



*ScholarOne Manuscripts Release Notes*

**Release v4.25**

*ScholarOne Manuscripts*

Release v4.25 – Date of issue: July 2019

 **Clarivate**  
Analytics

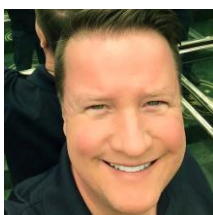
## Authors



### Chris Heid

Product Lead, Publishing & Associations

Chris heads Product Management for Clarivate Analytics' ScholarOne platforms. Previous projects include Reviewer Locator, Publisher-level Reporting and ORCID integration.



### Greg Kloiber

Sr. Product Manager, ScholarOne

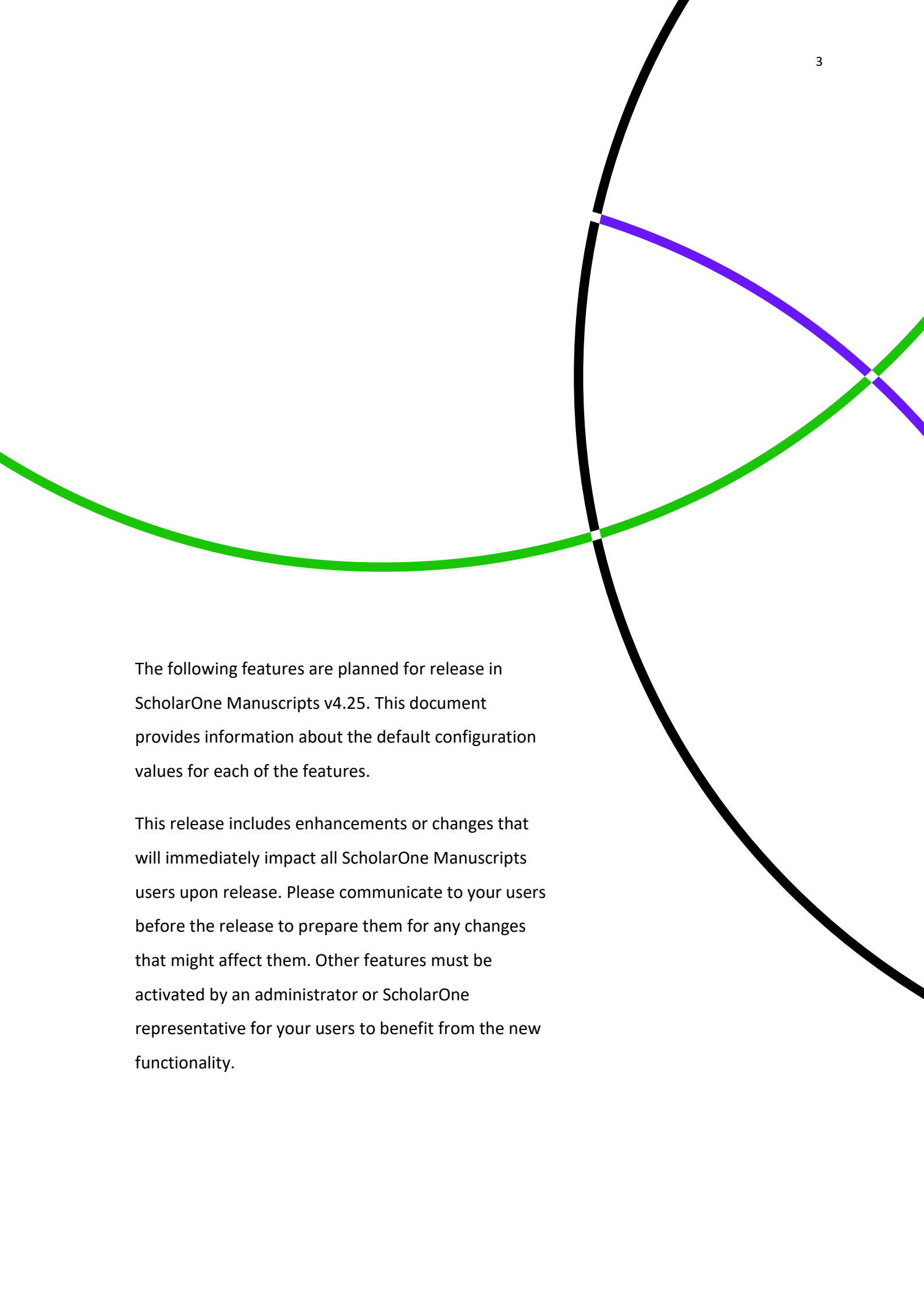
Greg currently leads the A.I. initiatives at ScholarOne. His achievements include ORCID sign on, Overleaf integration, and the redesign of the submission and reviews centers.



