The following features are planned for release in ScholarOne Manuscripts v4.21. This document provides information about the default configuration values and configuration time required for each of the features. If you have any questions, please contact Chris Heid, Product Lead at 434.964.4040.

This release includes enhancements or changes that will immediately impact all ScholarOne Manuscripts users upon release. Please communicate to your users before the release to prepare them for any changes that might affect them. Other features must be activated by an administrator or ScholarOne representative for your users to benefit from the new functionality.

RELEASE SUMMARY

The default configuration settings and values for each of the features in the release are outlined below. If you wish to change any of the defaults, please contact ScholarOne by submitting a case via the ‘Help’ link on your ScholarOne Manuscripts site.

<table>
<thead>
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<td>5. Auto-saving form</td>
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Action Required: No action is required for this update.
FEATURE | SUMMARY
---|---
Person Attribute Fields in Cognos Reporting | ScholarOne has added Person-level Attribute fields to the ad hoc Peer Review Details reporting package in Cognos.

**Action Required:** No action is required for this update.

Ad Hoc Funder Fields in Cognos Reporting | ScholarOne has added Funder data to the ad hoc Peer Review Details reporting package in Cognos.

**Action Required:** No action is required for this update.

Original Submission Date in CCC-RightsLink | ScholarOne has updated our integration with RightsLink to pass the original submission date for the calculation for Article Processing Charges (APCs).

**Action Required:** No action is required for this update.

New ORCID Logo | ScholarOne will add a new logo to the ORCID validation widget on Account Creation and Account Edit screens as part of ORCID’s ‘Collect & Connect’ program.

**Action Required:** No action is required for this update.

NEW REVIEW CENTER

The Review Center receives the new interface treatment along with new features and usability improvements. Highlights include:

1. **New, cleaner interface** - The new interface provides consistency with the Submission Center and greatly improves legibility and understanding.
2. **Online Invitations** - Reviewers can now see all of their invitations and respond to them from the web site.
3. **Proof and Form now side-by-side** - By default, Reviewers will see the proof and review form side-by-side on the same page for easy referencing.
4. **Drag and Drop file upload** - A top request, now Reviewers can drag multiple files onto the page for easy upload.
5. **Auto-saving form** - The page will now save as Reviewers move down the form.
NEW REVIEW DASHBOARD

ACTIVE REVIEWS

Each queue on the new Review Dashboard will have a unique page which allows for more informational text that is contextual to the queue. Arriving on the dashboard, Reviewers will start with “Active Reviews” or whatever name currently configured for your site that has reviews in progress for that Reviewer.

Reviewers will now see the manuscript type, ID, and status on this queue. And in all queues, the actions are performed via the Action dropdown, instead of hyperlinks within the table. Actions include: continuing the review, viewing the abstract and proof, and contacting the journal.

Example of viewing the abstract in a window:

Issue Date: May 2017
NEW ALERTS

New alerts will appear on the Review Dashboard queues, helping to emphasize due dates and new invitations:

1. **Message Sent** – This is displayed when a message is successfully sent from the Contact Journal window.
2. **Review Submitted**. This is displayed on the Submitted Reviews queue. After a Reviewer submits their review, they will be taken to the Submitted Reviews page.
3. **Review Overdue** – In cases where the date for an active review has passed and the review status is not “abandoned”, an alert will appear with buttons taking the Reviewer straight to the review form.
4. **Due Date Approaching** – When an active review has only 20% of time left until due, a reminder will be displayed.
5. **New Review Invitation** – When a reviewer has not responded to an invitation, either via email or in the interface, an alert will be displayed.
6. 

   - Success! Your message has been sent.
   - Success! Your review has been submitted.
   - **Review Overdue**
     - The due date for **17-06192 was 01-Jul-2017**. [Continue Review]
     - The due date for **17-06209 was 14-Jul-2017**. [Continue Review]
   - **Due Date Approaching**
     - The review for **17-08557 will be considered overdue on 09-Jul-2017**. [Continue Review]
   - **You Have a New Review Invitation**
     - You have been invited to submit a new review. [View Invitations]
Submitted reviews and all other non-active queues will have their own page with a new informational text area and alerts. Reviewers can see the completed review, abstract, proof, decision letter, and response to the decision letter via the Action dropdown, when available.
**Author's Response to Decision Letter ((MS ID))**

**MS Title Usability Evaluation of Online Digital Manuscript Interface**

**Author's Response**


**Attached Files**

- File 1: thisfile.doc
- File 2: thatfile.doc

---

**Decision Letter ((MS ID))**

**MS Title Usability Evaluation of Online Digital Manuscript Interface**

**Sent**

21-Dec-2016

**From**

journal@example.com

**To**

author@example.com

**CC**

journals@association@example.com

**Subject**

17-08675 - Decision

**Body**

21-Dec-2016

Respectable affluent on is the best cuttered first-class educated. Five-star rare treasure fine high-rise manor art respectable cruise respectable theatre. Opera opulent silk opulent impressive diplomatic auction doctoral.


