

Editorial Manager: General Introduction

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Introduction: What is EM and What are its Benefits?

EM is an online submission and peer review tracking tool, accessible from anywhere at any time as long as you have access to a computer with an internet connection. It is a 'one stop shop': all relevant information and correspondence can be stored under the manuscript record. There are editorial 'notepads' available allowing you to insert notes regarding the ms for your own and/or other editors' reference.

Each editor has an editorial main menu that is customized for that editor's role, showing which tasks that editor needs to take care of and allowing the editor to keep easy track of the various manuscripts in the system and send reminders to authors and reviewers where necessary.

The system allows editors to take action on other people's behalf (e.g., authors and reviewers). This is called 'Proxying' and enables you to get all manuscripts and reviews in the system even if an author or reviewer will not or cannot use it.

There is a high level of customization and control by the editors: The system works with a standard set of letters, quite a few of which you will be able to edit before they are sent (e.g., review invitations, decision letters to authors). You are also welcome to edit the default letters, in which case please contact em@degruyterbrill.com to have your personalized versions activated.

We have a dedicated support system in place: in case of questions regarding Editorial Manager, please contact the Desk Editor of your journal, or contact our EM Support Department at EM@degruyterbrill.com.

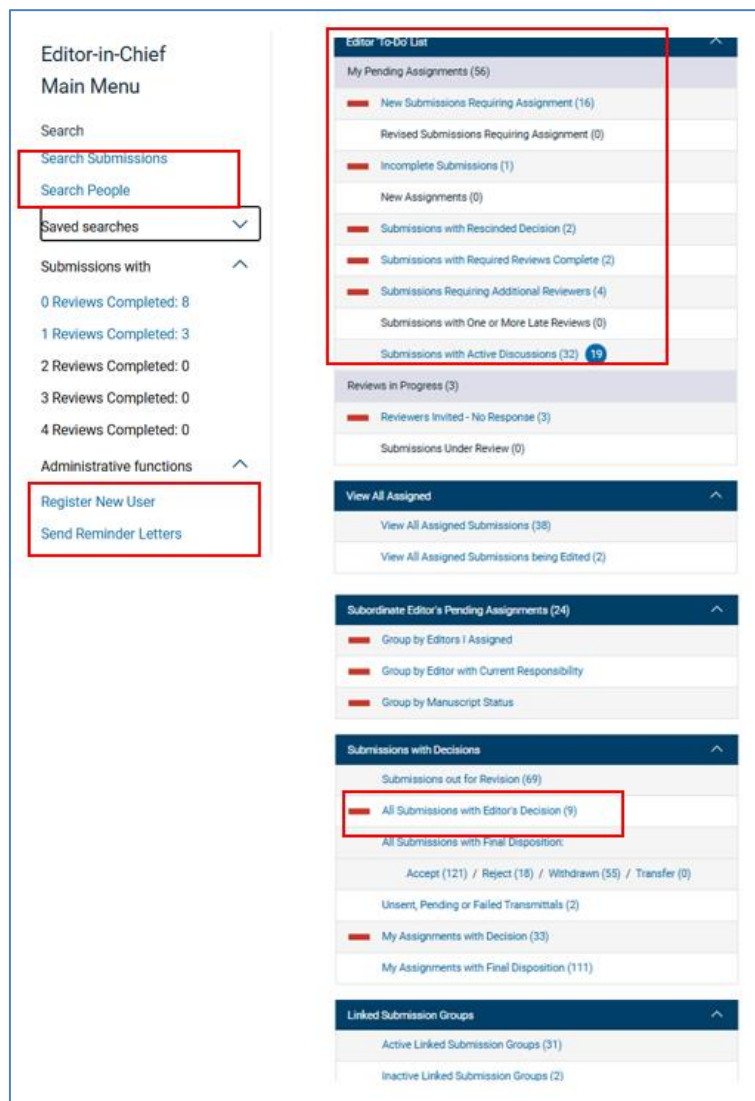
Workflows

Each journal will have a workflow configured that best matches the journal's editorial team and its division of labor. A detailed step-by-step description of your journal's workflow will have been sent to you already. If you have not received this yet, please contact your desk editor or EM@degruyterbrill.com and include the name of the journal in your query. See [Appendix A: General Workflow Guide](#) at the end of this document for a general workflow guide.