### Sven Molter

Product Manager, ScholarOne

Sven has 13 years' experience in the industry and has been with ScholarOne since 2009. In 2018 he led the ScholarOne Abstracts product development process. In 2019 he is working on the project to add Data Extraction to ScholarOne Manuscripts.



The following features are planned for release in ScholarOne Manuscripts v4.25. This document provides information about the default configuration values for each of the features.

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](#) and submit a case.

Feature	Summary
<a href="#">Author Choice Transfer Email Tags</a>	<p>With the v4.25 release, ScholarOne has extended email tag functionality related to Author Choice Transfers. This change aids in communications surrounding Author Choice Transfers by pulling information for a journal's designated Admin contact.</p> <p><b>Action Required:</b> Update email templates as needed with newly available email tags.</p>
<a href="#">Credit Taxonomy Updates</a>	<p>The CASRAI CRediT taxonomy was added to ScholarOne Manuscripts in v4.24. An update to the Authors &amp; Institutions step now makes the contribution declaration more prominent.</p> <p><b>Action Required:</b> No action required if CASRAI CRediT taxonomy is configured.</p>
<a href="#">GDPR Remove Accounts Option in Emails</a>	<p>The message, “Log in to Remove This Account,” is hard coded to the footer of account-based emails.</p> <p><b>Action Required:</b> Available by default, no action required.</p>
<a href="#">Journal Description Tags</a>	<p>The v4.25 release includes a new Journal Description email tag that allows journals to include a short description of the journal in emails.</p> <p><b>Action Required:</b> Update the Journal Description under Admin &gt; Configuration Settings and include the tag in any emails as needed.</p>
<a href="#">Key File Support for Exports</a>	<p>ScholarOne exports via SFTP now support SSH key file authentication. Atypon will soon require key file authentication for all exports to their system.</p> <p><b>Action Required:</b> (Atypon clients only) Request SSH key file directly from Atypon and configure exports using instructions found in these release notes.</p>

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**[Key Sentences and Key Words Found by A.I. Tools \(BETA\)](#)**

As part of our beta program for screening manuscripts, Authors and Editors see key sentences and key words found by A.I. tools. They also have the option to help train the A.I. to improve its results.

**Action Required:** Please let us know if you are interested in participating in the beta program.

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**[Manuscript Details Updated Links](#)**

The buttons underneath Manuscript Details are now modernized HTML links and icons.

**Action Required:** None

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**[Metadata Extraction \(BETA\)](#)**

The beta of Metadata Extraction launched on ScholarOne Manuscripts. Metadata Extraction automatically extracts the Title, Abstract, Keywords, Authors, Institutions and Funders from an uploaded Word file, placing the data into the correct text areas.

**Action Required:** Configuration updates required.

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**[Ringgold Alert: Configuration Option](#)**

The Ringgold connection alert will be made a configurable option for journals, allowing journals not concerned with Ringgold connectivity to deactivate the Ringgold alerts displayed in the system.

**Action Required:** Journals who choose to remove the display of Ringgold alerts may do so under Admin > Configuration Settings.

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**[Reviewer Opted Out User Interface Update](#)**

The pick, invite, & assign process will now indicate why a reviewer is not available for selection.