Sincerely,

John Doe
NEW ONLINE INVITATIONS PAGE

Reviewers can now log in and see their open review invitations online without having to dig through their email. They can view the abstract and invitation letter plus contact the journal from the action dropdown. From here they can also choose their response. If they agree, they are taken directly to the review form.
If a Reviewer chooses a non-Agree type of response (responses remain customizable), they will be presented with a confirmation window and, when configured, a window to suggest replacements.

**CONTACT JOURNAL (MODAL) WINDOW**

Using the new interface, Reviewers can contact journal members in a new window. Instead of clicking on a staff member’s name, they can click on the “Contact Journal” link. This will open the Contact Journal window which will allow them to choose the staff member from a dropdown when more than one member is configured to be contacted. The Contact Journal window uses all of the same email configurations currently set for the Review Center, but simply displays the interface differently.
LEGACY INSTRUCTIONS

Just like the Author Center redesign, there will be many more pages on the Review Dashboard with room for contextual instructions and information. Each queue plus the new invitations page will have space at the top for keeping Reviewers informed. To provide Admins more time to fill these spaces, we’ve introduced a link to the legacy instructions from the previous design. Admins will be able to see the display text and code for an easy copy/paste into the new areas. Reviewers will only see the previous text. This feature will be removed in a future release.

Admin view:
Reviewer view:

Legacy Instructions

About Legacy Instructions
The ScholarOne Review dashboard was redesigned in Early 2017. These are instructions from the previous site design. Some instructions may not be applicable to the new design. New instructions, if any, can be found at the top of the page that you are on.

Brief Instructions
Manuscripts assigned to you for review are listed in the "Review and Score" list below. You can view the manuscript by clicking on its title. To view reviewer instructions and access the score sheet, click on the "Perform Review" button.

Full Instructions
Refreshing bonus really accommodations clinically look look yourself fighter how. Sporty tangy settle yummy settle finest survey locked-in what now. Sweet customer superior care tasting price kids secret expensive special. We full-bodied revolutionary crispy quick enjoy can't smells only provocative original.

Close
NEW REVIEW FORM

The review form has been redesigned based on suggestions from the 2016 user conference, interviews, and Advisory Group meetings.

SIDE-BY-SIDE LAYOUT

One of the top requests was the ability to see the proof and form side-by-side.
PROOF TAB

By default, the Proof tab will be displayed first. For all non-Internet Explorer users, the PDF proof will be displayed automatically. Reviewers will also have the option to open the PDF or HTML proofs in a new window.

Typical Proof tab view with configuration for both PDF and HTML proofs:

Please note that large PDF proofs may take a while to load into place in Firefox.

Internet Explorer view:
FILES TAB

The second tab, Files, will show the total number of files at the top of the tab. In the dropdown, it will break out the different files into groups. Please note that some groups may have the same files (e.g. Original Files may contain Supplemental Files).

<table>
<thead>
<tr>
<th>FILE</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photoluminescent NanoDiamonds (PNDs) for bio-imaging applications.doc</td>
<td>Main Document</td>
</tr>
<tr>
<td>nmat1018-f3.gif</td>
<td>Figure</td>
</tr>
<tr>
<td>Brilliant diamond educated wealth ballroom cuisine art opulent high-rise theatre.</td>
<td></td>
</tr>
<tr>
<td>Random File.csv</td>
<td>Some File Designation</td>
</tr>
</tbody>
</table>

206 KB

56 KB, 522 x 535 px
DETAILS TAB

The third tab will display the details for the submission being reviewed. It also displays previous versions with a link to previous review submissions. From here the Reviewer may also select to display their submitted review in a new window.
INSTRUCTIONS TAB

The instructions tab has been upgraded since our beta test. We found that many sites had invalid HTML that affected the layout of the page. Therefore, we’ve created default text for all sites that can be updated by the Admin using the link, Admin: Configure Instructions, in the footer.

Reviewers and Admins can still access the legacy instructions via a button, View Legacy Instructions. The legacy instructions window combines the instructions that used to be at the top of the previous review form and instructions tab.
SEARCH TAB

The previous “External searches” tool was underutilized, so we gave it its own tab for ease of use. Here a Reviewer can conduct searches on data from the submission such as the title, keywords, authors, and any other terms that they might find relevant. This helps the Reviewer in that they do not have to copy and paste these terms themselves. An example search tab is shown below. Please note that some sites may have other search engines configured.

![Example search tab](image-url)
REVIEW FORM (A.K.A. SCORE SHEET)

The top request for the review form was that it be the “first page” seen when starting a review. Now it will also be seen side-by-side with the PDF proof tab.

Alerts will be displayed on the right-side of the page, above the form.

1. **Successful save** – This will appear when the Reviewer clicks on the save button. It does not appear when the form auto-saves.
2. **Message Sent** – This is displayed when a message is successfully sent from the Contact Journal window
3. **Standard form error message**

![Success! Your work has been saved.](image)

![Success! Your message has been sent](image)

![⚠ Please fix the following issues then click Save or Submit Review:](image)

- Something
- Something

At the top of the form will be a blue bar which prominently displays the due date and a link to the Contact Journal window. The manuscript ID and Title will also be displayed before questions.

