

Introduction

Preprint Manager is a stand-alone Web-based content management system for scholarly journals, books and reference works. The system enables scheduling and management of tasks such as copy editing, author proofing, composition and issue management.

Users of *Preprint Manager* benefit from:

- ♦ Rationalization of content production workflow.
- ♦ Reduced time to publication.
- ♦ Increased control over cost and content-related production tasks.
- ♦ The ability to rapidly “retool” production processes to create innovative publications and respond to competitive threats.

Preprint Manager is an enterprise-class solution that enables commercial and not-for-profit publishers to efficiently deliver top quality publications in the fast changing world of publishing.

Baseline Functionality

Production management of scholarly publications is a complex, multi-faceted and often idiosyncratic process that changes over time. This means that bespoke, hard-coded systems cannot meet the requirements of differing publications for long enough to provide a viable return on investment nor to respond to changes in the competitive environment. For this reason *Preprint Manager* includes Web-based configuration tools that enable real-time modifications to configuration options (e.g. user role designations and powers) and content workflow.

Underlying Functionality of *Preprint Manager* Using Web-based tools:

Role Management. System administrators can define an unlimited number of user roles. Each role has its own profile that determines the functionality available to a user with that role designation. For example, one role can be defined with the power to assign production tasks, while another may not have this privilege. Powerful “proxying” capabilities allow appropriately authorized administrators to push through tasks that have been assigned to other users.

Email Communications. The system can be configured with an unlimited number of email letters in HTML or plain text format. Letters appear in appropriate drop-down menus (e.g. during task assignment) or can be sent by automatic workflow “events.” As appropriate, letters can be modified by users in real time and include useful merge fields such as manuscript title.

Web-based Production Tracking for

- ⇒ Copy Editing
- ⇒ Author Proofs
- ⇒ Composition
- ⇒ Issue Management
- ⇒ And Much More

Details and History. A historical audit trail provides one click access to all transactions, letters and status changes associated with each manuscript. Metadata associated with the manuscript (such as production notes, author information, etc.) are accessible via a “details” link. Production notes can be maintained at both the manuscript level and/or associated with a particular schedule group (see below).

Production Tasks. Administrators can define an unlimited number of production tasks. Each task has its own parameters such as: name, assignment email letters, target completion timeframe, and designated assignee (e.g. author, copy editor, etc). Production tasks are assigned and tracked by authorized users, and are marked as completed when assignees have submitted their work and uploaded appropriately modified files.

Companion Files. Each manuscript is accompanied by an unlimited number of companion files that constitute ‘work in progress.’ Appropriately authorized users can check-in and check-out companion files based on task assignment.

Schedule Groups. Schedule groups are typically used to aggregate manuscripts into publication groups such as print Issues. Each schedule group carries its own metadata such as target publication date, page budgets, etc. Manuscripts can be added or removed from schedule groups by appropriately authorized production staff. Schedule group “budgets” (e.g. page budget) are automatically recalculated based on the manuscripts included in a schedule group.

Reports and Management Tools. Reporting tools enable identification of users with pending or late production tasks, and trigger reminder emails. The production status “grid” displays the status of each production task for all the manuscripts designated to a specific schedule group. This means that issue managers are able, at a single glance, to assess the production status of an individual Issue and take corrective action as needed.

About Aries Systems Corporation

Aries Systems Corporation, the developer of *Preprint Manager*, has been providing mission critical software and services to the scholarly publishing community since 1986. As of October 2005, the company’s online peer review system, *Editorial Manager*, is in use by more than 1,300 scholarly publications and benefits from the same enterprise-class infrastructure as *Preprint Manager*. Aries’ customers include hundreds of independent not-for-profit scholarly societies such as American Society for Bone and Mineral Research, The American Society of Civil Engineers, the Institute of Mechanical Engineers, The British Psychological Association, the Institutes of Mines; as well as leading commercial publishers such as Elsevier, Wolters Kluwer Health, DeGruyter, and Springer SBM.