**Action Required:** Available by default for sites that allow users to opt out, no action required.

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**[Unusual Activity Detector](#)**

The Unusual Activity Detector tool was updated with the following:

- The Proximity Section has a new layout and now includes IP information
  - Added a new section to the bottom of the report called, "IP Addresses"
  - Additional details added in the Multiple Submissions/Reviews from the same computer sections
-

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**Action Required:** If you do not currently have the Unusual Activity Detector tool, please reach out to ScholarOne Customer Support. No action required if already implemented.

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## Author Choice Transfer Email Tags

Several tags have been added to aid in communication regarding Author Choice Transfers.

Transfer Choice for authors fields	
1.	##REFERRED_JNL_ADMIN_FULL_CONTACT_W_JNL_DESCR##
2.	##REFERRED_JOURNAL_ADMIN_CONTACT_EMAIL##
3.	##REFERRED_JOURNAL_ADMIN_CONTACT_NAME##
4.	##REFERRED_JOURNAL_ADMIN_FULL_CONTACT##
5.	##REFERRED_JOURNAL_DESCRIPTION##

### ##REFERRED\_JOURNAL\_ADMIN\_CONTACT\_EMAIL##

- Added to the Transfer Choice for Authors Fields Section of email tags.
- Outputs the email address of the Journal Admin on the Journal(s) being referred to.
- This tag may be used in any addressing field (To, CC, BCC).
- Multiple entries are separated by a comma for correct email processing.

### ##REFERRED\_JOURNAL\_ADMIN\_CONTACT\_NAME##

- Added to the Transfer Choice for Authors Fields Section of email tags.
- Outputs the “referred to” Journal Admin Contact Full Name followed by their associated journal.
- Display for singular referred journal: Full Admin Name.
- Display for multiple referred journals: Full Admin Name (Journal Name), Full Admin Name2 (Journal Name2), Full Admin Name3 (Journal Name3).

### ##REFERRED\_JOURNAL\_ADMIN\_FULL\_CONTACT##

- Added to the Transfer Choice for Authors Fields Section of email tags.
- Outputs the “referred to” Journal Name, Journal Admin Contact Name, Journal Admin Contact Email, Journal Contact Phone Number, Journal URL
- These are pulled from the journal choices the submitter is provided upon author choice transfer.
- Display example for singular choice:
  - Journal Name  
Name of Admin Center Contact/Site Administrator  
E-Mail of Admin Center Contact/Site Administrator  
Phone number of Admin Center Contact/Site Administrator  
Site URL
- Display example for multiple choices:
  - Journal Name  
Name of Admin Center Contact/Site Administrator  
E-Mail of Admin Center Contact/Site Administrator  
Phone number of Admin Center Contact/Site Administrator  
Site URL
  - Journal Name2  
Name of Admin Center Contact/Site Administrator2  
E-Mail of Admin Center Contact/Site Administrator2  
Phone number of Admin Center Contact/Site Administrator2  
Site URL2


**##TARGET\_JOURNAL\_ADMIN\_FULL\_CONTACT##**

- Added to the Transfer Document Fields Section of email tags.
- Outputs the Target Journal Name, Journal Admin Contact Name, Journal Admin Contact Email, Journal Contact Phone Number, Journal URL.
- Display Example for singular choice:
  - Journal Name  
Name of Admin Center Contact/Site Administrator  
E-Mail of Admin Center Contact/Site Administrator  
Phone number of Admin Center Contact/Site Administrator  
Site URL
- Display for multiple choices: Does not resolve



## CASRAI CRediT Taxonomy Updates

The CASRAI CRediT Taxonomy section has been made more prominent within the Authors & Institutions step of the submission process. Submitters can now access the CASRAI CRediT Taxonomy directly through the Provide CRediT Contribution link.

