primary E-Mail Address: ian.potter@thomsonreuters.com

Secondary E-Mail Address:

Person Designations: Editorial Board Member

Roles: Author, Reviewer, Associate Editor, Editor-in-Chief, Admin, Production Editor, Copy Editor, Graphic Artist, Configuration, Client Configuration

External Links: Click [here](#) to view author information on PubMed.

ORCID: <http://orcid.org/0000-0002-5356-805X>

REPORTS

Reports

- Manuscript Status and Summary Reports

Standard Reports

- [? Manuscripts Received](#)
- [? Manuscripts Received \(Detailed\)](#)
- [? Manuscript Status by Date Submitted](#)
- [? Manuscripts Undergoing Review](#)
- [? Manuscripts in Process](#)
- [? Final Decisions](#)
- [? Manuscripts Decided](#)
- [? Manuscripts Accepted by Country](#)
- [? Export Manifest](#)
- [? File Storage](#)
- [? Volume and Issue](#)

Build Your Own Reports

- [? Manuscript Status and Summary Reports](#)
- [? Production Reports](#)
- [? File Storage Reports](#)

+ Peer Review Details Reports

+ User Account Reports

+ User Performance Reports

+ Invited Papers Reports

• [Publication Folders, My Folders, Custom Reports, and Role Reports](#)



REPORTS

Reports

- [-] **Manuscript Status and Summary Reports**
 - Standard Reports**
 - Manuscripts Received
 - Manuscripts Received (Detailed)
 - Manuscript Status by Date Submitted
 - Manuscripts Undergoing Review
 - Manuscripts in Process
 - Final Decisions
 - Manuscripts Decided
 - Manuscripts Accepted by Country
 - Export Manifest
 - File Storage
 - Volume and Issue
 - Build Your Own Reports**
 - Manuscript Status and Summary Reports
 - Production Reports
 - File Storage Reports
- [+] **Peer Review Details Reports**
- [+] **User Account Reports**
- [+] **User Performance Reports**
- [+] **Invited Papers Reports**

• [Publication Folders, My Folders, Custom Reports, and Role Reports](#)

Menu

- Insert Data
- Edit Data
- Change Layout
- Run Report
- Manage File

Manuscript Status and Summary Rep

- SUBMISSION SUMMARY
 - Manuscript ID - Original
 - Manuscript ID - Latest
 - Manuscript Type
 - Manuscript Title
 - Abstract
 - Manuscript Status
 - Manuscript Flag
 - Original Submission Date
 - Submission Month
 - Submission Month Number
 - Submission Year
 - Journal Name
 - Submitting Author Name

Font Size A B I U

Data is turned off

Title

Select and insert items from the tree to fill in the report.

Use Ctrl+click to select multiple items in the tree or report.
Right-click report item headings to access commonly-used actions.



REPORTS

The screenshot displays the Thomson Reuters Reports interface. On the left is a sidebar menu titled "Reports" with categories: Manuscript Status and Summary Reports (Standard Reports, Build Your Own Reports), Peer Review Details Reports, User Account Reports, User Performance Reports, and Invited Papers Reports. The main area shows a "Menu" for "Manuscript Status and Summary Rep" with options like "Insert Data", "Edit Data", "Change Layout", "Run Report", and "Manage File". Below this is a tree view for "SUBMISSION SUMMARY" listing various report items such as "Manuscript ID - Original", "Manuscript Title", "Abstract", etc. On the right is a report preview area with a "Title" field and a large dashed box containing instructions: "Select and insert items from the tree to fill in the report." and "Use Ctrl+click to select multiple items in the tree or report. Right-click report item headings to access commonly-used actions." A callout box points to the report preview area with the text: "Integrated dashboard reports, build-your-own tools, automation, and prospective filters".



REPORTS

The screenshot displays a reporting tool interface. On the left is a sidebar menu titled "Reports" with categories: "Manuscript Status and Summary Reports" (containing "Standard Reports" and "Build Your Own Reports"), "Peer Review Details Reports", "User Account Reports", "User Performance Reports", and "Invited Papers Reports". The main area shows a "Menu" with options like "Insert Data", "Edit Data", "Change Layout", "Run Report", and "Manage File". Below the menu is a tree view for "Manuscript Status and Summary Rep" with fields such as "SUBMISSION SUMMARY", "Manuscript ID - Original", "Manuscript ID - Latest", "Manuscript Type", "Manuscript Title", "Abstract", "Manuscript Status", "Manuscript Flag", "Original Submission Date", "Submission Month", "Submission Month Number", "Submission Year", "Journal Name", and "Submitting Author Name". The main report area is currently empty, displaying "Data is turned off" and a "Title" field. A large arrow points from the tree view to the report area with the text: "Select and insert items from the tree to fill in the report. Use Ctrl+click to select multiple items in the tree or report. Right-click report item headings to access commonly-used actions." On the right, a "FILTERS AND CALCULATED FIELDS" panel lists various filters like "Filter on Manuscript Type", "FILTER ON MANUSCRIPT STATUS", "FILTER ON ORIGINAL SUBMISSION DATE", "FILTER ON LATEST DECISION DATE", "FILTER ON DUE DATE OF INVITED PAPER", "FILTER ON REVISION DUE DATE", and "Calculated Fields".

