

# LETTERS TO THE EDITOR AUTOMATION

IN SCHOLARONE MANUSCRIPTS™

## WHAT IT DELIVERS:

- Efficient processing of Letter to the Editor and author commentaries on multiple responses
- Customizable article lists — by issue or subject, for all issues or only the most recent — allow for easy response submission
- Single group processing and decision-making so all related submissions travel through the workflow together
- Increased productivity and usability for all users involved in the Letter to the Editor workflow — authors, editors, administrators, and production staff

## WHAT YOU CAN DO:

- Decrease your time from submission to final decision for Letters to the Editor
- Determine which articles you want to accept responses to, eliminating time spent reviewing and rejecting outdated submissions
- Streamline the Letters to the Editor process by limiting the time spent collecting, collating, and performing administrative follow-up
- Lower the likelihood of costly human error that can result from manual processing

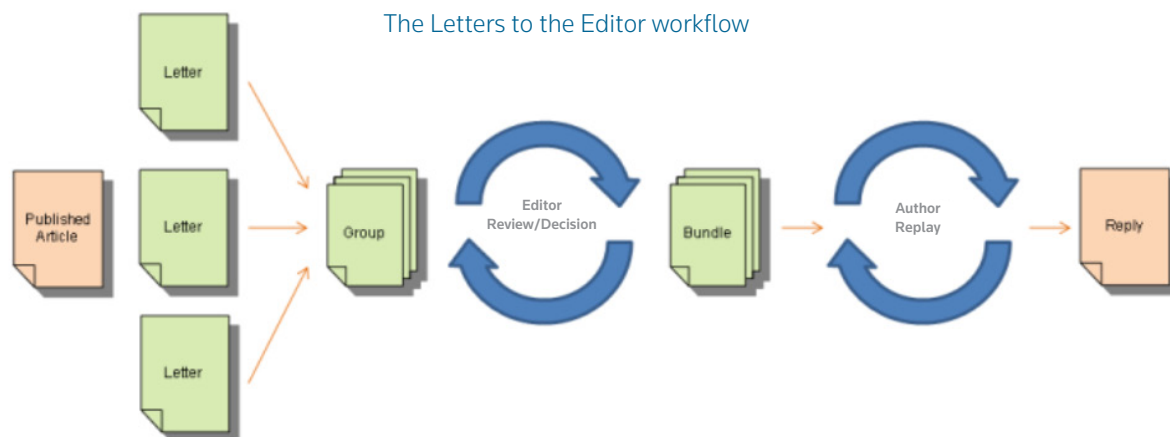
Finally, a peer review system that offers an easy-to-use online workflow for all of your Letters to the Editor, from review, to acceptance, to the efficient collation of author responses. And entirely within your current ScholarOne Manuscripts site. With the Letters to the Editor feature in ScholarOne Manuscripts, you can easily streamline the submission and review process for both your authors and your staff.

## AUTOMATE THE COLLECTION, GROUPING, AND REVIEW PROCESS

Create article lists — using any criteria you choose — that allow authors to quickly identify and select the

online or printed article to which they want to submit a reply. Responses are automatically linked to the original article as a companion paper and formatted in a template of your design. When the submission period for a previously published piece closes, all related responses can be quickly located and bundled. All Letters submission move through the workflow together through dedicated queues and sub-queues. Each queue serves as a dedicated workspace where journals staff can perform one-step editor assignment and decision making.

The Letters to the Editor workflow



THOMSON REUTERS™

Manuscript Type

Manuscript Type: Select...

Title Preview Special Characters

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

Select Issue and Article (Select up to 3 articles)

Issue Date: 04/24/08

Special Article - Use of Ezetimibe in the United States and Canada  
 Editorial - Can Home AEDs improve survival?  
 Editorial - PCI Versus CABG in Left Main Coronary Disease  
 Correspondence - Clarification of Funding of Early Lung Cancer Study  
 Editorial - Full Disclosure of Research Support

Select multiple articles by pressing CTRL (for PC) and CMD (for MAC) while you click.

Save and Continue

Automated display of previously published articles for easy author submission of Letter to the Editor