To obtain more information about *Preprint Manager*, please send an email to marketing@ariessys.com

Automated Processing Modules

One of the benefits of online content management is that computing power can be harnessed to undertake repetitive tasks. *Preprint Manager* therefore includes several optional modules that provide automated processing of individual manuscript components:

Automated Image Checking. Uploaded image files can be automatically validated against journal-defined image publication criteria. This means that users of the system quickly receive feedback about image quality and relevant instructions on how to correct image quality.

Automated Citation Validation and Linking. The bibliographic section of uploaded manuscript files can be automatically validated against external databases such as CrossRef or PubMed®. Bibliographies can also be automatically linked to external databases so that missing or incorrect information can be retrieved from the target database.

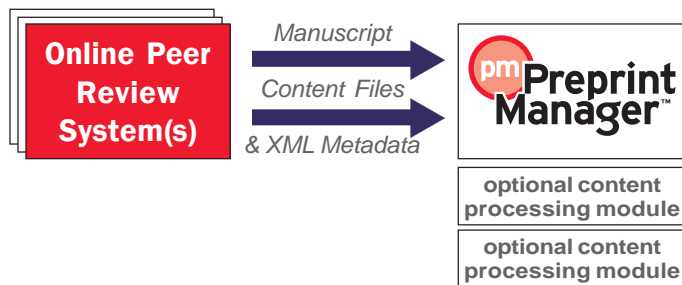
Automated Citation Formatting. The bibliographic section of the uploaded manuscript can be automatically re-formatted to the publication's desired reference style. Automated formatting can save hours of manual copy-editing.

DOI Assignment. DOIs can be assigned according to the publisher's preferred DOI generation format. DOIs, associated metadata, and URL can be deposited in the CrossRef database.

Deposit of Metadata. Manuscript Metadata can be transmitted to external databases such as PubMed® and CrossRef during the production workflow.

Integration with Editorial and Peer Review Systems

Users can manually upload manuscript files and metadata for processing in *Preprint Manager*. Alternatively, publishers using Web-based peer review systems can also automatically import files and XML metadata directly into the system upon final editorial acceptance for publication.



Preprint Manager can be used in conjunction with peer review systems that provide standardized outputs following peer review such as Editorial Manager®, Manuscript Central®, and EJPRESS®.

**Use the Web to Connect
Preprint Manager
with Your Chosen
Online Peer Review System**

**“Achieving and maintaining
99.99% scheduled availability
is evidence of our commitment
to customers’ mission critical data.”**

– Lyndon Holmes, President, Aries Systems Corporation

Reliable Hosting Infrastructure Providing Disaster Recovery, Security, and Continuity of Service

Preprint Manager stores data that are mission critical to publishing enterprises. Disaster recovery, continuity of service and data security are essential attributes of an enterprise-class system. To address these needs *Preprint Manager* is built on the following infrastructure:

- ♦ Dual, geographically separate, mirrored data centers provide protection against disasters such as building fire, flood, explosion, etc.
- ♦ “N tier” architecture enables system load balancing and expansion with minimal or nil service disruption.
- ♦ Multiple levels of back-up ensure that data are always safe and stored in multiple locations.
- ♦ Multiple, fault tolerant connections to the Internet mitigate the impact of external Internet connectivity faults.
- ♦ External security audits ensure that policies, procedures and personnel are regularly evaluated for security risk potential.
- ♦ Aries is committed to compliance with the ISO 17799 standard for enterprise data storage.

Aries’ data centers have a rolling 12 month average of 99.99% scheduled availability.

Standards

Unnecessary production costs often result from systems that do not support industry standards and therefore require repeated and costly manipulation of production data. *Preprint Manager* supports a variety of open standards for data storage, including:

ISO 10646. This ISO standard enables the storage of non-roman and diacritic characters in an industry standard manner. Symbols such as π can be reliably and predictably be transferred from peer review to production and online delivery.

ISO 3166. This ISO standard specifies the names and codes used to designate countries, and *Preprint Manager* provides tools for normalizing data to this standard. Country designations can be reliably mapped as data are transferred between systems, thereby reducing costly manual intervention (e.g. to identify Holland as The Netherlands).

For more information about Preprint Manager

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