Integrated dashboard reports, build-your-own tools, automation, and prospective filters



PRACTICAL JOURNAL MANAGEMENT



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- Dealing with too many submissions
 - pass them on



PRACTICAL JOURNAL MANAGEMENT

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- Integrate
 - bring in ecommerce, submissions from pre-print archives, and automate export to repositories



PRACTICAL JOURNAL MANAGEMENT

- Dealing with too many submissions
 - pass them on
- Integrate
 - bring in ecommerce, submissions from pre-print archives, and automate export to repositories
- Data collection
 - collect the information you need up front, but only what you need...

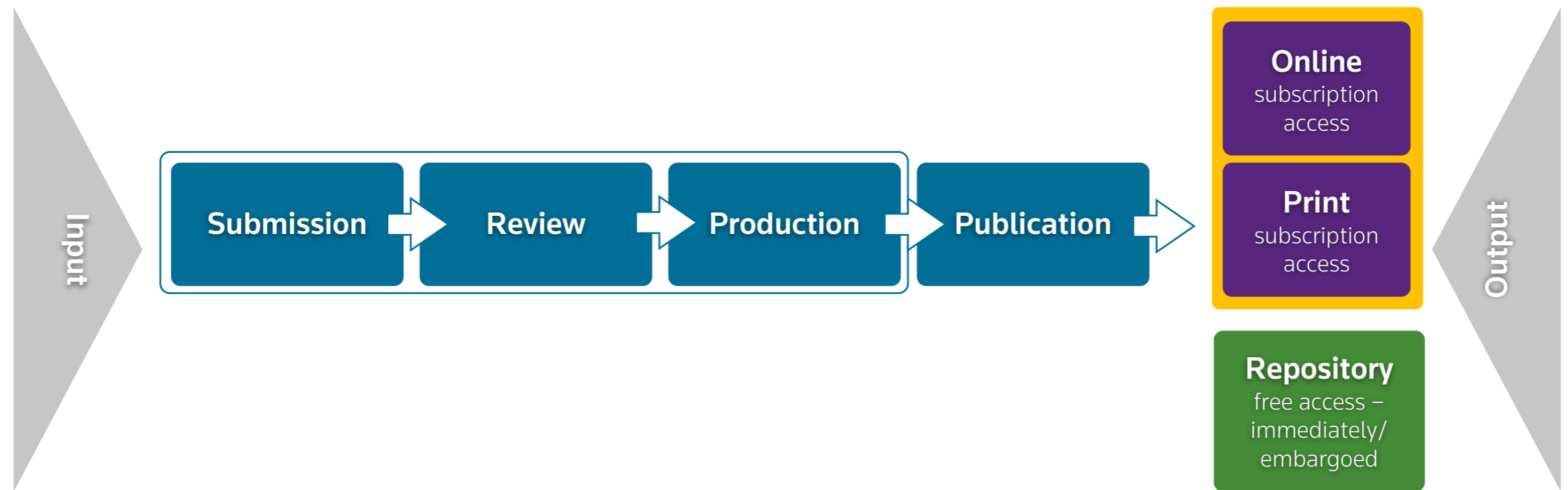


PRACTICAL JOURNAL MANAGEMENT

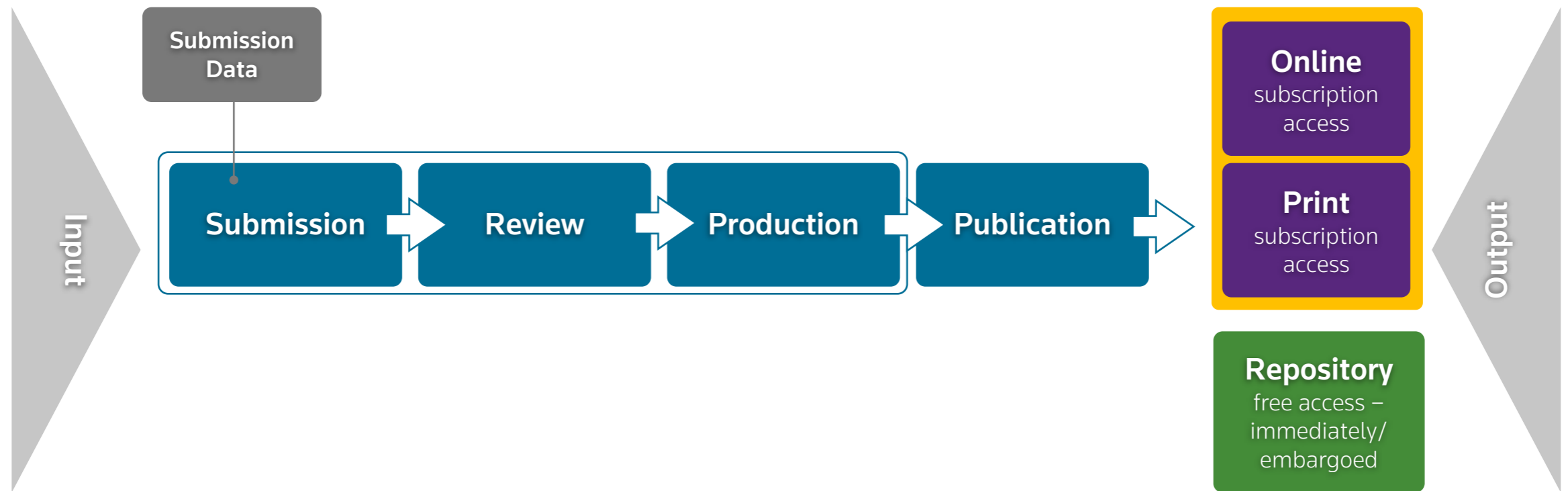
- Dealing with too many submissions
 - pass them on
- Integrate
 - bring in ecommerce, submissions from pre-print archives, and automate export to repositories
- Data collection
 - collect the information you need up front, but only what you need...
- Manuscript transfer tools
 - move files, metadata, and reviews