ORDER	ACTIONS	AUTHOR	INSTITUTION
 Drag <input type="text" value="1"/>	<input type="text" value="Select..."/>	<b>Dr. Claire I Vate</b> Conceptualization (Lead) Writing-original draft (Lead) Writing-review & editing (Lead)	1. Clarivate Analytics 375 Greenbrier Dr Charlottesville, VA, USA 22901
<a href="#">*Provide CRediT Contribution</a>			

A new tag `##DOCUMENT_AUTHOR_CONTRIBUTION_LIST##` has been added to allow for the output of CRediT Taxonomy information. If no authors have CRediT listed the tag will not resolve.

### Output example

First and Last Name of Next Author  
 Conceptualization-Lead, Visualization-Equal, Writing-Equal

### Output if no contribution provided for the author

First and Last Name of Next Author  
 CRediT contribution not specified

## Journal Description Email Tags

We have added a new free text field under Admin>Configuration Settings called Journal Description which allows up to 450 characters. This text will appear in system emails that contain the `##JOURNAL_DESCRIPTION##` email tag. Where a referred to journal does not include a Journal Description the output will display the Journal Name.

### ##JOURNAL\_DESCRIPTION##

- Outputs the Journal Description as entered in the journal description field.

### ##REFERRED\_JOURNAL\_DESCRIPTION##

- Outputs the referred to Journal(s) Description as configured below.
- Display for singular choice:
  - Journal Name: Journal Description
- Display for multiple choices:

- Journal Name: Journal Description  
Journal Name 2: Journal Description 2  
Journal Name 3: Journal Description 3

#### ##REFERRED\_JNL\_ADMIN\_FULL\_CONTACT\_W\_JNL\_DESCR##

- Outputs the referred-to Journal Name, Journal Admin Contact Name, Journal Admin Contact Email, Journal Contact Phone Number, Journal URL and Journal Description. These are pulled from the journal choices the submitter is provided upon author choice transfer.
- Display for singular choice:
  - Journal Name  
Name of Admin Center Contact/Site Administrator  
E-Mail of Admin Center Contact/Site Administrator  
Phone number of Admin Center Contact/Site Administrator  
Site URL  
Journal Description Text
- Display for multiple choices:
  - Journal Name  
Name of Admin Center Contact/Site Administrator  
E-Mail of Admin Center Contact/Site Administrator  
Phone number of Admin Center Contact/Site Administrator  
Site URL  
Journal Description Text  
  
Journal Name2  
Name of Admin Center Contact/Site Administrator2  
E-Mail of Admin Center Contact/Site Administrator2  
Phone number of Admin Center Contact/Site Administrator2  
Site URL2  
Journal Description Text 2

#### ##TARGET\_JOURNAL\_DESCRIPTION##

- Outputs the journal description of the journal the manuscript is being transferred to.
- Journals may choose to update the newly created Journal Description field in Admin > Configuration Settings

Set E-Mail Contacts	
Name of Admin Center Contact/Site Administrator:	<input type="text" value="Admin Full Name"/>
E-Mail of Admin Center Contact/Site Administrator:	<input type="text" value="Admin Email"/>
Phone number of Admin Center Contact/Site Administrator:	<input type="text" value="132-456-78910"/>
Fax number of Admin Center Contact/Site Administrator:	<input type="text" value="1940"/>
Name of EIC Contact:	<input type="text" value="EIC Full Name"/>
* E-Mail of EIC Contact:	<input type="text" value="EIC Email"/>
<p>* Multiple e-mails separated by comma (,) are allowed here, but replies will be sent only to the first address listed Be mindful of pasting special characters into the e-mail fields as it may cause e-mails to fail</p>	
Journal Description:	<div style="border: 1px solid purple; padding: 5px;">Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris</div>
E-Mail address to use for users who don't have e-mail addresses:	<input type="text" value="Journal Email"/>
E-Mail address to send errors to:	<input type="text" value="Admin Email"/>
<input checked="" type="checkbox"/> Save	

## GDPR Login to Remove this Account

The text “Log in to Remove This Account” will be hard coded into the footer of the following emails:

- Admin Add Account
- Author on the Fly
- Co-Author Account Creation upon Submission
- Co-Author Account Creation by Admin
- Editor on the Fly
- Reviewer on the Fly
- Submission Integration Create an Account
- User Create Account

Upon clicking “Log in to Remove This Account,” the user will be asked to log in and will immediately be taken to the Privacy Policy Section of Step 3 User Id and Password of the Account Editing process, where they can remove their account if desired.

