

Journal Office 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

Journal office uses Web-based administration tools to control user roles and permissions.	YES	
Journal office uses Web-based tools to set up template letters with appropriate merge fields. Appropriate letters can also be edited "on-the-fly".	YES	
Journal office can "trigger" letters by associating template letters with specific system "events".	YES	
Journal office receives new manuscript submissions from Authors or manuscripts can be automatically assigned to Editors based on journal section or editorial role.	YES	
Journal office can "bounce" submissions back to Authors for resubmission (for clean-up, missing materials, etc.).	YES	
Journal office can "edit" submissions prior to assignment to an Editor or "bouncing" back to Author.	YES	
Journal office can remove spurious or test submissions. (No submission charge is made for such removed submissions).	YES	
Journal office can easily "proxy" transactions on behalf of Authors, Reviewers, and Editors.	YES	
Journal office can easily register new users. Journal office has tools to identify and merge duplicate user records.	YES	
When assigning manuscripts to Editors, the journal office can see information about Editor's availability and current assignments.	YES	
Journal office can prevent an Editor from having access to a submission if that Editor was a contributing Author for that submission	YES	
New manuscripts can be sent to Editors by assignment or invitation.	YES	
Journal office can select from a variety of manuscript number options (automatic or manual). Manuscript numbers reflect revision status (e.g. R1, R2, etc.).	YES	
Revised manuscripts are clearly identified in the system, and can follow different workflows.	YES	
Journal office can configure which user registration fields are mandatory or optional.	YES	
Journal office can configure the terms used to describe the manuscript status.	YES	
Journal office can use Web-based administration tools to configure their own article types and specify workflow parameters based on article type.	YES	
Journal office can determine what submission items (e.g. images, tables, supplementary item, video etc.) can be uploaded by the user for each article type.	YES	
Journal office can configure their own classification (keyword) terms used to identify manuscripts and reviewer expertise.	YES	
Journal office can specify their own Reviewer form and Reviewer instructional text.	YES	
Journal office can configure the system with their own Reviewer and Editor decision terms.	YES	
Emails sent by the system are from a journal-configured email address or from a designated "corresponding Editor" email address.	YES	
Journal office can configure its preferred date and time format.	YES	

Journal office can determine which submission steps are shown to Authors during the submission process. Different submission steps can be defined for a new or revised manuscript.	YES	
Journal office can check on the status of manuscripts assigned to Editors.	YES	
Journal office can produce and run customized reviewer reminder email letters. Email letters can be customized "on-the-fly".	YES	
Journal office can group manuscripts by Editor with current responsibility.	YES	
Journal office can be configured to send out final Editor decision letter.	YES	
Journal office can configure default manuscript settings such as the number of required Reviews, time allowed for Reviewer invitation acceptance, and time allowed for Reviewer recommendation.	YES	
Journal office has low-level access to all database tables to perform searches and extract data in a standard format.	YES	
Journal office has a tool for creating and saving custom reports.	YES	
Journal office has access to standard reports such as the Journal Accountability Report that includes Journal Turnaround Time, Reviewer Statistics, Decision Summary, and Correspondence History. Please contact us for a full list of reports.	YES	
Journal office is able to search and edit "people" information, including the ability to add people-specific notes to people records, and URLs pointing to external resources.	YES	
Journal office can customize and send batch email to registered users.	YES	
Journal office can view a full audit trail of status changes and correspondence history for any manuscript.	YES	
Journal office can initiate Author rebuttals, even after a final decision has been made.	YES	
Journal office can append or make corrections to reviewer comments following decision.	YES	
Journal office can "undo" erroneous editor assignments.	YES	
Journal office can organize accepted articles into issues and tables-of-contents.	YES	
Journal office can create customized Transmittal Form emails that are triggered upon acceptance of a manuscript.	YES	
Journal office can configure which content and metadata and Author source files are transmitted to the production tracking system/printer following final acceptance of a manuscript.	YES	
Journal office can attach manuscript-specific notes to submission records.	YES	
Journal office can generate reports detailing outstanding Editor assignments and send email reminders.	YES	
Journal office can generate reports detailing outstanding Author revisions and send email reminders to Authors reminding them to submit revisions.	YES	
Journal office can customize the instructions displayed to Authors when they first register on the system.	YES	
Journal office can create customized Author submission questions. Authors can be required to respond to submission questions.	YES	
Journal office can view the results of artwork quality testing for image files uploaded by Authors. Artwork testing results can be incorporated into email letters using merge fields.	YES	
Journal office can create Proposals and assign them to Editors for Author invitation.	YES	
Journal office can run reports and send reminders to Authors with respect to invited submissions.	YES	
When assigning a manuscript to an Editor, the journal office has visibility on Editor's current assignments and subject expertise.	YES	
Journal office can test and correct user's country registration information against the ISO 3166 country standard.	YES	
Journal office can configure different Reviewer Forms and instructions based on article type and reviewer role.	YES	

Journal office can configure different Editor Forms and instructions based on article type and editor role.	YES	
Journal office can optionally allow the upload of attachments by Reviewers.	YES	
Manuscripts can be organized into customized "Region" lists (e.g. Europe) in addition to country designation.	YES	
Journal office can designate that selected email letters are sent in HTML rather than plain text format so that they display images, formatting and branding.	YES	
For more Journal office functionality see: "ReviewerFunctionality Check List" and "Editor FunctionalityCheck List".		