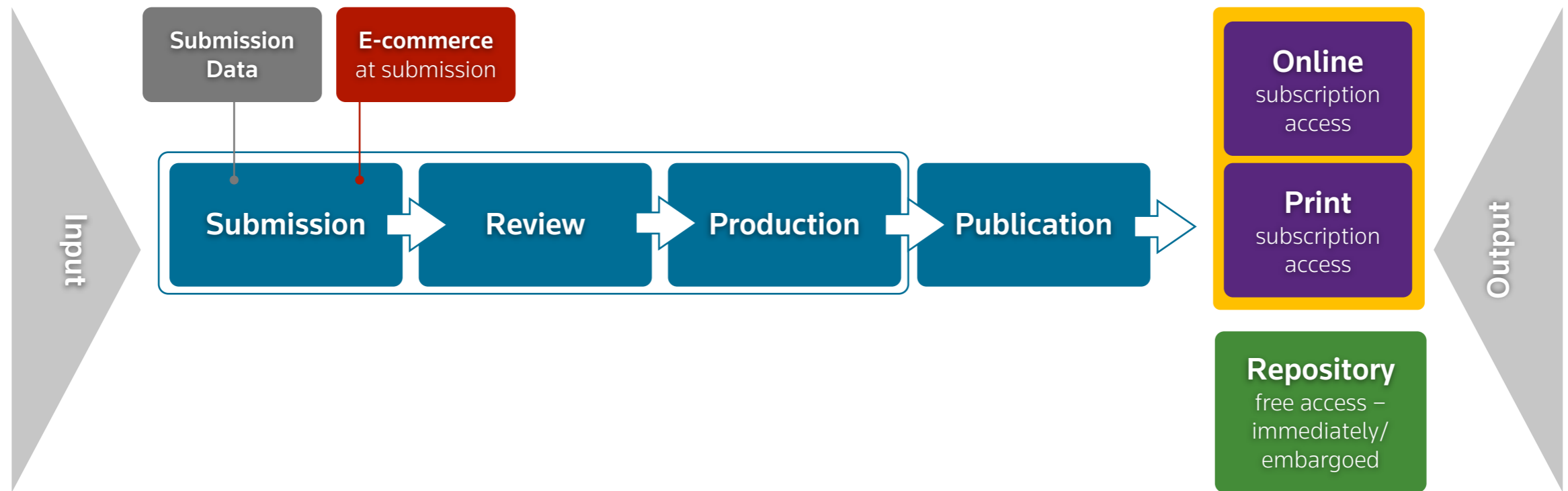
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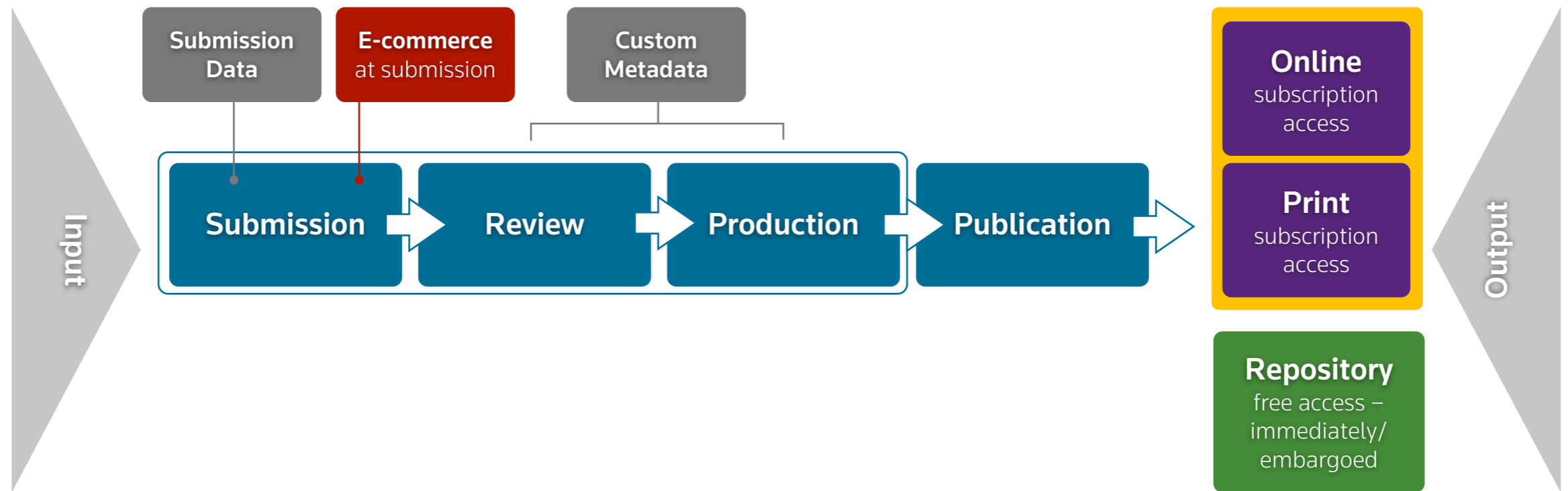
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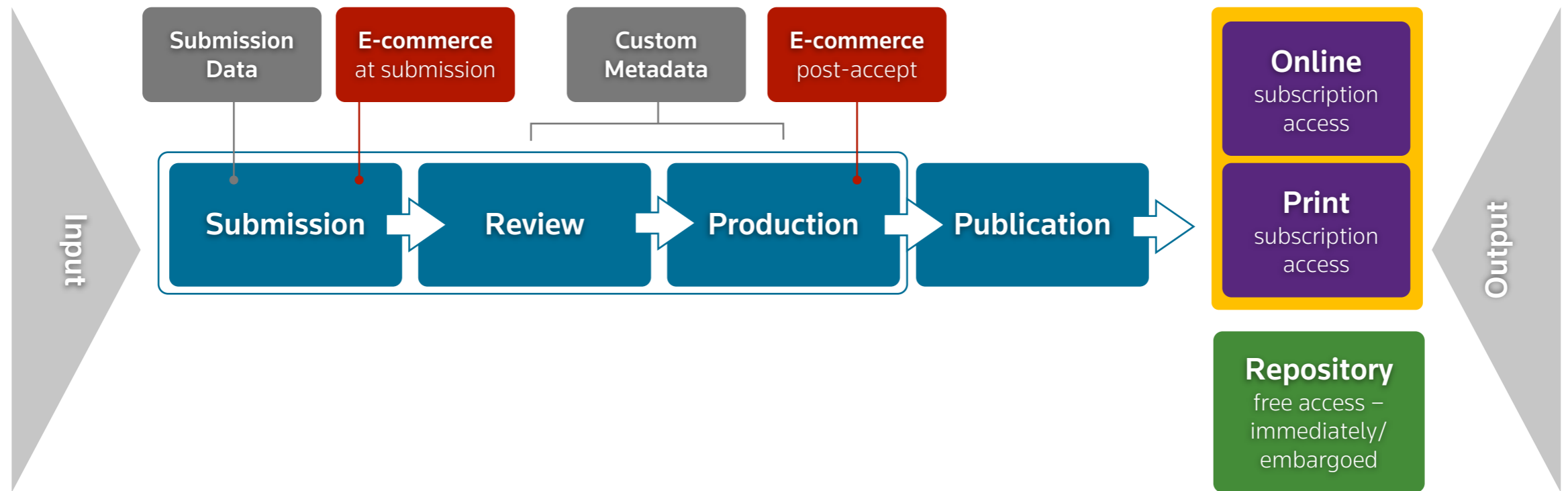
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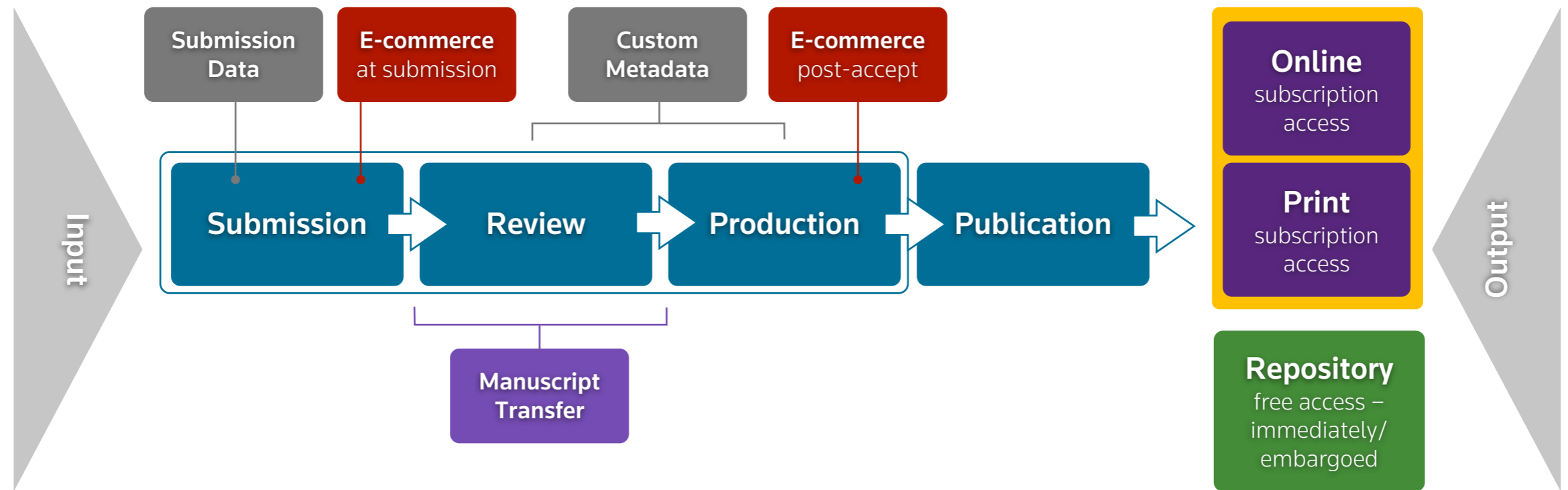
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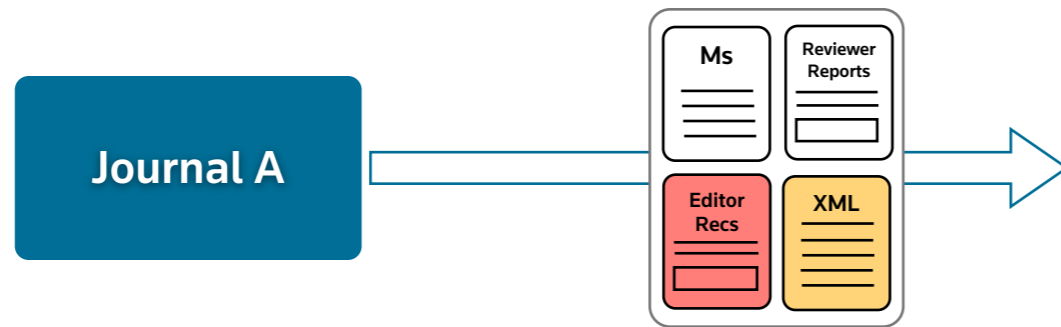


