



# IMPROVING YOUR JOURNAL WORKFLOW

BEST PRACTICES FOR THE MODERN JOURNAL OFFICE

IAN POTTER  
GLOBAL BUSINESS DEVELOPMENT MANAGER, PUBLISHING & ASSOCIATIONS  
THOMSON REUTERS

BANDUNG, INDONESIA, THURSDAY 7TH APRIL 2016

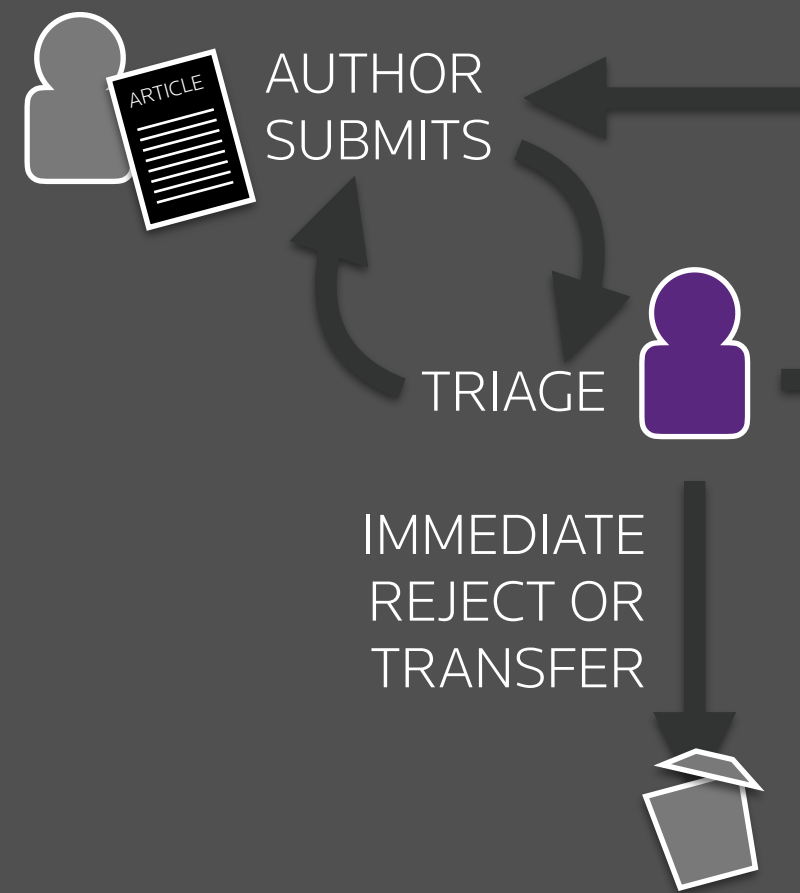


THOMSON REUTERS™

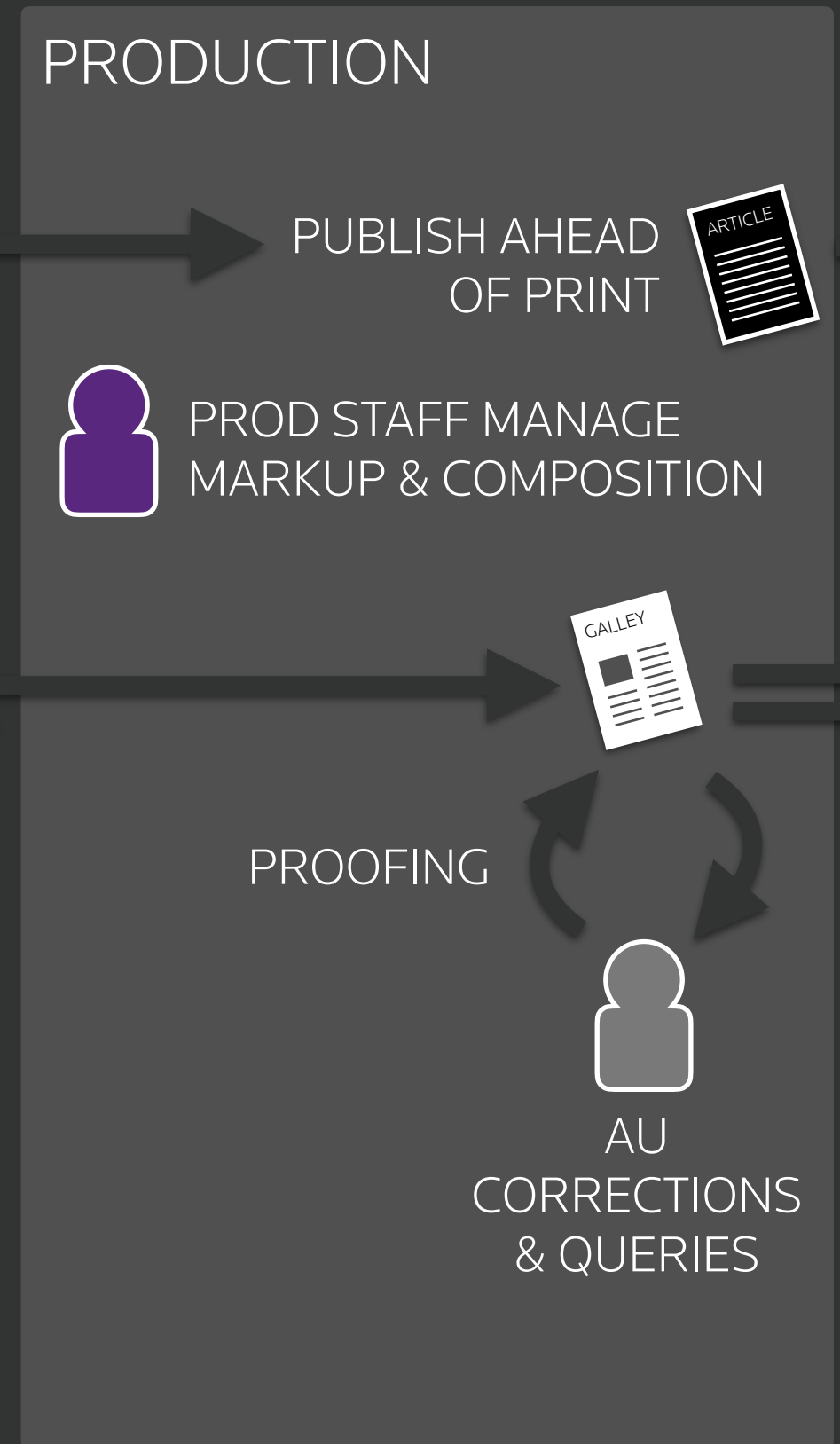
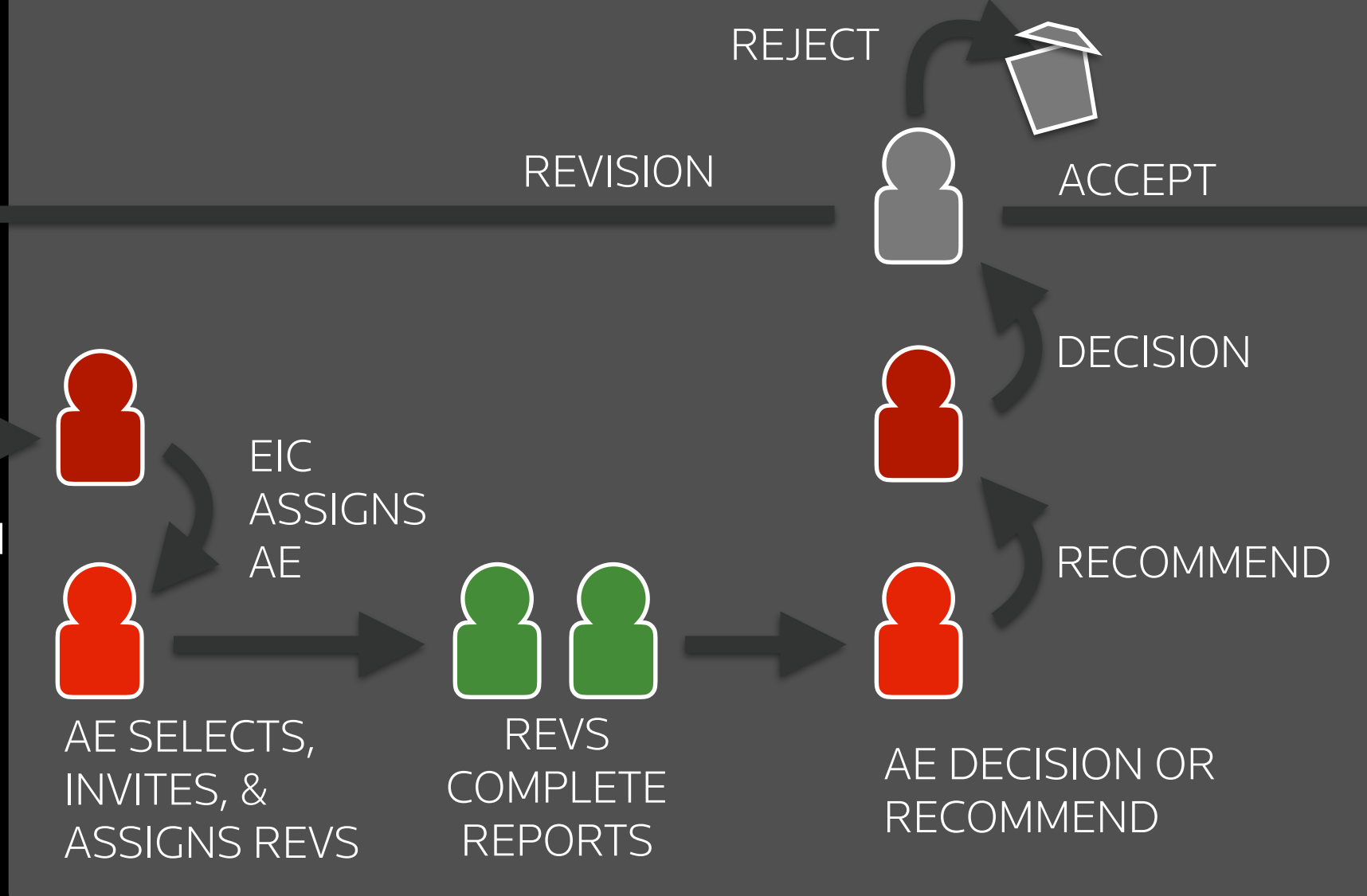
# THE SCHOLARLY PUBLISHING PROCESS

## SCHOLARONE MANUSCRIPTS

### MANUSCRIPT SUBMISSION



### PEER REVIEW



AUTHOR (AU)	EDITOR-IN-CHIEF (EIC)	MANAGING EDITOR / ADMIN (ADM)
REVIEWER (REV)	ASSOCIATE EDITOR (AE)	PRODUCTION STAFF (PROD)

# EDITORIAL EFFICIENCY TOOLS IN SCHOLARONE MANUSCRIPTS



# SUBMITTING A MANUSCRIPT

## Author Center

### Welcome

Welcome and thank you for considering the New England Journal of Medicine (NEJM) to submit your work. Our [mission](#) since 1812 has been to bring physicians the best research at the intersection of biomedical science and clinical practice. We are interested in original research that will change clinical practice or teach us something new about the biology of disease. We also publish reviews, cases, commentary, and [other content of interest to a medical audience](#).