**Privacy Acknowledgement**

To ensure you are properly informed of your privacy rights while using this website, we ask that you review and acknowledge the relevant privacy policies linked below.

[Clarivate Analytics - ScholarOne Privacy Notice](#) 

req  **Yes, I have read and now acknowledge the linked privacy policies.**

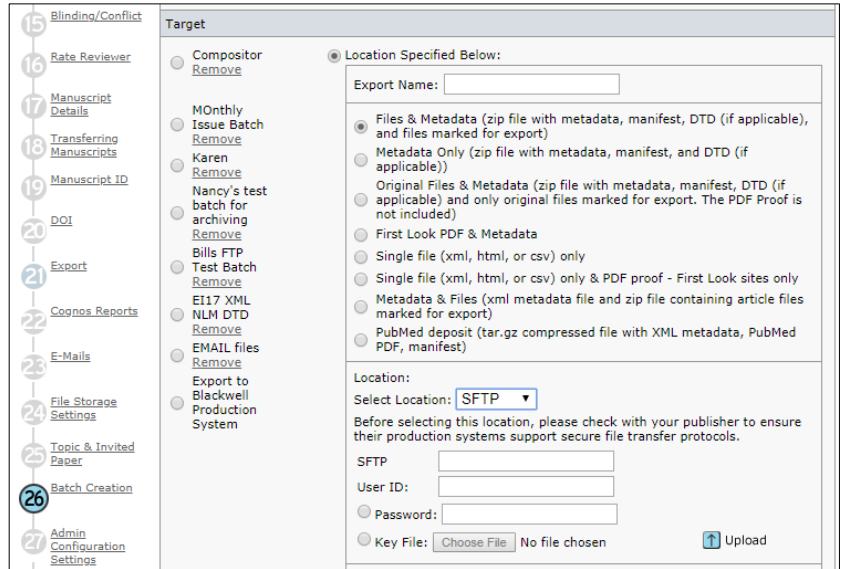
If you remove your account, your name will remain on submitted articles and reviews but personal information will not appear on this site and you will no longer have site access

**Action Required:** No action required.

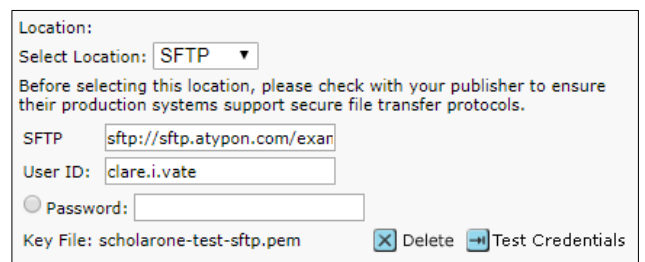
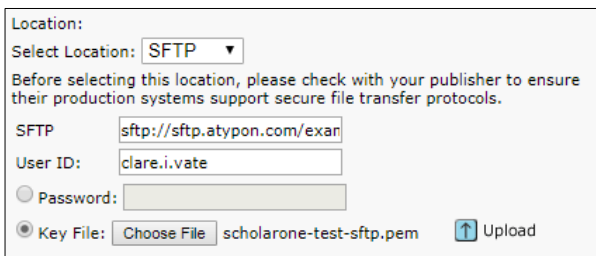
## Key File Support for Exports

ScholarOne exports via secure ftp (SFTP) now support SSH key file authentication. While SSH key file support in ScholarOne is not limited to specific destinations, Atypon will soon require use of this functionality for all exports to their system, making this feature of particular interest to ScholarOne journals exporting directly to Atypon.