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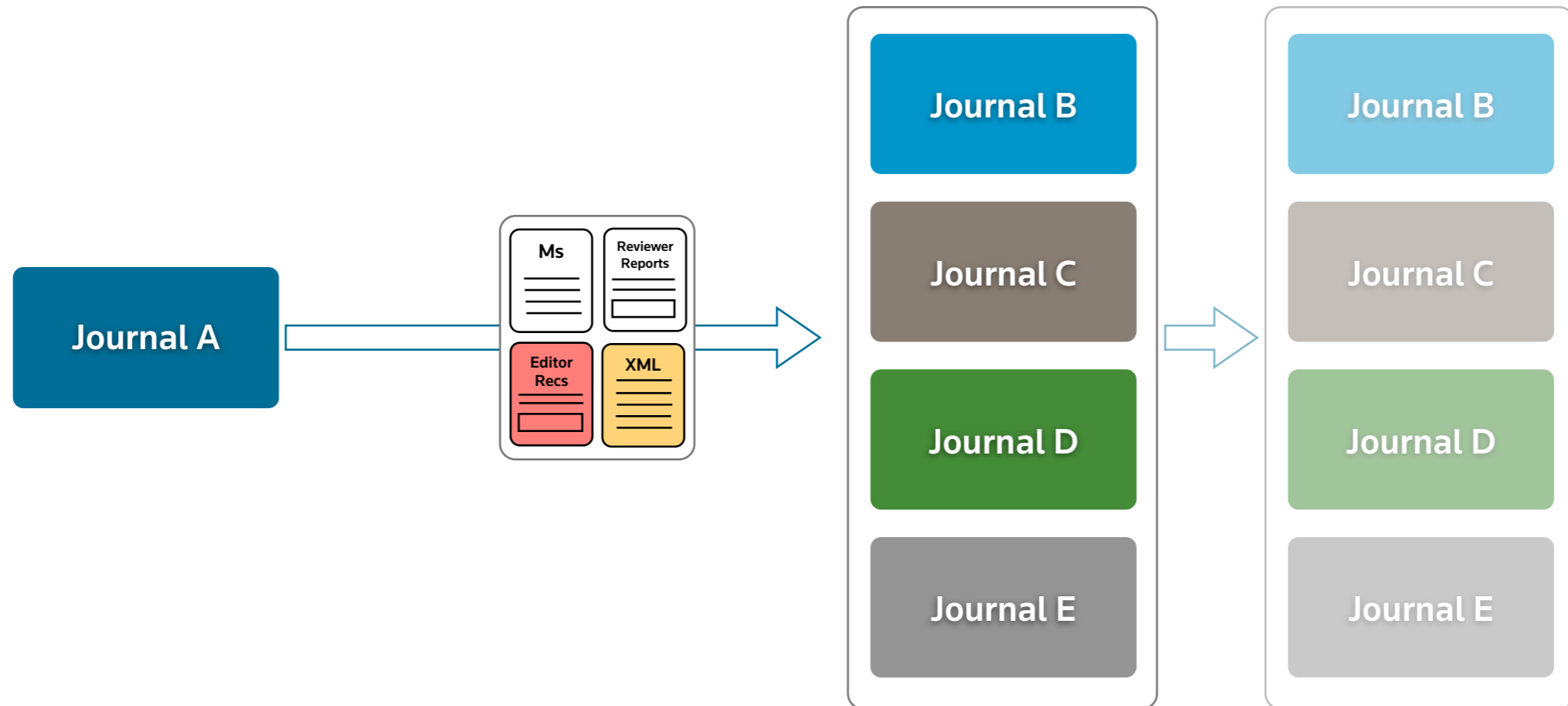
Journal A