### ScholarOne Manuscripts Log In

Email

Password

[Forget Your Password](#) > [ScholarOne Help](#) >

### Post-Publication Metrics

Manuscript Number  -

Author's Last Name

### Submit A Manuscript

All articles must be submitted through our submission system.

You need an account to submit a manuscript. If you already have an account, please log in above. Or, [create a new account](#) to submit a manuscript now. You can then log in to your account to revise or track your submissions.

CONSIDER EMBEDDING INSTRUCTIONS & LOGIN INTO YOUR JOURNAL WEBPAGES

USE LOCAL LANGUAGE WHERE NECESSARY — BE CLEAR ABOUT HOW TO SUBMIT & WHAT IS REQUIRED

USE ON-PAGE INSTRUCTIONS TO GIVE CUES & IMPORTANT INFORMATION

### Log In

**This site is in a testing period. It is not open for submissions. All manuscripts will be deleted at the end of the testing period.**

Welcome to the *Workflow 0* manuscript submission site. To Log In, enter your User ID and Password into the boxes below, then click "Log In." If you are unsure about whether or not you have an account, or have forgotten your password, enter your e-mail address into the "Password Help" section below. If you do not have an account, click on the "Create Account" link above.

#### Log In

Log in here if you are already a registered user.

User ID:

Password:



**Password Help.** Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address:

#### New User?

[Register here](#)

#### Resources

- [User Tutorials](#)
- [Home Page](#)

### Author Resources

[Click here](#) to submit a new manuscript

[Click here](#) to send a manuscript to AJE for English-language editing. NOTE: This will not submit your manuscript to the journal - this link opens a new window for English-language editing services.

This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.

[Reminder: Sales Demo Workflow 0 \(02-Apr-2015\)](#) [Delete](#)

[Sales Demo Workflow 0 - Decision on Manuscript ID WKRO-2014-08-0019 \(16-Mar-2015\)](#) [Delete](#)

[Sales Demo Workflow 0 - Decision on Manuscript ID WKRO-2012-10-0027 \(04-Oct-2012\)](#) [Delete](#)

[Sales Demo Workflow 0 - Manuscript ID WKRO-2012-10-0027 \(04-Oct-2012\)](#) [Delete](#)

[Sales Demo Workflow 0 - Decision on Manuscript ID WKRO-2012-09-0026 \(20-Sep-2012\)](#) [Delete](#)

CONSIDER PROMOTING LANGUAGE EDITING SERVICES

### My Manuscripts

- 0 [Unsubmitted and Manuscripts in Draft](#)
- 0 [Resubmitted Manuscripts in Draft](#)
- 1 [Revised Manuscripts in Draft](#)
- 1 [Submitted Manuscripts](#)
- 4 [Manuscripts with Decisions](#)
- 18 [Manuscripts I Have Co-Authored](#)
- 0 [Withdrawn Manuscripts](#)
- 0 [Manuscripts Accepted for First Look](#)
- 0 [Invited Manuscripts](#)

### Manuscripts with Decisions

Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Actions
WKRO-2012-10-0027	Ian's demo manuscript submission <a href="#">[View Submission]</a>	04-Oct-2012	04-Oct-2012	ADM: <a href="#">Moebes, Nancy</a> <ul style="list-style-type: none"> <li>Accept (04-Oct-2012)</li> <li>Awaiting Production Checklist</li> </ul> <a href="#">view decision letter</a>	

USE SCHOLARONE MANUSCRIPTS TO UPDATE AUTHORS

# CLEAR SUBMISSION PROCESS

COLLECT ALL THE INFORMATION YOU NEED DURING SUBMISSION

MAKE SURE YOUR SUBMISSION PROCESS IS CLEAR AND DON'T COLLECT INFORMATION YOU DON'T NEED

**Manuscript Submission**

- ✓ Step 1: Type, Title, & Abstract
- ✓ Step 2: Attributes
- ✓ Step 3: Authors & Institutions
- ✓ Step 4: Reviewers & Editors
- Step 5: Details & Comments
- ✓ Step 6: File Upload
- Step 7: Review & Submit

## Step 1: Type, Title, & Abstract

Select your manuscript type. Enter your title, running head, and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue." [Read More ...](#)

\* = Required Fields

\* Type: [Edit](#)

CHOICE	TYPE
<input checked="" type="radio"/>	Original Article
<input type="radio"/>	Invited Review
<input type="radio"/>	Letter to the Editor (brief submission)

\* Title [Edit](#)

Preview [Special Characters](#) **11 OUT OF 60 WORDS**

Estrogen controls PKC-dependent mechanical hyperalgesia through direct action on nociceptive neurons

\* Running Head [Edit](#)

Preview [Special Characters](#) **45 OUT OF 75 CHARACTERS**

Estrogen modulates PKC-dependent hyperalgesia

\* Abstract [Edit](#)

Write or Paste Abstract

Preview [Special Characters](#) **182 OUT OF 600 WORDS**

PKC is an important intracellular signaling molecule in primary afferent nociceptors, implicated in acute and chronic inflammatory as well as neuropathic pain. In behavioral experiments inflammatory mediators produce PKC-dependent hyperalgesia only in male rats. The mechanism underlying this sexual dimorphism is

Save [Save & Continue >](#)

TIME SPENT OPTIMISING YOUR SUBMISSION PROCESS IS TIME SAVED LATER

# OPTIMISING YOUR SUBMISSION PROCESS

COLLECT ORCID IDS

ORDER	ACTIONS	AUTHOR	INSTITUTION
1	Select...	Potter, Ian ian.potter@thomsonreuters.com 0000-0002-5356-805X	1. ScholarOne, London The Johnson Building 77 Hatton Garden London, UK SE25 4ES 01234 5678 2. UK

USE FUNDREF

**Add Funder** Edit

Name: Fogarty International Center

Grant / Award Number: John E. Fogarty Foundation for Persons with Intellectual and Developmental Disabilities

Page 1 of 1

Clear + Add Funder

COLLECT KEY SUBMISSION INFORMATION

Confirm the following:

Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.

Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.

Do you have any conflict of interest?

Yes

No

If yes, please state:

I have acted as a paid consultant for the organization

START SUBMISSION

AUTHORS & CO-AUTHORS ENTRY

COVER LETTER & OTHER DETAILS

REVIEW & SUBMIT

COMPLETE SUBMISSION

CAPTURE TITLE & ABSTRACT

KEYWORDS & OTHER ATTRIBUTES

REVIEWER & EDITOR SUGGESTIONS

FILE UPLOAD

USE RINGGOLD FOR INSTITUTIONS

**Create New Author** Edit

Institution 1

Quick Fill Edit

Institution Number: 1

\* Institution: Edit university of edinbu

Department: University of Edinburgh  
Edinburgh, Edinburgh, EH8 9YL, GB

\* Country: University of Edinburgh School of Law  
Edinburgh, Edinburgh, EH8 9YL, GB

State/Province: University of Edinburgh School of Law  
(University of Edinburgh Law and Europa Library)  
Edinburgh, Edinburgh, EH8 9YL, GB

\* City: University of Edinburgh Queen's Medical Research Institute  
Edinburgh, Edinburgh, EH16 4TJ, GB

University of Edinburgh School of Engineering  
Edinburgh, Edinburgh, EH9 3JL, GB

University of Edinburgh School of GeoSciences  
Edinburgh, Edinburgh, EH9 3JW, GB

FLAG SUBMISSION PROBLEMS CLEARLY

**Step 6: File Upload** Edit

Please attend to the following:

- Minimum number of files not uploaded.

FIELD	RESPONSE
-------	----------



# TRIAGE NEW MANUSCRIPTS

1 / 6

Complete Checklist | Track Copyright Forms | Track Conflict Forms

**WRK4-16-Mar-0011** Submitted: 23-Mar-2016; Last Updated: 23-Mar-2016; 0 days, 20 hours in review

A new look at habits and the habit-goal interface

Maslowski, Michael (proxy) (contact)

Original Article

Request Automatic Export to NIHMS:

Complete Checklist (Due 22-Apr-2016)

AE: Not Assigned  
EIC: Not Assigned  
ADM: Not Assigned  
PROD: Not Assigned

HTML | PDF | Original Files | Abstract | Cover Letter | External Searches

### Admin Checklist

- Files checked for acceptability
- Appropriate forms received
- Color Figures OK
- Is manuscript properly blinded (acknowledgments, cover sheet, affiliations removed)?
- Copyright release form received?
- Check figure format (300 dpi format).
- Verify conflict of interest form (if applicable).
- Verify IRB requirements (if applicable).
- Was cover letter submitted?
- Are all author/institutions information included?

Unsubmit  Approve  Reject  Reject and Transfer  Save

### Notes

Note Title	Updated By	Updated On	Edit	Delete
This document has no notes.				

+ Add a Note

1 / 6

UNSUBMIT FOR MINOR CORRECTIONS

USE A CHECKLIST TO ENSURE MANUSCRIPTS ARE COMPLETE

REJECT UNSUITABLE MANUSCRIPTS IMMEDIATELY OR TRANSFER TO A MORE SUITABLE TITLE

USE THE DUPLICATE SUBMISSION CHECK TO SEE IF THIS A DUPLICATE

**Duplicate Submission Check**

This feature searches other submissions to this site and displays a relevancy % on both the manuscript title and the full author list to help identify potential duplicate submissions. The manuscript with the highest relevancy % on both title and author list will be displayed first.

