

## Editor 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](mailto:marketing@edmgr.com)

The functionality and content available to Editors is configured and controlled by the journal office using Web-based administration tools.	YES	
Editor role names and functional capabilities can be configured by the journal office.	YES	
Appropriately authorized Editors can delete spurious/test submissions prior to assignment. (No charge is made for Submission).	YES	
Peer-review tasks are sent to Editors by immediate assignment or by invitation.	YES	
Editors are notified of assignments by email and by configurable menu folder options.	YES	
Different workflow parameters can be configured based on article type.	YES	
Editors can search for candidate reviewers by name, address, institution, keywords, or other criteria.	YES	
Editors can search for candidate reviewers by matching reviewers' keywords with keywords assigned to manuscripts.	YES	
Editors can search for candidate reviewers using an algorithm that automatically matches multiple criteria (e.g. keyword, availability, past performance, board membership, etc.).	YES	
Editors can customize the Reviewer invitation letter(s) "on-the-fly".	YES	
Editors can modify Reviewer due date (if permitted by the journal office).	YES	
Editors can specify the number of Reviews required for a particular manuscript (if permitted by the journal office).	YES	
Editors have an easy way to identify manuscripts where Reviewers have not yet responded to their invitation.	YES	
Editors have an easy way to identify manuscripts with all required reviews completed and ready for decision.	YES	
Editors can select "alternate" Reviewers who will be automatically invited if primary Reviewers decline the Reviewer invitation (configurable option).	YES	
Editors can easily sort lists of displayed manuscripts.	YES	
The number of manuscripts displayed per page is user-defined.	YES	
Editors can be granted access to manuscript details (metadata) including any notes added by the journal office.	YES	
Editors can be granted access to Reviewer "people" information including any notes added by the journal office.	YES	
Editors can be granted access to manuscript searching capabilities (e.g. searching by manuscript number, author name, key words, etc.). Search results include "actions" so Editors can perform appropriate tasks following retrieval of desired manuscript(s).	YES	
Editors can be granted access to reports and statistics. They can configure and save their own reports.	YES	
Editors can be granted access to the correspondence history, including the text of any standard and customized letters.	YES	

Editors can be granted access to MEDLINE searching that will automatically match the Author's manuscript title to similar articles published in the MEDLINE database.	YES	
Editors can be granted the power to assign a manuscript to other Editor role(s).	YES	
Editors can make decisions concerning manuscripts at any time regardless of Reviewer status.	YES	
The list of Editor decision terms displayed is configured and controlled by the journal office. Any number of decision terms can be configured and modified at any time using Web-based administration tools.	YES	
The Editor decision page provides single-screen access to all the information needed by the Editor to make a decision about the manuscript, including all manuscript revisions, all Reviewer comments, comments from other Editors, Author letters, and prior decision letters.	YES	
Editors can save their comments for later submission.	YES	
Editors can display and print a complete layout of their comments prior to submission.	YES	
Editors can "edit" Reviewer comments that will be displayed to the author (the original unedited version remains stored and available in the system).	YES	
Editors can enter confidential internal comments and comments for the Author.	YES	
Editor comments and decision terms can be merged into standard Author decision letters, and customized "on-the-fly".	YES	
Editors can rate Reviewer performance.	YES	
Editors can be given permission to send reminder letters to Reviewers (configured by the journal office). Reviewer reminder letters can be customized "on-the-fly".	YES	
If an Editor has assigned a manuscript to another Editor(s), they can group those manuscripts by Editor name.	YES	
Editors can view manuscripts with their prior decisions.	YES	
Editors can access key performance data when selecting Reviewers such as: the average time to complete a review, number of times the Reviewer has declined assignments, number of outstanding assignments and unavailable dates.	YES	
Appropriately authorized Editors can "proxy" for Authors and Reviewers. System includes an audit trail of "proxied" transactions.	YES	
Emails sent by the system can be configured to come "from" a default journal email address or the Editor's personal email address. Emails include CC and BCC functionality.	YES	
Manuscript metadata and Author source files can be automatically transmitted to a third party production tracking system (or print vendor) in XML format.	YES	
A journal-customized Transmittal Form displays all relevant metadata to be transmitted to production system upon final acceptance of a manuscript.	YES	
The Journal office can configure additional Transmittal Form fields.	YES	
Editors are alerted to potential duplicate submissions from an Author.	YES	
Editors can be prevented from seeing Reviewer comments that pertain to manuscripts that they (the Editors) have authored.	YES	
Editors can easily register and invite unregistered users to review a particular manuscript.	YES	
Upon resubmission, a revised manuscript can be (optionally) automatically assigned to the prior-handling Editor.	YES	
Appropriately authorized Editors can run Author reminder reports to identify Authors who are late in submitting manuscript revisions. Reminder letters can be sent and customized "on-the-fly".	YES	
Editors can release an accepted manuscript to an online journal site for pre-print publication (Web-First).	YES	
Editors can initiate manuscript proposals and invite one or more Authors to respond to the invitation. Authors can be invited based subject expertise or name.	YES	
Editors can invite Authors to submit "commentaries" based on existing submissions.	YES	

Editors can track proposals and commentaries through submission and peer review workflow. Relevant submissions are "linked".	YES	
Editors can view test results for Author artwork checking against journal defined publication requirements.	YES	
Editors can view a Manuscript Rating Card that aggregates the Reviewers' responses radio button questions on the Reviewer form.	YES	
Editors can download and edit reviewer attachments, and optionally display Reviewer attachments to Authors upon revision.	YES	
Editors can register their opinions using radio buttons on a customized Editor form.	YES	
Editors can send formatted letters with images and logos using HTML.	YES	
For more Editor Functionality see "Reviewer Functionality CheckList" and "Journal Office Functionality Check List".		