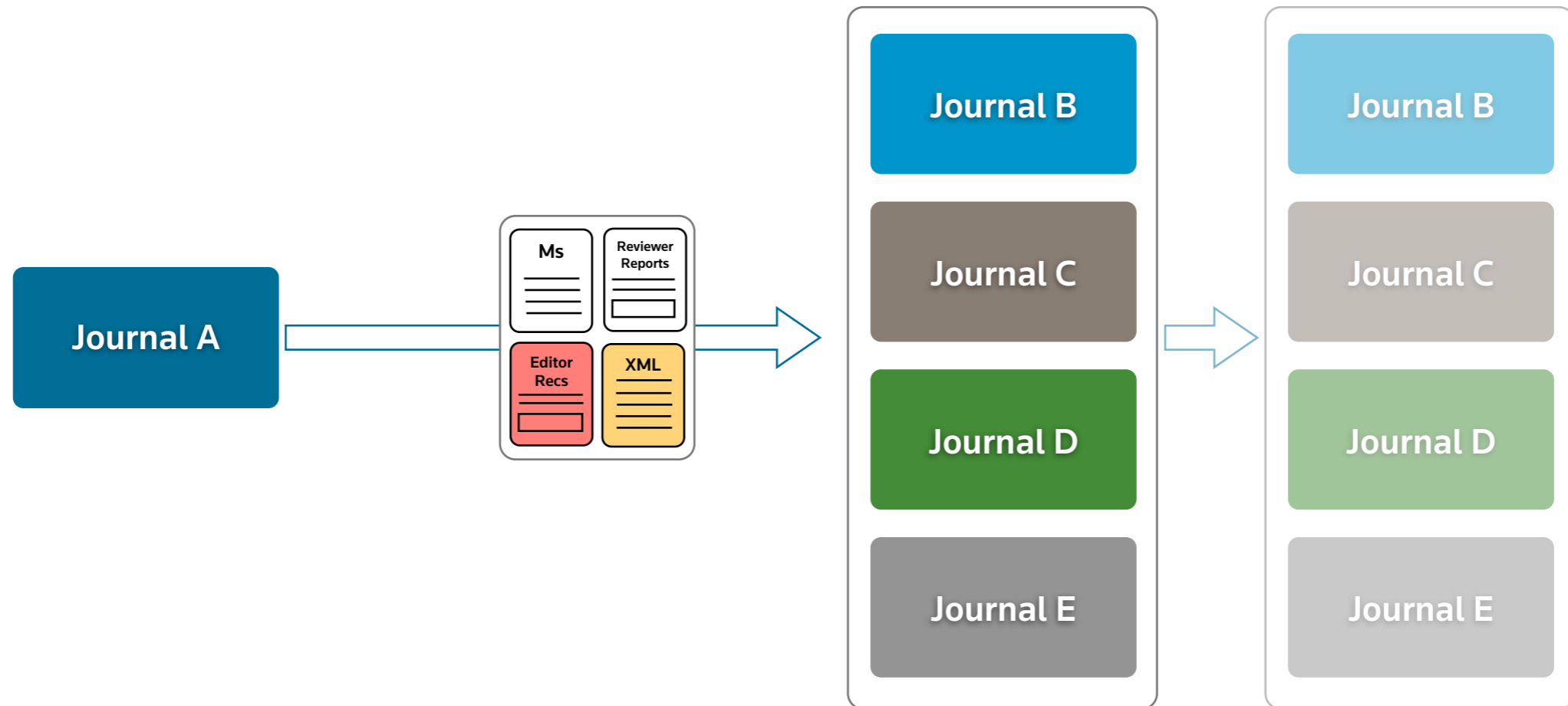
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MANUSCRIPT TRANSFER




