

# Configure - Office

## Configure: Office Settings

Several parts of the Manuscript Manager system can be configured to suit your journal's needs.

In this guide we will walk through the choices in the 'Office' tab of the Configure section under the various sub-headings.

## Select 'Administrator'

To access the Configure section, you must be 'Administrator' for the journal.

Click the cog wheel icon.

The screenshot displays the 'YOUR JOURNAL' interface. At the top, it says 'Welcome Jane Simmons - please select your role'. Below this, there are seven role selection buttons arranged in two rows. The first row contains: Author (document icon), Reviewer (two people icon), Sub-Editor (person icon), Administrator (gear icon, highlighted with a red border), and Editor-in-Chief (person icon). The second row contains: Viewer (magnifying glass icon) and Support (wrench icon). On the right side, there is a vertical 'Help Center' button. At the bottom, there is a green navigation bar with three sections: 'Company' (with sub-links 'About' and 'Offices', and 'Product report'), 'Support' (with a phone icon), and 'Session' (with a person icon).

# Click 'Configure'

From the administrative dashboard, click, here to open the configure section.

**YOUR JOURNAL**

Jane Simmons as Administrator [ CHANGE ROLE ]

**CONFIGURE** SEARCH DASHBOARD PROFILE [ SIGN OUT ]

**DASHBOARD**

**To do**

- 6 new submissions
- 0 resubmissions
- 0 restart suspended submissions

**Overdue**

- 6 Administrator new submissions
- 6 Editor-in-Chief select Sub-Editor
- 7 Sub-Editor selects Reviewers
- 2 overdue review
- 25 overdue manuscripts
- 3 Invite more reviewers

**Monitor**

- 27 all in review
- 1 suspended
- 7 new with Editor-in-Chief
- 8 Sub-Editor inviting reviewers
- 4 with external reviewers
- 0 Sub-Editor recommendation
- 1 Editor-in-Chief decision

**Graphs**

No data found for this graph

| Choose report       | Start date | End date   |    |
|---------------------|------------|------------|----|
| Manuscript overview | 2020-01-01 | 2020-02-11 | Go |

Total manuscripts by status 0  
From 2020-01-01 to 2020-02-11 selected by the date of submission.

| Status                   | Count |
|--------------------------|-------|
| Rejected (before review) | 0     |
| Accepted                 | 0     |
| In review                | 0     |
| Rejected (after review)  | 0     |
| With author (revisions)  | 0     |
| Suspended                | 0     |
| Withdrawn                | 0     |
| Deleted                  | 0     |

Help Center

# Click, 'Office'

Click the tab called, 'Office' to open.

**YOUR JOURNAL**

Jane Simmons as Administrator [ CHANGE ROLE ]   **CONFIGURE**   SEARCH   DASHBOARD   PROFILE   [ SIGN OUT ]

Address   Roles   Staff   **Office**   Submission   Review   Reviewers   Integrations

Address and contact details for editorial office

Address details [Read more ...](#) +

Journal name\*

Publisher

Department

Institution

Street

Help Center

## Sub-headings

Now the 'Office' part of the configure section is open and the Office sub-headings are visible.

The screenshot displays a web application interface for 'YOUR JOURNAL'. At the top, the user is identified as 'Jane Simmons as Administrator' with a '[ CHANGE ROLE ]' link. The main navigation bar includes 'CONFIGURE' (highlighted in green), 'SEARCH', 'DASHBOARD', 'PROFILE', and '[ SIGN OUT ]'. Below this is a row of icons for 'Address', 'Roles', 'Staff', 'Office' (highlighted), 'Submission', 'Review', 'Reviewers', and 'Integrations'. A breadcrumb trail is visible: 'PREFERENCES / EMAIL TEMPLATES / EMAIL ALERTS / FLAGS / KEYWORDS'. The 'Office' section is expanded, showing 'Preferences and settings' with a sub-heading 'Configure the basic editorial office settings, review times, manuscript identifier etc.' and a '+ Read more ...' link. Below this is the 'Review confidentiality level' section, which includes a description: 'This feature sets the confidentiality level for the review process between the author and the reviewers.' and a '+ Read more ...' link. Three radio button options are listed: 'Double blind - Author and reviewer names and affiliations are not disclosed to each other.', 'Author blind - Author names and affiliations are disclosed to reviewers but reviewers are not known to the author.', and 'Open - Reviewer are encouraged to disclose their name when submitting a review.'. A 'Save changes' button is located at the bottom right of this section. The 'Time given for revisions (months)' section is partially visible at the bottom. A vertical 'Help Center' button is on the right side of the page.

YOUR JOURNAL

Jane Simmons as Administrator [ CHANGE ROLE ]

CONFIGURE SEARCH DASHBOARD PROFILE [ SIGN OUT ]

Address Roles Staff Office Submission Review Reviewers Integrations

PREFERENCES / EMAIL TEMPLATES / EMAIL ALERTS / FLAGS / KEYWORDS

Preferences and settings

Configure the basic editorial office settings, review times, manuscript identifier etc. +  
Read more ...

Review confidentiality level

This feature sets the confidentiality level for the review process between the author and the reviewers. +  
Read more ...

- Double blind - Author and reviewer names and affiliations are not disclosed to each other.
- Author blind - Author names and affiliations are disclosed to reviewers but reviewers are not known to the author.
- Open - Reviewer are encouraged to disclose their name when submitting a review.

Save changes

Time given for revisions (months)

Help Center

# 'Preferences'

Start by looking at 'Preferences'

## YOUR JOURNAL

Jane Simmons as Administrator [ CHANGE ROLE ]

**CONFIGURE** SEARCH DASHBOARD PROFILE [ SIGN OUT ]

Address Roles Staff Office Submission Review Reviewers Integrations

**PREFERENCES** EMAIL TEMPLATES / EMAIL ALERTS / FLAGS / KEYWORDS

### Preferences and settings

Configure the basic editorial office settings, review times, manuscript identifier etc. [Read more ...](#) +

### Review confidentiality level

This feature sets the confidentiality level for the review process between the author and the reviewers. [Read more ...](#) +

- Double blind - Author and reviewer names and affiliations are not disclosed to each other.
- Author blind - Author names and affiliations are disclosed to reviewers but reviewers are not known to the author.
- Open - Reviewer are encouraged to disclose their name when submitting a review.

[Save changes](#)

Time given for revisions (months)

Help Center

# Click '+' sign

In each section, you can read more by clicking the '+' sign.

**YOUR JOURNAL**

Jane Simmons as Administrator [ CHANGE ROLE ]   **CONFIGURE**   SEARCH   DASHBOARD   PROFILE   [ SIGN OUT ]

Address   Roles   Staff   **Office**   Submission   Review   Reviewers   Integrations

PREFERENCES / EMAIL TEMPLATES / EMAIL ALERTS / FLAGS / KEYWORDS

### Preferences and settings

Configure the basic editorial office settings, review times, manuscript identifier etc. [Read more ...](#) **+**

### Review confidentiality level

This feature sets the confidentiality level for the review process between the author and the reviewers. [Read more ...](#) **+**

- Double blind - Author and reviewer names and affiliations are not disclosed to each other.
- Author blind - Author names and affiliations are disclosed to reviewers but reviewers are not known to the author.
- Open - Reviewer are encouraged to disclose their name when submitting a review.

**Save changes**

Time given for revisions (months)

Help Center

# Confidentiality level

Scrolling downward you will see self-explanatory choices presented section by section.

The screenshot shows a web application interface for configuration. At the top, a navigation bar includes the user name 'Jane Simmons as Administrator [ CHANGE ROLE ]', a 'CONFIGURE' button, and links for 'SEARCH', 'DASHBOARD', 'PROFILE', and '[ SIGN OUT ]'. Below this is a menu with icons for 'Address', 'Roles', 'Staff', 'Office' (highlighted), 'Submission', 'Review', 'Reviewers', and 'Integrations'. The main content area is titled 'PREFERENCES / EMAIL TEMPLATES / EMAIL ALERTS / FLAGS / KEYWORDS' and contains a section for 'Preferences and settings'. A sub-section 'Review confidentiality level' is highlighted with a red border. It includes a description: 'This feature sets the confidentiality level for the review process between the author and the reviewers.' and three radio button options: 'Double blind - Author and reviewer names and affiliations are not disclosed to each other.', 'Author blind - Author names and affiliations are disclosed to reviewers but reviewers are not known to the author.', and 'Open - Reviewer are encouraged to disclose their name when submitting a review.' A 'Save changes' button is located at the bottom right of this section. Below this, there is a section for 'Time given for revisions (months)' with a description: 'Time Author is given to revise manuscript and resubmit. author and the reviewers.'