Perform Duplicate Submission Check

**Plagiarism Check - iThenticate User Guide**

**crosscheck** Powered by iThenticate

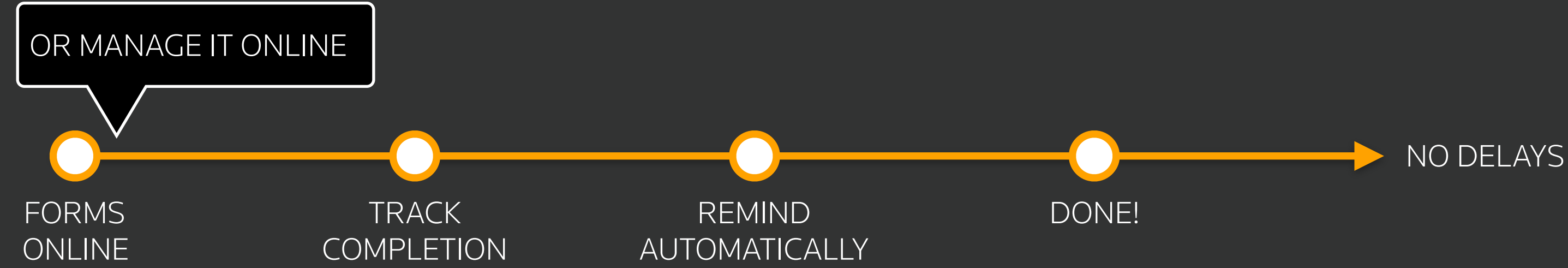
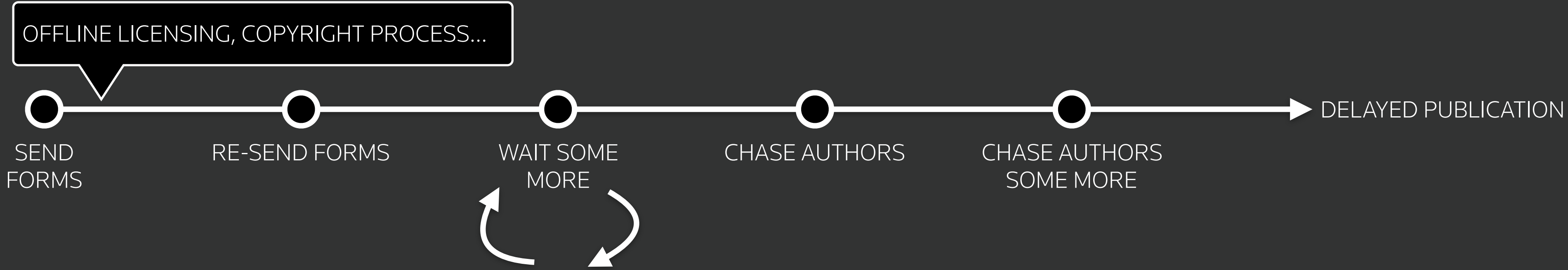
Overall Similarity Index Percentage: **73%**

Report complete. [View the Originality Report.](#)

CROSSCHECK TO VERIFY ORIGINALITY AND SPOT PLAGIARISM



# MANAGE FORMS & LEGAL PAPERWORK



INTEGRATE INTO EDITORIAL WORKFLOW & CUT DELAYS

**E-FORMS PROCESS**  
FOR CAPTURING LEGAL AND OTHER AGREEMENTS

```

    graph TD
      A[SEND FORM (TO SUBMITTING OR ALL AUTHORS)] --> B[AUTHOR(S) COMPLETES]
      B --> C[FORMS COMPLETE]
      B --> D[SKIP FOR NOW]
  
```

**6. Forms (electronic)**

**DASHBOARD** E-FORMS CAN BE TRACKED ON ROLE DASHBOARDS

- 36** Conflict Forms Due
- 9** Conflict Forms In
- 1** Conflict Forms On Hold
- 7. Forms (handwritten)**
- 38** Copyright Forms Due
- 3** Copyright Forms In
- 4** Copyright Forms On Hold

# CURATE YOUR DATABASE

 AUTHOR (AU)
  REVIEWER (REV)
  EDITOR-IN-CHIEF (EIC)
  ASSOCIATE EDITOR (AE)

USE KEYWORDS AND OTHER ATTRIBUTES, ALONG WITH ACCOUNT FLAGS & PERSON DESIGNATIONS

KEEP YOUR DATA CLEAN

USE ORCID IDS

USE MERGE & OTHER TOOLS

**Admin Tools**

**User Administration**

- User Search
- Add User Account
- Merge Duplicate Users
- Broadcast E-Mails
- Broadcast E-Mails History
- Extended User Search Results

**Setup**

- Email Templates
- Configuration Settings
- Keyword Export

**ORCID®**

http://orcid.org/

*Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>.*

**WKRO-2016-01-0007** Submitted: 11-Jan-2016; Last Updated: 11-Jan-2016; 73 days, 6 hours in review

- Alternatives to Warfarin in Atrial Fibrillation- Drugs and Devices
- Haines, Samuel (proxy) (contact)
- Original Article
- Complete Checklist (Due 10-Feb-2016) **43 days overdue**

HTML PDF Original Files Abstract Cover Letter External Searches

USE EXTERNAL SEARCH TOOLS TO HELP VERIFY IDENTITIES & CORRECT CORRESPONDENCE DETAILS

**Search On:**

- Alternatives to Warfarin in Atrial Fibrillation- Drugs and Devices (Manuscript Title)
- Atrial fibrillation (Keyword)
- Anatomy (Keyword)
- Haines, Samuel (Author/Co-Author)
- Other:

**Search Across:**

- Click [here](#) to search **WEB OF SCIENCE™**
- Click [here](#) to search **PubMed**
- Click [here](#) to search **HighWire**
- Click [here](#) to search **Google**

**Haines, Samuel : Account Information**

Account Information | AU History | REV History | EIC History

Full Name: Samuel Haines  
 User ID: samuel.haines@thomsonreuters.com  
 ID #: 47157311  
 Primary affiliation: Thomson Reuters Science  
 Hatton Garden  
 London  
 EC1N 8JS  
 United Kingdom of Great Britain and Northern Ireland  
 Primary E-Mail Address: samuel.haines@thomsonreuters.com  
 Secondary E-Mail Address:  
 Roles: Author, Reviewer, Editor-in-Chief, Admin, Production Editor, Client Configuration  
 External Links: Click [here](#) to view author information on PubMed.

**Attributes**

Keywords: Engineering, Psychiatry and Psychology

**Comments**

Potter, Ian

Save

**Correspondence**

[show correspondence history](#)

**Password History (Previous 6 months)**

[show history](#)

# USE THE RIGHT PEOPLE

**MANUSCRIPT STATUS HEADER**  
KEY MANUSCRIPT INFORMATION, ASSIGNMENTS, & STATUS

**MANUSCRIPT INFORMATION**  
FULL MANUSCRIPT RECORDS & DETAILS

**AUDIT TRAIL**  
INDELIBLE RECORD OF ALL MANUSCRIPT ACTIVITY AND CORRESPONDENCE

**MANUSCRIPT FILES**  
ALL FILES ASSOCIATED WITH THE MANUSCRIPT, WITH UPLOAD AND VERSIONING TOOLS

**TASK & SEARCH OPTIONS**  
CURRENT REVIEWER LIST & THEIR STATUS, ALONG WITH SEARCH TOOLS, AUTHOR SUGGESTIONS, AND REVIEW LOCATOR (IF ACTIVE)

**ACTIVE TASK**  
SELECTED BY DEFAULT

**PROGRESS**  
NUMBER OF REVIEWERS REQUIRED TO MAKE A RECOMMENDATION / DECISION. CAN BE CHANGED AT ANY TIME

**CREATE REVIEWER ACCOUNT**  
ADD A NEW USER TO THE DATABASE

**VERSION HISTORY**  
TOGGLE BETWEEN ORIGINAL AND REVISED VERSIONS

**USE THE TOOLS TO FIND THE RIGHT REVIEWER**

**SELECT THE NUMBER OF REVIEWER REPORTS NEEDED AND USE THIS TO DRIVE THE PROCESS**

**SUPPORT FOR ALTERNATE REVIEWER LIST IS AVAILABLE**

**SET AND USE AUTOMATED REMINDERS FOR INVITES & REPORTS**

# BE WARY OF FRAUDULENT REVIEWERS

BE WARY OF FRAUDULENT REVIEWERS – USE THE ONLINE TOOLS TO VERIFY IDENTITY & EXPERTISE

Author's Preferred / Non-Preferred Reviewers					
Name, Keywords, Institution, Roles	External Searches	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Potter, Ian pref ScholarOne, London	Google WEB OF SCIENCE	0 / 0	Blinded	Blinded	<input type="checkbox"/>
Smith, James pref Social Studies, Humanfactor Engineerings	Google WEB OF SCIENCE	0 / 0	0	0	<input type="checkbox"/>

**SUGGESTED REVIEWERS**  
DIRECT GOOGLE AND WEB OF SCIENCE SEARCH OPTIONS ARE AVAILABLE IN ADDITION TO EXTERNAL SEARCH TOOLS

WEB OF SCIENCE™ THOMSON REUTERS™

This content is provided by Web of Science™ Core Collection, as a free preview. To access all the content and features, you need a Web of Science™ Core Collection subscription.

Results: 10  
(from Web of Science Core Collection)  
(most recent 10)

You searched for: AUTHOR: (Potter, Ian) ...More

- 1. The ways in which fish use estuaries: a refinement and expansion of the guild approach  
By: Potter, Ian C.; Tweedley, James R.; Elliott, Michael; et al.  
FISH AND FISHERIES Volume: 16 Issue: 2 Pages: 230-239 Published: JUN 2015  
View Abstract
- 2. Comparisons of the growth and gonadal development of otolith-bearing *Acanthopagrus butcheri*, in an estuary with those of its wild stock  
By: Potter, Ian C.; French, Daniel J. W.; Jenkins, Greg I.; et al.  
REVIEWS IN FISHERIES SCIENCE Volume: 16 Issue: 1-3 Pages: 303-312  
View Abstract
- 3. Functional and evolutionary implications of the cellular composition of the gut wall of the sea bream, *Lepomis microdon*

**WEB OF SCIENCE**  
WILL RETURN THE RESULTS OF AN AUTHOR NAME SEARCH

Google ian.potter@thomsonreuters.com

Web News Images Shopping Maps More Search tools

About 740 results (0.64 seconds)

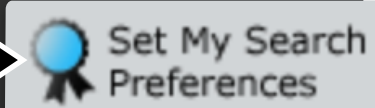
**Ian Potter | LinkedIn**  
<https://uk.linkedin.com/pub/ian-potter/25/210/8>  
London, United Kingdom - Global Business Development Manager, ScholarOne at Thomson Reuters  
View Ian Potter's (United Kingdom) professional profile on LinkedIn. LinkedIn is the world's largest business network, helping professionals like Ian Potter ...

**GOOGLE**  
WILL RETURN THE RESULTS OF AN EMAIL ADDRESS SEARCH

[HTTP://STATEOFINNOVATION.THOMSONREUTERS.COM/FRAUD-IN-PEER-REVIEW](http://stateofinnovation.thomsonreuters.com/fraud-in-peer-review)

# AVOID FATIGUE — DON'T OVER-UTILISE REVIEWERS

SAVE TIME WITH SEARCH PREFERENCES



USE THE DATA YOU HAVE WHEN ASSIGNING REVIEWERS

Account Information AU History REV History

### Plebani, Mario : Reviewer History Analysis

The numbers below represent the count for SALESDEMOPLUS, followed by the count for SALESDEMOPLUS and SALESDEMO0 and SALESDEMO1 and SALESDEMO4 and LTDEMO and SALESDEMOBOOKS and SALESDEMOLTE and SALESDEMOS1BOOKS subfamily total.

