



February 2016

In this newsletter you will find more information about some recently implemented features. It also includes a 'Did You Know?' section, which we hope you will find useful. As always, if you have any questions, or feedback, please feel free to [contact us](#).

Online Support Page

We have developed a dedicated EM Support page on [brill.com](#) (click [here](#) to view). On this page you will find video tutorials, FAQs as well as extensive manuals for authors, reviewers and editors.

Detecting Problem Cases: Duplicate Submission Check

The system compares newly received papers with other manuscripts submitted via the journal's EM site (within the last 365 days). This comparison is based upon article title, all authors' names and abstract and results in the [Duplicate Submission Check](#) score: Next to the [Duplicate Submission Check](#) action link you get to see an overall score (e.g., 30%). If higher than 50%, this overall score will be displayed in red. Click on the link to access a detailed list with potential duplicates in the system, each showing the percentage of similarity in terms of authorship, article title and abstract. For those parts scoring more than 50% the score bar and percentage will be shown in red. It is of course up to you to decide whether there is indeed a problem (e.g., the same author submitting two entirely different papers would result in a 100% Author Similarity score).

Duplicate Submission Check Results - Jun 05, 2014									
Submission "xxxxxxxxxxxxx"									
The results of a comparison between this submission and previously submitted manuscripts are listed below. A separate similarity score is shown for the Article Title, the list of Authors and the Abstract of a submission. The EM Duplicate Score is the highest weighted average for any of the submissions displayed below.									
Potential Duplicate Submissions									
EM Duplicate Score: 30%									
Manuscript/Submission Number	Initial Date Submitted	Revision	Current Status	Article Title	Authors	Article Title Similarity	Author Similarity	Abstract Similarity	
BRILLTEST-1072 View Submission Details	12/06/2011 10:45:56	0	Revise	The book review	A. Guest	0%	100%	0%	

If you see a green 'D' (D) displayed behind the author's name in the manuscript table, this indicates that the author has submitted one or more other papers within the last 365 days. Clicking on the author's name will open a new window providing a short overview of the author's details, any editorial notes about that person as well as a list with all papers submitted by this person *with this account*.

Final Disposition 'Reject' Now Set Automatically

From this moment on whenever you take a 'Reject', 'Out of Scope' or 'Reject with Recommendation' decision and send the decision letter through EM, the system will *automatically* set the final disposition to 'Reject'. This only applies for decisions taken after 24 February 2016. For papers for which the decision was taken prior to that date, you will still need to set the reject final disposition yourself. PLEASE NOTE that for accepted manuscripts you will always need to set the final disposition yourself, in order to ensure that the correct information is forwarded to your Desk Editor.

Open Access

Editorial Manager now facilitates the processing of Open Access manuscripts. When submitting an article online, the author is asked whether or not (s)he wishes the article (if eventually accepted, of course) to be published in Open Access.¹ At that time, the author can also view an estimate of the costs involved, the so-called Author Publication Fee. Once accepted, authors who opted for Open Access publication will automatically receive an

¹ For journals that are fully Open Access (see [this page](#)), authors will of course have no choice other than to publish in Open Access.

invoice. For more information on Brill Open, click [here](#). Should you have any questions on Open Access, please feel free to contact our colleagues at brillopen@brill.com. You may also refer authors to this address if they have questions regarding Open Access.

Did You Know?

ORCID (Open Researcher and Contributor ID)

ORCID is an initiative that allows researchers to obtain a unique personal identifier code that can be used to link their publications unequivocally to their person. This way, you can avoid confusion as to whether or not a publication is indeed yours or someone else's. For more information on ORCID, see <http://orcid.org/>. Editorial Manager provides an additional field on the contact information page where authors can enter their ORCID-number. There is a [Fetch](#) link available next to the ORCID field that allows the author to easily retrieve their number, or to go to the ORCID website to register and create a new ORCID number. Entering an ORCID number is currently not required, so users can proceed without providing this information. In the coming year, we will also make an option available that allows users to log into our EM sites using their ORCID access codes.