Jane Simmons as Administrator [ CHANGE ROLE ]

CONFIGURE SEARCH DASHBOARD PROFILE [ SIGN OUT ]

Address Roles Staff Office Submission Review Reviewers Integrations

PREFERENCES / EMAIL TEMPLATES / EMAIL ALERTS / FLAGS / KEYWORDS

Preferences and settings

Configure the basic editorial office settings, review times, manuscript identifier etc. [Read more ...](#) +

**Review confidentiality level**

This feature sets the confidentiality level for the review process between the author and the reviewers. [Read more ...](#) +

- Double blind - Author and reviewer names and affiliations are not disclosed to each other.
- Author blind - Author names and affiliations are disclosed to reviewers but reviewers are not known to the author.
- Open - Reviewer are encouraged to disclose their name when submitting a review.

Save changes

Time given for revisions (months)

Time Author is given to revise manuscript and resubmit. author and the reviewers. [Read more ...](#) +

Help Center

# Save

Remember to save changes made in each section

## Preferences and settings

Configure the basic editorial office settings, review times, manuscript identifier etc.

[Read more ...](#)



## Review confidentiality level

This feature sets the confidentiality level for the review process between the author and the reviewers.

[Read more ...](#)



- Double blind - Author and reviewer names and affiliations are not disclosed to each other.
- Author blind - Author names and affiliations are disclosed to reviewers but reviewers are not known to the author.
- Open - Reviewer are encouraged to disclose their name when submitting a review.

Save changes

## Time given for revisions (months)

Time Author is given to revise manuscript and resubmit. author and the reviewers.

[Read more ...](#)



9

Save changes

## Editorial staff process times

Time given to staff to complete tasks.

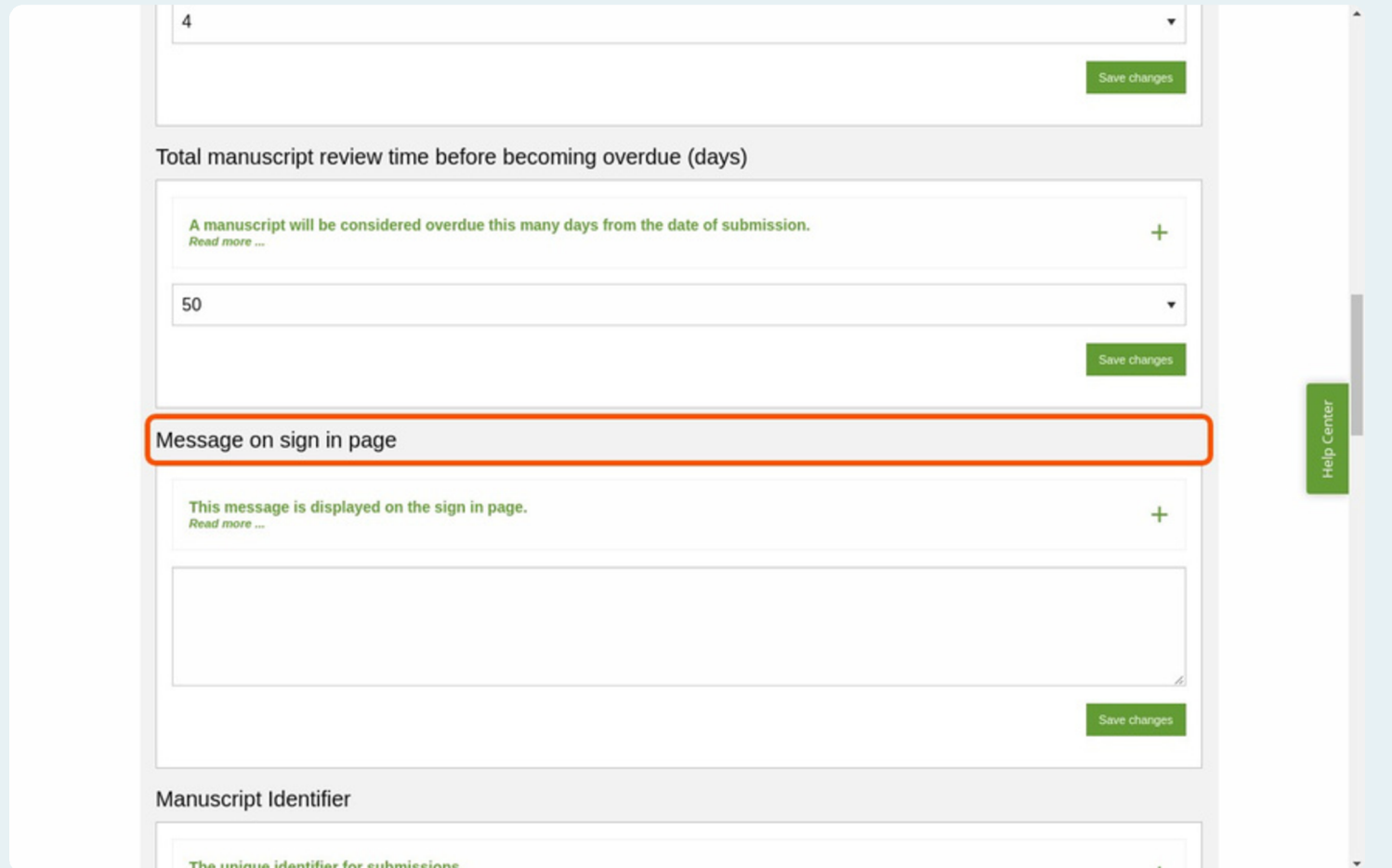
[Read more ...](#)



Help Center

## Sign in page

While the above sections dealt with confidentiality and time allowed to perform tasks, notice that you have a chance to tailor your sign in page here.



4

Save changes

Total manuscript review time before becoming overdue (days)

A manuscript will be considered overdue this many days from the date of submission.  
[Read more ...](#) +

50

Save changes

**Message on sign in page**

This message is displayed on the sign in page.  
[Read more ...](#) +

Save changes

Manuscript Identifier

The uniaque identifier for submissions.

Help Center

# Identifier

And a choice of how to identify your manuscripts here

## Message on sign in page

This message is displayed on the sign in page.  
[Read more ...](#)



Save changes

## Manuscript Identifier

The unique identifier for submissions.  
[Read more ...](#)



- JOURNAL ACRONYM-YEAR-YEAR NUMBER - (FAST SEARCH NUMBER)
- JOURNAL ACRONYM-YEAR-YEAR NUMBER
- JOURNAL ACRONYM-YEAR-MONTH-MONTH NUMBER (FAST SEARCH NUMBER)
- JOURNAL ACRONYM-YEAR-MONTH-MONTH NUMBER
- JOURNAL ACRONYM-YEAR-YEAR NUMBER-MONTH-MONTH NUMBER (FAST SEARCH NUMBER)
- JOURNAL ACRONYM-YEAR-YEAR NUMBER-MONTH-MONTH NUMBER
- JOURNAL ACRONYM-YEAR-MONTH-MONTH NUMBER (WITH LEADING ZEROS)

Save changes

## Allow editors to customize Templates?

Master email templates are controlled by the administrator from the next sub-section, but here the choice can be made to allow editors to edit, save and use *their own versions* of master templates.

(We deal with templates more in-depth in the 'Configure: Templates' guide)

The unique identifier for submissions.  
[Read more ...](#)

- JOURNAL ACRONYM-YEAR-YEAR NUMBER - (FAST SEARCH NUMBER)
- JOURNAL ACRONYM-YEAR-YEAR NUMBER
- JOURNAL ACRONYM-YEAR-MONTH-MONTH NUMBER (FAST SEARCH NUMBER)
- JOURNAL ACRONYM-YEAR-MONTH-MONTH NUMBER
- JOURNAL ACRONYM-YEAR-YEAR NUMBER-MONTH-MONTH NUMBER (FAST SEARCH NUMBER)
- JOURNAL ACRONYM-YEAR-YEAR NUMBER-MONTH-MONTH NUMBER
- JOURNAL ACRONYM-YEAR-MONTH-MONTH NUMBER (WITH LEADING ZEROS)

Save changes

**Customize email template for individual users.**

Custom templates.  
[Read more ...](#)

OFF

Save changes

Editor-in-Chief can see other editor-in-chief's and sub-editor's manuscripts

Editor-in-Chief's and Sub-Editor's manuscripts  
[Read more ...](#)

ON

Help Center

## Admin. extended

The administrator role can be enabled to send decision mails for editors here.

This is a fixed permission as opposed to 'proxying' once in a while to perform a task on behalf of an editor.

