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I. CAPABILITIES

EJPress was designed to address all steps of the editorial process from manuscript submission through manuscript acceptance using an easy-to-use web interface. It has over 9,000 configuration settings that allow eJournalPress to tune the software to each customer’s needs without resorting to costly custom programming. In recent years, EJPress has been updated with a redesigned user interface, which takes advantage of web browsers’ latest capabilities (DHTML, AJAX). This current interface is intuitive, easier to use, easier to learn, and faster at accomplishing tasks.

A. WORKFLOWS

EJPress uses workflow technology to automate most steps of the traditional peer review process. Authors can upload manuscripts and figures that are then converted to PDF. The system uses workflow technology integrated with web pages and emails to assign manuscripts to editors and reviewers. Reviewers can fill out online reviews and Editors can draft decision letters based on customizable template letters.

Because different journals operate in different ways, EJPress supports many workflows. Workflows can be as simple as Editor assigns Reviewers, to more complicated models supporting Editor-In-Chief, Editors, Associate Editors, and Reviewers. As part of the journal configuration process, a questionnaire is used to determine the best workflow from the list below:

Two Tier
- Editor / Reviewer
- Editor-In-Chief / Reviewer

Three Tier
- Editor / Associate Editor / Reviewer
  - Editor makes final decision / AE makes recommendation
- Editor / Section Editor / Reviewer
  - Editor makes final decision / SE makes recommendation
- Editor / Monitoring Editor / Reviewer
  - Editor makes final decision / ME makes recommendation
- Editor / Associate Editor / Reviewer
  - AE makes final decision
- Editor / Section Editor / Reviewer
  - SE makes final decision
• Editor / Monitoring Editor / Reviewer
  - ME makes final decision
• Editor-In-Chief / Associate Editor / Reviewer
  - Editor-In-Chief makes final decision / AE makes recommendation
• Editor-In-Chief / Section Editor / Reviewer
  - Editor-In-Chief makes final decision / SE makes recommendation
• Editor-In-Chief / Monitoring Editor / Reviewer
  - Editor-In-Chief makes final decision / ME makes recommendation
• Editor-In-Chief / Editor / Reviewer
  - Editor-In-Chief makes final decision / Editor makes recommendation
• Editor-In-Chief / Associate Editor / Reviewer
  - AE makes final decision
• Editor-In-Chief / Section Editor / Reviewer
  - SE makes final decision
• Editor-In-Chief / Monitoring Editor / Reviewer
  - ME makes final decision
• Editor-In-Chief / Editor / Reviewer
  - Editor makes final decision

Four Tier
• Editor-In-Chief / Editor / Associate Editor / Reviewer
  - Editor final decision / AE makes recommendation
• Editor-In-Chief / Editor / Associate Editor / Reviewer
  - AE makes decision

[Other workflows are available.]

Depending on the specific workflow and configuration settings, the staff is given a chance to quality check the manuscript files and author-supplied data. The peer review process continues when the manuscript is electronically presented to the Editor, who either assigns an Associate Editor or Reviewers or makes a decision without review. The assignment process is facilitated with a reviewer database of names and areas of expertise. Web screens and template e-mails reduce the traditional labor-intensive and time-consuming steps of assigning Associate Editors and Reviewers.

After the Reviewer has completed the web-based review form (customizable by manuscript type), the Associate Editor, or Editor, can then make a decision on the manuscript and draft a decision letter. This step can be accelerated by the use of customizable template emails/decision letters. The process is repeated as necessary for revisions and appeals.
There are Web screens that remind and assist the journal staff in contacting end users concerning late reviews, Reviewer assignments, Associate Editor assignments, outstanding manuscript revisions, and outstanding commissioned/solicited manuscripts. The screens have one-click email generation to quickly draft and send emails as necessary.

Since EJPress is 100% web-based, all of these tasks can be performed by anyone with a standard web browser anywhere in the world where there is Internet access. The journal staff can be at one site while editors and reviewers are located elsewhere.

