

2. e-journal

효율적인 논문투고 시스템 ScholarOne

임애리
(Thomson Reuters 한국지사 과장)



REUTERS/Molly Riley

효율적인 논문투고시스템 ScholarOne

Thomson Reuters, IP & Science



THOMSON REUTERS

Agenda

ScholarOne 소개

- 효율적인 투고시스템으로서의 ScholarOne 소개

ScholarOne 이용 예시

- 실제 사용환경 및 예시 상세 소개



THOMSON REUTERS

2

ScholarOne 소개

3

SOLUTIONS

- ScholarOne Manuscript™ SCHOLARONE™
 - 다양한 형태에 유연하게 적용가능한 쉽고 익숙한 시스템
 - 표준화된 프로세스로 빠른 투고프로세스
 - 전 세계 1500만 이용자가 연간 180만건 이상의 Submission을 경험하는 세계적인 시스템
- Custom services (Web of Science Author connect)
 - 각 주제분야 별 전문가 Pool에 대한 정보제공
 - Mailing 서비스로 제공되는 Custom Solution
 - 연구분야 별 저자, Reviewer, editors 정보 제공

THOMSON REUTERS CUSTOMIZED LIST SERVICES
WEB OF SCIENCE AUTHOR CONNECT®

ScholarOne은 모두에게 최고의 솔루션입니다.

- 전세계 1500만 이용자들에게 친숙한 시스템
- User-friendly interface
- 인터넷에 연결된 환경이면 언제 어디서든 투고 현황 체크 가능!
- 서지정보 등 다량의 정보 업데이트 시 Web of Science, EndNote등과 완벽한 호환으로 One-click 작업 가능



Authors



Administrators

- 진행상황 내 모든 알림을 자동 E-mailing system으로 운영하여 관리의 효율성 극대화
- D-day, Due date 등 자동 관리 및 알림제공
- 투고 진행현황 관리를 하나의 화면에서 손 쉽게 파악

- Editor는 Manuscripts editing 시 Quality에 집중하여 진행할 수 있도록 시스템 구성
- 인터넷 연결 사용환경에서 언제 어디서든 Editing & Feedback 작업 가능하여 편의성 강화
- 전 세계 수 천개 이상의 저널사의 환경에 적용 가능한 유연한 시스템으로 Customized 시스템 구축 가능하여 Editors의 편의성 극대화

Editors



Reviewers



- Reference를 검토할 때 Web of Science와 완벽 연동되어 Reference를 완벽히 이해
- Confirm & Remind 등의 진행과정이 자동적으로 관리되어 Review에 집중할 수 있는 시스템
- 가장 빠르고 편리하게 Review과정을 진행하여 Reviewer의 부담 최소화



SCHOLARONE MANUSCRIPTS™

- 전 세계 400여 학회, 출판사, 대학편집부의 활용 솔루션
- 4200개 journals 각각에 맞춘 Workflow 구축
- 전 세계 1500만 이용자에게 익숙한 시스템
- 매년 180만건 이상의 Submission 진행되는 세계적인 시스템
 - 매일 5000건 이상의 submissions 규모

세계적인 학술지를 지향하신다면, 세계적인 투고시스템 구축을 추천드립니다!

- ScholarOne은 전 세계 출판사, 저자, 전문가들에게 익숙한 세계적인 시스템입니다.
- 전 세계의 수 많은 Reviewer, Editors, Authors들이 이미 ScholarOne's interface에 익숙합니다. 세계적인 학술지를 지향하기 위해 세계적인 참가자들을 초빙하기에 손색없는 시스템입니다.
- Web-based service로 이용자들이 언제 어디서든 작업할 수 있는 환경을 제공합니다.

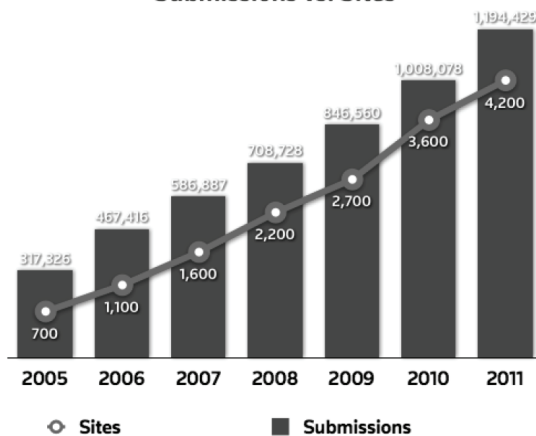


OUR CLIENT CREDENTIALS GLOBALLY



ANNUAL SUBMISSIONS

Submissions vs. Sites



All data sourced from *ScholarOne Manuscripts*


ScholarOne 이용 예시

10

User Login

The screenshot shows the 'User Login' page of the ScholarOne Manuscripts system. At the top, there is a navigation bar with the Thomson Reuters logo, 'CLIENT DEMO WORKFLOW 0', and links for 'Log In', 'Create Account', and 'Get Help Now'. The main content area is titled 'Login' and contains a message: 'Site under configuration.' Below this, there is a 'Log In' section with a warning: 'This site is in a testing period. It is not open for submissions. All manuscripts will be deleted at the end of the testing period.' A 'Single sign-on' box points to the 'Log In' text. The 'Log In' form includes fields for 'User ID:' and 'Password:', and a 'Log In' button. A 'New User?' section with a 'Register here' link is also present. A 'Resources' section lists links for 'Instructions & Forms', 'User Tutorial', 'System Requirements', and 'Home Page'. A 'New users register by themselves' box points to the 'Register here' link. Below the login form is a 'Password Help' section with an 'E-Mail Address' field and a 'Go' button. At the bottom, there is a copyright notice: 'ScholarOne Manuscripts™ v4.8.1 (patent #7,257,767 and #7,263,655). © ScholarOne, Inc., 2012. All Rights Reserved. ScholarOne Manuscripts is a trademark of ScholarOne, Inc. ScholarOne is a registered trademark of ScholarOne, Inc.'