Reviewer Notification Letters

If desired, we can activate reviewer notification letters for your journal. This would entail a letter being sent to the reviewers of the manuscript *after* you have taken a decision. This way, you can actively let the reviewers know what has happened with the manuscript they reviewed. You can indicate in advance for what kind of decisions you would want the reviewer letters to be sent (e.g., only if the manuscript is accepted). If activated, sending these letters is an additional step after you have sent the decision letter to the authors. At that point, you can still choose not to send out any of the reviewer letters, and you can edit these letters before sending. We have sample letters available upon request. For more information and implementation, please contact [EM Support](#).

Custom Search Links

If you would like to do the same type of search more often, you can create a dedicated search link in your main menu: once created, clicking on this link will give you real time search results. For more information on searching and creating such quick searches, see the [Editor's Manual](#), section 2.

The screenshot shows the 'Editor-in-Chief Main Menu' with a 'Quick Searches:' section highlighted by a red box. The quick search options are 'All mss with active discussions' and 'All mss with copyeditor'. To the right, there are statistics for review completion: 0 Reviews Complete (6), 1 Review Complete (1), 2 Reviews Complete (0), 3 Reviews Complete (0), and 4+ Reviews Complete (0). A search bar is also visible with 'Search Submissions | Search People' options.

Custom Website Viewing Options

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). On the left hand side, each manuscript has an 'Action' column. These 'action' links give you access to more detailed information about the manuscript (e.g., [Details](#), [History](#), [View Submission](#)) and allow you to take specific action on the manuscript (e.g., [Assign Editor](#), [Invite Reviewers](#), [Submit Editor's Decision and Comments](#)). The most important action folders and action links are described in more detail in the [Editor's Manual](#).

The screenshot shows a table titled 'New Editor Assignments - Erwin Editor'. The table has columns for Action, Manuscript Number, Article Type, Section/Category, Article Title, Author Name, Initial Date Submitted, Status Date, Current Status, and Editor Decision. A red box highlights the 'Action' column for the first row, which contains a dropdown menu with options like 'View Submission', 'Duplicate Submission Check (30%)', 'Details', 'Discussions', 'History', 'File Inventory', 'Edit Submission', 'Classifications', 'Assign Editor', 'Invite Reviewers', 'Solicit Commentary', 'Set Final Disposition', 'Submit Editor's Decision and Comments', and 'Send E-mail'. A red arrow points to the 'Action' column header, and another red arrow points to the 'Manuscript Number' column header.

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor Decision
View Submission Duplicate Submission Check (30%) Details Discussions History File Inventory Edit Submission Classifications Assign Editor Invite Reviewers Solicit Commentary Set Final Disposition Submit Editor's Decision and Comments Send E-mail	BRILLET-1222	Article		xxxxxxxxxxxxxx	A. Guest	Jun 05, 2014	Nov 25, 2015	With Editor	

You can change the look and sorting order of any manuscript table at any time and as often as needed: Click on one of the little triangles in a column header to have the manuscripts sorted by the information displayed in that particular column (e.g., by status date in ascending/descending order).

Click on the '-' or '+' symbol in the 'Action' column to either collapse or expand the action links. If collapsed, instead of the full display of all links (as above) you will only see one link ([Action Links](#)) and you will need to hover over this link with your mouse to gain access to the individual links. The settings symbol (⚙️; if available, shown above the manuscript table on the right) allows you to make changes to the columns that are displayed on the page.

Contact Us

Our EM Support team will be happy to respond to any questions you may have relating to Editorial Manager. You may contact us at EM@brill.com. Please be so kind as to include the title of the journal or the journal acronym in your email for easy reference. When asking for changes in the configuration, please be aware that changes to the configuration can only be implemented if approved by the main decision-taking editor (usually this is the Editor-in-Chief). If there is more than 1 of these editors who have the final say, they need to be in agreement with any changes to be made.