Sample workflow diagrams follow.
Two-Tier Sample Workflow

Author
Submit Manuscript

[Editor in Chief]
Login
Check Status

[Editor]
Single Editor
(or system assigns Editor)
Assign Reviewers

[Monitoring (Associate) Editor]
Draft Review

Reviewer
Accept/Decline Reviewer Role

Staff (Editorial Assistant)
Submission QC
Contact Reviewers
Proof Decision
Accept

Production
Production-handoff QC
Transfer Files/Data to Production
Customer Specific

Appeals Process
Repeat Cycle as Necessary
Repeal Decision
Revise MS

Appeal Decision
Repeat

Accept
Review
Revise MS
Check Status

Accept
Three-Tier Sample Workflow
Four-Tier Sample Workflow

1. **Submit Manuscript**
   - **Author**
   - **Editor in Chief**
   - **Editor**

2. **Assign Editor**
   - **Assign ME**
   - **Assign ME Role**
   - **Assign Reviewers**

3. **Accept/Decline**
   - **Contact ME**
   - **Contact Reviewers**

4. **Draft Review**
   - **Draft Recommendation**

5. **Repeat Cycle as Necessary**
   - **Repeal Process**

6. **Appeals Process**
   - **Appeal Decision**
   - **Revise MS**
   - **Recheck Status**

7. **Review Decision**
   - **Accept**
   - **Accept**

8. **Production handoff QC**
   - **Production files/data to Production**

9. **Customer Specific**
B. AUTHOR REGISTRATION

The first step in the manuscript submission process is for the author to register for a user account. New authors can register for an account with the system using a link from the login page. The registration page is configurable so that the journal can collect the first name, last name, postal address, e-mail, telephone number, area(s) of expertise, and several other fields related to the author. Fields on the registration page can either be required or optional. The system has built-in checks to reduce duplicate accounts by cross-checking the supplied user details against existing accounts.

Typically, users only require one account in the system, even if they participate in multiple roles for the journal. For example, a user may be an Author on one manuscript, a Reviewer on a second manuscript, and the Editor of a third manuscript. Through a single login with compartmentalized security and a simple Desktop interface, the user is presented with their work and is only allowed to perform Author Tasks on papers they have authored, Reviewer Tasks on papers they are reviewing, etc.
C. BIOGRAPHY SCREEN

Once an Author/Reviewer/end user has been added to the system, the Editors and journal staff can view their detailed record via their bio screen. The bio screen contains all the information regarding the end-user, including general information, address history, person email history, pending/completed manuscripts, reviews, review requests, notes, subject areas, keywords, and dates not available.

The bio screen is configurable for individual journals’ needs, so that they have the option for particular information to be shown, not shown, or redacted.
D. MANUSCRIPT SUBMISSION

After an author has registered for an account, they can immediately log into the system, view the Instructions to Authors, and/or submit a manuscript. The EJPress system features a tab-based manuscript submission form. On the Tab View submission form, the Author begins by uploading files, using a drag and drop interface, so that the files can convert to PDF while the Author enters the manuscript information. The system allows the Author to order each file, name figure files, and mark which files should be included in the merged PDF file.

Authors can enter details about their submission in the tabs under the Manuscript Info section, which can be relabeled according to journal preferences. Individual journals can pick and choose which questions should appear in this section, in which order they should appear, and which will be optional or required.
Questions typically asked cover manuscript titles, author information, subject areas, reviewer suggestions, funding data, conflict of interest, and electronic forms (e.g. Copyright, CCBY, Disclosure, etc.).