Select identity



THOMSON REUTERS

CLIENT DEMO
WORKFLOW 0


[Edit Account](#) | [Instructions & Forms](#) | [Log Out](#) | [Get Help Now](#)

SCHOLARONE™
Manuscripts


Main Menu

Site under configuration. You are logged in as Han-wen Chang


Welcome Welcome to the *Workflow 0* site. The center links below indicate which "roles" you can currently perform for the journal. Click on a link to begin working in the role (e.g., Author, Reviewer, etc.) in Manuscript Central. You can return to this screen to change centers at any time by clicking on the "Main Menu" link above.



[Author Center](#)




[Reviewer Center](#)



[EIC Center](#)



[Admin Center](#)



[Production Center](#)

Resources

- [Instructions & Forms](#)
- [User Tutorials](#)
- [System Requirements](#)
- [Home Page](#)
- Switch to a different publication:

Author

Dashboard

Descriptions

Manuscript Status

- To submit a new manuscript, click on the "Submit a Manuscript" link below.
- Clicking on the various manuscript status links under "My Manuscripts" will display a list of all the manuscripts in that status at the bottom of the screen.
- To continue a submission already in progress, click the "Continue Submission" link in the "Unsubmitted Manuscripts" list.

My Manuscripts

- 0 [Unsubmitted Manuscripts](#)
- 0 [Resubmitted Manuscripts in Draft](#)
- 0 [Revised Manuscripts in Draft](#)
- 2 [Submitted Manuscripts](#)
- 0 [Manuscripts with Decisions](#)
- 0 [Manuscripts I Have Co-Authored](#)
- 0 [Withdrawn Manuscripts](#)
- 0 [Manuscripts Accepted for First Look](#)
- 0 [Invited Manuscripts](#)

Author Resources


[★ Click here to submit a new manuscript](#)

This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.

Submit a new manuscript

Unsubmitted Manuscripts

Manuscript Title	Date Created	Continue Submission	Delete
You have no unsubmitted manuscripts.			
<input type="button" value="top"/>			

 THOMSON REUTERS

Author: Submission (1) Enter Title/ Abstract

Author Center
Submit a Manuscript

Select your manuscript type. Enter your title, running head, and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue." [Read More ...](#)

- 1 Type, Title, & Abstract
- 2 Attributes
- 3 Authors & Institutions
- 4 Reviewers & Editors
- 5 Details & Comments
- 6 File Upload
- 7 Review & Submit

Step through the submission process

Save and Continue

Manuscript Type

Manuscript Type: Select...

- Original article
- Invited Review
- Letter to the Editor

Title (Limit 50 words)
Preview Special Characters

Press Control-V (or Cmd-V) to Paste

Running Head (Limit 50 characters)

Press Control-V (or Cmd-V) to Paste

Save and Continue

THOMSON REUTERS

Author: Submission (2) Keywords

Author Center
Submit a Manuscript

You may enter your manuscript attributes/keywords in two different ways: search the journal's list of keywords by typing in a term and clicking "Search" or select your keywords from the list (Control-Click to select multiple words) and click "Add". When you are finished, click "Save and Continue."

- 1 Type, Title, & Abstract
- 2 Attributes
- 3 Authors & Institutions
- 4 Reviewers & Editors
- 5 Details & Comments
- 6 File Upload
- 7 Review & Submit

Save and Go Back Save and Continue

Keywords

Search on this list:

Case sensitive
 Search

- Agriculture
- Anatomy
- Anthropology, Education, Sociology and Social Phenomena
- Architecture
- Behavior
- Biochemistry
- Biology
- Biophysics
- Commerce
- Diseases

AddClear

Clear

Clear

Save and Go Back Save and Continue

ScholarOne Manuscripts™ v4.8.1 (patent #7,257,767 and #7,363,655). © ScholarOne, Inc., 2012. All Rights Reserved. ScholarOne Manuscripts is a trademark of ScholarOne, Inc. ScholarOne is a registered trademark of ScholarOne, Inc.

[Follow ScholarOne on Twitter](#)

[Terms and Conditions of Use](#) · [ScholarOne Privacy Policy](#) · [Get Help Now](#)

THOMSON REUTERS

Author: Submission (3) Author & institution information

Author Center
Submit a Manuscript

Enter your co-authors' information in the boxes below, then click "Add to My Authors." To check if an author already exists in the journal's database, enter the author's e-mail address and click "Find." If the author is found, their information will be automatically filled out for you. When you are finished, click "Save and Continue."

1 Type, Title, & Abstract
2 Attributes
3 **Authors & Institutions**
4 Reviewers & Editors
5 Details & Comments
6 File Upload
7 Review & Submit

Save and Go Back Save and Continue

My Co-Authors						
Order	Name	Institution, Department	E-Mail	Edit	Delete	
1	Chang, Han-wen	Thomson Reuters Taipei, Taiwan	hanwen.chang@thomsonreuters.com			

Add a New Co-Author Special Characters

E-Mail: Sal.: First (Given) Name: Middle Name: Last (Family) Name:

Institution: Department:
 Country: Australia
 State/Province: City:

If you have multiple Institutions and Departments for this author, [click here.](#)

Save and Go Back Save and Continue



THOMSON REUTERS

Author: Submission (4) Reviewers & Editors

Author Center
Submit a Manuscript

To indicate your preferred and non-preferred reviewers, enter the reviewer's information into the textboxes below and click the appropriate designation button. To designate preferred and non-preferred editors, select them from the dropdown and click the appropriate designation button. When you are finished, click "Save and Continue."