- 0 (0) Total number of manuscripts assigned in the past 12 months
- 0 (0) Total number of manuscripts currently assigned
- 0 (0) Total number of reviews completed in the past 12 months
- 0 (0) Total number of manuscripts assigned but no review returned
- 0 (0) Total number of open invitations (person has been invited, but has not responded to the invitation)
- N/A Date of last invitation
- 0 Number of times Agreed
- 0 Number of times Auto-decline
- 0 Number of times Declined
- 0 Number of times Late Response
- 0 Number of times No Response
- 0 Number of times Unavailable
- 0 days, 0 hours Average turnaround time
- N/A Average R-Score
- N/A Average M-Score
- 0 % of reviews invited with no review returned
- 0 % of reviews assigned with no review returned
- 0 % manuscripts recommended for "Accept"
- 0 % manuscripts recommended for "Revision"
- 0 % manuscripts recommended for "Reject (hard)"
- 0 % manuscripts recommended for "Reject with Resubmit"
- 0 % manuscripts recommended for "Reject with Appeal"

#### Manuscript History Statistics

For this Journal: Past 6 Months | past 12 months | past 18 months | show all 0-0 of 0  
 All Journals: Past 6 Months | past 12 months | past 18 months | show all

Manuscript ID, Title, Type, Authors	Rec / Editor's Decision (Editor)	Avg R-Score / M-Score	History
No Manuscripts Found			

0-0 of 0

When I am searching for Reviewers, I would like the search options displayed as follows:

	Expanded	Collapsed
Author's Recommended / Opposed	<input checked="" type="radio"/>	<input type="radio"/>
Reviewer Locator Results from the Web of Science	<input checked="" type="radio"/>	<input type="radio"/>
Quick Search	<input checked="" type="radio"/>	<input type="radio"/>
Related Papers Search	<input checked="" type="radio"/>	<input type="radio"/>
Reviewer Auto-Suggest	<input checked="" type="radio"/>	<input type="radio"/>
Advanced Search	<input checked="" type="radio"/>	<input type="radio"/>

When I am searching for Reviewers, I would like the following information populated by default:

Reviewer Activity Information

# Current Assignments Min:  Max:

# Assignments in Past 12 Months Min:  Max:

# Days Since Last Review Submitted Min:  Max:

# Invitations Declined in Past 12 Months Min:  Max:

R-Score Min:  Max:

M-Score Min:  Max:

In the Reviewer Search Results and Preferred/Non-Preferred Reviewers area, I would like the following fields displayed (select a maximum of five fields):

Reviewer Search Results

- # Current Assignments / # Assignments in Past 12 Months
- Days Since Last Review
- Average R-Score
- Average M-Score
- # Open Invitations
- Date of Last Invitation
- % of Reviews Invited with No Review Returned
- % of Reviews Assigned with No Review Returned
- Average turnaround time
- % of Invitations Agreed
- % of Invitations Declined
- % of Invitations No Response
- % of Invitations Unavailable
- % of Invitations Late Response

Number of search results per page: 10  
 Exclude unavailable reviewers

Sort Order

Quick Search

Primary Sort: Name (Last, First) Ascending  
 Secondary Sort: Number of Current Assignments Descending

Related Papers Person Search

Primary Sort: Name (Last, First) Ascending  
 Secondary Sort: Number of Current Assignments Descending

Auto-Suggest

Primary Sort: Name (Last, First) Ascending  
 Secondary Sort: Number of Current Assignments Descending

Advanced Search

Primary Sort: Name (Last, First) Ascending  
 Secondary Sort: Number of Current Assignments Descending

Close Window Save

SET ACTIVITY PREFERENCES

Reviewer Activity Information

# Current Assignments Min:  Max:

# Assignments in Past 12 Months Min:  Max:

# Days Since Last Review Submitted Min:  Max:

# Invitations Declined in Past 12 Months Min:  Max:

R-Score Min:  Max:

M-Score Min:  Max:

# LET THE MACHINES DO THE HARD WORK...

## REVIEWER LOCATOR

UP TO 30 SUGGESTIONS ARE READY FOR THE EDITOR TO USE

ALL SUGGESTIONS LINK THROUGH TO RECORD IN THE WEB OF SCIENCE AND DOI LINK TO PUBLISHED ARTICLE

SUGGESTIONS CAN BE QUICKLY ADDED

**Manuscript Information**

WRK4-14-Jan-0005 Submitted: 22-Jan-2014; Last Updated: 22-Jan-2014; 14 days, 9 hours in review

Amelogenesis Imperfecta Due to a Mutation of the Enamelin Gene: Clinical Case With Genotype-phenotype Correlations

Author: Allan (contact)

Original Article

Select Reviewers (Due 01-Feb-2014) 4 days overdue

0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned

HTML PDF Original Files Abstract Cover Letter External Searches

**Reviewer List**

Order	Name	Status	History	Remove
<b>Alternates</b>				
Save				
top				

**Author's Preferred / Non-Preferred Reviewers**

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
No people entered.				
top				

**Reviewer Locator Results from the Web of Science®** Results 1-10 of 16

Potential Reviewer Details	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
<p><b>Lindemeyer, Rochelle G.</b></p> <p>lindemey@dental.upenn.edu; Univ Penn, Childrens Hosp Philadelphia, Univ N Carolina</p> <p>Relevant Works:</p> <ul style="list-style-type: none"> <li>Amelogenesis Imperfecta Due to a Mutation of the Enamelin Gene: Clinical Case With Genotype-phenotype Correlations <a href="#">view details</a></li> </ul>				+ Add
<p><b>Mighell, A. J.</b></p> <p>a.j.mighell@leeds.ac.uk; Univ Leeds, Univ Leeds</p> <p>Relevant Works:</p> <ul style="list-style-type: none"> <li>Hypomaturation Amelogenesis Imperfecta due to WDR72 Mutations: A Novel Mutation and Ultrastructural Analyses of Deciduous Teeth <a href="#">view details</a></li> <li>Mutations in the Beta Propeller WDR72 Cause Autosomal-Recessive Hypomaturation Amelogenesis Imperfecta <a href="#">view details</a></li> <li>Mutations in C4orf26, Encoding a Peptide with In Vitro Hydroxyapatite Crystal Nucleation and Growth Activity, Cause Amelogenesis Imperfecta <a href="#">view details</a></li> </ul>				+ Add

**Manuscript Files**

**Audit Trail**

**Manuscript Information**

**Progress**

- # reviews required to make decision
- # active selections
- # invited
- # agreed
- # declined
- # returned