MANUSCRIPT TRANSFER



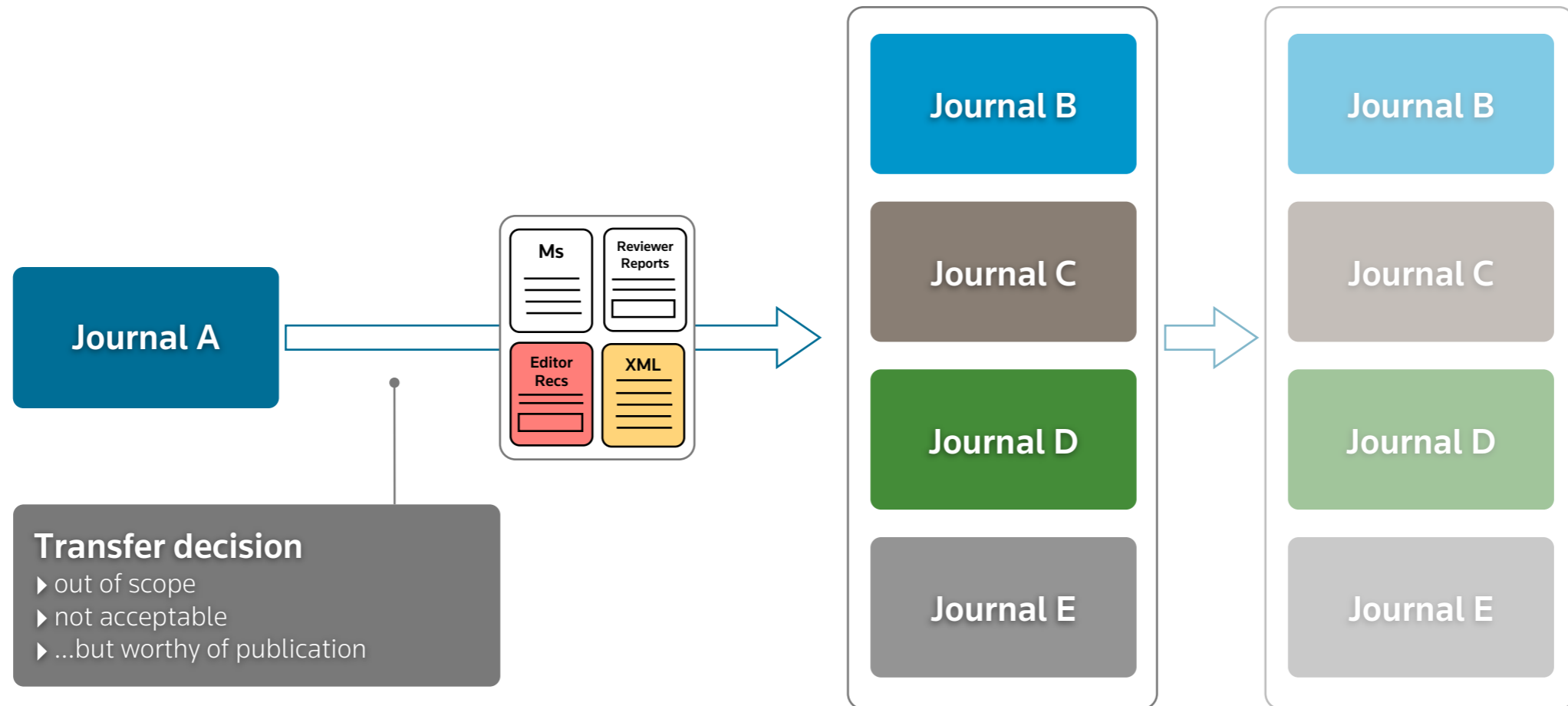
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Move To:

 Transfer Manuscript



MANUSCRIPT TRANSFER

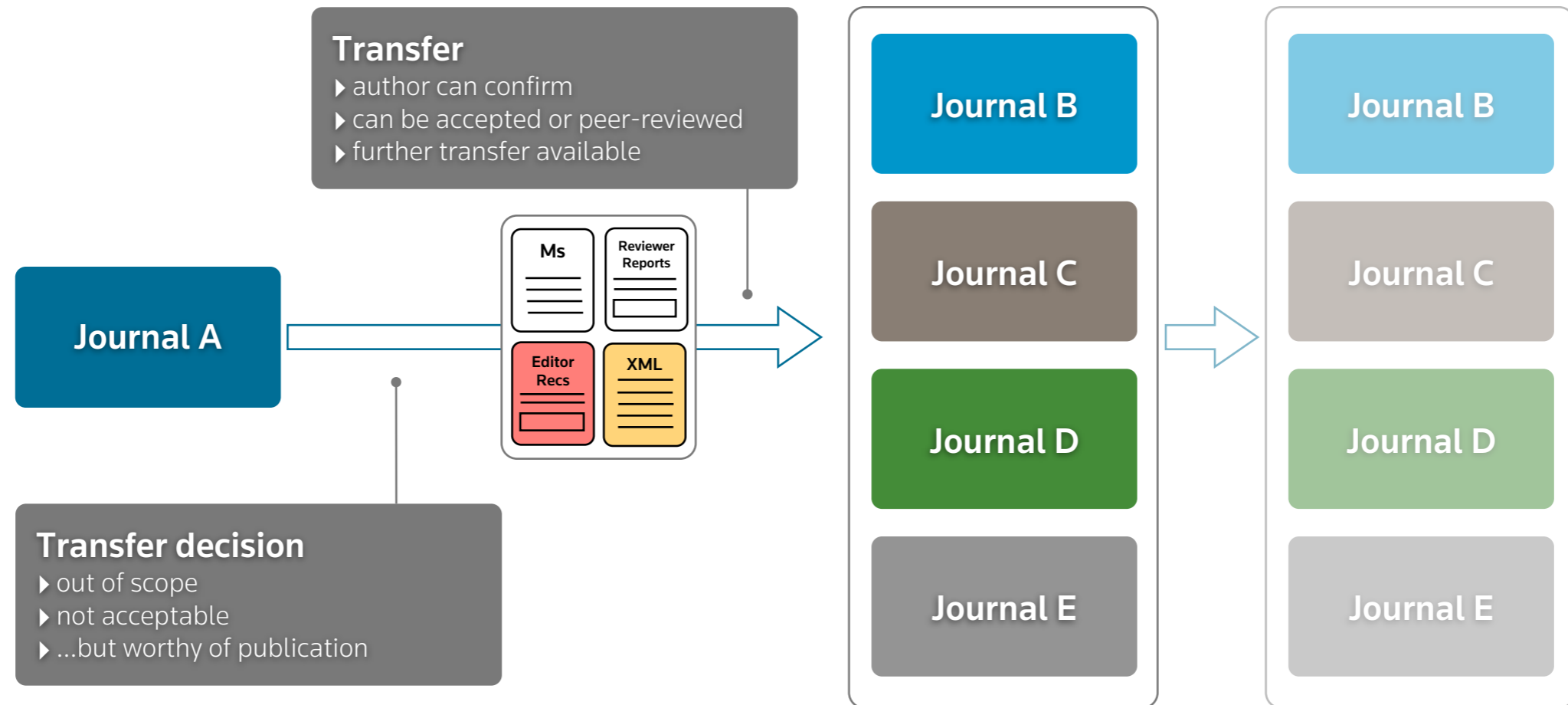


Transfer Manuscript

Move To:



MANUSCRIPT TRANSFER



Transfer Manuscript

Move To:

Transfer Manuscript



THREADING THE NEEDLE: SEAMLESS TRANSFER TO PRODUCTION



THREADING THE NEEDLE: SEAMLESS TRANSFER TO PRODUCTION

- Send the right files
 - collect final files (if not already collected)
 - author proofing at the point of acceptance



THREADING THE NEEDLE: SEAMLESS TRANSFER TO PRODUCTION

- Send the right files
 - collect final files (if not already collected)
 - author proofing at the point of acceptance
- Use the XML
 - there's a wealth of data available to use



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The title, abstract, authors and institutions for this manuscript have been formatted for optimal display.