1 Type, Title, & Abstract
2 Attributes
3 Authors & Institutions
4 **Reviewers & Editors**
5 Details & Comments
6 File Upload
7 Review & Submit

Save and Go Back Save and Continue

My Reviewers						
Name	Institution	Department	Phone/E-Mail	Preference	Edit	Delete
No Reviewers Entered						

Add A Reviewer

First (Given) Name: Last (Family) Name: Email:

Institution: Department: Phone:

Designate as Preferred Reviewer Designate as Non-Preferred Reviewer

Save and Go Back Save and Continue



THOMSON REUTERS

Author: Submission (5) Details & Comments

Author Center
Submit a Manuscript

- 1 Type, Title, & Abstract
- 2 Attributes
- 3 Authors & Institutions
- 4 Reviewers & Editors
- 5 Details & Comments
- 6 File Upload
- 7 Review & Submit

Enter or paste your cover letter text into the "Cover Letter" box below. If you would like to attach a file containing your cover letter, click the "Browse..." button, locate your file, and click "Attach this Cover Letter." Answer any remaining questions appropriately. When you are finished, click "Save and Continue."

Is this manuscript a candidate for a special issue?

Yes
 No

If yes, select a special issue:

Select...

Has this manuscript been published elsewhere?

Yes
 No

If yes, where was it published?

Are any of your other manuscripts under consideration elsewhere?

Yes
 No

Are you aware of any potential conflicts of interest?

Yes
 No

If yes, please state:

Confirm the following:

Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.

Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.

Confirm that you have prepared (a) a complete text and (b) complete text minus the title page, acknowledgements, and any running headers of author names, to allow blinded review.

Do you have any conflict of interest?

Yes
 No

If yes, please state:

THOMSON REUTERS

Author: Submission (6) File upload

Author Center
Submit a Manuscript

- 1 Type, Title, & Abstract
- 2 Attributes
- 3 Authors & Institutions
- 4 Reviewers & Editors
- 5 Details & Comments
- 6 File Upload
- 7 Review & Submit

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.** To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Save and Continue." [Read More ...](#)

My Files (Uploaded files cannot exceed 60000K)

Order	File Name	File Designation ¹⁰⁰	Date	Edit Details	Delete
No files have been uploaded.					

File Upload

Upload new files:

	Browse...	File Designation:	Select: <input type="button" value="v"/>
	Browse...	File Designation:	Select: <input type="button" value="v"/>
	Browse...	File Designation:	Select: <input type="button" value="v"/>

[Unpack zip files - instructions](#)

When this option is selected, files with a .zip extension are unpacked following upload and files contained within them added to your 'My Files' list.

The 'File Designation' selected adjacent to the zip file (above) will be applied to each of the files contained in the zip file.

Please note that this functionality is subject to the following restrictions.

Zip File Size:

- The approximate maximum total file size accommodated will vary by your connection speed.
- Dial-up connections will typically allow files up to 1MB in total size to be uploaded.
- Cable/DSL home connections will typically allow files up to 4MB in total size to be uploaded.
- Office network connections will typically allow files up to 40MB in total size to be uploaded.

If your files are too large for your connection to accommodate, please upload them in multiple smaller groups.

Total Number of Files:

Your zip file may contain up to 20 individual files, each up to 1.5MB in size.

THOMSON REUTERS

Author: Submission (7) Review & Submit

Author Center
Submit a Manuscript

Review the information below for correctness and make changes as needed. **After reviewing the manuscript proofs at the foot of this page, you MUST CLICK 'SUBMIT' to complete your submission.**

1 Type, Title, & Abstract
2 Attributes
3 Authors & Institutions
4 Reviewers & Editors
5 Details & Comments
6 File Upload
7 Review & Submit

Save and Go Back Submit


My Manuscript Information

✓ Step 1: Type, Title, & Abstract Edit

Manuscript Type: Original Article
Title: The Thomson Reuters Journal Selection Process
Running Head: Journal Selection Process
Abstract: The evaluation process consists of evaluation of many criteria such as, Basic Journal Publishing Standards (including Timeliness of publication, adherence to International Editorial Conventions, English Language Bibliographic Information (including English article titles, keywords, author abstracts, and cited references), Thomson Reuters also examines the journal's Editorial Content, the International Diversity of its authors and editors, Citation Analysis using Thomson Reuters data is applied to determine the journal's citation history and/or the citation history of its authors and editors. This paper includes a detailed description of the Journal Selection Process.

✓ Step 2: Attributes Edit

Keywords: Thomson Reuters, Selection Process, Editorial Contents

 THOMSON REUTERS

Author: Submission Confirmation

To: Chang, Han-wen (IP&Science)
Cc:
Subject: Client Demo Workflow 0 - Manuscript ID WKR0-2012-04-0003

15-Apr-2012

Dear Dr. Chang:

Your manuscript entitled "The Thomson Reuters Journal Selection Process" has been successfully submitted online and is presently being given full consideration for publication in the Client Demo Workflow 0.

Your manuscript ID is WKR0-2012-04-0003.

Please mention the above manuscript ID in all future correspondence or when calling the office for questions. If there are any changes in your street address or e-mail address, please log in to Manuscript Central at <http://mc.manuscriptcentral.com/clientdemo0> and edit your user information as appropriate.