**Create Reviewer Account**

Salutation: ---

req First (Given) Name: \_\_\_\_\_

req Last (Family) Name: \_\_\_\_\_

req E-Mail Address: \_\_\_\_\_

Provide more account information

Create Account

Set My Site Preferences

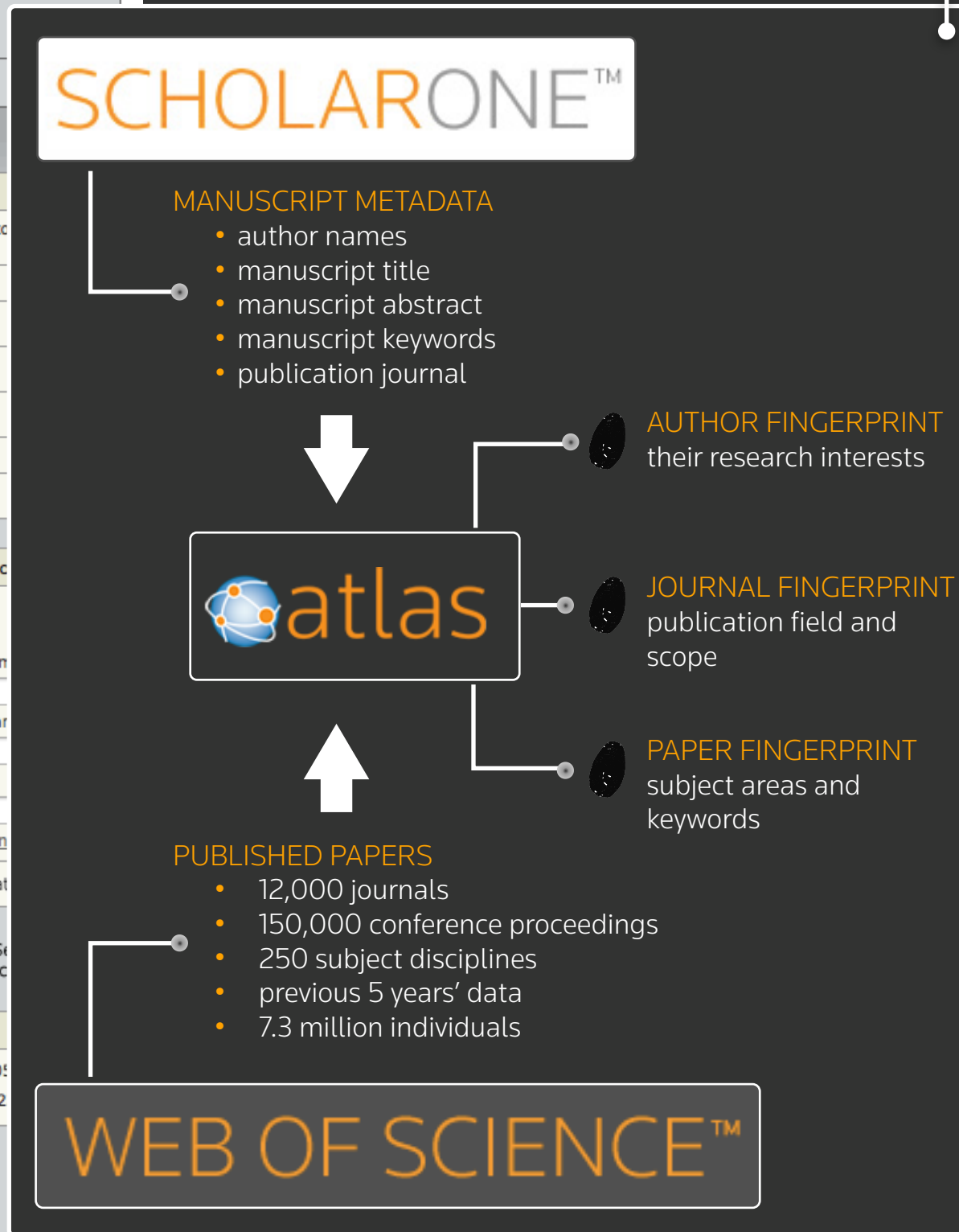
**Version History**

WRK4-14-Jan-0005

- Submitted on 22-Jan-2014

## REVIEWER LOCATOR

USES OUR ATLAS TEXT ANALYSIS TOOL TO LINK AND REFINE MATCHES WITH RESEARCHERS IN THE WEB OF SCIENCE CORE COLLECTION

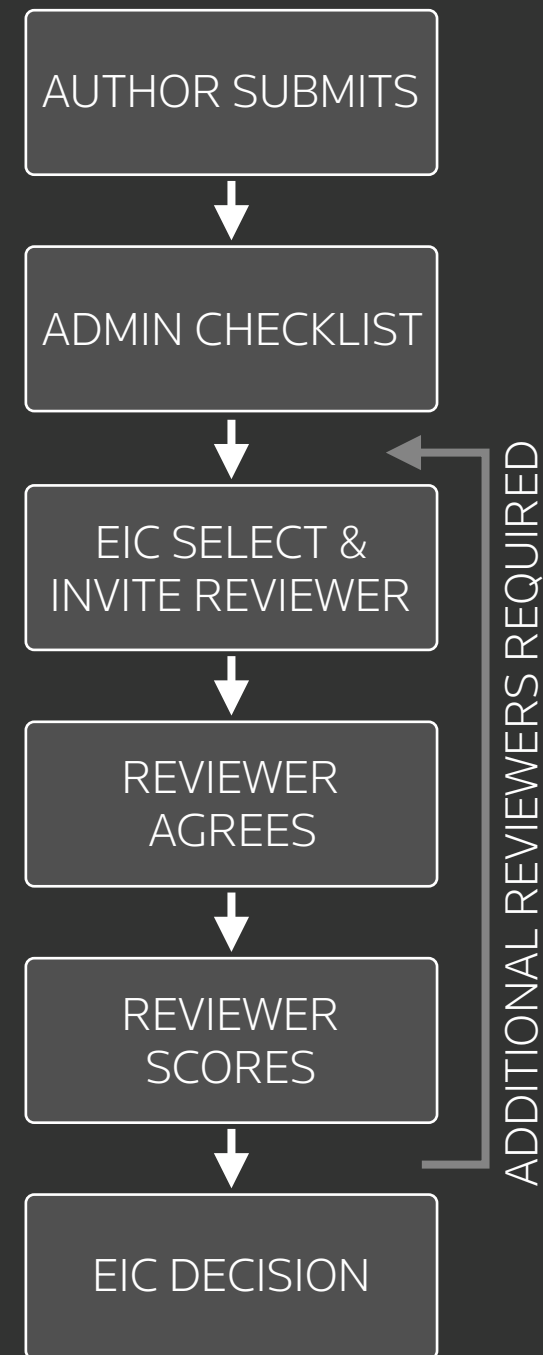


## REVIEWER LOCATOR

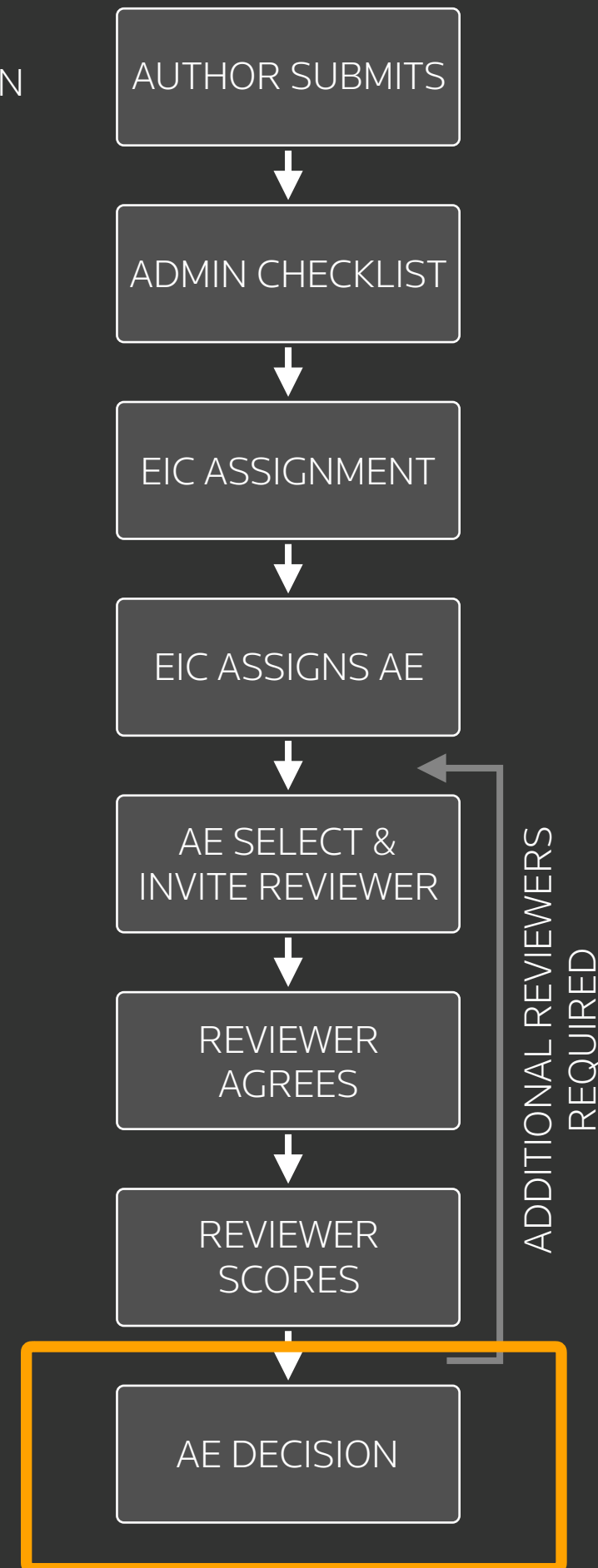
AUTOMATICALLY RECOMMENDS REVIEWERS BASED ON THEIR PUBLICATION RECORD IN THE WEB OF SCIENCE

# OPTIMISE YOUR WORKFLOW

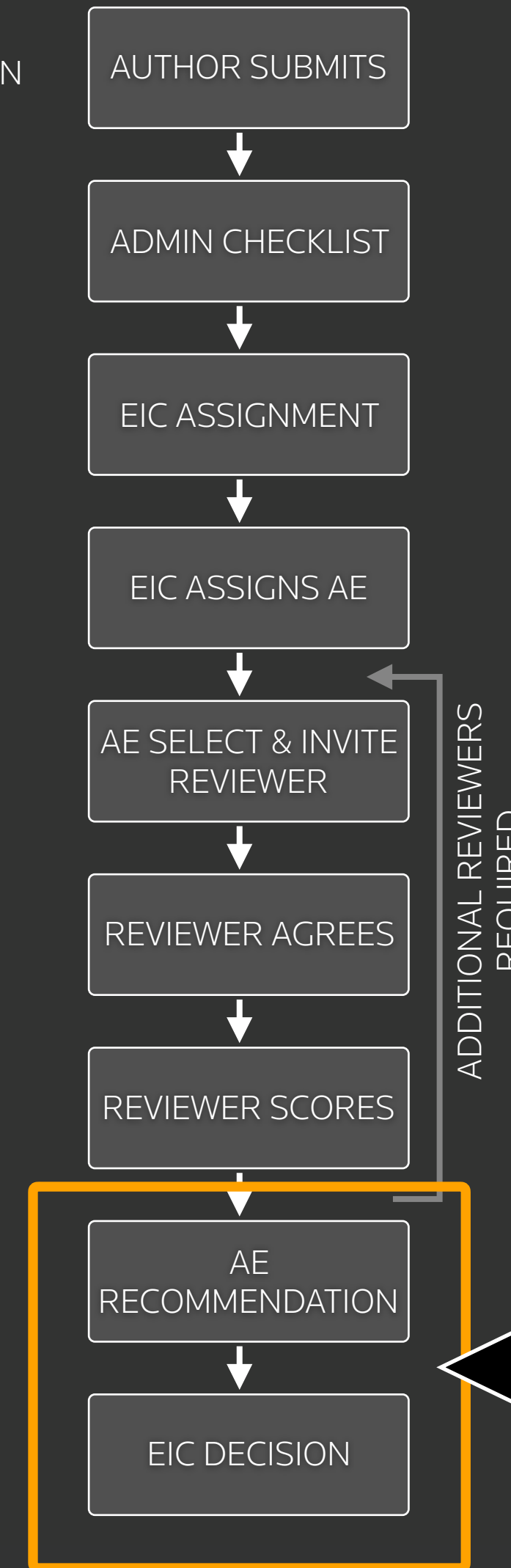
**WORKFLOW 0**  
NO AES



**WORKFLOW 1**  
AE DIRECT DECISION



**WORKFLOW 4**  
AE RECOMMENDATION  
EIC FINAL DECISION

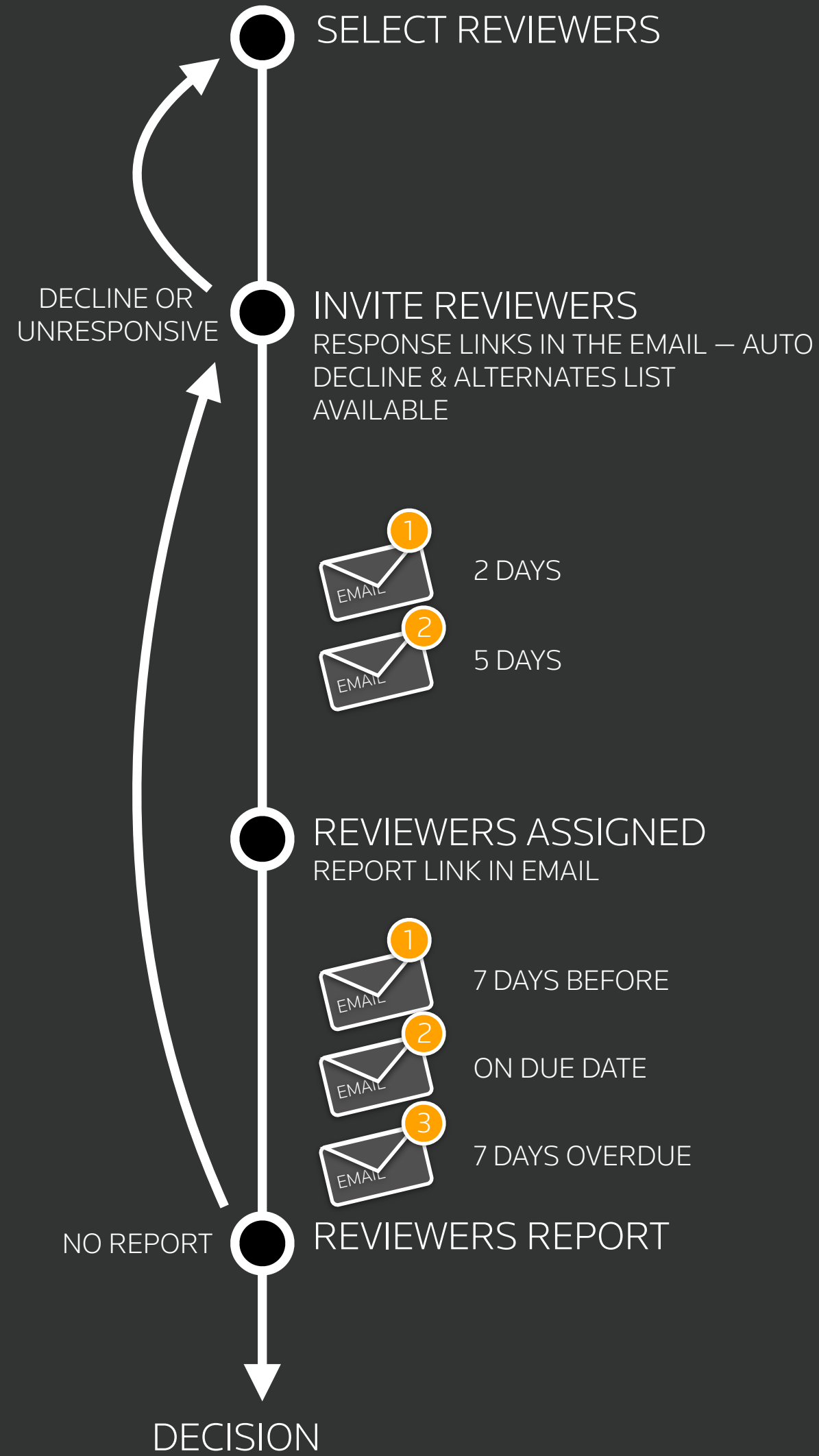


RECOMMENDATIONS AND DECISIONS CAN BE MIXED – ALLOWING ASSOCIATE EDITORS TO MAKE DIRECT REVISIONS BUT ONLY TO RECOMMEND ACCEPT/REJECT TO THE EDITOR-IN-CHIEF

## BEST PRACTICE WORKFLOWS

OUR MOST POPULAR WORKFLOWS ARE READY TO GO AND CAN BE A STARTING POINT FOR MORE SOPHISTICATED WORKFLOWS

# EFFECTIVE EMAILS AND REMINDERS



Select area: **E-Mail Notifications and Reminders** — **TEMPLATE SECTION**

Reviewers Score - add template					
SW - Reviewer Scores are due in 1 week	<input type="checkbox"/>	<input checked="" type="checkbox"/>	--- or -7		
SW - Reviewer Scores are 1 week late	<input type="checkbox"/>	<input checked="" type="checkbox"/>	--- or 7		
SW - Reviewer Scores no longer needed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Abandoned or		
SW - Reviewer Scores now due	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Overdue or		
SW - Thank you for submitting your review	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed or		

**TEMPLATES**  
NEW TEMPLATES CAN BE ADDED, TEMPLATES MARKED AS ACTIVE, DEFAULT, OR EXISTING TEMPLATES EDITED. MULTIPLE TEMPLATES CAN BE CREATED AS ALTERNATIVE EMAILS

**REMINDERS**  
CAN BE SET RELATIVE TO THE TASK DUE DATE, TO GO BEFORE, ON, OR AFTER THE TASK IS DUE

**E-Mail Tools**  
Search and Replace text within e-mail templates

- Download existing e-mail templates, edit them off-line, then upload the edited templates. Please use an XML editor such as Cooktop when editing this file.