(see the 'How to Proxy' guide)

The screenshot displays a web-based configuration interface for permissions. It features several sections, each with a title, a description, a dropdown menu, and a 'Save changes' button. The sections are:

- OFF**: A dropdown menu set to 'OFF' with a 'Save changes' button.
- Editor-in-Chief can see other editor-in-chief's and sub-editor's manuscripts**: A section with a title, a description 'Editor-in-Chief's and Sub-Editor's manuscripts', a 'Read more ...' link, a plus sign, a dropdown menu set to 'ON', and a 'Save changes' button.
- Administrator sends decision emails on behalf of others**: This section is highlighted with a red border. It has a title, a description 'Administrator sends decision emails on behalf of others.', a 'Read more ...' link, a plus sign, a dropdown menu set to 'OFF', and a 'Save changes' button.
- Sub-Editor can invite authors to submit manuscript**: A section with a title, a description 'Sub-Editor invites authors', a 'Read more ...' link, a plus sign, and a dropdown menu.

A vertical 'Help Center' button is visible on the right side of the interface.

## Who can invite a submission?

Normal permissions allow Editor in Chief and Administrator to invite submissions from a button on their dashboard.

Here sub-editors can also be given these permissions and a button on their dashboard.

The screenshot shows a web interface for configuring permissions. At the top, there is a dropdown menu set to 'ON' and a green 'Save changes' button. Below this is a section titled 'Administrator sends decision emails on behalf of others'. It contains a card with the text 'Administrator sends decision emails on behalf of others.' and a '+ Read more ...' link. Underneath is another dropdown menu set to 'OFF' and a 'Save changes' button. The next section is 'Sub-Editor can invite authors to submit manuscript', which is highlighted with an orange border. It features a card with the text 'Sub-Editor invites authors' and a '+ Read more ...' link, followed by an empty dropdown menu and a 'Save changes' button. The final section is 'Email for new submission alert', containing a card with the text 'Email alert for editorial office.' and a '+ Read more ...' link. On the right side of the interface, there is a vertical green button labeled 'Help Center'.

# First to process a manuscript?

Who will scan new submissions to make sure all is in order?

The screenshot displays a web interface for managing manuscript submission alerts. At the top, there is a dropdown menu currently set to "OFF" and a green "Save changes" button. Below this is a section titled "Sub-Editor can invite authors to submit manuscript". This section contains a card with the text "Sub-Editor invites authors" and a "Read more ..." link, followed by a plus sign icon. Below the card is a dropdown menu and another "Save changes" button. The next section is "Email for new submission alert", which is highlighted with a red rectangular border. This section contains a card with the text "Email alert for editorial office." and a "Read more ..." link, followed by a plus sign icon. Below the card is a text input field and a "Save changes" button. The final section is "Email for accepted manuscript production alert", which contains a card with the text "Email alert for production." and a "Read more ..." link, followed by a plus sign icon. Below the card is a text input field. On the right side of the interface, there is a vertical green button labeled "Help Center".

# Default CC

This setting is especially useful during the trial phase for the purpose of monitoring correspondence.

The screenshot shows a web interface for configuring email alerts. At the top, there is a text input field and a green 'Save changes' button. Below this is a section titled 'Email for accepted manuscript production alert'. It contains a card with the text 'Email alert for production.' and a 'Read more ...' link, followed by a plus sign icon. Below the card is another text input field and a green 'Save changes' button. The 'Default CC email' section is highlighted with a red border. It contains a card with the text 'Send a copy of ALL email alerts and correspondence to a specific email address.' and a 'Read more ...' link, followed by a plus sign icon. Below the card is a text input field and a green 'Save email' button. On the right side of the interface, there is a vertical green button labeled 'Help Center'.

# 'Email Templates'

The next section stores the master email templates for the journal.

The screenshot displays a web interface for journal administration. At the top, the user is identified as 'Jane Simmons as Administrator' with a '[ CHANGE ROLE ]' link. A navigation bar includes 'CONFIGURE' (highlighted in green), 'SEARCH', 'DASHBOARD', 'PROFILE', and '[ SIGN OUT ]'. Below this is a dashboard with icons for Address, Roles, Staff, Office, Submission, Review, Reviewers, and Integrations. The 'Office' icon is highlighted. A secondary navigation bar shows 'PREFERENCES', 'EMAIL TEMPLATES' (highlighted with a red box), 'EMAIL ALERTS', 'FLAGS', and 'KEYWORDS'. The main content area is titled 'Preferences and settings' and contains two expandable sections. The first section is 'Configure the basic editorial office settings, review times, manuscript identifier etc.' with a '+', and a 'Read more ...' link. The second section is 'Review confidentiality level' with a '+', and a 'Read more ...' link. Below this section are three radio button options: 'Double blind - Author and reviewer names and affiliations are not disclosed to each other.', 'Author blind - Author names and affiliations are disclosed to reviewers but reviewers are not known to the author.', and 'Open - Reviewer are encouraged to disclose their name when submitting a review.'. A 'Save changes' button is located at the bottom right of this section. The page also features a vertical 'Help Center' button on the right side. At the bottom of the page, the text 'Time given for revisions (months)' is visible.

Jane Simmons as Administrator [ CHANGE ROLE ]

CONFIGURE SEARCH DASHBOARD PROFILE [ SIGN OUT ]

Address Roles Staff Office Submission Review Reviewers Integrations

PREFERENCES **EMAIL TEMPLATES** EMAIL ALERTS / FLAGS / KEYWORDS

Preferences and settings

Configure the basic editorial office settings, review times, manuscript identifier etc. [Read more ...](#) +

Review confidentiality level

This feature sets the confidentiality level for the review process between the author and the reviewers. [Read more ...](#) +

- Double blind - Author and reviewer names and affiliations are not disclosed to each other.
- Author blind - Author names and affiliations are disclosed to reviewers but reviewers are not known to the author.
- Open - Reviewer are encouraged to disclose their name when submitting a review.

Save changes

Time given for revisions (months)

Help Center

## Click the '+' sign

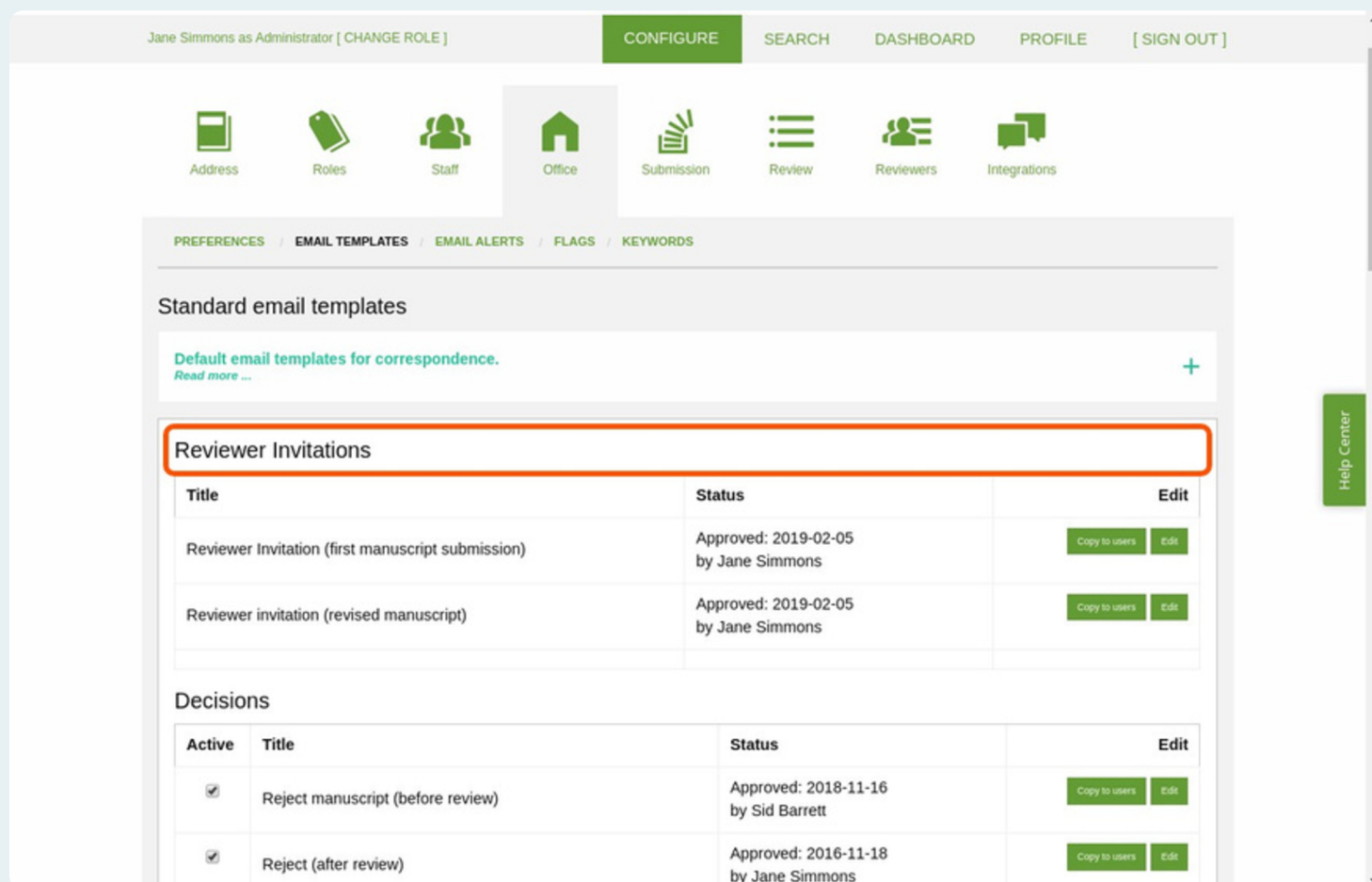
By clicking the '+' sign here, you can read more about how to edit templates - see also the, 'Configure: Templates' guide.