You can also view the status of your manuscript at any time by checking your Author Center after logging in to <http://mc.manuscriptcentral.com/clientdemo0>.

Thank you for submitting your manuscript to the Client Demo Workflow 0.

Sincerely,
Client Demo Workflow 0 Editorial Office

 THOMSON REUTERS

Author: Track Manuscripts status

My Manuscripts	Author Resources
<ul style="list-style-type: none"> 1 Unsubmitted Manuscripts 0 Resubmitted Manuscripts in Draft 0 Revised Manuscripts in Draft 2 Submitted Manuscripts 0 Manuscripts with Decisions 0 Manuscripts I Have Co-Authored 0 Withdrawn Manuscripts 0 Manuscripts Accepted for First Look 0 Invited Manuscripts 	<p>★ Click here to submit a new manuscript</p> <p>Authors can re-submit their revised papers (includes revise-and-resubmit response letters); re-submitted paper will be noted as R1</p> <p>Record Submitted Manuscript</p>

Submitted Manuscripts				
Manuscript ID	Manuscript Title	Date Created	Date Submitted	Status
WKR0-2012-04-0002	The Thomson Reuters Journal Selection Process [View Submission]	15-Apr-2012	15-Apr-2012	ADM: Not Assigned • Awaiting Admin Processing
WKR0-2012-04-0001	Bibliometric Characteristics of Highly Cited Papers from Taiwan, 2000-2009 [View Submission]	12-Apr-2012	12-Apr-2012	ADM: Not Assigned • Awaiting Admin Processing



Author: Submit manuscripts in EndNote format

My Manuscripts	Author Resources
<ul style="list-style-type: none"> 1 Unsubmitted Manuscripts 0 Resubmitted Manuscripts in Draft 1 Revised Manuscripts in Draft 4 Submitted Manuscripts 	<p>★ Click here to submit a new manuscript</p> <p> Click here to submit an EndNote manuscript</p>

EndNote® Fast Pass Manuscript Submission

Upload an EndNote manuscript via this system to cause sections of the submission process to populate automatically.

Manuscript Upload

D:\MC\Demo\Med\Estrogen:

Please note: the manuscript must have been authored in Microsoft Word, with EndNote used for reference formatting.

Fast Pass Processing

EndNote® Fast Pass Manuscript Submission

Upload an EndNote manuscript via this system to cause sections of the submission process to populate automatically.

Manuscript Upload

Estrogen-EndNote.doc ...

Fast Pass Processing

- ✓ Title extraction - Successful, please review prior to submission.
- ✓ Short title extraction - Successful, please review prior to submission.
- ✓ Abstract extraction - Successful, please review prior to submission.
- ✓ Keyword extraction - Successful, please review prior to submission.
- ✓ Reference extraction - EndNote reference data successfully extracted.
- ✓ Reference linking in HTML - 46 out of 58 references successfully linked.

Results

Processing is complete.
Please review the items noted above as you continue the submission process.



Author: Link to External Database

Below is a list of the files that were uploaded as well as a summary / cover page. Click on a file name to view the proof of that file. Files are listed in the order specified by the author.

Files Uploaded

▶ Doc6294309-80756342

Other

▶ Cover & Metadata

Close Window

Each value was normalized to the concomitantly determined value of rRNA. Values represent the mean \pm SEM (n = 3) and are presented as the ratio to the control value. An asterisk (*) denotes a significant difference between bracketed measurements (P<0.05).

References

1. Knobil E. The neuroendocrine control of ovulation. *Hum Reprod* 1988; 3: 469-472 [PubMed](#).
2. Marshall JC, Dalkin AC, Haisenleder DJ, Paul SJ, Ortolano GA, Kelch RP. Gonadotropin-releasing hormone pulses: regulators of gonadotropin synthesis and ovulatory cycles. *Recent Prog Horm Res* 1991; 47: 155-187; discussion 188-159. [Web of Science](#) [PubMed](#)
3. Shupnik MA, Falset PC. Pulsatile GnRH regulation of gonadotropin subunit gene transcription. *Neurosci Biobehav Rev* 1994; 18: 597-599. [Web of Science](#)

WEB OF KNOWLEDGE™ | DISCOVERY STARTS HERE

THOMSON REUTERS

Sign In | Marked List (0) | My EndNote Web | My ResearcherID | My Citation Alerts | My Journal List | My Saved Searches | Log Out | Help

All Databases | Select a Database | Web of Science | Additional Resources

Search | Author Finder | Cited Reference Search | Structure Search | Advanced Search | Search History

Web of Science™

<< Back to results list | Record 6 of 34 | Record from Web of Science™

FILE | NCBI | Tangra CMC | Go

Save to | EndNote Web | Endnote | RefWorks | ResearcherID | more options

GONADOTROPIN-RELEASING-HORMONE PULSES - REGULATORS OF GONADOTROPIN SYNTHESIS AND OVULATORY CYCLES

Author(s): MARSHALL, JC (MARSHALL, JC); DALKIN, AC (DALKIN, AC); HAISENLEDER, DJ (HAISENLEDER, DJ); PAUL, SJ (PAUL, SJ); ORTOLANO, GA (ORTOLANO, GA); KELCH, RP (KELCH, RP)

Source: RECENT PROGRESS IN HORMONE RESEARCH. Volume: 47. Pages: 155-189. Published: 1991

Times Cited: 54 (from Web of Science)

Cited References: 100 [View related records] [Citation Map]

