

SCHOLARONE MANUSCRIPTS™ E-FORMS

SAVE TIME BY AUTOMATICALLY PROCESSING ELECTRONIC FORMS
THROUGHOUT THE SCHOLARONE MANUSCRIPTS WORKFLOW PROCESS



Journals using ScholarOne Manuscripts™ can integrate automatic electronic form processing into the workflow process.

Many journals, societies, and publishers require various forms be submitted by authors during the life cycle of the submission process:

- Copyright forms
- Disclosures
- e-Commerce
- Contributor
- CME forms
- Custom forms

The process of collecting these forms has typically been a heavy administrative burden. With ScholarOne Manuscripts's electronic form processing, journals can now automatically request and collect forms, tracking their progress and generating reminders within the workflow system. Journals can configure multiple forms for both download or online completion, using dynamic system information and your own format.

Getting started is easy! You'll work with our professional and experienced Implementation Managers, who will help you assess your journal's needs and determine your e-form settings.

BENEFITS TO AUTHORS

- E-forms will appear with the appropriate manuscript information and are ready to complete.
- Authors spend less time having to email, mail, or fax required forms and can submit manuscripts, production files, and forms all via ScholarOne Manuscripts.
- Authors can log in to their account to view progress of their submission and can complete and confirm that the required forms have been received by the journal.

Form Completion Follow the instructions below to submit the form. You can either click the "Save as Draft" button to save your work and return to it later, or click the "Submit" button to submit the form to the journal.

Copyright Form - LAN-393028.R1

The Red Journal Copyright Form

To ensure uniformity of treatment among all contributors, other forms may not be substituted for this form, nor may any wording of the form be changed. This form is intended for original material submitted to the journal and must accompany any such material in order to be published. Please read the form carefully and keep a copy for your files.

Manuscript Title: Distribution of the presynaptic calcium sensors, synaptotagmin I/II and synaptotagmin III, in the goldfish and rodent retinas

Authors: Coker, Tiffany; Grove, Mary

Copyright Transfer

The undersigned hereby assigns to the journal all rights under copyright that may exist in and to the above work, or any revised or expanded derivative works submitted to the journal by the undersigned based on the work. The undersigned hereby warrants that the work is original and that he/she is the author of the work; to the extent the work incorporates text passages, figures, data or other material from the works of others, the undersigned has obtained necessary permissions.

By typing your name into the preceding box and clicking the "Submit" button, you hereby agree to transfer copyright as outlined in the "Copyright Transfer" statement above.

Save as Draft Submit

EMAIL LINK SUBMISSION

One of several ways journals can collect form submissions and/or electronic signatures. The required data is automatically inserted into the form for completion.

<SOCIETY> COPYRIGHT ASSIGNMENT FORM

This Agreement is made with <SOCIETY>. The Agreement is for the Article submitted by you ("Author") for publication in the <JOURNAL> published by <PUBLISHER> on behalf of the <SOCIETY>, and is referred to in this Agreement as "Article".

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The Article cannot be published until this signed Agreement is received by <PUBLISHER>.

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Names of all authors in the order in which they appear in the Article: *Smithers, Allan; Papa, Brian*

In consideration of the publication of the Article in the above Journal, I hereby warrant and undertake:

a. that this Article is an original work, has not been published before and is not being considered for publication elsewhere in its final form either in printed or electronic form;

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Author Signed: _____ Date: _____

EASY CONFIGURATION

Journals can easily adjust form settings in the configuration center including forms required, signature required, etc.



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BENEFITS TO JOURNALS/PUBLISHERS

- Forms can be collected at any point in the peer-review or acceptance process as specified by the individual journal or publisher.
- Administrators can easily report on form submissions, and can send reminders to overdue authors, approve or reject within ScholarOne Manuscripts.
- Forms status is shown on system dashboards and allows the journal or publisher to track form completion.
- Forms are generated with each journal's individual styling, following font, color, and alignment specifications, as well as delivery and collection methods.

Forms Tracking - CTA		
Name	Form Sent	Form Received
Smithee, Allan (Submitting Author)	29-Sep-2009 view form	Form Received: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
<input checked="" type="checkbox"/> Save <input type="button" value="Skip for Now"/> <input type="button" value="Forms Complete - Move to Next Task"/>		

ADMINISTRATIVE SUBMISSION TRACKING

Pull status reports on each author's form submission progress with the click of a button.

INDUSTRY-LEADING SUPPORT

- Project Manager Assignment
- Site-specific instructor-led training
- ScholarOne Manuscripts Online User Guide
- Live telephone assistance
3:00am - 8:30pm,
EST M-F
- Email support
24x5, EST M-F
24 hour support at your event provided at an additional charge

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AG0910209

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