The screenshot shows the 'YOUR JOURNAL' dashboard. At the top, it says 'Jane Simmons as Administrator [ CHANGE ROLE ]'. The main navigation bar includes 'CONFIGURE', 'SEARCH', 'DASHBOARD', 'PROFILE', and '[ SIGN OUT ]'. Below this is a row of icons for 'Address', 'Roles', 'Staff', 'Office', 'Submission', 'Review', 'Reviewers', and 'Integrations'. The 'Office' icon is highlighted. Below the icons is a breadcrumb trail: 'PREFERENCES / EMAIL TEMPLATES / EMAIL ALERTS / FLAGS / KEYWORDS'. The 'EMAIL TEMPLATES' section is titled 'Standard email templates'. A red box highlights a link: 'Default email templates for correspondence. Read more ...'. Below this link is a paragraph of text explaining email templates and how to edit them. At the bottom of the page, there is a section for 'Reviewer Invitations'. A vertical 'Help Center' button is visible on the right side of the page.

## Section by section

The email templates are grouped by section.

The 'Reviewer Invitation' email templates are stored here, for example.



The screenshot shows a user interface for managing email templates. At the top, there is a navigation bar with the user name 'Jane Simmons as Administrator [ CHANGE ROLE ]', a 'CONFIGURE' button, and links for 'SEARCH', 'DASHBOARD', 'PROFILE', and '[ SIGN OUT ]'. Below this is a main menu with icons for 'Address', 'Roles', 'Staff', 'Office', 'Submission', 'Review', 'Reviewers', and 'Integrations'. The 'Office' icon is highlighted.

Below the main menu, there is a breadcrumb trail: 'PREFERENCES / EMAIL TEMPLATES / EMAIL ALERTS / FLAGS / KEYWORDS'. The 'EMAIL TEMPLATES' link is highlighted.

The main content area is titled 'Standard email templates'. It contains a sub-section 'Default email templates for correspondence.' with a 'Read more ...' link and a '+' icon.

The 'Reviewer Invitations' section is highlighted with an orange border. It contains a table with the following data:

| Title                                             | Status                                  | Edit                                               |
|---------------------------------------------------|-----------------------------------------|----------------------------------------------------|
| Reviewer Invitation (first manuscript submission) | Approved: 2019-02-05<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| Reviewer invitation (revised manuscript)          | Approved: 2019-02-05<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |

Below this, there is a 'Decisions' section with a table:

| Active                              | Title                             | Status                                  | Edit                                               |
|-------------------------------------|-----------------------------------|-----------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> | Reject manuscript (before review) | Approved: 2018-11-16<br>by Sid Barrett  | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Reject (after review)             | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |

A 'Help Center' button is visible on the right side of the page.

# 'Edit'

In each section, the administrator can click to edit a template.

The template will then open in a new screen with detailed edit and save options.

The screenshot displays a web application interface with a navigation bar at the top containing icons for Address, Roles, Staff, Office, Submission, Review, Reviewers, and Integrations. The 'Office' icon is highlighted. Below the navigation bar, a breadcrumb trail shows 'PREFERENCES / EMAIL TEMPLATES / EMAIL ALERTS / FLAGS / KEYWORDS', with 'EMAIL TEMPLATES' being the active section. The main content area is titled 'Standard email templates' and includes a link for 'Default email templates for correspondence'. Two tables are visible: 'Reviewer Invitations' and 'Decisions'. The 'Reviewer Invitations' table has columns for Title, Status, and Edit. The first row, 'Reviewer Invitation (first manuscript submission)', has an 'Edit' button highlighted with a red box. The 'Decisions' table has columns for Active, Title, Status, and Edit, with three rows of decision templates.

| Title                                             | Status                               | Edit               |
|---------------------------------------------------|--------------------------------------|--------------------|
| Reviewer Invitation (first manuscript submission) | Approved: 2019-02-05 by Jane Simmons | Copy to users Edit |
| Reviewer invitation (revised manuscript)          | Approved: 2019-02-05 by Jane Simmons | Copy to users Edit |

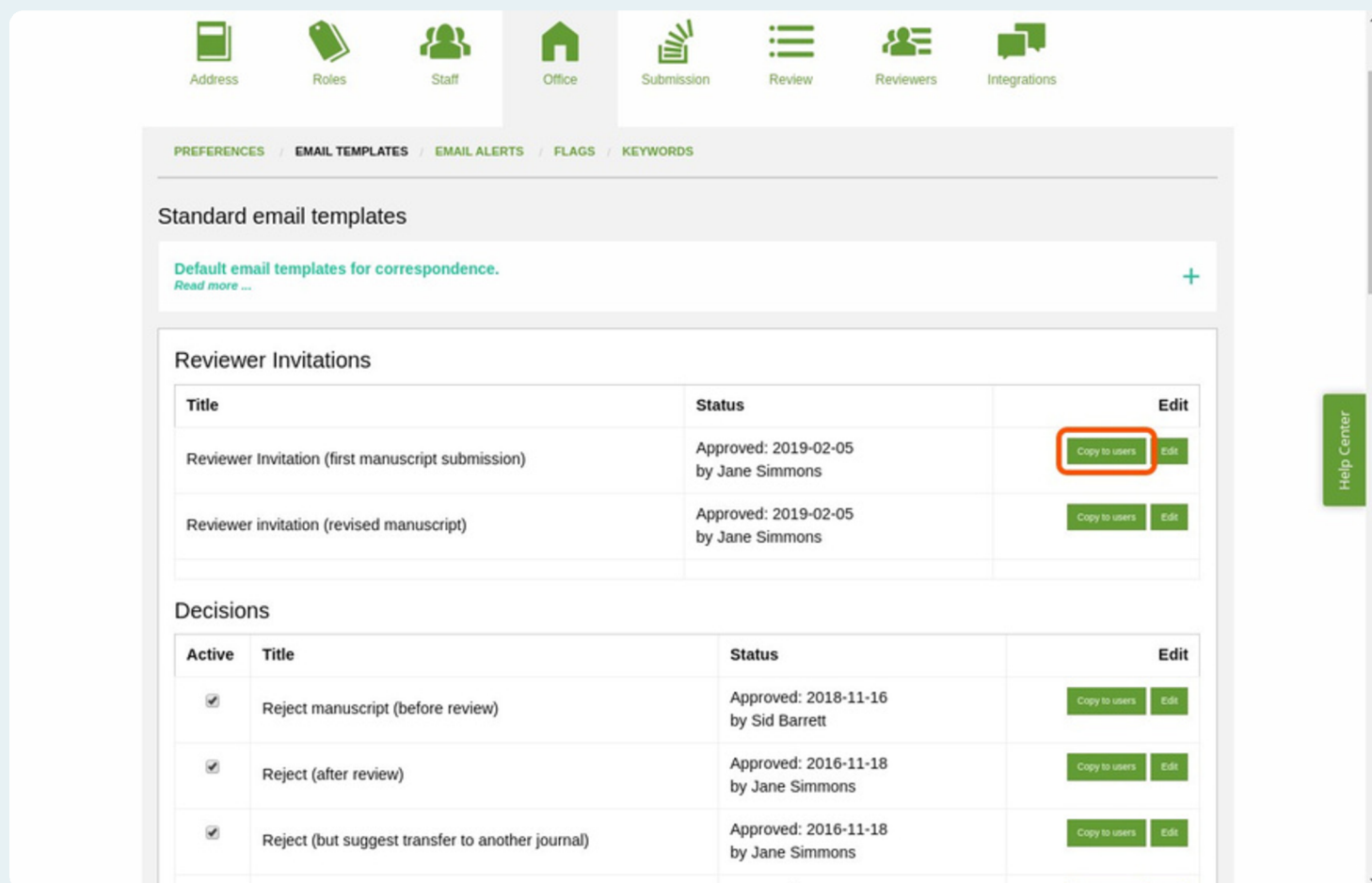
  

| Active                              | Title                                            | Status                               | Edit               |
|-------------------------------------|--------------------------------------------------|--------------------------------------|--------------------|
| <input checked="" type="checkbox"/> | Reject manuscript (before review)                | Approved: 2018-11-16 by Sid Barrett  | Copy to users Edit |
| <input checked="" type="checkbox"/> | Reject (after review)                            | Approved: 2016-11-18 by Jane Simmons | Copy to users Edit |
| <input checked="" type="checkbox"/> | Reject (but suggest transfer to another journal) | Approved: 2016-11-18 by Jane Simmons | Copy to users Edit |

# 'Copy to all users'

Once done editing, approving and updating the template, the best practice is for the administrator to copy this template to all relevant users.