Accession Number: WOS:A19810V01000008

Document Type: Review

Language: English

KeyWords Plus: MESSENGER-RIBONUCLEIC-ACID; FOLLICLE-STIMULATING-HORMONE; RAT ESTROUS-CYCLE; HYPOPHYSIOTROPIC SIGNAL FREQUENCY; SUBUNIT GENE-EXPRESSION; HUMAN MENSTRUAL-CYCLE; POLYCYSTIC OVARIAN DISEASE; MONKEY MACACA-MULATTA; LUTEINIZING-HORMONE; HYPOTHALAMIC AMENORRHEA

Reprint Address: MARSHALL, JC (reprint author), UNIV VIRGINIA, HLTH SCI CTR, DEPT MED, CHARLOTTESVILLE, VA 22903, USA

Addresses: 1. UNIV MICHIGAN, MED CTR, DIV ENDOCRINOL & METAB, ANN ARBOR, MI 48109

Publisher: ACADEMIC PRESS INC, JNL-COMP SUBSCRIPTIONS, 625 B ST, STE 1900, SAN DIEGO, CA 92101-4435

Web of Science Category: Endocrinology & Metabolism

Subject Category: Endocrinology & Metabolism

IDS Number: 0V018

ISSN: 0078-8987

Times Cited: 65

This article has been cited 65 times in Web of Knowledge

Harris, I. D. Endocrinology of the aging female: the hypothalamic-pituitary-ovarian axis. *MINERVA ENDOCRINOLOGICA*, SEP 2011.

Shaw, Natalie D. Persistence of Sleep-Associated Decrease in GnRH Pulse Frequency in the Absence of Gonadal Steroids. *JOURNAL OF CLINICAL ENDOCRINOLOGY & METABOLISM*, AUG 2011.

Mistry, Devendra S. Gonadotropin-Releasing Hormone Pulse Sensitivity of Follicle-Stimulating Hormone-beta Gene Is Mediated by Differential Expression of Positive Regulatory Activator Protein 1 Factors and Corepressors Smilx and TGIF1. *MOLECULAR ENDOCRINOLOGY*, AUG 2011.

[View all 65 citing articles]

Create Citation Alert

Related Records:

For similar Web of Knowledge records based on shared references.

[View related records]

Cited References: 106

Link to WoS & PubMed records

Administrator: Admin Checklist

Admin Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

- 10 [Awaiting Admin Checklist](#)
- 5 [Awaiting Reviewer Selection](#)
- 2 [Awaiting Reviewer Invitation](#)
- 1 [Awaiting Reviewer Assignment](#)
- 1 [Awaiting Reviewer Scores](#)
- 1 [Overdue Reviewer Scores](#)
- 1 [Awaiting EIC Decision](#)

In Production

- 0 Awaiting Production Checklist
- 0 Awaiting Forms Completion
- 0 Awaiting Forms Approval
- 0 On-Hold Forms
- 0 Awaiting Assignment to Batch
- 0 Assigned to Batch - Awaiting Export

Invited Papers

- GO [Create a Manuscript Stub](#)
- 0 Awaiting Author Selection
- 0 Awaiting Author Invitation
- 0 Awaiting Author Assignment
- 0 Awaiting Author Submission

Quick Search - Show Advanced Search

You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."

Awaiting Admin Checklist

Manuscript ID	Manuscript Title	Date Submitted	Status	Take Action
WK90-2010-05-0016	Test manuscript [View Submission]	27-May-2010	EIC: Not Assigned ADM: Not Assigned	Select... Select... View Details Admin Checklist
WK90-2010-05-0018	More on the travelling salesman problem [View Submission]	27-May-2010	EIC: Not Assigned ADM: Not Assigned	Select...

Admin Checklist

- Files checked for acceptability
- Appropriate forms received
- Color Figures OK
- Is manuscript properly blinded (acknowledgments, cover sheet, affiliations removed)?
- Copyright release form received?
- Check figure format (300 dpi format).
- Verify conflict of interest form (if applicable).
- Verify IRB requirements (if applicable).
- Was cover letter submitted?
- Are all author/institutions information included?

Editor/ Administrator: Manuscript Management

Admin Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

- [10 Awaiting Admin Checklist](#)
- [5 Awaiting Reviewer Selection](#)
- [2 Awaiting Reviewer Invitation](#)
- [1 Awaiting Reviewer Assignment](#)
- [1 Awaiting Reviewer Scores](#)
- [1 Overdue Reviewer Scores](#)
- [1 Awaiting EIC Decision](#)

In Production

- Awaiting Production Checklist
- Awaiting Forms Completion
- Awaiting Forms Approval
- On-Hold Forms
- Awaiting Assignment to Batch
- Assigned to Batch - Awaiting Export

Invited Papers

- Create a Manuscript Stub
- Awaiting Author Selection
- Awaiting Author Invitation
- Awaiting Author Assignment
- Awaiting Author Submission

Editor-in-Chief Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

- [6 Awaiting Reviewer Selection](#)
- [2 Awaiting Reviewer Invitation](#)
- [1 Awaiting Reviewer Assignment](#)
- [1 Awaiting Reviewer Scores](#)
- [1 Overdue Reviewer Scores](#)
- [1 Awaiting EIC Decision](#)

Reports

- Manuscript Status and Summary Reports**
- Peer Review Details Reports**
- User Performance Reports**
- [Publication Folders, My Folders, Custom Reports, and Role Reports](#)
- [At-A-Glance Statistics](#)
- [Legacy Reports](#)



Editor/ Administrator: Select Reviewers

Reviewer List

Order	Name	Status	History	Remove
<input checked="" type="checkbox"/> Save <input type="button" value="top"/>				

Author's Preferred / Non-Preferred Reviewers

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
No people entered.				

