



July 2018

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](#).

## New European privacy law (GDPR): Impact on Editorial Manager

Per 25 May 2018, the new European General Data Protection Regulation (GDPR) went into effect. This law impacts all companies processing personal data from EU citizens and, as a result, some changes are necessary in EM. Key components of this new law include:

- **Privacy by design:** We should only collect and process data that are strictly necessary for our processes.
- **Security:** Collected data should be classified and links to external websites should be secure
- **Consent:** Users should be able to give and withdraw consent in an easy way.
- **Data access & portability:** Users should have access to data stored about them as well as knowing how, where, and for what purpose their data are processed. They also have the right to request a data export of their personal information stored in the system.
- **Right to information:** Users should be informed about an account being created for them.
- **Right to be forgotten:** Users have the right to be deleted from our databases.

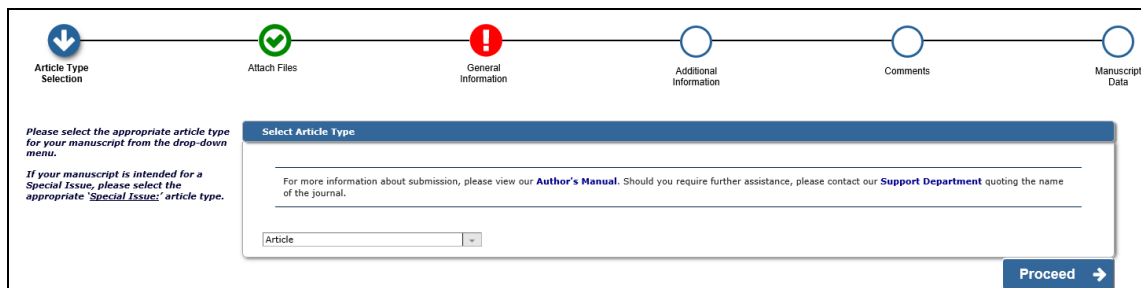
In some respects, EM was already compliant with the above, but you may have noticed some recent GDPR-related changes in EM and will encounter a few more in the near future:

- When you register new users, you will always need to send the accompanying registration letter.
- Users can access and update their personal data at any time via the [Update My Information](#) link after login. A more detailed data export can be requested via [EM@brill.com](mailto:EM@brill.com).
- Access to EM is not open and users will always need to log into the system. To increase security, all users will be required to have a password that consists of min. 8 characters, is alphanumeric and is not the same as their username.
- EM users will encounter a one-time question when logging in to EM and will need to agree with both Aries' (the supplier of EM) and Brill's privacy statements to continue to use EM.
- EM will automatically add an extra line of text to all letters sent from EM asking the recipient to contact the publication office if they wish to have their account deleted from the system. If you get any requests for removal, please forward these to [EM@brill.com](mailto:EM@brill.com) so that we can accommodate the request. Note that while the system will remove the actual account and associated contact details, the user's name will be retained where necessary in manuscript status information (e.g., if the user at one point submitted a manuscript, a review or were an editor, their name is still needed for the historical record and to avoid potential fraud, etc.).
- We are currently reviewing whether our data collection, access and retention processes should be updated and if needed will update EM accordingly.

## New Submission Interface

There have also been some updates to the submission interface. For authors, the submission process will change so that it starts with uploading the manuscript files rather than entering article information (i.e. title, author, etc.). The first file uploaded will be used to automatically extract the article title and abstract as well as authors and affiliations, after which the author will be led through the various submission steps to ensure that all required information is correct and supply any missing details. The information requested from authors will remain the same as before. When the author sets the system to create the submission PDF, they will now be led straight to the page where they need to view and approve (=submit) the final article PDF. We hope that this will lead to an easier process with less papers getting stuck in this phase. For now, the automated extraction of data will only work with

MS Word and Open Office files. If the author uploads different file types, they will still be able to complete the submission, just like before, but will not have the benefit of certain submission steps being prefilled with information extracted from their source file. In time, we hope our supplier will be able to activate this auto-extraction option for more file types. The [Edit Submission](#) procedure on the editor's side is not affected as yet, but in time will also be updated to use the same interface as is now available for the authors.



The image shows a submission process flow with six steps: Article Type Selection, Attach Files, General Information, Additional Information, Comments, and Manuscript Data. The 'Article Type Selection' step is active, indicated by a blue circle with a downward arrow. Below the flow, there is a form titled 'Select Article Type'. The form contains a text area with instructions: 'Please select the appropriate article type for your manuscript from the drop-down menu. If your manuscript is intended for a Special Issue, please select the appropriate "Special Issue" article type.' Below this is a dropdown menu labeled 'Article' and a 'Proceed' button with a right-pointing arrow.

## Did you know?

### New [brill.com](#) website

Brill's corporate website has recently been updated. This may have a temporary effect on links in EM that refer to information on the Brill web site. We believe that all links have been rerouted to the right pages and will in time update the old links with the new ones. Should you come across any faulty links in Editorial Manager, please do alert us by sending an email to [EM@brill.com](mailto:EM@brill.com).

### Publons

Brill has started a [one-year pilot for 10 journals with Publons](#). [Publons](#) is a platform that provides recognition for peer reviewers. For the pilot journals, we are automatically sending the relevant review information from EM to Publons for those reviewers who have actively opted in for this. For all of our other journals, reviewers can also use this platform and add reviews to their profile by sending the official 'thank you for your review' note to [reviews@publons.com](mailto:reviews@publons.com). Any reviews shown for Brill journals on Publons will follow a double-blind protocol: Publons will only show the journal title for which a review was submitted and the year. Publons is only intended to provide recognition of reviews of journal articles, not for peer reviews of book titles.

## Contact Us

You are more than welcome to contact us at [EM@brill.com](mailto: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.

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