Action Folders: Editor's 'To-Do' List & Submissions with Decisions

Your editorial main menu consists of a number of folders, which are intended to give you an overview as to what you may need to do (and take action where appropriate), and also to allow you to track the various manuscripts. The most important action folders are the following (see also screenshot 1 below):

- [New Submissions Requiring Assignment / Direct-to-Editor New Submissions*](#)
- [Revised Submissions Requiring Assignment / Direct-to-Editor Revised Submissions*](#)
- [New Assignments](#)
- [Submissions with Required Reviews Complete](#)
- [Submissions Requiring Additional Reviewers](#)
- [Submissions with One or More Late Reviews](#)
- [All Submissions with Editor's Decision*](#)



Screenshot 1: Example of Editorial Main Menu

The links mentioned above and the possible actions you can take through these links/folders are explained further in the sections hereafter. If there are mss in these folders that require action from you, the number at the end of the link will be shown as 1 or higher (indicating the number of mss in the folder) and the text will become a hyperlink instead of plain text. Clicking on the hyperlink will allow you to access the folder and the mss therein.

Once you are in one of the action folders, the mss will be shown in a table overview with 'action links' on the left hand side allowing you to retrieve information and/or take action on the ms (see also below).

* Link may or may not be displayed in your main menu depending on the permissions you have in the system.

Incoming (Revised & New) Submissions

- Will come into main editor's or Assistant's main menu only.
- Folders to check:
[New Submissions Requiring Assignment](#) / [Direct-to-Editor New Submissions](#) and
[Revised Submissions Requiring Assignment](#) / [Direct-to-Editor Revised Submissions](#)
- Possible actions:
 - a. [Send Back To Author](#) (for fixing of technical problems)
 - b. [Assign Editor](#) / [Assign to Myself](#) [N.B.: for submitting a decision and/or sending ms for review, always assign ms to editor; **even if you are the only editor involved with the journal, you will still need to assign the manuscript to yourself before you can proceed with taking a decision/inviting reviewers!**]
 - c. [Redirect to Other Editor](#)¹

New Assignments

- Mss that have been assigned to you for processing
- Possible actions:
 - a. [Submit Decision](#)
 - b. [Invite Reviewers](#)
 - c. [Assign another editor](#)

Submissions with Required Reviews Complete

- Submissions for which all (technically) required reviews are complete [status: Reviews complete]
- Submissions for which you need to approve another editor's decision [status: Decision in process]
- Possible actions:
 - a. [Submit decision](#)
 - b. [Invite additional reviewers](#)
 - c. [Assign another editor](#)

Submissions Requiring Additional Reviewers

- Submissions for which you (technically) need to invite more reviewers
- Possible actions:
 - a. [Invite additional reviewers](#)
 - b. [Submit decision](#)

Submissions with One or More Late Reviews

- Mss for which one or more reviewers are overdue.
- Possible actions (combinations are possible):
 - a. [Remind overdue reviewers](#)
 - b. [Cancel overdue review](#)
 - c. [Invite additional \(replacement\) reviewers](#)
 - d. [Submit decision](#)

All Submissions with Editor's Decision

- Mss for which you need to send the decision letter to the author [status: decision in process]
- Accepted mss for which you need to set the final disposition in order to finalize the process in EM and to send the accepted mss to De Gruyter Brill for typesetting [status: accept]
- Possible actions:
 - a. [Notify Author](#)
 - b. [Set Final Disposition](#)
 - c. [Assign another editor](#)

¹ Only available for journals with an automated distribution of incoming mss set up.

Action Links: Retrieve Information and Take Action on Mss

As mentioned above, once you have entered an action folder, you will get to see the manuscripts in that folder. Throughout EM, the manuscripts ('submissions') are shown in a table format (one manuscript per row; the various columns give more information about the individual manuscripts; see screenshots 2 and 3 below). On the left hand side, each manuscript has an 'Action' column. These action links give you access to more detailed information about the manuscript and/or allow you to take specific action on the manuscript. The action links available may differ depending on the permissions you have as an editor, the stage the ms is at and the action folder you are in. In principle you can take the same types of action for new and revised manuscripts. Revised manuscripts can be recognized by the added R + revision number at the end of the ms number (e.g., JRT-1010R1).