Quick Search 1

First (Given) or Last (Family) Name:

Related Papers Search 2

This feature searches for authors and reviewers of manuscripts with the selected criteria.

Author First (Given) Name: Author Middle Name: Author Last (Family) Name: Contact

Reviewer First (Given) Name: Reviewer Middle Name: Reviewer Last (Family) Name:

Manuscript ID: Manuscript Title:

Keywords: Pick Pick Pick

Auto-Suggest 3

This feature searches for R

Select a Keyword....

Select a Keyword....

Health

Social Change

Poverty

Progress

# reviews required to make decision	1
# active selections	0 !
# invited	0
# agreed	0
# declined	0
# returned	0

Save

Advanced Search 4

Reviewer Account Information

Salutation: First (Given) Name: Middle Name: Last (Family) Name:

Any Degree: E-Mail Address: Comments:

Institution: Department:

City: State/Province: Postal Code: Country:

Roles: Where to Search:

All
Client Demo Portal -- Client Configuration
Client Demo Plus -- Author
Client Demo Plus -- Reviewer
Client Demo Plus -- Associate Editor

Exclude Institution*:

*Multiple entries separated by commas are permitted

Exclude unavailable Reviewer

Keywords: Pick

Editor/ Administrator: Invite Reviewers

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Chang, Han-wen. (clientdemo0 Office) Thomson Reuters Roles: AU REV EIC ADM PROD	1 / 1 (1 / 1)	0 (0)	Blinded	<input checked="" type="checkbox"/>

Automatically send invitations

Progress	
# reviews required to make decision	1
# active selections	1 ✓
# invited	0 !
# agreed	0
# declined	0
# returned	0
<input checked="" type="checkbox"/> Save	

To: Chang, Han-wen (IP&Science)
 Cc:
 Subject: Invitation to Review for the Client D

15-Apr-2012

Dear Dr. Chang:

Manuscript ID WKR0-2010-05-0011.R1 entitled "Some properties" with Mr. Sobolev as contact author has been submitted to the Client Demo workflow 0.

I invite you to review this manuscript. The abstract appears at the end of this letter, along with the names of the authors. Please let me know as soon as possible if you will be able to accept my invitation to review. If you are unable to review at this time, I would appreciate you recommending another expert reviewer. You may e-mail me with your reply or click the appropriate link at the bottom of the page to automatically register your reply with our online manuscript submission and review system.

Once you accept my invitation to review this manuscript, you will be notified via e-mail about how to access Manuscript Central, our online manuscript submission and review system. You will then have access to the manuscript and reviewer instructions in your Reviewer Center.

I realize that our expert reviewers greatly contribute to the high standards of the Journal, and I thank you for your present and/or future participation.

Sincerely,
 Workflow 0 Admin Center Contact
 Client Demo Workflow 0 Editorial Office
ga-mc@manuscriptcentral.com

Invited reviewers can directly reply by clicking the options of "agreed," "declined," and "unavailable"

Agreed: http://mc.manuscriptcentral.com/clientdemo0?URL_MASK=hsdtm56S8GriSHM2DffS

Declined: http://mc.manuscriptcentral.com/clientdemo0?URL_MASK=xPdN8cyR49hHhZx3C8Gy

Unavailable: http://mc.manuscriptcentral.com/clientdemo0?URL_MASK=Q2x32Yyh4Td9DBBYPrty

Editor/ Administrator: Track Multiple Review Invitations

Order	Name	Status	History	Remove
1	Reviewer, Traci pref Society of Teachers of Family Medicine, Publications proxy	Invited Response: <input type="button" value="Agreed"/> <input checked="" type="checkbox"/> Save	Invited: 12-Jan-2010 view full history	<input checked="" type="checkbox"/>
2	White, Ernie proxy	Minor Revision <input checked="" type="button" value="View Review"/> <input type="button" value="rescind"/>	Invited: 24-Feb-2010 Agreed: 24-Feb-2010 Due Date: 26-Mar-2010 Review Returned: 24-Feb-2010 Time in Review: 0 Days. # in Decision Letter: 1 view full history	<input checked="" type="checkbox"/>
3	Black, Dolores proxy	Invited Response: <input type="button" value="Select..."/> <input checked="" type="checkbox"/> Save	Invited: 24-Feb-2010 view full history	<input checked="" type="checkbox"/>

Progress	
# reviews required to make decision	2
# active selections	3 ✓
# invited	3 ✓
# agreed	1 !
# declined	0
# returned	1
<input checked="" type="checkbox"/> Save	

Full History (WKRO-2009-12-0029, Traci Reviewer)

Reminder 2 Sent: 17-Jan-2010
 Reminder 1 Sent: 15-Jan-2010
 Invited by Administrator, Sebastian: 12-Jan-2010
 Selected by Administrator, Sebastian: 12-Jan-2010

Full History (WKRO-2009-12-0029, Dolores Black)

Reminder 2 Sent: 01-Mar-2010
 Reminder 1 Sent: 27-Feb-2010
 Invited by Morton, David proxied in as White, Ernie: 24-Feb-2010
 Selected by Morton, David: 24-Feb-2010

THOMSON REUTERS

Reviewer: Agreed to Review

To: Chang, Han-wen (P&Science)
 Cc: Manuscript ID WKRO-2010-05-0011.R1 now in your Reviewer Center - Client Demo Workflow 0
 15-Apr-2012

Dear Dr. Chang:

Thank you for agreeing to review Manuscript ID WKRO-2010-05-0011.R1 entitled "Some properties" for the Client Demo Workflow 0. Please try your best to complete your review by 15-May-2012.

