

December 2017

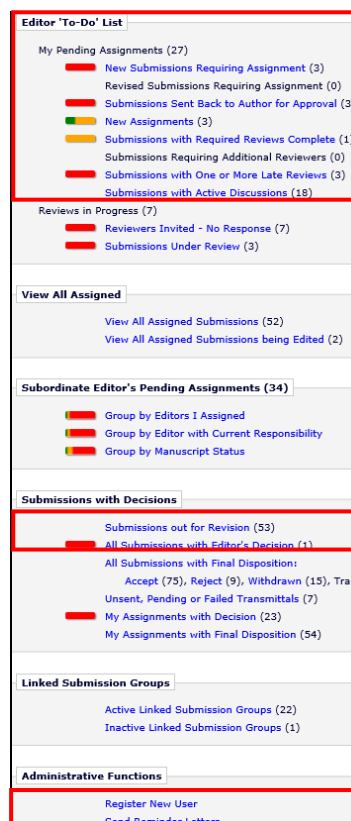
Through this newsletter we aim to keep you informed about new developments and functionality related to Editorial Manager. As always, if you have any questions or comments, please do not hesitate to [contact us](#).

Importance of correct EM usage

EM is becoming increasingly important for journals and, as such, it is important that all editors use the system as intended. We are in the process of connecting EM to various other systems to facilitate better efficiency, quicker post-acceptance turnaround times, and content enrichment (e.g., inclusion of [ORCID IDs](#) in publications), all of which will benefit the journal. These connections all hinge on the editor ensuring that the final copyedited files are put into EM and that the final disposition is set to 'Accept' for all accepted manuscripts. If editors do not use Editorial Manager correctly, this will not only negatively affect EM statistics (which may provide you with valuable information about the journal and its contributors), but will also impact workflows in other systems resulting in extra manual work, errors and unnecessary delays. If you have any questions about EM or need help with the system, please do not hesitate to contact your Desk Editor or EM Support (EM@brill.com).

Traffic light style color coding in editor menus and automated editor reminders

In the very near future, the editor's main menu will be color-coded: traffic light colors will show whether or not the manuscripts in specific folders may be problematic (**green** = no problem; **orange** = needs attention; **red** = late).



The screenshot shows the 'Editor 'To-Do' List' menu with several sections. Red boxes highlight specific items: 'New Submissions Requiring Assignment (3)', 'Submissions Sent Back to Author for Approval (3)', 'Submissions with One or More Late Reviews (3)', 'Submissions with Active Discussions (18)', 'Submissions out for Revision (53)', 'All Submissions with Editor's Decision (1)', and 'Register New User' and 'Send Reminder Letters' under 'Administrative Functions'.

- Editor 'To-Do' List**
- My Pending Assignments (27)
 - New Submissions Requiring Assignment (3)
 - Revised Submissions Requiring Assignment (0)
 - Submissions Sent Back to Author for Approval (3)
 - New Assignments (3)
 - Submissions with Required Reviews Complete (1)
 - Submissions Requiring Additional Reviewers (0)
 - Submissions with One or More Late Reviews (3)
 - Submissions with Active Discussions (18)
- Reviews in Progress (7)
 - Reviewers Invited - No Response (7)
 - Submissions Under Review (3)
- View All Assigned**
 - View All Assigned Submissions (52)
 - View All Assigned Submissions being Edited (2)
- Subordinate Editor's Pending Assignments (34)**
 - Group by Editors I Assigned
 - Group by Editor with Current Responsibility
 - Group by Manuscript Status
- Submissions with Decisions**
 - Submissions out for Revision (53)
 - All Submissions with Editor's Decision (1)
 - All Submissions with Final Disposition:
 - Accept (75), Reject (9), Withdrawn (15), Trans
 - Unsent, Pending or Failed Transmittals (7)
 - My Assignments with Decision (23)
 - My Assignments with Final Disposition (54)
- Linked Submission Groups**
 - Active Linked Submission Groups (22)
 - Inactive Linked Submission Groups (1)
- Administrative Functions**
 - Register New User
 - Send Reminder Letters

The colors change if a manuscript is set at a status for more than a certain number of days: by default, after 10 days in that same status, the color changes from green to orange, and 10 days later it changes to red. Of course, as the editor, you are the one to decide whether or not a manuscript indeed needs further action. Should you wish to finetune the number of days for these color changes, please contact [EM Support](#). The number of days for the color

changes may vary per status folder so you can choose for instance to have the Submissions with Required Reviews Complete folder flagged earlier as 'requiring attention' than Submissions Sent Back to Author.