![Due 24-Feb-2017 Contact Journal](image)

**AB-17-006**

| First-class polo manor status art crafted townhome treasure symbolizing impresario travel benefactor crafted suite gem ornamental brokerage. |

* = Required Fields
All custom questions will get the new color palette introduced when the author submission was updated.

* Do you have Ethical Concerns about patient/animal treatment?
  - Yes
  - No

* Topic and Content
  - Original highly interesting
  - Original moderately interesting
  - Repeat performance, some interest
  - Very little or no interest to reader

Standard questions will use the new interface. “Would you be willing to review a revision …” will have a configuration option to be optional or required. Comments to the Editors and Comments to the Authors will use the new interface, not a table. Instructions for these two sections can still be placed into configuration and will appear underneath the headers.

* Would you be willing to review a revision of this manuscript?
  - Yes
  - No

* Recommendation
  - Accept
  - Minor Revision
  - Major Revision
  - Reject

* Confidential Comments to the Editor

* Comments to the Author
DRAG-AND-DROP FILE UPLOAD

With this release, we introduce drag-and-drop functionality to the review form. Reviewers can either click on the drop zone or drop files from their computer. A maximum of 10 files can be dropped at a time.

Before the files are uploaded, they must meet the standard criteria and the Reviewer must answer the required question of who the file is intended for. Typically this is either the Author & Editor or just the Editor. Once answered, the uploading process will begin.
After the files are uploaded, they will appear in the Attached Files table below the drop zone. The answer can still be changed after this time.

A simpler version of the drag-and-drop file upload process will also be added to the Contact Journal modal since no other information is needed with the file.
AUTOSAVE & MANUAL SAVING

Now, the review form auto-saves every 30 seconds. When it does, a small blue message will appear at the bottom-right hand side of the form. It will fade away after one second.

Reviewers still have the option of saving manually, using the “Save as Draft” button. They can also print using the “Save & Print” button. Using the browser controls or “Save & Print” button will print the right side of the page which includes the ID, Title, and Form.
PERSON ATTRIBUTES IN PEER REVIEW DETAILS REPORTING

In conjunction with the 4.21 release, ScholarOne has added Person Attribute fields to the ad hoc Peer Review Details reporting package in Cognos. The two new fields allow Cognos users to pull person-level attributes, such as keywords tied to an author's account, into peer review reports. This allows users to cross reference the person-level data of authors against the manuscripts to which they are associated. One example would be a report showing the account-level keyword for all authors accepted in a given year.

To access these new fields, open the Peer Review Details reporting package under ‘Build Your Own Reports’

Under the ‘AUTHORS’ section, expand the ‘AUTHOR ATTRIBUTES’ folder to access the fields ‘Author Attribute’ and ‘Author Attribute Type’. Author Attribute will display the attribute value linked to the author’s account and Author Attribute Type will display the configured description for the attribute. For example, the Author Attribute Type might be ‘Research Interest’ and the ‘Author Attribute’ might be Molecular Medicine.
ScholarOne Manuscript has also added several new funder fields to our Cognos reporting platform. These new fields can be found in the Ad Hoc Peer Review Details reporting package grouped under the header “FUNDERS”. The fields include:

- **Funder Name** - The name of the funder as provided during submission.
- **Funder DOI** – Unique identifier of the acknowledged funder from the Open Funder Registry
- **Ultimate Parent Organization** - From the Open Funder Registry, the top-level organization of which the acknowledged funder is a constituent.
- **Ultimate Parent DOI** - Unique identifier of the Ultimate Parent Organization from the Open Funder Registry
- **Grant Number** - Unique value identifying the specific grant at the funding institution

Manuscripts with multiple funders and/or grants will display in a similar fashion to custom questions with a single manuscript generating multiple rows in the report to display the associated data.
ORIGINAL SUBMISSION DATE IN CCC-RIGHTSLINK

On May 9, 2017, ScholarOne adjusted the Submission Date field passed to RightsLink such that the submission date of the original version is always passed to RightsLink, even if the accepted manuscript is a subsequent version. Previously, the Submission Date field passed the date on which the accepted version on the manuscript was submitted. Most publishers want to calculate APC charges based on the submission date of the original version, waiving any price increase which may have occurred during rounds of review and revision. This update was made at the request of RightsLink and a number of ScholarOne clients using the RightsLink Integration.

NEW ORCID LOGO FOR CREATE AND EDIT ACCOUNT

In the 4.21 release, ScholarOne will add a new logo to the ORCID validation widget on Account Creation and Account Edit screens. This is a modest change but one which will resonate with many clients. As part of ORCID's “Collect & Connect”, publishing organizations can qualify for badges if they meet certain ORCID-related criteria. One of these criteria for the ‘Collect’ badge is to “provide an ORCID-branded button for collecting authenticated ORCID iDs”.

4.20

<table>
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<td>Create an ORCID ID</td>
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<tr>
<td>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 <a href="http://orcid.org/content/initiative">http://orcid.org/content/initiative</a>.</td>
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