In your review, please answer all questions. On the review page, there is a space for "Comments to Editor" and a space for "Comments to the Author." Please be sure to put your comments to the author in the appropriate space.

To access just the manuscript for review directly with no need to enter log in details, click the link below:

http://mc.manuscriptcentral.com/clientdemo0?URL_MASK=3Pd2nRry5quCZ9fXl34x

To login to your account on the Client Demo Workflow 0 - Manuscript Central site at <http://mc.manuscriptcentral.com/clientdemo0>, your case-sensitive USER ID is hanwen.chang@thomsonreuters.com. For security purposes your password is not listed in this email. If you are unsure of your password you may click the link below to set a new password.

http://mc.manuscriptcentral.com/clientdemo0?URL_MASK=5b8TqsxD2SVR3Dt8bXmf

Once you are logged in, the Main Menu will be displayed. Please click on the Reviewer Center, where you will find the manuscript listed under "Awaiting Reviewer Scores." You can click on the manuscript title from this point or you can click on the "View Details" button to begin reviewing the manuscript.

If you wish to view the manuscript and the review form simultaneously, click on the HTML or PDF icons - the manuscript will open in a new window. Leave the new window open, switch back to the main window, and open the score sheet by clicking on the Score Sheet tab. Follow the instructions for reviewers provided in the Manuscript Central site. I strongly encourage you to elaborate on your review in the space provided. Your specific comments will offer valuable feedback to improve future work. If you submit it to the Editor. Otherwise, none of the information you provide will be seen by the Editor. If you have any questions, please contact me. If you are ready to submit your review and are ready to submit it to the Editor, click on "Submit Your Review".

All communications regarding this manuscript are privileged. Plagiarism must immediately be reported to me.

Thank you for evaluating this manuscript.

Sincerely,
 Client Demo Workflow 0 Editor-in-Chief



Review and Score				
Manuscript ID	Title	Due Date	Perform Review	
WKRO-2010-05-0011.R1	Some properties [View Submission]	15-May-2012		

Scores Returned				
Manuscript ID	Title	Date Completed	Status	View Review
There are no manuscripts in this list.				

Reviewer: Review Manuscript

Review Manuscript

- Click the "HTML" button to view the online version of the manuscript.
- Be sure to read the reviewer instructions on the "Instructions" tab.
- Navigate to the "Score Sheet" tab to access to retain your work in the system.
- To submit your review, click the "Submit" button.

Instructions | **Details** | Score Sheet

Title: Some properties
 Manuscript ID: WKRO-2010-05-0011.R1
 Authors: *blinded*
 Manuscript Type: Original Article
 Date Submitted: 27-May-2010 (Last Updated: 27-May-2010)
 Total Time in Review: 689 days, 3 hours

Status: ADM: Not Assigned

HTML PDF Supplementary Files Abstract External Searches

Manuscript Details	
Manuscript ID:	WKRO-2010-05-0011.R1
Manuscript Type:	Original Article
Keywords:	Commerce
Date Submitted:	27-May-2010
Manuscript Title:	Some properties
Authors:	

Version History

Search On:

Some properties (Manuscript Title)

Commerce (Keyword)

Sobolev A. (Author/Co-Author)

Other:

Search Across:

[Click here](#) to search **Web of Science®**

[Click here](#) to search **Pubmed**

[Click here](#) to search **HighWire**

[Click here](#) to search **Google**

INSTRUCTIONS TO REVIEWERS

General Instructions
 Above this section, you will see the manuscript assigned to you. You can view the manuscript in various formats (HTML, PDF, Supplementary Files) and links to the manuscript files. The additional tabs (Details and Score Sheet) are active when you click on those screens active.

- The **Details** tab contains the manuscript information, the date submitted, and links to the manuscript files.
- The **Score Sheet** tab contains the score sheet, which may include specific questions to the author, comments to the editor, and the ability to submit your review.

Viewing the Manuscript
 There are two ways for you to view the manuscript assigned to you. You can click on the "HTML" link at the top of the table and print the resulting PDF proof. You can also click on the "HTML" link at the top of the table and view the manuscript in a new window.

Completing the Score Sheet
 To complete the score sheet, respond to all fields. When filling out the score sheet, please respond to the following things:



Reviewer: Review Results

[Instructions](#) [Details](#) [Score Sheet](#)

Title: Some properties Status: ADM: Not Assigned
 Manuscript ID: WKRO-2010-05-0011.R1
 Authors: *blinded*
 Manuscript Type: Original Article
 Date Submitted: 27-May-2010 (Last Updated: 27-May-2010)
 Total Time in Review: 689 days, 3 hours

[HTML](#) [PDF](#) [Supplementary Files](#) [Abstract](#) [External Searches](#)

Recommendation

Accept
 Minor Revision
 Major Revision
 Reject & Resubmit
 Reject

Would you be willing to review this manuscript?

Yes
 No

Comments

R1 Confidential Comments to the **EIC**

Comments to the **Author**

Attach a File

Files attached

- No files have been uploaded.