(Whether or not the user can further customize the master template depends on the setting chosen in 'Preferences' in step 11 )



The screenshot shows a web interface with a navigation bar at the top containing icons for Address, Roles, Staff, Office, Submission, Review, Reviewers, and Integrations. Below the navigation bar is a breadcrumb trail: PREFERENCES / EMAIL TEMPLATES / EMAIL ALERTS / FLAGS / KEYWORDS. The main content area is titled 'Standard email templates' and contains a section for 'Default email templates for correspondence.' with a '+ Read more ...' link. Below this is a table of 'Reviewer Invitations' with columns for Title, Status, and Edit. The 'Copy to users' button for the first row is highlighted with a red box. Below the 'Reviewer Invitations' table is a section for 'Decisions' with columns for Active, Title, Status, and Edit. The 'Copy to users' button for the first row in this section is also visible.

| Title                                             | Status                               | Edit                                               |
|---------------------------------------------------|--------------------------------------|----------------------------------------------------|
| Reviewer Invitation (first manuscript submission) | Approved: 2019-02-05 by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| Reviewer invitation (revised manuscript)          | Approved: 2019-02-05 by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |

| Active                              | Title                                            | Status                               | Edit                                               |
|-------------------------------------|--------------------------------------------------|--------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> | Reject manuscript (before review)                | Approved: 2018-11-16 by Sid Barrett  | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Reject (after review)                            | Approved: 2016-11-18 by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Reject (but suggest transfer to another journal) | Approved: 2016-11-18 by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |

# Decisions

Templates for decisions can be selected and edited here.

This section is a bit different as the check boxes allow you to de-select a decision might not be relevant for your journal.

### Standard email templates

Default email templates for correspondence. [Read more ...](#) +

#### Reviewer Invitations

| Title                                             | Status                                  |                                                    |
|---------------------------------------------------|-----------------------------------------|----------------------------------------------------|
| Reviewer Invitation (first manuscript submission) | Approved: 2019-02-05<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| Reviewer invitation (revised manuscript)          | Approved: 2019-02-05<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |

#### Decisions

| Active                              | Title                                            | Status                                  | Edit                                               |
|-------------------------------------|--------------------------------------------------|-----------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> | Reject manuscript (before review)                | Approved: 2018-11-16<br>by Sid Barrett  | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Reject (after review)                            | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Reject (but suggest transfer to another journal) | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Revise manuscript (major revisions)              | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Revise manuscript (minor revisions)              | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Accept manuscript                                | Approved: 2018-10-15<br>by Sid Barrett  | <a href="#">Copy to users</a> <a href="#">Edit</a> |

[Help Center](#)

# 'Update'

Remember to click 'update' after de-selecting.

| Active                              | Title                                            | Status                                  | Actions                                            |
|-------------------------------------|--------------------------------------------------|-----------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> | Reject manuscript (before review)                | Approved: 2018-11-16<br>by Sid Barrett  | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Reject (after review)                            | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Reject (but suggest transfer to another journal) | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Revise manuscript (major revisions)              | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Revise manuscript (minor revisions)              | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Accept manuscript                                | Approved: 2018-10-15<br>by Sid Barrett  | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <a href="#">Update</a>              |                                                  |                                         |                                                    |

## Reviewer reminder and thank you

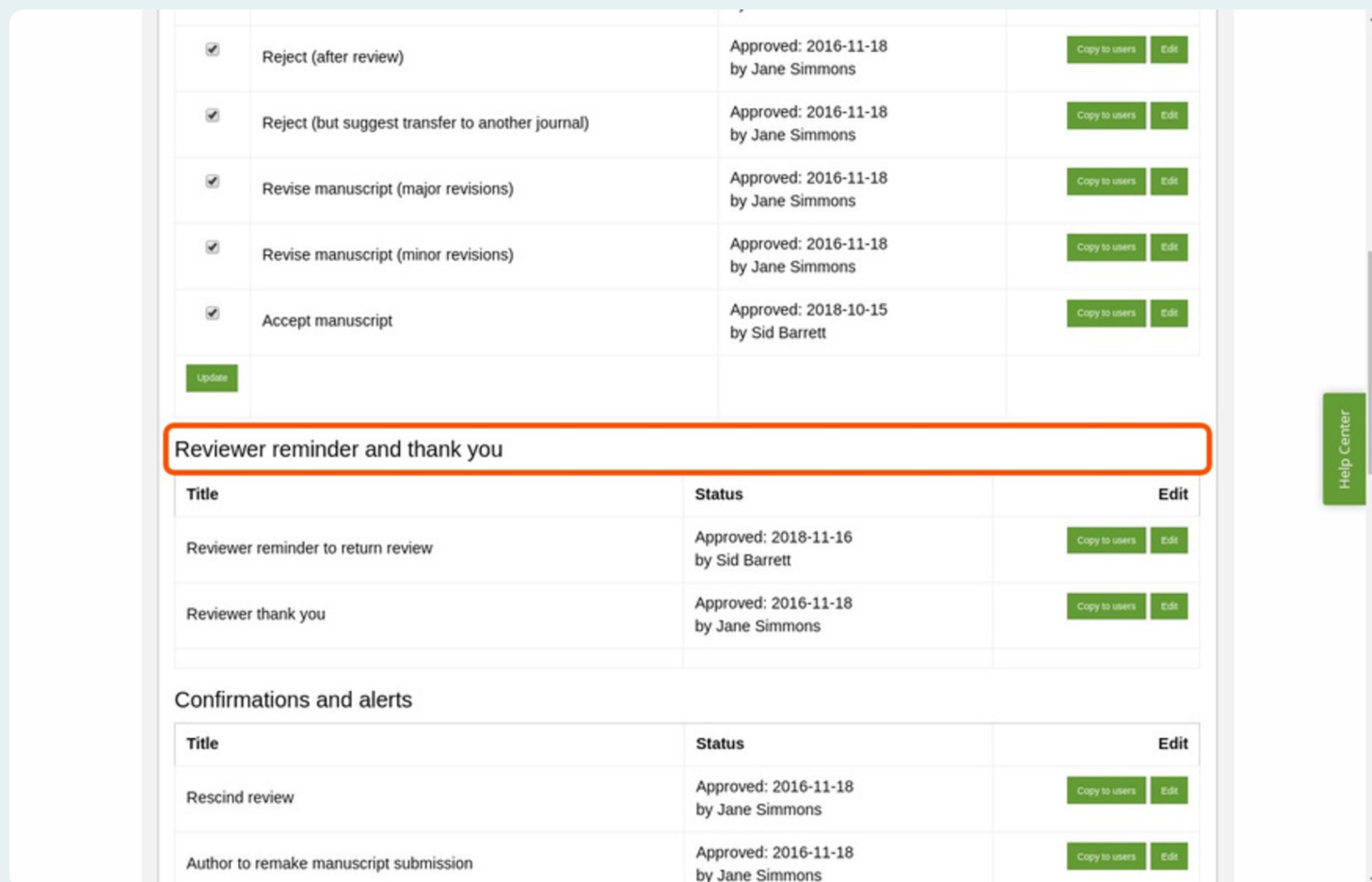
| Title                              | Status                                  | Actions                                            |
|------------------------------------|-----------------------------------------|----------------------------------------------------|
| Reviewer reminder to return review | Approved: 2018-11-16<br>by Sid Barrett  | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| Reviewer thank you                 | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |

## Confirmations and alerts

| Title          | Status                                  | Actions                                            |
|----------------|-----------------------------------------|----------------------------------------------------|
| Rescind review | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |

## Section by section...

Scrolling down the page, the templates continue to be presented section by section with easy access to 'Edit' and 'Copy to all users'.



