

Author Functionality Check List

Do you have a requirement that you do not see on this list?

Do you have questions?

Send email to: marketing@edmgr.com

Authors can register themselves on the system or can be pre-registered by the journal office.	YES	
Author registrations are duplicate checked.	YES	
Author can specify alternate email address and contact information.	YES	
Authors can select their own username and password.	YES	
Secure HTTPS-based system.	YES	
Online Author Help screens.	YES	
Author can indicate unavailability dates.	YES	
Author can submit a new manuscript.	YES	
Author has clear and easy way to submit a revised manuscript without having to re-enter all meta-data and files.	YES	
Authors see different (customizable) submission instructions for a revised submission than for an original submission.	YES	
Author can easily insert special characters from a pop-up window.	YES	
Test and erroneous submissions can be removed by the journal office without incurring submission charge.	YES	
Author can select article type (e.g. Original Study, Book Review, etc.) from a journal-defined list.	YES	
Author can add co-authors with their academic affiliation and contact email address.	YES	
Author can re-sequence list of co-authors.	YES	
Submitting Author can designate a co-author to be the Corresponding Author.	YES	
"First Author" and "Corresponding Author" can be designated separately.	YES	
Authors can select their own key words that describe the submission.	YES	
Author can select from a journal-defined list of key words.	YES	
Author can enter comments or cover letter.	YES	
Journal office can configure the interface to allow the author to select a particular editor or journal section.	YES	
Journal office can configure the manuscript upload page to allow different submission items for each article type (e.g. Manuscript, Images, Tables, Rebuttal letter etc.).	YES	
Authors can upload supplementary materials (e.g. audio and videofiles).	YES	
Journal offices can specify which submission items are required for submission.	YES	
Journal office can specify that some submission items (e.g. revision cover letter) are only required for a revised submission.	YES	
Authors add their own text label (e.g. Fig #) to each submitted item.	YES	
Authors can indicate that an item will be submitted offline.	YES	
Authors can re-sequence the items that are built into a single submission PDF.	YES	

Journal office can configure the inclusion/exclusion of submission steps based on Article Type.	YES	
Journal office can specify that submission steps are mandatory or optional.	YES	
If an Author is interrupted, the system automatically saves the partially completed submission for later completion.	YES	
Author can upload a wide variety of file formats for conversion into PDF file (Word, WordPerfect, Text, RTF, TeX, EPS, LaTeX, PDF,GIF, JPEG, TFF, PowerPoint, Excel, etc.).	YES	
All Author submission items are virus checked.	YES	
PDF version of submission includes links back to the original high-resolution items submitted by the Author.	YES	
PDF includes "header" information so that it can be identified after downloading from web site.	YES	
Author is required to check PDF before final submission to journal office.	YES	
Author can edit the manuscript prior to submission to journal office.	YES	
Author receives an (journal-configured) email indicating the availability of PDF.	YES	
Author receives an email when the submission has been received by the journal office.	YES	
Author can check on the status of a submission using the Web.	YES	
Submission can be "bounced" back to Author for re-submission following inspection and/or editing by journal office.	YES	
Author receives (journal configured) Editor decision letter by email.	YES	
Revised manuscript number includes a revision suffix R1, R2, etc.to indicate the revision number.	YES	
Author has access to prior revisions of the submission.	YES	
When authors register they see registration instructions that have been customized by the journal office.	YES	
Authors can upload single or multiple files in compressed (ZIP) format.	YES	
Authors' image files can be process through automated quality checking to validate against journal-defined requirements for image publication.	YES	
Authors can automatically upload a group of submission files from the arXiv server.	YES	
Authors can easily identify their "invited" manuscripts.	YES	
Authors can respond to journal office configured submission questions.	YES	