Save as Draft Submit

THOMSON REUTERS

Editor/Administrator: EIC Decision

Submitted: 25-Feb-2010; Last Updated: 04-Mar-2010; 779 days, 17 hours in review

Multiple paternity and communal maternal care in feral poodles

[Green, Archie](#) (contact); Silver, Floyd

Original Article

Make Decision (Due 03-Apr-2010)
742 days overdue

EIC: Not Assigned
ADM: Morton, David

[HTML](#) [PDF](#) [Supplementary Files](#) [Original Files](#) [Abstract](#) [Cover Letter](#) [External Searches](#)

EIC Decision

Make a Decision

Accept
 Minor Revision
 Major Revision
 Reject & Resubmit
 Reject

Decision Comments:

Create Draft E-Mail Save Commit Decision

Reviews

reviews required to make decision:

White, Ernie

- Minor Revision
- [view review](#)
- [rescind](#)

Gold, Gloria

- Major Revision
- [view review](#)
- [rescind](#)

Save

Version History

- WKRO-2010-02-0007
- Submitted on 25-Feb-2010

THOMSON REUTERS

Other Functions: Invited Papers

Admin Lists	Quick Search - Show Advanced Search
<p>You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.</p> <ul style="list-style-type: none"> 10 Awaiting Admin Checklist 5 Awaiting Reviewer Selection 2 Awaiting Reviewer Invitation 1 Awaiting Reviewer Assignment 1 Awaiting Reviewer Scores 1 Overdue Reviewer Scores 1 Awaiting EIC Decision <p>In Production</p> <ul style="list-style-type: none"> <input type="checkbox"/> Awaiting Production Checklist <input type="checkbox"/> Awaiting Forms Completion <input type="checkbox"/> Awaiting Forms Approval <input type="checkbox"/> On-Hold Forms <input type="checkbox"/> Awaiting Assignment to Batch <input type="checkbox"/> Assigned to Batch - Awaiting Export <p>Invited Papers</p> <ul style="list-style-type: none"> GO Create a Manuscript Stub <input type="checkbox"/> Awaiting Author Selection <input type="checkbox"/> Awaiting Author Invitation <input type="checkbox"/> Awaiting Author Assignment <input type="checkbox"/> Awaiting Author Submission 	<p>You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."</p> <p>Saved Search: <input type="text" value="Select..."/> <input type="button" value="Edit"/></p> <p>Manuscript ID: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Author's First (Given) or Last (Family) name: <input type="text"/></p> <p>* Keywords: <input type="text"/> <input checked="" type="checkbox"/> Pick</p> <p style="text-align: right;"><input type="button" value="Search"/></p>



Other Functions: Issue Management

Issue List - contains 5 issues				1-5 of 5	
Volume, Issue, Description	# Pages in Issue (budget / actual)	# Manuscripts Assigned	View / Edit Lineup	Edit Issue	Delete Issue
99 1 Maney test . CLOSED 09-Jun-2010 by Ian Potter Transferred: 09-Jun-2010	0 / 6.0 ISSN: ISBN: eISBN: Issue End Page: Print Run:	2	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
77 7 DOI. CLOSED 08-Jul-2010 by Ian Potter Transferred: 08-Jul-2010	77 / 3.0 Start Page: 77 ISSN: 7777-7777 ISBN: eISBN: Issue End Page: 77 Print Run:	1	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
19 1 CLOSED 17-Dec-2009 by Ian Potter Transferred: 17-Dec-2009	0 / 3.0 ISSN: ISBN: eISBN: Issue End Page: Print Run:	1	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
1 2 CLOSED 12-Nov-2009 by Ian Potter Transferred: 12-Nov-2009	0 / 6.0 ISSN: ISBN: eISBN: Issue End Page: Print Run:	2	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
1 1 CLOSED 12-Nov-2009 by Ian Potter Transferred: 12-Nov-2009	0 / 3.0 ISSN: ISBN: eISBN: Issue End Page: Print Run:	1	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Issue Management

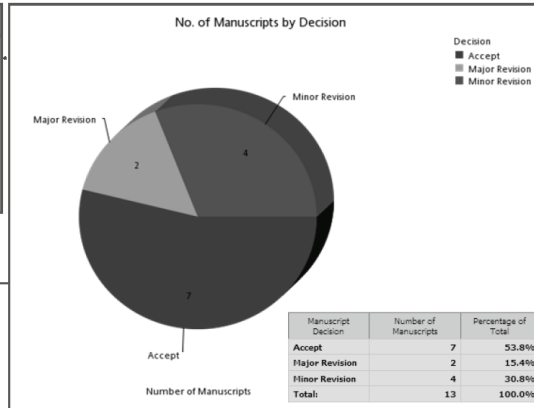


Other Functions: Reports

- Reports
- + Manuscript Status and Summary Reports
 - + Peer Review Details Reports
 - + User Account Reports
 - + User Performance Reports
 - + Invited Papers Reports

Selected Report Parameters:

Which Manuscripts: Original Submissions
 Submitted Date Range: all
 Selection Date Range: all
 Invitation Date Range: all
 Assignment Date Range: all
 Score Completion Date Range: all



Name	E-mail Address	Selected	Invited	Unassigned	Uninvited	No Reply	Declined	Agreed	Completed	Average R-Score	Avg. Time
Black, Dolores	publishing.reviewer1@csiro.au	3	3	0	0	1	0	2	2	2.50	0.00
Garcia, Maria	maria.claudia.garcia@towerswatson.com	1	1	0	0	0	0	1	1		0.00
Gold, Gloria	publishing.reviewer4@csiro.au	1	1	0	0	0	0	1	1		0.00
Reviewer, Cathy	cathy.reviewer@test.com	1	1	0	0	0	0	1	0		
Reviewer, Rick	Rick.Reviewer@journal.com	1	0	0	0	0	0	0	0		
Reviewer, Traci	traci.reviewer@journal.com	1	1	0	0	1	0	1	0		
White, Ernie	publishing.reviewer2@csiro.au	4	4	0	0	0	0	4	4	3.00	0.00



THANK YOU

감사합니다!