The screenshot displays a web interface for managing templates. It features a table with columns for checkboxes, titles, status, and action buttons. A red box highlights the 'Reviewer reminder and thank you' section. Below this, there are two more tables: 'Confirmations and alerts' and another table with similar columns. A vertical 'Help Center' button is visible on the right side.

|                                     |                                                  |                                         |                                                    |
|-------------------------------------|--------------------------------------------------|-----------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> | Reject (after review)                            | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Reject (but suggest transfer to another journal) | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Revise manuscript (major revisions)              | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Revise manuscript (minor revisions)              | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Accept manuscript                                | Approved: 2018-10-15<br>by Sid Barrett  | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| <a href="#">Update</a>              |                                                  |                                         |                                                    |

**Reviewer reminder and thank you**

| Title                              | Status                                  | Edit                                               |
|------------------------------------|-----------------------------------------|----------------------------------------------------|
| Reviewer reminder to return review | Approved: 2018-11-16<br>by Sid Barrett  | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| Reviewer thank you                 | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |

**Confirmations and alerts**

| Title                                  | Status                                  | Edit                                               |
|----------------------------------------|-----------------------------------------|----------------------------------------------------|
| Rescind review                         | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |
| Author to remake manuscript submission | Approved: 2016-11-18<br>by Jane Simmons | <a href="#">Copy to users</a> <a href="#">Edit</a> |

## Editing Templates

During the set up process for your journal, the administrator should make time to review all templates and verify they are set up as desired before going live.

See, 'Configure: Templates' guide for more detailed instructions

# Email Alerts

The next sub-heading in the Office section is, 'Email Alerts'

YOUR JOURNAL

Jane Simmons as Administrator [ CHANGE ROLE ]   **CONFIGURE**   SEARCH   DASHBOARD   PROFILE   [ SIGN OUT ]

Address   Roles   Staff   **Office**   Submission   Review   Reviewers   Integrations

PREFERENCES / EMAIL TEMPLATES / **EMAIL ALERTS** / FLAGS / KEYWORDS

### Automatic email alerts

Automatic email alerts [Read more ...](#) +

| Title                                                 | Edit                 |
|-------------------------------------------------------|----------------------|
| A manuscript has been submitted                       | <a href="#">edit</a> |
| Co-author manuscript submission confirmation          | <a href="#">edit</a> |
| Manuscript submission confirmation                    | <a href="#">edit</a> |
| Reviewer declined - another reviewer has been invited | <a href="#">edit</a> |
| Reviewer declined - reviewers more required           | <a href="#">edit</a> |

Help Center

# Click '+' sign

to read more in this self-explanatory section

## YOUR JOURNAL

Jane Simmons as Administrator [ CHANGE ROLE ]

CONFIGURE

SEARCH

DASHBOARD

PROFILE

[ SIGN OUT ]



Address



Roles



Staff



Office



Submission



Review



Reviewers



Integrations

PREFERENCES / EMAIL TEMPLATES / EMAIL ALERTS / FLAGS / KEYWORDS

### Automatic email alerts

Automatic email alerts  
[Read more ...](#)



| Title                                                 | Edit                 |
|-------------------------------------------------------|----------------------|
| A manuscript has been submitted                       | <a href="#">edit</a> |
| Co-author manuscript submission confirmation          | <a href="#">edit</a> |
| Manuscript submission confirmation                    | <a href="#">edit</a> |
| Reviewer declined - another reviewer has been invited | <a href="#">edit</a> |
| Reviewer declined - reviewers more required           | <a href="#">edit</a> |

Help Center

# Click '+' sign

Understand the difference between templates and alerts here

Jane Simmons as Administrator [ CHANGE ROLE ]

CONFIGURE SEARCH DASHBOARD PROFILE [SIGN OUT]

Address Roles Staff Office Submission Review Reviewers Integrations

PREFERENCES / EMAIL TEMPLATES / EMAIL ALERTS / FLAGS / KEYWORDS

## Automatic email alerts

**Automatic email alerts**  
[Read more ...](#)

Email alerts are sent automatically by the program. They are not personalised like the email templates and should not include any tags as all necessary manuscript/review information is added by the program.

Note: Make sure to save any changes by clicking 'Update alert text' when done editing.

| Title                                                 | Edit                 |
|-------------------------------------------------------|----------------------|
| A manuscript has been submitted                       | <a href="#">Edit</a> |
| Co-author manuscript submission confirmation          | <a href="#">Edit</a> |
| Manuscript submission confirmation                    | <a href="#">Edit</a> |
| Reviewer declined - another reviewer has been invited | <a href="#">Edit</a> |

Help Center

# Edit

Clicking here will open a new screen to allow editing an alert.

PREFERENCES / EMAIL TEMPLATES / **EMAIL ALERTS** / FLAGS / KEYWORDS

## Automatic email alerts

**Automatic email alerts**  
[Read more ...](#)

Email alerts are sent automatically by the program. They are not personalised like the email templates and should not include any tags as all necessary manuscript/review information is added by the program.

Note: Make sure to save any changes by clicking 'Update alert text' when done editing.

| Title                                                 | Edit                 |
|-------------------------------------------------------|----------------------|
| A manuscript has been submitted                       | <a href="#">Edit</a> |
| Co-author manuscript submission confirmation          | <a href="#">Edit</a> |
| Manuscript submission confirmation                    | <a href="#">Edit</a> |
| Reviewer declined - another reviewer has been invited | <a href="#">Edit</a> |
| Reviewer declined - reviewers more required           | <a href="#">Edit</a> |
| Decision rescinded                                    | <a href="#">Edit</a> |
| Manuscript review resumed                             | <a href="#">Edit</a> |

Help Center

# Flags

Next, click the 'Flags' sub-heading.

## YOUR JOURNAL

Jane Simmons as Administrator [ CHANGE ROLE ]

CONFIGURE SEARCH DASHBOARD PROFILE [ SIGN OUT ]

Address Roles Staff Office Submission Review Reviewers Integrations

PREFERENCES / EMAIL TEMPLATES / EMAIL ALERTS **FLAGS** KEYWORDS

### Automatic email alerts

**Automatic email alerts**  
[Read more ...](#)

Email alerts are sent automatically by the program. They are not personalised like the email templates and should not include any tags as all necessary manuscript/review information is added by the program.

Note: Make sure to save any changes by clicking 'Update alert text' when done editing.

| Title                                        | Edit                 |
|----------------------------------------------|----------------------|
| A manuscript has been submitted              | <a href="#">edit</a> |
| Co-author manuscript submission confirmation | <a href="#">edit</a> |
| Manuscript submission confirmation           | <a href="#">edit</a> |

Help Center

## Click '+' to read more

Flags are used to highlight important information related to a manuscript or to create subgroups which can be found via the 'SEARCH' function on the top menu bar.

The screenshot shows a web application interface for 'YOUR JOURNAL'. At the top, there is a navigation bar with the user name 'Jane Simmons as Administrator [CHANGE ROLE]', a 'CONFIGURE' button, and links for 'SEARCH', 'DASHBOARD', 'PROFILE', and '[SIGN OUT]'. Below this is a main menu with icons for 'Address', 'Roles', 'Staff', 'Office', 'Submission', 'Review', 'Reviewers', and 'Integrations'. The 'Office' icon is highlighted. Below the main menu is a breadcrumb trail: 'PREFERENCES / EMAIL TEMPLATES / EMAIL ALERTS / **FLAGS** / KEYWORDS'. The 'Flags' section is titled 'Flags' and contains a link 'Managing flags' with a sub-link 'Read more ...' and a minus sign icon. Below this link is a text block explaining that flags can be customized and used to highlight important information or create searchable subgroups. It also notes that flags currently in use cannot be edited or deleted until they are recycled. At the bottom, a table shows a flag with a yellow flag icon and the phrase 'Invited review (in use)'. A 'Help Center' button is visible on the right side of the page.

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE] CONFIGURE SEARCH DASHBOARD PROFILE [SIGN OUT]

Address Roles Staff Office Submission Review Reviewers Integrations

PREFERENCES / EMAIL TEMPLATES / EMAIL ALERTS / **FLAGS** / KEYWORDS

### Flags

[Managing flags](#)  
[Read more ...](#)

Flags can be customised via this page.

Editorial staff can use flags in order to help to highlight important information related to a manuscript or to create searchable subgroups. For example, flags can be assigned to mark manuscripts of a particular type (i.e. book review); or to communicate status (i.e. overdue review). Assigning a flag to a manuscript is done on the Review tab page of a manuscript.

Flags associated with manuscripts appear on all the lists visible to editorial staff. Hovering the mouse over a flag will display its label.

Note: Flags that are currently in use cannot be edited or deleted before they are recycled. Recycling a flat will remove the flag from all manuscripts for which it was previously used.

| Flag | Phrase                  |
|------|-------------------------|
|      | Invited review (in use) |

Help Center

# Flags are listed here

Colors of flags do not change.

## Flags

### Managing flags









[Read more ...](#)

Flags can be customised via this page.