The third step, Review Manuscript Material, allow authors to view each uploaded and converted file, before approving the converted files. These tabs also allow the author to approve all the details filled out earlier. If the author skipped a question or failed to fill out all the journal-specific required information, the system provides a quick “Fix” link, which brings the author directly to the missed item.
After each submission, acknowledgement emails are sent explaining to the author how to check the status of the manuscript. The system can also be optionally configured to send a notification email to each co-author.
E. DOCUMENT CONVERSION

The Authors can submit manuscript files in Microsoft Word, Word Perfect, PDF, PS, EPS, RTF, LaTeX, TeX, or plain text. Figures can be uploaded embedded in the manuscript article file or uploaded in separate files. If the figures are uploaded in separate files, they can be in TIFF, GIF, JPG, EPS, PS, PSD, PDF, RTF, Microsoft Word Art, Microsoft Excel, Microsoft PowerPoint, or Corel Draw format. Journals can turn off specific formats if desired.

Each individual manuscript and figure file will be converted from their native file format (listed above) and converted to PDF. The resulting PDF files will also be merged into a single PDF to facilitate the peer review process.

EJPress also support integration with various author tools such as Overleaf, in addition to integrations with preprint servers including arXiv and bioRxiv.

F. E-COMMERCE COMPONENT

If the journal charges the Author a manuscript submission fee, and/or an Author Publication Charge for accepted manuscripts, the system can use VeriSign®, PayPal™, or RBS WorldPay™ to automate the collection of these payments.

eJournalPress also offers a separate product, our Billing Payment System (BPS), for journals who wish to bill authors for page charges, proof and/or figure alterations, color figures, open access / author publication charges, and various other fees. The BPS includes functionality to create split invoices (e.g. if multiple authors are each paying part of the total or an institution/funder is paying the invoice).

G. MANUSCRIPT INFORMATION PAGE

When viewing the manuscript information page an editor or journal staff person can see all the details, files, tasks, history, emails, and notes associated with that particular manuscript and appropriate to their role. Individual journals can configure this page to not show or redact particular details and notes can be added, including the example automatically generated sticky note shown below, alerting staff that the authors changed when the revised version was submitted.
Italian Food is a clear favorite in this office.

<table>
<thead>
<tr>
<th>Details</th>
<th>Files</th>
<th>Tasks</th>
<th>History</th>
<th>E-Mails</th>
<th>Notes (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Manuscript Items</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merged File containing manuscript text and 1 Figure file. PDF</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Figure 1</td>
<td>PDF</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Article File</td>
<td>PDF</td>
<td>DOCX</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cover Letter</td>
<td>PDF</td>
<td>DOCX</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Previous Versions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merged File (2019-00036) PDF</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Previous Decision Letter (Blind reviews at bottom of letter)**

**Manuscript Workflow Tasks**
- Quality OK
- Send back to Author Approval
- Check for Duplicate Accounts
- Check for Ragged Persons
- Decision without Review

**Author Changes on Revision**
New Contributing Author: Hollywood Holgan #2

**CC-BY Funder Entered**
The authors have indicated they have the following funder(s) which require a CC-BY license:
- HHS | NIH | National Institute on Deafness and Other Communication Disorders