- download an .xml.zip file containing current templates
- upload the edited .xml file:  no file selected

**MASS EDITING TOOLS**  
GLOBAL SEARCH AND REPLACE AND THE ABILITY TO DOWNLOAD A FULL SET OF EMAIL TEMPLATES FOR OFFLINE EDITING AND RE-UPLOAD

**EMAIL TEMPLATE**  
TAGS CAN BE INSERTED FROM THE FULL SUPPORTED SET, ALONG WITH DEFAULT ATTACHMENTS

TAGS ARE ALSO USED IN THE HEADER FIELDS (TO, FROM, CC, BCC, AND SUBJECT)

**Edit E-Mail**

**Name:** Hyperlink E-Mail (From Within Mss Details)

**From:** ##USER\_EMAIL##

**To:** ##PERSON\_EMAIL##

**Cc:**

**Bcc:**

**Subject:** ##JOURNAL\_NAME##

**Body:** ##CURRENT\_DATE##  
##DOCUMENT\_ID## - ##DOCUMENT\_TITLE##  
Dear ##PERSON\_SALUTATION## ##PERSON\_LASTNAME##:  
Sincerely,  
##USER\_FULLNAME##  
##JOURNAL\_NAME##

Attach a file to this e-mail template:  
 no file selected

**Files attached**

File Name	Unattach
No Files Attached	

Save and Preview  Save and Close  Close Window



# MANAGING ACCEPTED MANUSCRIPTS

USE THE ACCEPT WORKFLOW TO BUILD YOUR PRE-PRODUCTION TASKS

**Production Editor Lists**

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

**1. Production Editor Tasks**

- [28 Awaiting Production Checklist](#)
- [14 Awaiting GA Assignment](#)
- [20 Awaiting CE Assignment](#)
- [1 Awaiting Assignment to Batch](#)
- [2 Assigned to Batch - Awaiting Export](#)

**2. First Look**

- [34 Awaiting First Look Evaluation](#)
- [21 Awaiting FL Author Updates](#)
- [2 Awaiting FL Update Approval](#)

**3. Copy Editor & Graphic Artist Tasks**

- [30 Complete CE Checklist](#)
- [26 Complete GA Checklist](#)

**4. E-Commerce**

- [31 Awaiting Payment](#)

**Quick Search - Show Advanced Search**

You may conduct a wildcard search by adding an asterisk (\*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro\*" in the Title field and click "Search."

Saved Search:

Manuscript ID:

Title:

Author's First (Given) or Last (Family) name:

\* Keywords:   Pick

\* Classification:   Pick

**Topic & Invited Paper Tools**

**Topic Management**

- [Topic Management](#)
- [Topic List](#)

**Stub Management**

- [Stub List](#)

**Production Editor Tools**

**Exports**

- [Batch](#)
- [Marked - Not Assigned](#)
- [History](#)

**Issue Management**

CREATE BATCHES AND AUTOMATE – INCLUDES REPOSITORIES

CHECKLISTS – CONFIGURABLE WEBFORMS TO ENSURE MANUSCRIPTS ARE READY TO MOVE TO THE NEXT STEP

TRACK E-FORMS – FORMS CAN BE COMPLETED ONLINE OR DOWNLOADED. FORMS ARE TRACKED ON THE DASHBOARD AND SUPPORT A REMINDER SCHEDULE

NON-CONDITIONAL BRANCH – MULTIPLE PRODUCTION TASKS CAN BE PERFORMED SIMULTANEOUSLY

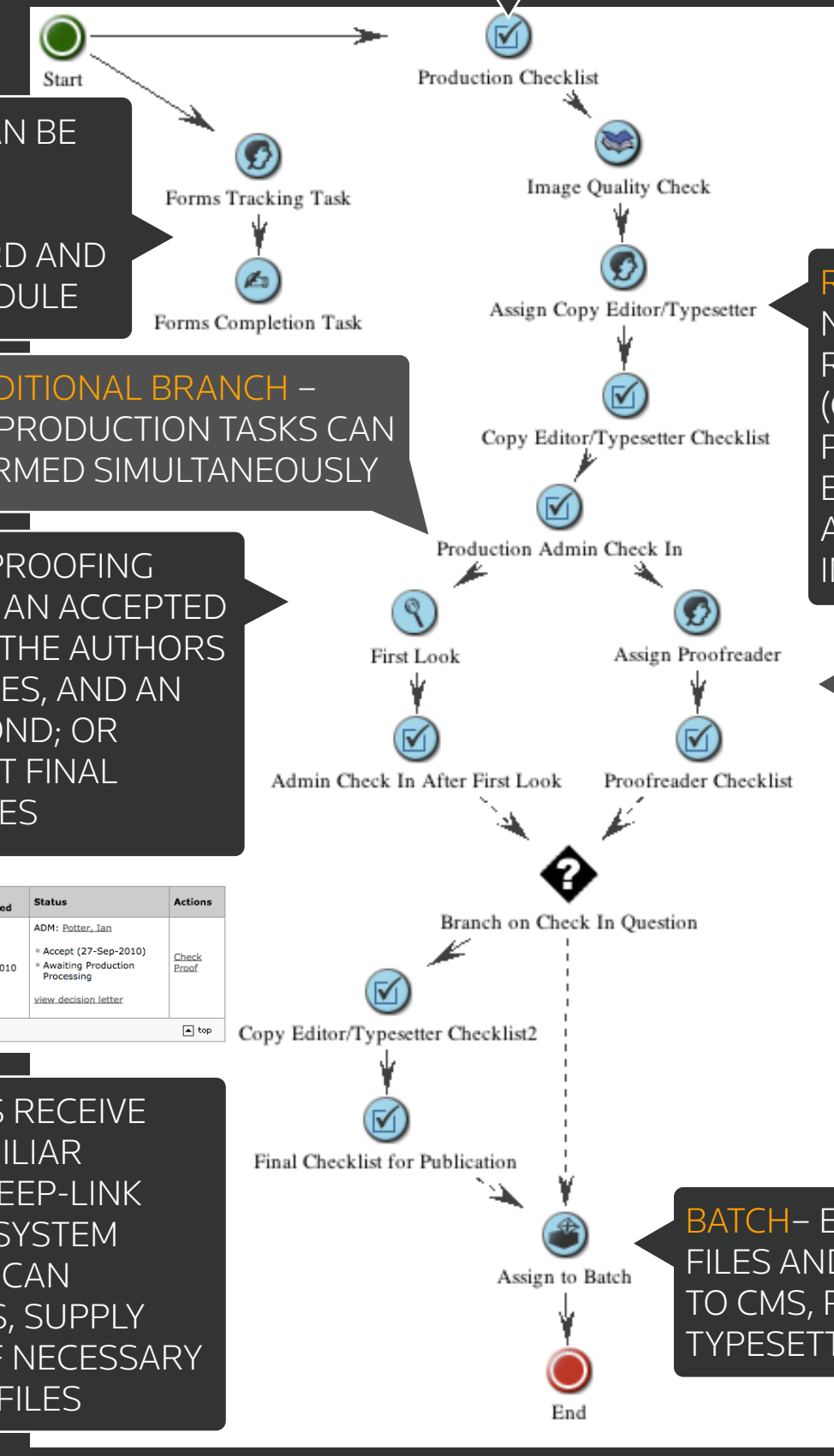
FIRST LOOK – FLEXIBLE PROOFING TOOLS LET YOU RETURN AN ACCEPTED MANUSCRIPT PROOF TO THE AUTHORS WITH COMMENTS, QUERIES, AND AN OPPORTUNITY TO RESPOND; OR ALLOWS YOU TO COLLECT FINAL PRODUCTION-READY FILES

ROLE ASSIGNMENT – ANY NUMBER OF PRODUCTION ROLES CAN BE CREATED (COPYEDITOR, PROOFREADER, TYPESETTER ETC.) MANUSCRIPTS CAN BE ASSIGNED INDIVIDUALLY OR IN BATCHES

CONDITIONAL BRANCH – LAUNCH SPECIFIC WORKFLOWS BASED ON METADATA OR CHECKLIST OPTIONS

PROOFING – AUTHORS RECEIVE PROOFS IN THEIR FAMILIAR AUTHOR CENTER (A DEEP-LINK CAN BE INCLUDED IN SYSTEM EMAILS) WHERE THEY CAN RESPOND TO QUERIES, SUPPLY CORRECTIONS, AND IF NECESSARY UPLOAD ADDITIONAL FILES

BATCH – EXPORT MANUSCRIPT FILES AND METADATA BY FTP TO CMS, PRODUCTION, AND TYPESETTING SYSTEMS



Manuscript ID	Manuscript Title	Date Submitted	Date Decisioned	Status	Actions
10-0001	Title [Lines Submission]	27-Sep-2010	27-Sep-2010	ADM: Potter, Ian * Accept (27-Sep-2010) * Awaiting Production Processing view decision letter	Check Proof

# REPORTS

A FULL SET OF STANDARD REPORTS ARE AVAILABLE...