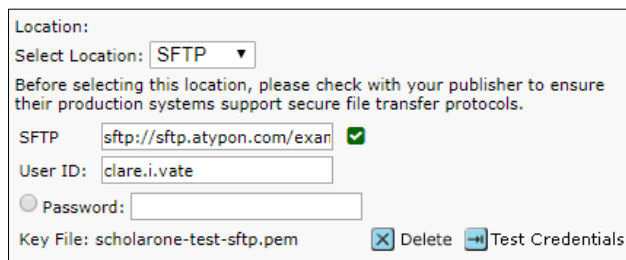
To configure an export with keyfile authentication, navigate to the “Batch Creation” step in Configuration and either begin creation of a new export or edit an existing export. Under Target > Location, change the location to SFTP using the drop down. Enter or confirm the existing SFTP server and your User ID. Next select the “Key File” radio button. This will activate the “Choose File” functionality which will allow you to browse and select the desired key file from your computer. Once the file has been selected, click the “Upload” button and the name of the associated key file will be displayed.



Before saving and using the export, you will need to test the location and authentication information provided by clicking the “Test Credentials” button.



A successful test places a green check mark next to the SFTP location, letting you know the export is now ready to be saved and used. A failed test will generate an error message on the page letting you know that changes are necessary.



## Key Sentences and Key Words found by A.I. tools (BETA)

As part of our beta program for screening manuscripts, Authors and Editors see key sentences and key words found in the manuscript by A.I. tools. They also have the option to help train the A.I. to improve its results.

### Author View of Key Sentences and Key Words

Authors see the key sentences and key words along a banner that explains how they are helping scholarly publishing.

**Help shape the future of scholarly publishing!**

By rating the following items found in your submission below, you'll train our new artificial intelligence tool. We hope to use this feature to help Authors write better abstracts and assist Editors in evaluating manuscripts. Your feedback will not affect the decision made on your submission.

**Rate Key Sentences (Beta)**

*The most common user action on a Web site is to flee.*  
Good | OK | Bad

*The main thing is that everything become simple, easy enough for a child to understand.*  
Good | OK | Bad

*Usability is critical for any application, but for mass-market software, usability spells success or failure more clearly than any other feature.*  
Good | OK | Bad

*A glitzy web and unique product is not enough to be successful selling online.*  
Good | OK | Bad

Didn't find a good key sentence above? Enter a better key sentence found in your document here.

**Rate Key Words (Beta)**

Affordance Good | OK | Bad

Cognitive Walkthrough Good | OK | Bad

Contextual Good | OK | Bad

Heuristic Evaluation Good | OK | Bad

Usability Good | OK | Bad

Users Good | OK | Bad

Enter a better key word here

### Editor View of Key Sentences and Key Words

Editors see the key sentences and key words after clicking on the new "Analysis" button from Manuscript Details. It opens a new window that displays the information along with the ability to view the proof within the window.

HTML PDF Supplemental Files Original Files Abstract Cover Letter External Searches Analysis

[Print](#)

## Document Analysis (Beta)

**ID** ABC-004563-2018 ([View PDF Proof](#))

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

**Rate Key Sentences (Beta)**

*The most common user action on a Web site is to flee.*  
Good | OK | Bad

*The main thing is that everything become simple, easy enough for a child to understand.*  
Good | OK | Bad

*Usability is critical for any application, but for mass-market software, usability spells success or failure more clearly than any other feature.*  
Good | OK | Bad

*A glitzy web and unique product is not enough to be successful selling online.*  
Good | OK | Bad

Didn't find a good key sentence above? Enter a better key sentence found in your document here.