Order	Manuscript ID	Status	# Pages	Details / Edit	Remove	Bundle
Volume 1, Issue 2 (contains 2 papers, 1 bundle) 40 pages budget / 21 pages actual						
1	JN-RM-2876-03.R1	* Accept for E-Pages	est 5.00			
Nonresectable Feline Oral Squamous Cell Carcinoma [View Submission]						
* Author: Ann (contact); Co-author: John						
* Regular Manuscript						
* ColFigs: 1						
* TOC Col: yes						
* Group: Type 2 Diabetes						
2	Bundle: LTE Submissions for Article XX [Create Stub]		est: 5.00			
[View Bundled 2007] [View Bundled RTE]						
LTE Submission Titles						
1	* 0064-Aug-2007-LTE: Submission A by Author, Arlene					
2	* 0078-Oct-2007-LTE: Submission B by Author, Arthur					
3	* 0092-Oct-2007-LTE: Submission C by Author, Albert					
4	* 0049-Jul-2007-LTE: Submission D by Author, Alfie					
3	JN-RM-2876-03.R1	* Accept for E-Pages	est 5.00			
Potassium channels in mammalian brain [View Submission]						
* Author: Abbott (contact); Co-author: Art; Co-author: Anthony						
* Regular Manuscript						
* ColFigs: 1						

Bundled and create stub for accepted submissions for review and response

## HIGH LEVEL MONITORING AND REPORTING FROM A SINGLE SCREEN

Because all related submissions move through the review and response process as a single piece, you can:

- Monitor their progress throughout the review process
- Identify articles or authors who receive the most responses
- Spot emerging fields of research by monitoring feedback

## SIMPLIFIED FUNCTIONALITY FOR ALL USERS

ScholarOne Manuscripts Letters to the Editor functionality makes the respond and reply process easy for everyone – authors, administrators, editors, and production staff.

- Responding Authors can easily select the article they wish to comment on by selecting from the Reference Article lists. Original Authors no longer need to respond to each letter individually.
- Administrators significantly cut time and effort with Reference Article lists, automated grouping of original and response articles, and en mass editor assignments.
- Editors can easily process letters referencing a specific article as a group, as well as make decision on screen without having to enter each Letter individually.
- Production staff can expedite the proofing process by receiving original author replies and responding letters 'bundled' together as one proof.

Manuscript ID	Manuscript Title	Date Submitted	Status	Take Action
0089-Nov-2007	Dinosaurs [View Submission]	16-Nov-2007	AE: Collar, Keith (approve) GA: Not Assigned CE: Not Assigned EIC: Not Assigned EO: Hopkins, Suzanne PROD: Not Assigned	Select... View Details EIC Immediate Decis... AE Decision ... Accept ... Reject ... Minor Revision
Original Article	Coker, Tiffany		* Make a Decision	
0064-Aug-2007	Estrogen controls PKC-dependent mechanical hyperalgesia through direct action on nociceptive neurons [View Submission]	30-Aug-2007	AE: Boston, Kathy (approve) GA: Not Assigned CE: Not Assigned EIC: Shubin, He (approve) EO: Thomas, David (approve) PROD: Not Assigned	Select...
Original Article	Kumanvika, Sarita		* Make a Decision 58 days overdue	
0061-Aug-2007	Hybrids: The Time is Now [View Submission]	20-Aug-2007	AE: Briskov, Barbara (approve) GA: Not Assigned CE: Not Assigned EO: Briskov, Barbara (approve) PROD: Not Assigned	Select...
Letter to the Editor			* Make a Decision 34 days overdue	
0048-Jul-2007.R1	(7) Gonadotrophin releasing hormone (GnRH) Enhances Annexin 5 mRNA Expression Through Mitogen Activated Protein Kinase (MAPK) in LH17 Pituitary Gonadotroph Cells [View Submission]	05-Aug-2007	AE: Agui, Takashi (approve) GA: Not Assigned CE: Not Assigned EIC: Not Assigned EO: Not Assigned PROD: Not Assigned	Select...
			* Make a Decision	

Bundled and create stub for accepted submissions for review and response

## SCHOLARONE®

ScholarOne, a Thomson Reuters Business provides comprehensive workflow management systems for scholarly journals, books, and conferences. Its Web-based applications enable publishers to manage the submission, peer review, production, and publication processes more efficiently, increasing their profile among authors, decreasing time-to-market for critical scientific data, and lowering infrastructure costs. ScholarOne offers workflow solutions for the submission and review of manuscripts, abstracts, proceedings, books, grants & awards and production. Supporting over 365 societies and publishers, over 3,400 books and journals, and 13 million users, ScholarOne is the industry leader.

## FIND OUT MORE SCHOLARONE MANUSCRIPTS

To learn more, visit [www.scholarone.com](http://www.scholarone.com) or contact the office nearest you.

### Science Head Offices

#### Americas

ScholarOne +1 434.964.4000  
 Philadelphia +1 800 336 4474  
 +1 215 386 0100

#### Europe, Middle East and Africa

London +44 20 7433 4000

#### Asia Pacific

Singapore +65 6775 5088  
 Tokyo +81 3 5218 6500

For a complete office list visit:

[science.thomsonreuters.com/contact](http://science.thomsonreuters.com/contact)

AG1004276

Copyright ©2010 Thomson Reuters All rights reserved.



THOMSON REUTERS™