As of 1 January 2018, we will also activate automated editor reminders that will use the same color coding as described above. These emails will be sent once every two weeks and only if the folders included in the reminders contain manuscripts requiring action from you. Unfortunately, the folders (Direct-to-Editor) New / Revised Submissions (Requiring Assignment), Incomplete Submissions, Submissions Waiting for Approval, and All Submissions with Editor's Decision cannot yet be included in these reminders, so if you have these folders in your main menu, please make sure to keep an eye on these as well.

If you wish to change the frequency of the editor reminders, or wish to have them turned off completely, please contact [EM Support](#). These reminders are intended to help you with your editorial tasks, so if they rather annoy than help, please do not hesitate to get in touch.

Changes to password retrieval

EM has recently changed the way passwords are created. When someone creates their own account, they now immediately have to create their own password as well. Whenever users receive an email with their access codes, this no longer contains the actual password, but instead includes a link through which the user can immediately create their own password.

Minor changes to All Submissions with Editor's Decision and Invite Reviewers pages

You may have noticed that the All Submissions with Editor's Decision folder has changed slightly: If you have this folder in your main menu, you will find that it now has a column to the far right that either shows a date (at which the decision letter was sent) or a Notify Author link. The Notify Author link will only be visible for editors that have permission to send the decision letter to the authors.

If you see a date in the 'Author Notified Date' column, please set the final disposition to 'Accept'. This is needed to send the manuscript files as well as relevant manuscript data through to Brill. If the final disposition is not set, this will result in unnecessary delays and errors. If you see a Notify Author link there, please make sure that you send out the accompanying decision letter through that link. Otherwise, the author will not know which decision you have taken and, in the instance where a revision is required, will not be able to send in a revised version through EM. Also, you will not be able to set the final disposition for accepted papers for which the author has not yet been notified.

| Action | Manuscript Number | Article Type | Section Category | Article Title | Author Name | Initial Date Submitted | Status Date | Current Status | Editor Name | Editor Decision | Author Notified Date |
|--|-------------------|--------------|------------------|---------------|------------------|------------------------|--------------|---------------------|--------------|-----------------|----------------------|
| View Submission Details History Unassign Editor File Inventory Solicit Commentary Assign Editor Notify Author Set Final Disposition View Reviews and Comments Rescind Decision Send E-mail Linked Submissions | BRILLTEST-1036R1 | Article | | test | Donald Duck, PhD | Nov 17, 2011 | Nov 07, 2017 | Decision in Process | Donald Jones | Minor Revision | Notify Author |
| View Submission Details History Unassign Editor File Inventory Solicit Commentary Set Final Disposition Transmittal Form View Reviews and Comments Rescind Decision Send E-mail Linked Submissions | BRILLTEST-1021R1 | Article | | Test ms | Marjon Jekel | Feb 01, 2011 | Sep 28, 2017 | Accept | Erwin Editor | Accept | Sep 28, 2017 |

On the Invite Reviewers page, you may notice some cosmetic changes as well: if you have already invited reviewers and attached alternate reviewers as well, the Promote and Link/Unlink hyperlinks have been replaced with symbols: The person walking up the stairs means 'invite now' (used to be the Promote link). The chain link symbol means 'link to invited reviewer' (used to be the Link option). Linking specific alternate reviewers to specific invited reviewers can have advantages as this means that when the linked invited reviewer is uninvited or declines, the linked alternate reviewer will then be invited automatically. The dustbin symbol allows you to remove the alternate reviewer from the manuscript.



System maintenance

On 12 December our supplier will be performing maintenance on our various EM sites starting 2:00 pm Eastern US time (7:00 pm GMT). The maintenance period should not exceed 4 hours, during which time services may become unavailable. In case of unavailability, the EM site will show an explanatory message stating that service is temporarily unavailable.

Did you know?

Online newsletter archive

The most recent newsletters can also be found online on our [dedicated EM Support page](#).

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. Please note that if you wish to add or remove editors (other than Guest Editors) in your Editorial Manager site, that this request will need to be sent to the journal's Acquisitions Editor.

Please visit our [dedicated EM Support page](#) for video tutorials, FAQs as well as extensive manuals for authors, reviewers and editors.