...OR BUILD YOU OWN USING THE DRAG-AND-DROP REPORT BUILDER

**REPORTS**  
REPORTS ARE AVAILABLE FROM ALL CENTER DASHBOARDS

**STANDARD REPORTS**  
KEY REPORTS ARE READY TO RUN

**BUILD-YOUR-OWN REPORTS**  
USERS CAN BUILD CUSTOM REPORTS USING THE DRAG-AND-DROP TOOLS

**PRE-BUILT FILTERS**  
AND OTHER FEATURES ARE AVAILABLE TO MAKE REPORTING EASIER

**DATA TREE**  
A COMPREHENSIVE LIST OF DATA FIELDS ARE AVAILABLE

**DRAG-AND-DROP**  
DATA FIELDS CAN SIMPLY BE DROPPED INTO THE TABLE

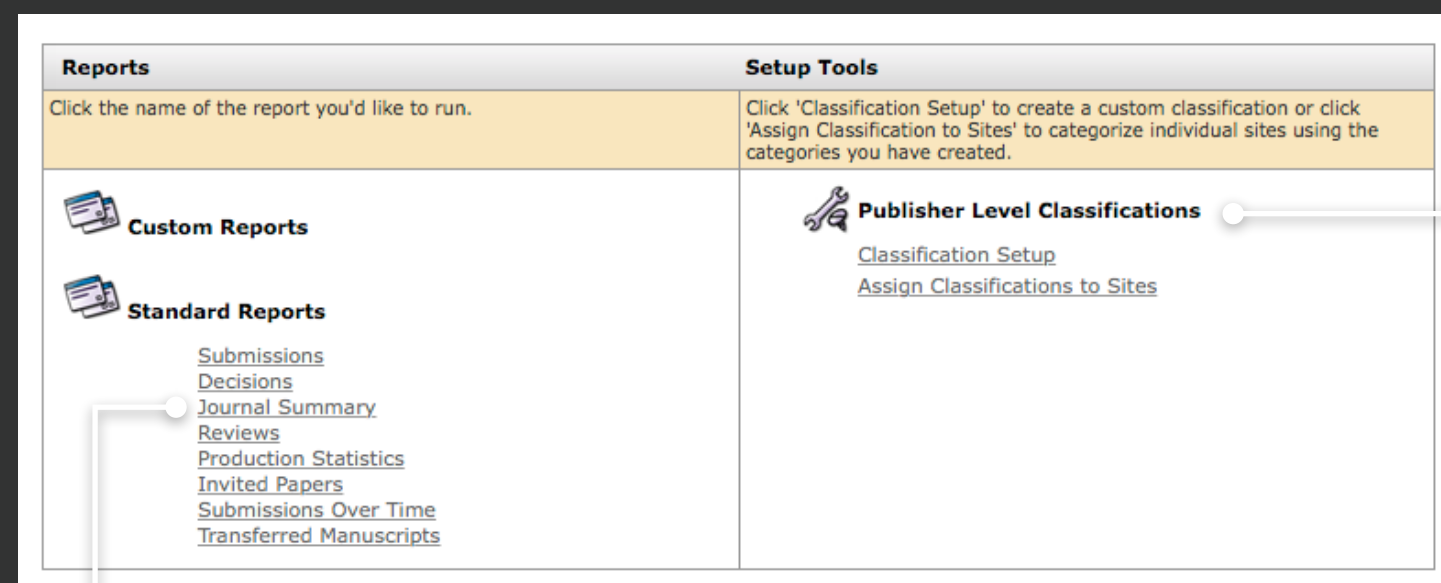
**SYSTEM BAR**  
SAVE, FORMAT, AND ACCESS ADVANCED FEATURES LIKE FILTERS, PIVOTS, GROUPS, SUMMARIES AND CALCULATED FIELDS

REPORTS CAN BE KEPT PRIVATE, MADE AVAILABLE BY SYSTEM ROLE, OR SCHEDULED FOR AUTOMATIC DISTRIBUTION BY EMAIL

REPORTS CAN BE SAVED, MADE AVAILABLE BY ROLE, OR SCHEDULED FOR EMAIL DISTRIBUTION

# PUBLISHER REPORTS

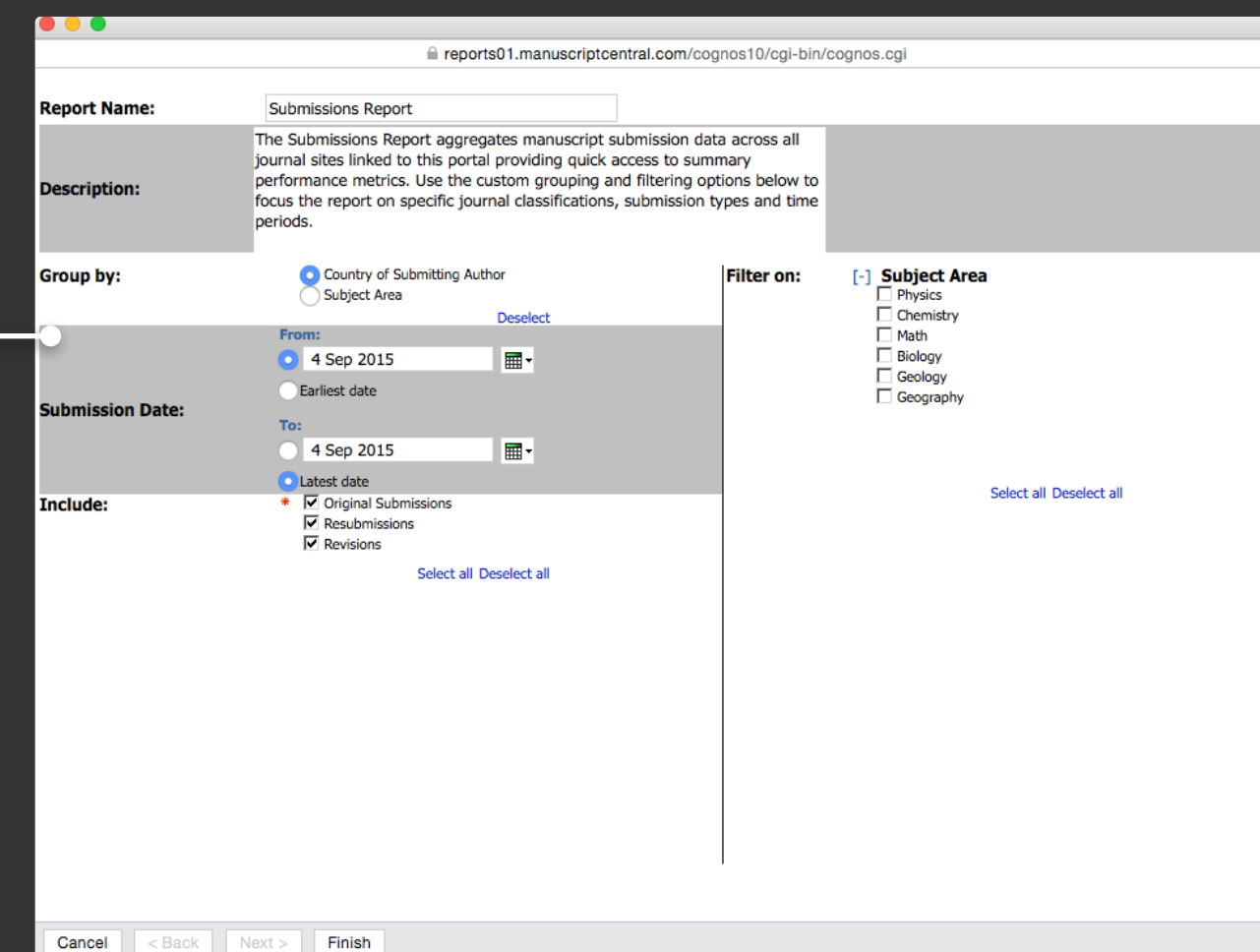
REPORTS ARE ALSO AVAILABLE AT THE PUBLISHER LEVEL (FOR CLIENTS WITH MORE THAN ONE TITLE)



**CLASSIFICATIONS**  
ALLOW SITES TO CLASSIFIED INTO GROUPS, FOR INSTANCE SUBJECT AREA OR BUSINESS GROUP

**PUBLISHER REPORTS**  
A FULL SUITE OF STANDARD CROSS-JOURNAL REPORTS. CUSTOM REPORTS CAN BE CREATED BY AGREEMENT (ADDITIONAL COSTS)

**PROMPTS**  
REPORTS HAVE CONTEXTUAL IN-BUILT PROMPTS FOR DATES, GROUPINGS, CLASSIFICATIONS, AND OTHER RELEVANT DETAILS



**REPORTS**  
CAN BE DISPLAYED ON-SCREEN OR EXPORTED IN A VARIETY OF FORMATS (INCLUDING PDF AND EXCEL) OR A VERSION SAVED

**Submissions Over Time for [Redacted]**

Estimated Data Date: 30 Jun 2014 08:40:58

Submissions Included: Original Submissions  
Time Grouping: Year

# Manuscripts	2006	2007	2008	2009	2010	2011	2012	2013	2014	Total	
[Redacted]	18	0	513	609	808	941	935	898	880	413	<b>6,015</b>
[Redacted]	0	0	0	0	0	48	118	101	75	50	<b>392</b>
[Redacted]	0	0	228	348	437	582	690	785	958	536	<b>4,564</b>
[Redacted]	2	0	51	61	73	94	55	59	64	24	<b>483</b>
[Redacted]	4	0	0	0	0	0	38	153	222	115	<b>532</b>
[Redacted]	254	0	21	310	272	361	457	448	229	189	<b>2,541</b>
[Redacted]	4	0	6	20	20	21	22	9	38	12	<b>152</b>
[Redacted]	175	0	37	330	316	408	337	364	494	162	<b>2,623</b>
[Redacted]	0	0	5	36	24	26	39	47	34	5	<b>216</b>
[Redacted]	8	0	355	481	608	613	680	662	784	448	<b>4,639</b>
[Redacted]	47	438	1,501	1,567	1,806	2,012	2,158	2,386	2,596	1,317	<b>15,828</b>
[Redacted]	12	0	0	0	0	0	0	0	0	115	<b>127</b>
<b>All</b>	<b>524</b>	<b>438</b>	<b>2,717</b>	<b>3,762</b>	<b>4,364</b>	<b>5,106</b>	<b>5,529</b>	<b>5,912</b>	<b>6,374</b>	<b>3,386</b>	<b>38,112</b>

# MAKE THE BEST USE OF THE FEATURES AVAILABLE

**FUNDREF**  
SEARCHABLE FUNDING  
SOURCE TAXONOMY  
DURING SUBMISSION

**Funding** [Edit](#)

Is there funding to report for this submission?