Editorial staff can use flags in order to help to highlight important information related to a manuscript or to create searchable subgroups. For example, flags can be assigned to mark manuscripts of a particular type (i.e. book review); or to communicate status (i.e. overdue review). Assigning a flag to a manuscript is done on the Review tab page of a manuscript.

Flags associated with manuscripts appear on all the lists visible to editorial staff. Hovering the mouse over a flag will display its label.

Note: Flags that are currently in use cannot be edited or deleted before they are recycled. Recycling a flag will remove the flag from all manuscripts for which it was previously used.

| Flag                                                                                | Phrase                                                    |                                                                                       |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------|
|    | Invited review (in use)                                   |    |
|    | Fast track manuscripts (in use)                           |    |
|  | <input type="text" value="Book review"/>                  |                                                                                       |
|  | <input type="text" value="Possible plagiarism detected"/> |                                                                                       |
|  | Very late manuscript (in use)                             |  |

# Phrase

The descriptive phrase can be edited and changed at any time if the flag is NOT in use.

If a flag IS in use, the 'recycle' arrow must be clicked before the flag description can be edited.

### Flags









**Managing flags**  
[Read more ...](#)

Flags can be customised via this page.

Editorial staff can use flags in order to help to highlight important information related to a manuscript or to create searchable subgroups. For example, flags can be assigned to mark manuscripts of a particular type (i.e. book review); or to communicate status (i.e. overdue review). Assigning a flag to a manuscript is done on the Review tab page of a manuscript.

Flags associated with manuscripts appear on all the lists visible to editorial staff. Hovering the mouse over a flag will display its label.

Note: Flags that are currently in use cannot be edited or deleted before they are recycled. Recycling a flat will remove the flag from all manuscripts for which it was previously used.

| Flag                                                                                | Phrase                                                    |                                                                                       |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------|
|    | Invited review (in use)                                   |    |
|  | Fast track manuscripts (in use)                           |  |
|  | <input type="text" value="Book review"/>                  |                                                                                       |
|  | <input type="text" value="Possible plagiarism detected"/> |                                                                                       |
|  | Very late manuscript (in use)                             |  |

Help Center

## Recycle arrow

Recycling a flag will remove the flag from all manuscripts to which it was previously assigned and allow a new descriptive phrase to be created.

### Managing flags











[Read more ...](#)

Flags can be customised via this page.

Editorial staff can use flags in order to help to highlight important information related to a manuscript or to create searchable subgroups. For example, flags can be assigned to mark manuscripts of a particular type (i.e. book review); or to communicate status (i.e. overdue review). Assigning a flag to a manuscript is done on the Review tab page of a manuscript.

Flags associated with manuscripts appear on all the lists visible to editorial staff. Hovering the mouse over a flag will display its label.

Note: Flags that are currently in use cannot be edited or deleted before they are recycled. Recycling a flag will remove the flag from all manuscripts for which it was previously used.

| Flag                                                                                | Phrase                                                                                                                    |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
|    | Invited review (in use)                |
|    | Fast track manuscripts (in use)        |
|  | <input type="text" value="Book review"/>                                                                                  |
|  | <input type="text" value="Possible plagiarism detected"/>                                                                 |
|  | Very late manuscript (in use)        |
|  | Incorrect reference system (in use)  |

# 'Keywords'

Next, click to open the 'Keywords' section of the Office.

The screenshot shows a web interface for 'YOUR JOURNAL'. At the top, there is a navigation bar with the user name 'Jane Simmons as Administrator [ CHANGE ROLE ]' and several menu items: 'CONFIGURE', 'SEARCH', 'DASHBOARD', 'PROFILE', and '[ SIGN OUT ]'. Below this is a main navigation area with icons for 'Address', 'Roles', 'Staff', 'Office', 'Submission', 'Review', 'Reviewers', and 'Integrations'. A secondary navigation bar contains links for 'PREFERENCES', 'EMAIL TEMPLATES', 'EMAIL ALERTS', 'FLAGS', and 'KEYWORDS', with 'KEYWORDS' highlighted by a red box. The main content area is titled 'Flags' and contains a section 'Managing flags' with a 'Read more ...' link. Below this is a table with two columns: 'Flag' and 'Phrase'. The table contains one row with a yellow flag icon and the text 'Invited review (in use)'. A vertical 'Help Center' button is visible on the right side of the page.

YOUR JOURNAL

Jane Simmons as Administrator [ CHANGE ROLE ]

CONFIGURE SEARCH DASHBOARD PROFILE [ SIGN OUT ]

Address Roles Staff Office Submission Review Reviewers Integrations

PREFERENCES / EMAIL TEMPLATES / EMAIL ALERTS / FLAGS / **KEYWORDS**

### Flags


**Managing flags**  
[Read more ...](#)

Flags can be customised via this page.

Editorial staff can use flags in order to help to highlight important information related to a manuscript or to create searchable subgroups. For example, flags can be assigned to mark manuscripts of a particular type (i.e. book review); or to communicate status (i.e. overdue review). Assigning a flag to a manuscript is done on the Review tab page of a manuscript.

Flags associated with manuscripts appear on all the lists visible to editorial staff. Hovering the mouse over a flag will display its label.

Note: Flags that are currently in use cannot be edited or deleted before they are recycled. Recycling a flat will remove the flag from all manuscripts for which it was previously used.

| Flag                                                                                | Phrase                  |
|-------------------------------------------------------------------------------------|-------------------------|
|  | Invited review (in use) |

Help Center

# Journal Keywords

A master list of journal keywords is stored here, in the office section.

## YOUR JOURNAL

Jane Simmons as Administrator [ CHANGE ROLE ]

CONFIGURE

SEARCH

DASHBOARD

PROFILE

[ SIGN OUT ]



Address



Roles



Staff



Office



Submission



Review



Reviewers



Integrations

PREFERENCES · EMAIL TEMPLATES · EMAIL ALERTS · FLAGS · KEYWORDS

### Keywords

#### Manuscript and reviewer keywords

[Read more ...](#)

The master list of keywords is displayed below. Journal keywords can be imported by Manuscript Manager's support staff or added manually at any time.

Having a relevant and nuanced keyword list optimizes certain system features, including relevant reviewer suggestions. Keywords are presented in the manuscriptsubmission section enabling authors to indicate manuscript subject matter with keywords. They are also be presented to reviewers in order to indicate areas of expertise. Keywords allow for matches between submitted manuscripts and potential reviewers.

Switching the keyword section off will hide any keyword critical features from the program.

| Keyword/phrase | Edit | Delete |
|----------------|------|--------|
|                |      |        |
|                |      |        |



Help Center

# Click '+'

Read more here.

Inputting a relevant and nuanced keyword list related to the scope of your journal will help to optimize certain system functions.

If input here, keywords can be turned on in the author submission section to offer authors the option of associating their manuscript with a keyword.

Keywords can also be offered to reviewers to denote areas of expertise.

**YOUR JOURNAL**

Jane Simmons as Administrator [ CHANGE ROLE ]   **CONFIGURE**   SEARCH   DASHBOARD   PROFILE   [ SIGN OUT ]

Address   Roles   Staff   **Office**   Submission   Review   Reviewers   Integrations

PREFERENCES / EMAIL TEMPLATES / EMAIL ALERTS / FLAGS / **KEYWORDS**

### Keywords

[Manuscript and reviewer keywords](#)  
*Read more ...*

The master list of keywords is displayed below. Journal keywords can be imported by Manuscript Manager's support staff or added manually at any time.

Having a relevant and nuanced keyword list optimizes certain system features, including relevant reviewer suggestions. Keywords are presented in the manuscriptsubmission section enabling authors to indicate manuscript subject matter with keywords. They are also be presented to reviewers in order to indicate areas of expertise. Keywords allow for matches between submitted manuscripts and potential reviewers.

Switching the keyword section off will hide any keyword critical features from the program.

| Keyword/phrase | Edit | Delete |
|----------------|------|--------|
|                |      |        |
|                |      |        |

Help Center

# Keyword list

A long list of keywords can be imported during the setup phase or individual keywords can be added manually...

Navigation: [PREFERENCES](#) / [EMAIL TEMPLATES](#) / [EMAIL ALERTS](#) / [FLAGS](#) / **KEYWORDS**

## Keywords

**Manuscript and reviewer keywords**  
[Read more ...](#)

The master list of keywords is displayed below. Journal keywords can be imported by Manuscript Manager's support staff or added manually at any time.

Having a relevant and nuanced keyword list optimizes certain system features, including relevant reviewer suggestions. Keywords are presented in the manuscriptsubmission section enabling authors to indicate manuscript subject matter with keywords. They are also be presented to reviewers in order to indicate areas of expertise. Keywords allow for matches between submitted manuscripts and potential reviewers.

















