



Through this newsletter we aim to inform you about new functionality available for your Editorial Manager site. Some of these options have been implemented already, others will follow soon. As always, if you have any questions or comments, please do not hesitate to [contact us](#).

New Password Requirements (Forthcoming)

The requirements for editorial passwords will change in the near future: Passwords must contain min. 8 characters and must be alphanumeric. Once implemented, you may be prompted to update your password upon login (if your current password does not comply with the new rules). You will only need to update your password once and can also choose to do this in advance (log in and click on [Update My Information](#) underneath the journal title at the top of the page; update your password and click on 'Submit' to save your changes). When doing so, please make sure to choose a unique password (one that is not used for any other sites). If you wish, you can also activate the [ORCID](#) single-sign on option that will allow you to log into EM using your ORCID access codes. For more information, see the [Editors Manual](#), section 1.1.2. Please note that the new password rules do not apply for authors and reviewers.

Option to Proxy Immediately After User Registration

If you need to upload a submission on behalf of an author, you would need to do so via proxy. You would then first go to [Search People](#) and check whether the author is already registered. If so, you would then click on their author role to enter proxy mode. If the author does not yet have an account, however, you will first need to register the author as a new user. Instead of first having to go back to [Search People](#) after registration in order to enter proxy mode, the system now allows you to proxy immediately after user registration:



Easy Access to Reviewer PDF (Forthcoming)

When you click on [View Submission](#), the system will give you a choice between viewing the Editor/Author PDF and the Reviewer PDF. The Reviewer PDF is the version that the reviewers get to see and tends to include less information than the Author/Editor version (e.g., the latter may include a cover letter or title page with author details that is excluded from the Reviewer PDF).



Authorship Changes Alert

While the manuscript is still located in a [Revised Submissions](#) folder, the system shows an alert symbol (🚩) next to the [Details](#) action link of the manuscript if there have been any changes in authorship compared to the previous version of the manuscript.



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Removed Authors

There are no removed authors

Reviewer Guidelines

We have recently published reviewer guidelines that explain what is generally expected of a reviewer. These guidelines are based on instructions already used by one of our journals, the editors of which kindly agreed to our reworking and publishing these for the greater good. Especially people who are new to reviewing may find these guidelines helpful. The guidelines can be found here: http://www.brill.com/downloads/reviewer_guidelines.pdf.

Did You Know?

Brill Author Services

Brill has recently partnered with Peerwith, an online marketplace where authors can seek expert help for a.o., language, copy editing, translation, illustrations, etc. For more details, please see <https://authorservices.brill.com>.

Alternate Reviewers: Queuing Reviewers for Invitation

We all know that it can be quite hard to find referees for a manuscript and that the editor often needs to approach several reviewers before finding one who actually agrees to review. This is why, when you invite reviewers, EM

allows you to not only invite reviewers immediately, but also to add so-called 'alternate reviewers'. These are reviewers that are not immediately invited for the paper, but are kept in reserve. As soon as one of the invited reviewers declines, or is uninvited by the editor, the first alternate reviewer on the list will then be invited automatically. You can edit the accompanying invitation letter in advance, if desired. For more information, see the [Editor's Manual](#), section 3.3.1 or view our [video on how to invite reviewers](#).

Contact Us

You are more than welcome to contact us at EM@brill.com. When doing so, please include the journal title or acronym in your email for easy reference. When asking for changes in the configuration, please be aware that such changes can only be implemented if approved by the main decision-taking editor (usually this is the Editor-in-Chief). If there are multiple Editors-in-Chief, your co-editors need to agree with the changes requested.

Our [dedicated EM Support page](#) features video tutorials, FAQs as well as extensive manuals for authors, reviewers and editors. The manuals have all been updated recently.