**Rate Key Words (Beta)**

Affordance Good | OK | Bad

Cognitive Walkthrough Good | OK | Bad

Contextual Good | OK | Bad

Heuristic Evaluation Good | OK | Bad

Usability Good | OK | Bad

Users Good | OK | Bad

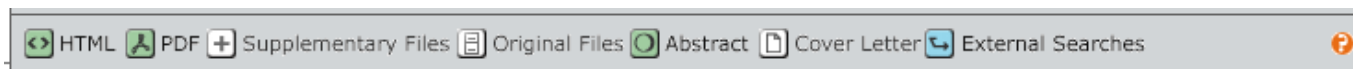
Enter a better key word here

**Action Required:** Please let us know if you are interested in participating in the beta program.

## Manuscript Details Updated Links

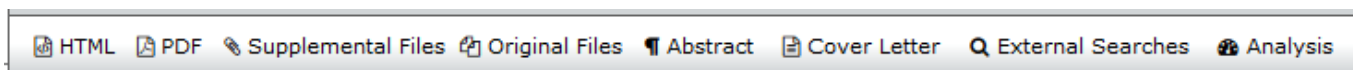
The buttons underneath Manuscript Details are now modernized HTML links and icons.

### Old Manuscript Details buttons



### New, modernized Manuscript Details buttons

This new version modernizes the buttons by turning them into fast-loading links while removing the unnecessary question mark tooltip. It also includes the Analysis button when the site is configured for A.I. analysis. See section, “Key Sentences and Key Words found by A.I. tools (BETA),” above for details.



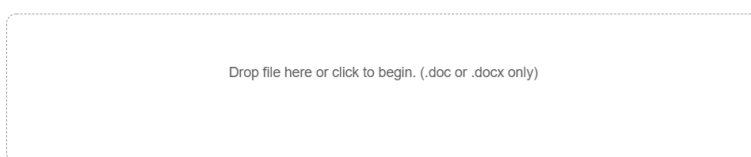
## Metadata Extraction (BETA)

ScholarOne Manuscripts launched the beta of Metadata Extraction into production with the release of v4.25. With one simple step, authors may upload their manuscript as a Word file and allow the system to automatically extract the Title, Abstract, Keywords, Authors, Institutions and Funders from the document, auto filling the data into the appropriate user interface fields.

### Metadata Extraction Submission Process

Data Extraction is integrated directly into the existing submission process. Upon clicking “Begin Submission”, users upload their manuscript file via drag-and-drop or the traditional browse-and-select process.

Upload your Microsoft Word file below to pre-fill submission fields. [Edit](#) [X](#)

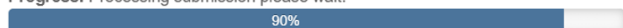


[or continue without pre-filling submission fields](#)

### Uploading File

Please do not leave this page or your upload will stop.

Progress: Processing submission please wait.



Users will see a progress bar indicating the file is being processed.

When extraction is complete, users will be taken to the “Select Manuscript Type” Screen. There, users will find the Data Extraction process has automatically extracted the Title, Abstract, Keywords, Funders, Authors, and Institutions where possible.

☆ Success! Your work has been saved.

**Title and Abstract High-Level Expectations**

- The title will import from the manuscript. Check to ensure special characters are imported as expected.
- The short abstract will import into the Abstract field. Check to ensure special characters are imported as expected.
- If either the Title or Abstract are longer than the maximum length allowed by the journal the full text will be imported and users will need to shorten to fit within the field limits.

**\* Title** Edit

Preview Special Characters

67 OUT OF 50 WORDS

minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim i

**\* Abstract** Edit

**Write or Paste Abstract**

Preview Special Characters

69 OUT OF 600 WORDS

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia

**File Upload High Level Expectations**

- If configured to display, the uploaded document will display on the File Upload step.
- The File Designation will appear as configured under Submission Configuration.

**Files** Edit

0.01 OUT OF 488.28 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select:	<a href="#">The efficacy of AI in Scholarly Publishing S1 Test.docx</a> 14 KB	Main Document	04-Jun-2019	Sven Molter



### Keywords High Level Expectations

- If configured to allow the addition of keywords by the submitter, all keywords included in the file will appear in the keywords area.
- If more keywords are included than allowed, the system will ingest the keywords and let the submitter decide which keyword(s) to remove prior to submission.
- If configured to only allow a specific set of keywords, those keywords that match will appear, while non-matching keywords will not display for the author.