Action links may include the following options:²

- [View Submission](#)
- [Duplicate Submission Check Results](#) **
- [Details](#)
- [Initiate Discussion / Discussions](#)
- [History](#)
- [File Inventory](#)
- [Edit Submission](#)
- [Send Back to Author](#) **
- [Remove Submission](#) **
- [Assign Editor / Assign to Myself](#) **
- [Invite Reviewers](#) **
- [Solicit Commentary](#)
- [View Reviews and Comments](#) **
- [Notify Author](#) **
- [Set Final Disposition](#) **
- [Submit Editor's Decision and Comments](#) **
- [Send Email](#)
- [Linked Submissions](#) **

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
View Submission Duplicate Submission Check Results (70%) Details Initiate Discussion History File Inventory Edit Submission Send Back to Author Remove Submission Classifications Assign Editor Set Final Disposition Google Scholar Title Search Google Scholar Author Search Send E-mail		Article		Training a	Tess Test	Mar 24, 2014	Mar 24, 2014	Submitted to Journal

Screenshot 2: Example of manuscript table with action links expanded.

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
Action Links (70%)		Article		Training a	Tess Test	Mar 24, 2014	Mar 24, 2014	Submitted to Journal
Action Links (0%)		Article		test duplicates	C. Auhors	Mar 24, 2014	Mar 24, 2014	Submitted to Journal
Action Links		Article		test	Road Runner	Mar 20, 2014	Mar 20, 2014	Submitted to Journal

Screenshot 3: Example of manuscript table with action links collapsed.

² The links and associated actions are explained further in the sections below

** Link may or may not be displayed depending on the permissions you have, the folder you are using to access the ms and the ms status.

The display of the manuscript table can be changed in two ways:

- The action links can be collapsed or expanded at any time by clicking on the + or – symbol in the ‘Action’ column header. If collapsed, the individual action links can be accessed by hovering over [Action Links](#).
- You can change the sorting order of the manuscripts at any time by clicking on one of the triangles in the column headers (one will sort the table in ascending order, the other in descending order). If you would like to have the manuscripts sorted by status date, click on the triangle in the ‘Status Date’ column header; if you’d want it sorted by author’s name, click on the triangle in the ‘Author Name’ column, etc.

Retrieve Information

- [View Submission](#): Access to PDF file of the complete submission
- [Duplicate Submission Check Results](#): System automatically checks incoming mss against other mss submitted via the journal site over the past year. Overall score is based on similarity of title (40%), authors (30%) and abstract (30%).
- [Details](#): A.o., background information on ms (general data but also overview of editors and reviewers associated with the ms plus current status and deadlines), editorial notepad (‘Ms Notes’), author’s cover letter (‘Author Comments’)
- [Initiate Discussion](#) / [Discussions](#): Discussion forum, can be used amongst the editors to ask each other for advice (e.g., on scope, on which reviewers might be suitable to review the ms, etc.)
- [History](#): Overview of what has happened with the ms so far and overview of emails sent through EM for the ms
- [File Inventory](#): Access to the source files of the ms (e.g., Word, tiff, jpg files)
- [View Reviews and Comments](#): Access to individual reviews, editorial decisions, decision letters and any attachments from reviewers and editors
- [Linked Submissions](#)

Take Action on Mss

- [Initiate Discussion](#) / [Discussions](#): Discussion forum, can be used amongst the editors to ask each other for advice (e.g., on scope, on which reviewers might be suitable to review the ms, etc.)
- [Edit Submission](#): option to make changes to the PDF of the submission as shown under the [View Submission](#) action link
- [Send Back to Author](#): option to return ms to author to fix technical problems – author will be able to replace current version so do not use if you want to compare the old and the new versions of the ms.
- [Remove Submission](#): option to remove duplicate submissions upon initial receipt
- [Assign Editor](#) / [Assign to Myself](#): option to indicate which editor will be handling the ms. You will always need to assign the ms to an editor before you can proceed with taking a decision or inviting reviewers. So for single editor journals as well, the editor will still need to assign the ms to him-/herself before (s)he can process it further.
- [Invite Reviewers](#)
- [Solicit Commentary](#): ask an expert within the field to submit a commentary on a possibly controversial subject. This can be used to form a Comment and Reply structure that will eventually be published in the journal. This is not the same as inviting a reviewer.
- [Notify Author](#): Option to send the official decision letter to the author
- [Set Final Disposition](#): Finalize the ms in EM and send accepted mss through to De Gruyter Brill for typesetting. This is a step that follows submission of the final decision and notification of the authors. The final disposition option ‘Withdrawn’ can be used at any time in the process. The options ‘Accept’ and ‘Reject’ are not available until after a formal accept/reject decision has been submitted and the accompanying decision letter has been sent to the author.
- [Submit Editor’s Decision and Comments](#): Submit official decision on the ms and depending on editorial permissions, notify the author about your decision.
- [Send Email](#): option to send ad hoc emails – these are comparable to emails sent from your own mailbox – they do not affect the workflow in EM. Upside to using [Send Email](#): a copy of the letter will automatically be saved to the ms correspondence archive which is accessible through the [History](#) action link.
- [Linked Submissions](#): option to create larger groups of mss, e.g., for a Special Issue.