Switching the keyword section off will hide any keyword critical features from the program.

| Keyword/phrase                  | Edit | Delete |
|---------------------------------|------|--------|
|                                 |      |        |
| Acute lymphocytic leukemia      |      |        |
| Acute myelocytic leukemia (AML) |      |        |
| Adjuvant treatment              |      |        |
| Adolescents                     |      |        |
| Adverse events                  |      |        |
| Anal cancer                     |      |        |

[Help Center](#)

# Add to list

By clicking, 'Add to list'.

|                        |                                                                                     |                                                                                     |
|------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Surveillance           |  |  |
| T-cell lymphoma        |  |  |
| Testicular cancer      |  |  |
| Thyroid cancer         |  |  |
| Tumor markers          |  |  |
| Tumor suppressor genes |  |  |
| Uterine Tumors         |  |  |
| Vulvar carcinoma       |  |  |

Add to list

Finish and return

Switching off journal keywords will prohibit users from selecting keywords that match their expertise. However, users can still use the program's expertise free text field feature to communicate their expertise.

SWITCH OFF REVIEWER KEYWORDS (Prohibits users from selecting expertise keywords)

Setup and configuration activity  
[See timeline ...](#)



Help Center










# Edit

Keywords can be easily edited by clicking the pencil icon.

The master list of keywords is displayed below. Journal keywords can be imported by Manuscript Manager's support staff or added manually at any time.

Having a relevant and nuanced keyword list optimizes certain system features, including relevant reviewer suggestions. Keywords are presented in the manuscript submission section enabling authors to indicate manuscript subject matter with keywords. They are also presented to reviewers in order to indicate areas of expertise. Keywords allow for matches between submitted manuscripts and potential reviewers.

Switching the keyword section off will hide any keyword critical features from the program.

| Keyword/phrase                       | Edit                                                                                  | Delete                                                                                |
|--------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                                      |    |    |
|                                      |    |    |
| Acute lymphocytic leukemia           |    |    |
| Acute myelocytic leukemia (AML)      |    |    |
| Adjuvant treatment                   |    |    |
| Adolescents                          |    |    |
| Adverse events                       |   |   |
| Anal cancer                          |  |  |
| Antiangiogenesis                     |  |  |
| Antibody therapy                     |  |  |
| Autologous stem cell transplantation |  |  |








# Delete

A keyword can also be erased from the list.

The master list of keywords is displayed below. Journal keywords can be imported by Manuscript Manager's support staff or added manually at any time.

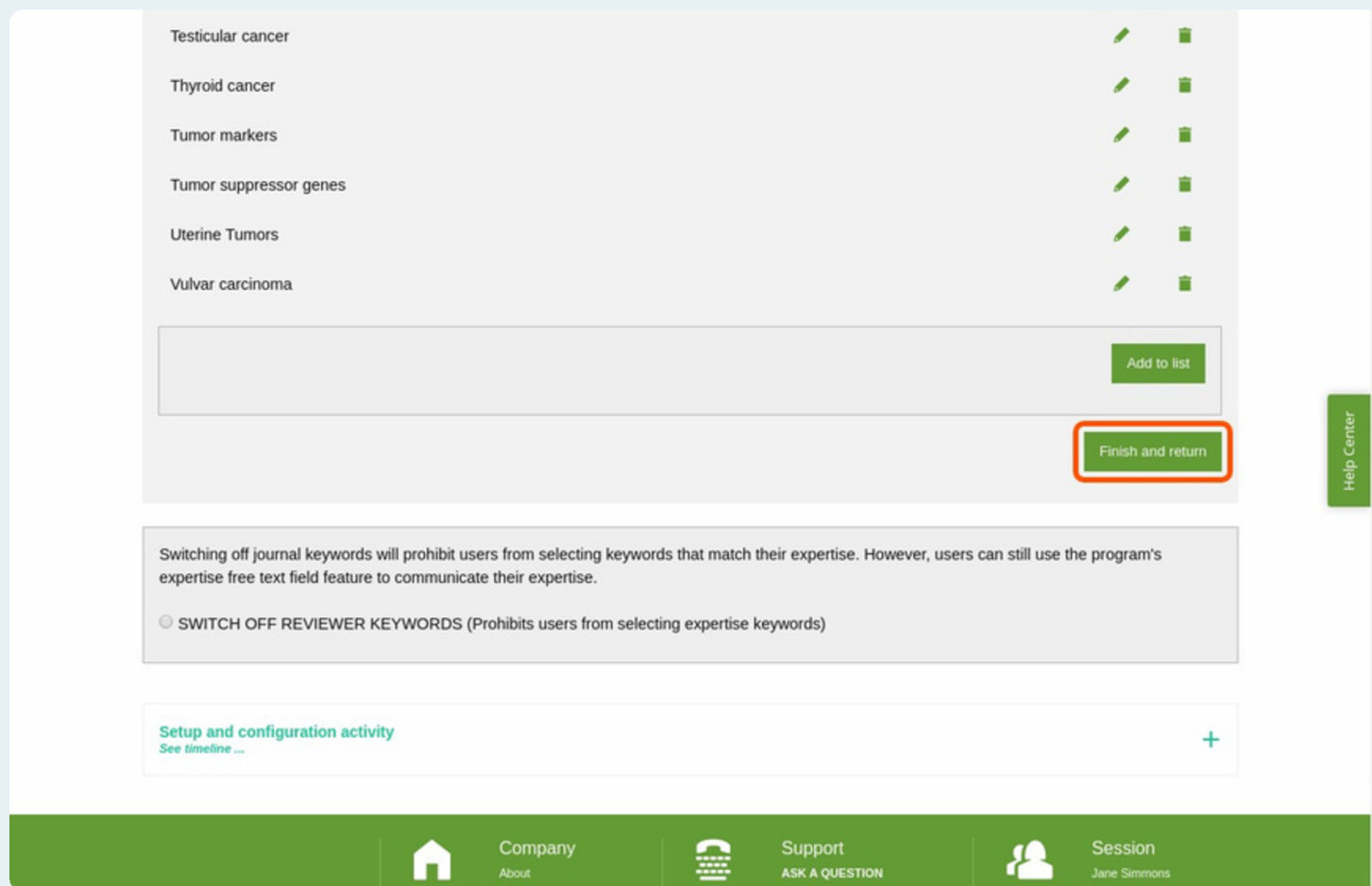
Having a relevant and nuanced keyword list optimizes certain system features, including relevant reviewer suggestions. Keywords are presented in the manuscriptsubmission section enabling authors to indicate manuscript subject matter with keywords. They are also be presented to reviewers in order to indicate areas of expertise. Keywords allow for matches between submitted manuscripts and potential reviewers.

Switching the keyword section off will hide any keyword critical features from the program.













| Keyword/phrase                       | Edit                                                                                  | Delete                                                                                |
|--------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                                      |    |    |
|                                      |    |    |
| Acute lymphocytic leukemia           |    |    |
| Acute myelocytic leukemia (AML)      |    |    |
| Adjuvant treatment                   |    |    |
| Adolescents                          |    |    |
| Adverse events                       |   |   |
| Anal cancer                          |  |  |
| Antiangiogenesis                     |  |  |
| Antibody therapy                     |  |  |
| Autologous stem cell transplantation |  |  |

## 'Finish and return'

Click, 'Finish and return' when edits are complete.



The screenshot displays a web interface with a list of medical terms on the left and a 'Finish and return' button highlighted with a red box on the right. Below the list is a text input field with an 'Add to list' button. A notification box below the input field contains the text: 'Switching off journal keywords will prohibit users from selecting keywords that match their expertise. However, users can still use the program's expertise free text field feature to communicate their expertise.' Below this is a radio button labeled 'SWITCH OFF REVIEWER KEYWORDS (Prohibits users from selecting expertise keywords)'. At the bottom of the page is a green footer with navigation links: 'Company', 'Support', and 'Session'.

|                        |                                                                                     |                                                                                     |
|------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Testicular cancer      |  |  |
| Thyroid cancer         |  |  |
| Tumor markers          |  |  |
| Tumor suppressor genes |  |  |
| Uterine Tumors         |  |  |
| Vulvar carcinoma       |  |  |

[Add to list](#)

[Finish and return](#)

Switching off journal keywords will prohibit users from selecting keywords that match their expertise. However, users can still use the program's expertise free text field feature to communicate their expertise.

SWITCH OFF REVIEWER KEYWORDS (Prohibits users from selecting expertise keywords)

[Setup and configuration activity](#)  
[See timeline ...](#)

[Company](#)  
About  
Office

[Support](#)  
ASK A QUESTION

[Session](#)  
Jane Simmons  
Data Administrator

[Help Center](#)

## Congratulations!

you have completed our  
'Configure: Office Settings' walk through.

We hope this guide has provided an overview of the configurable options within the Office preferences, templates, alerts, flags and keywords sections.

The next guide in the series would be, 'Configure: Submission'