REQUIRED 2. MAX 5.	
KEYWORDS	
Artificial Intelligence	<a href="#">✕ Remove</a>
Data Extraction	<a href="#">✕ Remove</a>
Data Science	<a href="#">✕ Remove</a>


### Authors and Institutions High Level Expectations

- Author and Institution data ingested depends on the amount of data included in the uploaded manuscript file.
- All author fields available in the UI could be included in the file upload, but authors usually do not provide the full set of information in their manuscript.
- First Name, Middle Name or Initial, Last Name are included most often.
- Institutions will be tied to Ringgold where matches exist.
- There is no issue with limited information in the uploaded file. The Data Extraction system will simply import what is available, allowing the author to update information as needed.

## Authors

### \* Selected Authors [Edit](#)

	ORDER	ACTIONS	AUTHOR	INSTITUTION
 Drag	1	Select...	<b>Dr. Jayne Smith</b> <a href="mailto:email@email.com">email@email.com</a>	1. UVA 123 Your Street Charlottesville, VA, USA 22903-1738
 Drag	2	Select...	<b>Dr. Joe Johnson</b> <a href="mailto:email1@email1.com">email1@email1.com</a>	1. Virginia Tech 123 Your Street Blacksburg, VA, USA 24061-0131
 Drag	3	Select...	<b>Dr. Sam Jones</b> <a href="mailto:email2@email2.com">email2@email2.com</a>	1. VCU 123 Your Street Richmond, VA, USA 23284-2512

 Update Author Order

### Funding High Level Expectations

- Where funding exists, the Funder Name and Grant/Award Number will populate the appropriate fields.
- If the funding agency is included in FundRef the Funder will be tied to FundRef automatically in the submission.

### Funding [Edit](#)

Is there funding to report for this submission?

Yes  No

### Funders [Edit](#)

ACTIONS	FUNDER	GRANT / AWARD NUMBER
Select ...	Data Extraction International	987654321
Select...	National Institute of Health	1234567

### Metadata Extraction Next Steps

As described above, our Metadata Extraction process is still in a BETA period. That means that, while functional, we are still finalizing the build on the robots that are doing the hard work. In v4.25.1 we plan the following updates:

- Support for sites with various file designations across submission groups.
- Better handling of Authors, including the ingestion of Author emails.
- Where emails match existing authors accounts, the Author Step will populate with the account on record (instead of displaying just the ingested data).
- Better handling of Institutions, limiting the output of errant institutions where possible.

**Action Required:** Configuration updates required.


## Ringgold Alert: Configuration Option

A new configuration option has been added allowing journals to deactivate Ringgold Alerts. In the admin configuration dashboard, a new option “Activate alert to indicate accounts not connect to Ringgold (Recommended)” will appear. To remove the Ringgold connection alerts simply uncheck the box and save.

Ringgold Alerts	
<input checked="" type="checkbox"/> Activate alert to indicate accounts not connected to Ringgold? (Recommended)	
	<input checked="" type="checkbox"/> Save

## Reviewer Opted Out User Interface Update

During the creation of an account, a user may opt out of peer review. Similarly, a user with admin privileges can exclude a user from review when editing the user’s account. With v4.25, ScholarOne Manuscripts added an informational hover noting why a reviewer is not selectable in the pick, invite and assign process.

Results - <a href="#">New Search</a> - <a href="#">Modify Search</a> - <a href="#">Change Sort</a> 1-4 of 4							
Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Open Invitations	Date of Last Invitation	Average turnaround time	Add /Grant REV Role	
 Reviewer, Doctor. University of Virginia	0 / 1 (0 / 1)	0 (0)	0 (0)	31-Oct-2018 (31-Oct-2018)	0 days, 0 hours (0 days, 0 hours)		This user has opted out of reviewing for the journal (or has been excluded by journal staff) and may not be selected.