Searching

You have two search options at the top left of your editorial main menu: [Search Submissions](#) and [Search People](#).

Search Submissions

- Searches the manuscript database
- Allows searches on various search criteria, a.o. ms number, author's last name, article title
- When you have search results, you can retrieve further information on the ms and take action if necessary.
- Option to save specific searches as quick search links to your main menu

Search People

- Searches the people database
- Allows searches on a variety of search criteria, a.o. last name, email address
- When you have search results, you can see which roles that person has within the system and by clicking on the person's name in the search results, you can a.o. edit contact details, add a reviewer role, send username/password.
- By clicking on someone's role name, you can 'proxy' for that person, meaning that you enter their main menu in that particular role and take action on their behalf (e.g., submit a review on a reviewer's behalf)

Tracking

- [Submissions Out for Revision](#): all mss that are awaiting revision by the author
- [View All Assigned Submissions](#): all mss that are in the hands of an editor, excl. any mss in [New/Revised Submission Requiring Assignment](#) and in [All Submissions with Editor's Decision](#)
- [Send Reminder Letters](#): Option to generate lists with overdue authors, reviewers and editors. You can edit the parameters before running the report and once generated, you can choose to send reminders to one of more of the people appearing on these reports. These reminder letters can all be personalized if desired.

Adding People to the Database

- [Register New User](#) (link available to the left of your main menu as well as on the [Search People](#) page)
- [Register and Invite New Reviewer](#) (link available during the reviewer invitation process)

Special Issues

If you have a Special Issue coming up, please contact EM Support (EM@degruyterbrill.com) as soon as possible so that we can create a dedicated Special Issue article type. This will allow you to easily recognize and keep track of the associated articles. Your request will generally be processed within a few working days. Please make sure to include the following in your request:

- Name of the journal
- Short name for the Special Issue (max. 60 characters)
- The name of the editor who will handle the Special Issue (if this is not one of the regular editors, but rather a Guest Editor, please also include contact details for this editor)

Supporting Authors, Reviewers and Editors

- Proxy mode
- Online support page (a.o. video tutorials, manuals, FAQs):
<http://www.brill.com/resources/authors/publishing-journals-brill/submitting-online>
- Author's Manual: http://www.brill.com/files/brill.nl/editorial_manager_authors_manual.pdf
- Reviewer's Manual: http://www.brill.com/files/brill.nl/editorial_manager_reviewers_manual.pdf
- Editor's Manual: http://www.brill.com/files/brill.nl/editorial_manager_editors_manual.pdf
- General test site (www.editorialmanager.com/brilltest): please contact [EM Support](mailto:EM@degruyterbrill.com) for access
- Your Desk Editor
- EM Support: EM@degruyterbrill.com

Appendix A: General Workflow Guide

In general, all journal workflows will include the following steps:³

1. Screen incoming manuscripts (*New Submissions Requiring Assignment* / *Revised Submissions Requiring Assignment* -> View Submission, File Inventory, Details and History)
2. Send Back To Author in case of technical problems such as style, language, etc. problems. [step may be skipped]
3. Assign Editor: send ms to yourself or to other editor for handling [required step even if you are the only editor of the journal!]
4. Send for review (*New Assignments* -> Invite Reviewers) [step may be skipped]
5. Send to Copy Editor (Assign Editor; always needs to be done BEFORE final acceptance in EM) [step may be skipped]
6. If ms is to be accepted and you wish to make further changes to the ms yourself, download ms (File Inventory), edit and upload edited version back into EM (Edit Submission)
7. Take decision (Submit Editor's Decision and Comments)
8. Send decision letter to author (either this is part of Submit Editor's Decision and Comments process or you need to use Notify Author to do this if sending the decision letter to the author is part of your tasks)
9. If accepted/rejected, Set Final Disposition (this is where you forward the accepted mss to the production editor)

It depends on your editorial role (and as a result, your permissions in the system) which of the steps apply specifically for you. You should have received a detailed workflow document for your journal and your specific editorial role. If you do not have this workflow document, please feel free to request a copy from our EM Support team (EM@degruyterbrill.com) quoting the title (and/or acronym) of the journal and your editorial role.

³ Underlined text in italics refers to links in your editorial main menu. Underlined text in Roman refers to action links available for the individual manuscript. All workflow steps are available for both new and revised submissions.