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Prices for one offprint (VAT not included):



CUSTOM DATA IN XML

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<input type="checkbox"/>	Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.
Do you have any conflict of interest?	
<input type="radio"/>	Yes
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If yes, please state:	
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CUSTOM DATA IN XML

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<input type="checkbox"/>	Confirm that all the research meets the ethical guidelines and requirements of the study country.
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All data gathered from submission and workflow checklists made available in XML

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- Complete article history for all versions

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- Complete article history for all versions
- Detail on all workflow tasks: *who, what, when*

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    <status doc_task_id="53824930" event_date="2010-04-15T03:11:06" s1_staff="false" user_id="0"
    user_role="Admin">completed</status>
    <assigned date="2010-04-15T03:11:06" role="Admin"/>
  </task>
```

- Complete article history for all versions
- Detail on all workflow tasks: *who, what, when*
- Full package of reviewer information

```
- <task name="Reviewers Score" task_id="193134" type="score">
  <status doc_task_id="69664639" event_date="2011-04-04T02:43:49" s1_staff="false" user_id="22673407"
  user_role="Reviewer">completed</status>
  - <review user_id="22673407">
    <recommendation recommendation_name="Reject" recommendation_type="None"/>
    - <score>
      <custom_fields cd_code="Importance of work" cd_name="Importance of work" cd_value="Entirely a replication or negative data, of little
      importance."/>
      <custom_fields cd_code="Technical quality of work" cd_name="Technical quality of work" cd_value="A major flaw in study design makes
      this work unacceptable."/>
      <custom_fields cd_code="Improve with appropriate revisions" cd_name="Improve with appropriate revisions" cd_value="No"/>
    </score>
  </review>
</task>
```



FULL MANUSCRIPT INFORMATION IN XML

```
- <history>
- <ms_id ms_no="WRK4-2010-02-0017">
  <rev_id>0</rev_id>
  + <submitted_date></submitted_date>
  + <received_date></received_date>
  + <revised_date></revised_date>
  + <decision_date></decision_date>
  + <approval_date></approval_date>
  + <author_returned_date></author_returned_date>
  + <most_recent_decision_date></most_recent_decision_date>
  + <transmission_date></transmission_date>
  + <web_publish_date></web_publish_date>
- <task name="Forward to Admin" task_id="193139" type="forward document">
  <status doc_task_id="51092768" event_date="2010-04-15T03:09:35" s1_staff="false" user_id="0"
  user_role="">abandoned</status>
</task>
- <task name="Forward to EIC" task_id="193140" type="forward document">
  <status doc_task_id="51092769" event_date="2010-04-15T03:09:36" s1_staff="false" user_id="0"
  user_role="">abandoned</status>
</task>
- <task name="Admin Checklist" task_id="193137" type="manuscript checklist">
  <status doc_task_id="51092770" event_date="2010-04-15T03:09:36" s1_staff="false" user_id="0"
  user_role="">abandoned</status>
</task>
- <task name="Forms Tracking - CTA" task_id="193825" type="forms tracking">
  <status doc_task_id="51092771" event_date="2010-04-15T03:09:36" s1_staff="false" user_id="0"
  user_role="">abandoned</status>
</task>
- <task name="Forms Completion - CTA" task_id="193825" type="forms tracking">
  <status doc_task_id="51092772" event_date="2010-04-15T03:09:36" s1_staff="false" user_id="0"
  user_role="Author">abandoned</status>
</task>
- <task name="Forms Tracking - COI" task_id="193825" type="forms tracking">
  <status doc_task_id="51092773" event_date="2010-04-15T03:09:36" s1_staff="false" user_id="0"
  user_role="">abandoned</status>
</task>
- <task name="Forms Completion - COI" task_id="193825" type="forms tracking">
  <status doc_task_id="51092774" event_date="2010-04-15T03:09:36" s1_staff="false" user_id="0"
  user_role="Author">abandoned</status>
</task>
- <task name="Forward to Admin" task_id="193139" type="forward document">
  <status doc_task_id="53824930" event_date="2010-04-15T03:11:06" s1_staff="false" user_id="0"
  user_role="Admin">completed</status>
  <assigned date="2010-04-15T03:11:06" role="Admin"/>
</task>
```

- Complete article history for all versions
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- All sent emails (headers and body)

```
- <task name="Reviewers Score" task_id="193134" type="score">
  <status doc_task_id="69664639" event_date="2011-04-04T02:43:49" s1_staff="false" user_id="22673407"
  user_role="Reviewer">completed</status>
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  <recommendation recommendation_name="Reject" recommendation_type="None"/>
  - <score>
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    <custom_fields cd_code="Improve with appropriate revisions" cd_name="Improve with appropriate revisions" cd_value="No"/>
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</task>
```



FULL MANUSCRIPT INFORMATION IN XML

```
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  + <decision_date></decision_date>
  + <approval_date></approval_date>
  + <author_returned_date></author_returned_date>
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    <status doc_task_id="51092768" event_date="2010-04-15T03:09:35" s1_staff="false" user_id="0"
    user_role="">abandoned</status>
  </task>
  - <task name="Forward to EIC" task_id="193140" type="forward document">
    <status doc_task_id="51092769" event_date="2010-04-15T03:09:36" s1_staff="false" user_id="0"
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  - <task name="Forms Tracking - CTA" task_id="193825" type="forms tracking">
    <status doc_task_id="51092771" event_date="2010-04-15T03:09:36" s1_staff="false" user_id="0"
    user_role="">abandoned</status>
  </task>
  - <task name="Forms Completion - CTA" task_id="193825" type="forms tracking">
    <status doc_task_id="51092772" event_date="2010-04-15T03:09:36" s1_staff="false" user_id="0"
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  - <task name="Forms Tracking - COI" task_id="193825" type="forms tracking">
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  </task>
  - <task name="Forward to Admin" task_id="193139" type="forward document">
    <status doc_task_id="53824930" event_date="2010-04-15T03:11:06" s1_staff="false" user_id="0"
    user_role="Admin">completed</status>
    <assigned date="2010-04-15T03:11:06" role="Admin"/>
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  <status doc_task_id="69664639" event_date="2011-04-04T02:43:49" s1_staff="false" user_id="22673407"
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  </review>
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