---

**Manuscript #**
2019-00036R

**Current Revision #**
1

**Other Version**
2019-00036

**Submission Date**
12-30-2019 14:48 Days in System: 207

**Current Stage**
Initial QC Started Days in Folder: 0

**Title**
Italian Food is a clear favorite in this office

**Running Title**
We also enjoy Korean Fried Chicken.

**Manuscript Type**
Original Article

**Theme Issue**
There is a Vending Machine for That

**Authors**
1. Olivia Dispen (corr-auth)
2. Mr. Hollywood Holgan

**Abstract**
Often, the point of a food day is ...

**Word Count:** 9

**Previous Associate Editor**
Christina Berger - SRS - APR

**Associate Editor**
N/A

**Editor**
Ben Folds

**Potential Reviewers (assigned)**
N/A

**Reviewers**
N/A

**Original MS Preferred Reviewers**
Allison McPheeers (eJournalPress) - APR

**Original MS Non-Preferred Reviewers**
Anna Jester (eJournalPress) - YIP - YIP

**Keywords**
biochemistry, biocorrosion, biodetection

**Subject Area**
acoustic fields, acoustic guitars, noise

**Conflict of Interest**
No, there is no duality of interest that I should disclose, having read the above statement.

**Funding Body Archiving Mandates**
Funding Summary

**Decision**
Previous Decision (Minor Revisions) 2019-00036

**Electronic Forms**
1 of 2 forms complete - View Electronic Forms Status - View Form Summary for Authors

**Author ORCID Status**
1 of 2 ORCIDs available - View ORCID Status

**Author Photo File Status**
0 of 2 Author Photo Files available - View Author Photo File Status

**CrossCheck Manuscript**
Never Processed / Send File
H. QUALITY CONTROL

After an Author approves a manuscript, the journal staff can check the quality of the information and the PDF files provided by the Author from a simple Web page. If the journal staff has a question for the Author, there is a template email that assists the journal staff with the correspondence. The journal staff can also send the manuscript back to the previous “Awaiting Author Approval” stage of the process and ask the Author to fix any issues.

After the journal staff “Approve” the quality of the manuscript, it is moved on to the next step.

<table>
<thead>
<tr>
<th>Tracking #</th>
<th>Title</th>
<th>Type</th>
<th>Corresponding Author</th>
<th>Days in Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-00105R</td>
<td>A Mobile is FAR better than a chandelier.</td>
<td>Original Article</td>
<td>Caldwell</td>
<td>0</td>
</tr>
<tr>
<td>2019-00036R</td>
<td>Italian Food is a clear favorite in this city.</td>
<td>Original Article</td>
<td>Dissen</td>
<td>0</td>
</tr>
<tr>
<td>2019-00037</td>
<td>Testing the number of words in the title</td>
<td>Original Article</td>
<td>Kearns</td>
<td>0</td>
</tr>
<tr>
<td>2019-00050</td>
<td>Tomato Juice: What to drink when you fly!</td>
<td>Original Article</td>
<td>Meneses</td>
<td>0</td>
</tr>
<tr>
<td>2019-00092</td>
<td>One-sentence descriptions are cool</td>
<td>Original Article</td>
<td>Jester</td>
<td>0</td>
</tr>
<tr>
<td>2019-00093</td>
<td>Kimchi Grilled Cheese</td>
<td>Original Article</td>
<td>McPheeters</td>
<td>26</td>
</tr>
<tr>
<td>2019-00098</td>
<td>Turns out you can audition to be a mascot for...</td>
<td>Original Article</td>
<td>Washer</td>
<td>13</td>
</tr>
<tr>
<td>2019-00102</td>
<td>Baked Sweet Potatoes with Sage</td>
<td>Original Article</td>
<td>Jester</td>
<td>0</td>
</tr>
</tbody>
</table>

Various columns of data can be displayed in each workflow Folder such as Tracking Number, Title, Manuscript Type, Corresponding Author, Editor, Associate Editor, and Days in Folder. Clicking on a column heading can sort or reverse sort the folder by that column’s contents.

I. EDITOR / AE ASSIGNMENT (SOME JOURNALS)

After the Quality Control step, an Editor is automatically assigned to the manuscript (single-editor workflow) or the Editor can be assigned by the Editorial Assistant (multi-editor workflow, or Editor/Associate Editor workflow.) In multi-editor journals, the Editor can also be assigned through either an even/odd process, a round-robin process, or based on manuscript types/categories.

Three-tier journals will assign an Associate Editor (or Section Editor, or Monitoring Editor) to the manuscript. There are Web screens that assist the Editor in rapidly assigning one or more Potential Associate Editors to a manuscript.
Associate Editors can either be Assigned or Invited to work on a manuscript. If Assigned, then the Associate Editor has immediate access to the manuscript and can begin his/her work. If Invited, the Potential Associate Editor must first Accept the responsibility for the specific manuscript.