Yes  No

**Funders** [Edit](#)

ACTIONS	FUNDER	GRANT / AWARD NUMBER
Select...	Wellcome Trust	00001

**CROSSCHECK**  
SIMILARITY CHECKING WITH ITHENICATE (MANUAL OR AUTOMATED)

Plagiarism Check - iThenticate User Guide

**cross check** Powered by iThenticate

Overall Similarity Index Percentage: **94%**  
Report complete. [View the Originality Report.](#)

**ORCID**  
LINK ACCOUNTS WITH ORCID PROFILE FOR BETTER  
IDENTITY IDENTIFICATION

ORCID®

<http://orcid.org/0000-0001-7291-335X> ✓ [Remove](#)

**Open Researcher and Contributor ID (ORCID)** is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>.

**ELECTRONIC FORMS**  
ONLINE FORM COMPLETION INTEGRATED  
INTO THE AUTHOR CENTRE

**SEARCH YOUR JOURNAL  
DATABASE AND / OR USE  
REVIEWER LOCATOR  
RECOMMENDATIONS FROM  
THE WEB OF SCIENCE**

Results - New Search - Modify Search - Change Sort 1-10 of 112

Search Criteria: ORCID id = "\*\*"; ORCID id = "\*\*"; Roles = "Sales Demo Plus -- Reviewer"; Where to Search = "Sales Demo Plus"

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add / Grant REV Role
adikesavan, ganesh. (salesdemoplus Office) (ScholarOne) Biomedical Engineering < Health Occupations < Biological Sciences, Public Health < Health < Population Characteristics < Health Care, Central Nervous System Viral Diseases < Virus Diseases < Diseases Harvard University, Medical School, Center for the Study of Retroviruses	0 / 0 (0 / 0)	1608 (1468)	0	<input type="checkbox"/>

<http://orcid.org/0000-0001-7291-335X> ✓  
Roles: AU REV AE EIC ADM PROD CONFIG

Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Actions
	Review [View Submission]	24-Jun-2015	25-Jun-2015	GE: [REDACTED] ED: [REDACTED] EA: [REDACTED] * Approve (25-Jun-2015) * Accepted Print Published: 13-Oct-2015 * vol:53, iss:9 <a href="#">view decision letter</a>	<a href="#">Copyright Form due: 09-Jul-2015</a>

**Admin Lists**

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

- 1 Awaiting Admin Checklist
- 0 Awaiting Reviewer Selection
- 1 Awaiting Reviewer Invitation
- 2 Awaiting Reviewer Assignment
- 0 Awaiting Reviewer Scores
- 16 Overdue Reviewer Scores
- 16 Awaiting EIC Decision

**In Production**

- 55 Awaiting Production Checklist
- 46 Awaiting Assignment to Batch
- 11 Assigned to Batch - Awaiting Export

**Invited Papers**

- 60 Create a Manuscript Stub
- 6 Awaiting Author Selection
- 0 Awaiting Author Invitation
- 1 Awaiting Author Assignment
- 1 Awaiting Author Submission

and Pre-Transferred Manuscripts with Author  
 Manuscripts Awaiting Author Approval to Transfer  
 Pre-Transferred Manuscripts With Author  
**Transferred Manuscripts**  
 Manuscripts Transferred In  
 Manuscripts Returned to Author  
 0 Unsubmitted Manuscripts

Admin Tools

**Quick Search - Show Advanced Search**

You may conduct a wildcard search by adding an asterisk (\*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro\*" in the Title field and click "Search."

Saved Search: Select... [Edit](#)

Manuscript ID:

Title:

Author's First (Given) or Last (Family) name:

\* Keywords:   Pick

[Search](#)

**DASHBOARDS**  
FULLY CONFIGURABLE  
& CUSTOMIZED  
BY ROLE, VIEW &  
TRACK THE  
STATUS OF ALL  
MANUSCRIPTS

**Reports**

**Manuscript Status and Summary Reports**

**Standard Reports**

- Manuscripts Received
- Manuscripts Received (Detailed)
- Manuscript Status by Date Submitted
- Manuscripts Undergoing Review
- Manuscripts in Process
- Final Decisions
- Manuscripts Decided
- Manuscripts Accepted by Country
- Export Manifest
- File Storage
- Volume and Issue

**Build Your Own Reports**

- Manuscript Status and Summary Reports
- Production Reports
- File Storage Reports

**Peer Review Details Reports**

**User Account Reports**

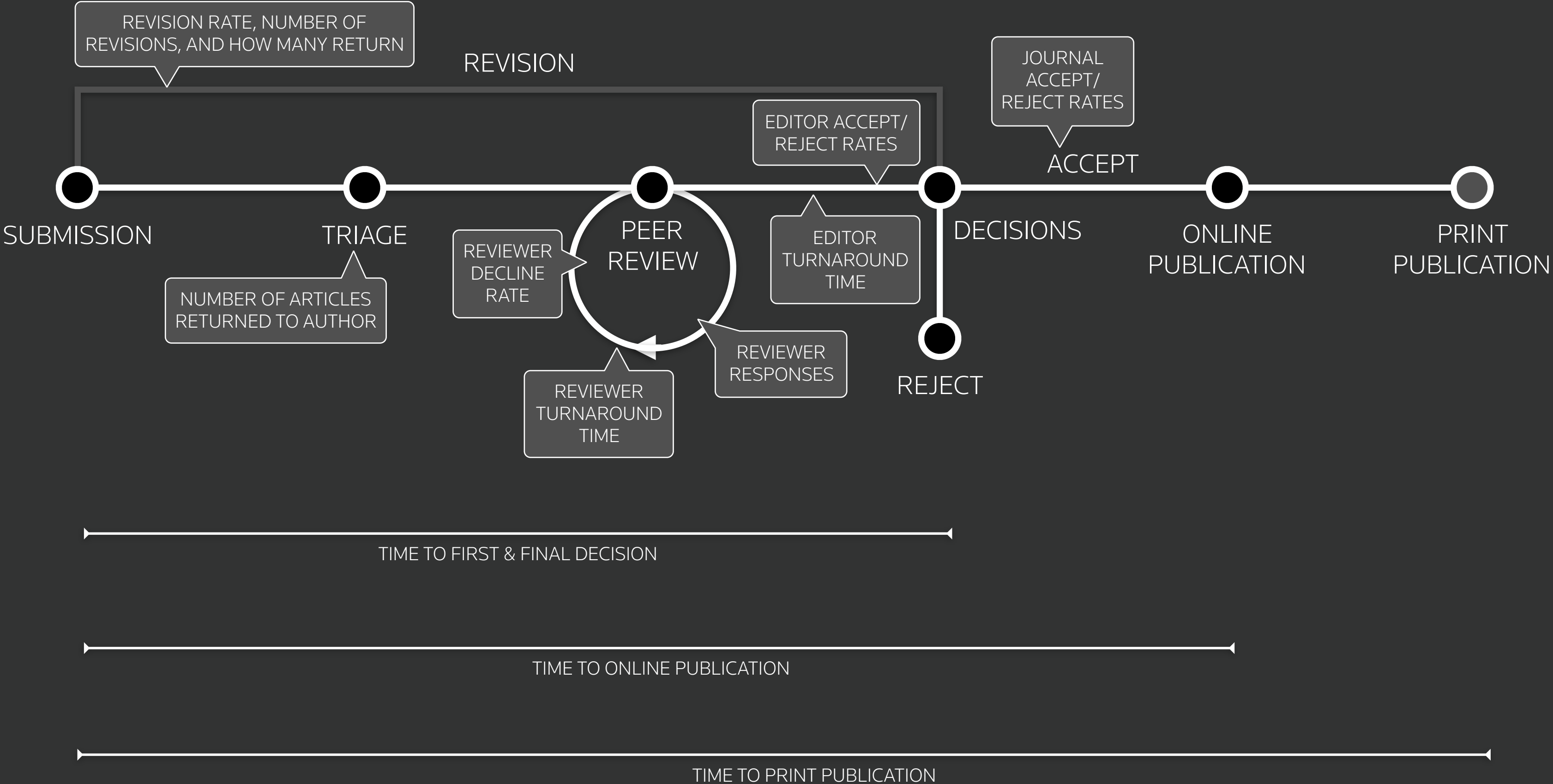
**User Performance Reports**

**Invited Papers Reports**

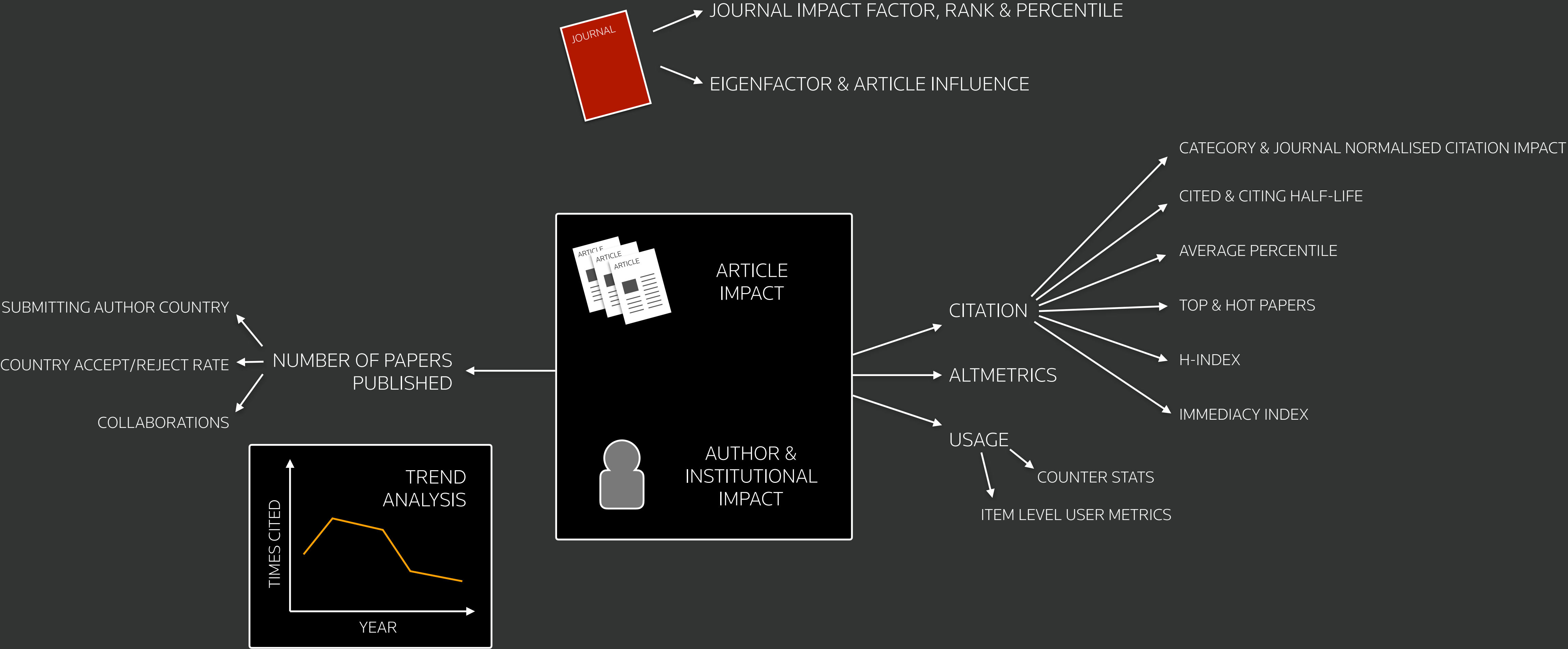
- Publication Folders, My Folders, Custom Reports, and Role Reports
- At-A-Glance Statistics

**REPORTS**  
STANDARD & BUILD-YOUR-  
OWN REPORTS FOR EVERY  
ASPECT OF THE JOURNAL

# MEASURE AND BENCHMARK THE PUBLICATION PROCESS



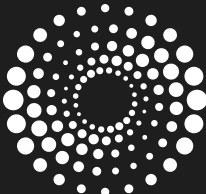
# BENCHMARK & ANALYSE PUBLICATION OUTCOMES



# THANK YOU

IAN POTTER  
PUBLISHING & ASSOCIATIONS  
IP & SCIENCE

[IAN.POTTER@THOMSONREUTERS.COM](mailto:IAN.POTTER@THOMSONREUTERS.COM)



THOMSON REUTERS™