For the Invited configuration, after one or more Potential Associate Editors are assigned, the first Potential Associate Editor is either automatically contacted through e-mail or the journal staff can contact him/her with a contact Web screen. If the contacted Potential Associate Editor declines the role, the next Potential Associate Editor (for the manuscript) is contacted. This process continues until an Associate Editor accepts.
J. REVIEWER ASSIGNMENT

Depending on the journal configuration (two-tier or three-tier), either the Editor or Associate Editor is responsible for assigning Potential Reviewers. Journal Staff are also able to assign reviewers as needed and defined by the journal workflow. They are assisted in this process via several powerful tools:

- Subject Areas: a defined list of terms / controlled taxonomy
- Keywords: free form keywords
- Area of Expertise with auto-completion: auto-completion based on a journal specified master list allows for better matches
- Saved Searches
- Person Tags
- PubMed and Google Scholar searches
- Filtering by EBM / Opt-in Reviewer Lists
- Autocomplete of names and institutions
The staff or Editors can assign as many Potential Reviewers as desired. As shown on the following page, the Editor or Associate Editor is notified of potential conflicts with the Potential Reviewers via color-coded search results. Potential conflicts may include unavailability, author’s preference, organization, author conflict, or potential author conflict.

The journal staff can either manually contact Potential Reviewers or the system can be configured to contact Potential Reviewers automatically. When a reviewer declines or accepts, the decision is recorded in the system. After a Potential Reviewer agrees to review a manuscript, they are granted access to the manuscript PDF files.

The Editor (or AE) can also have the option to make a Decision/Recommendation on the manuscript without review.
K. REVIEW / DECISION FORMS

The system can be configured to ask Reviewers a set of questions to structure their review or provide them with text blocks to enter notes to the Author or Editor. The number of questions and text blocks are configurable.

After the reviews for a manuscript have been received, the Associate Editor can make a recommendation to the Editor (three-tier journals) or the Editor can make a decision regarding the manuscript (two- or three-tier journals). The system has web screens that assist the decision maker in drafting a decision letter based on template decision emails.

L. CHASING LATE REVIEWERS

The system includes web screens that assist the journal staff with tracking late reviews and with contacting the associated Reviewers. Template emails can be sent out to late Reviewers individually, through a “Bulk Chaser” Web screen, or the process can be entirely automated.
M. ADVANCED MANUSCRIPT TASKS

The system has several Advanced Manuscript Tasks that allow the journal staff to perform less frequent tasks, such as replacing a reviewer, withdrawing a manuscript, correcting manuscript information, uploading or replacing manuscript files, etc.

<table>
<thead>
<tr>
<th>Task</th>
<th>Task</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign/Un-Assign/Re-Assign Theme Issue</td>
<td>Modify Decision Comments</td>
<td>Replace Reviewer</td>
</tr>
<tr>
<td>Change Next Chase Date</td>
<td>Modify Manuscript Category</td>
<td>Request Electronic Forms</td>
</tr>
<tr>
<td>Check Author Address</td>
<td>Modify Manuscript Corresponding Author</td>
<td>Resend Manuscript to Repository</td>
</tr>
<tr>
<td>Check for Duplicate Accounts</td>
<td>Modify Manuscript Data</td>
<td>Reset Manuscript Transfer</td>
</tr>
<tr>
<td>Click Here to Expedite Manuscript</td>
<td>Modify Manuscript Files</td>
<td>Reset for Revision</td>
</tr>
<tr>
<td>Consider Manuscript Appeal</td>
<td>Modify Manuscript Type</td>
<td>Reset Stage</td>
</tr>
<tr>
<td>CrossCheck Manuscript</td>
<td>Modify Recommendation</td>
<td>Return Manuscript to Author for Corrections</td>
</tr>
<tr>
<td>Delete Decision</td>
<td>Modify Review</td>
<td>Send Manuscript for Recommendation</td>
</tr>
<tr>
<td>Export Manuscript</td>
<td>Modify Reviewer Rankings</td>
<td>Send Manuscript for Decision/Recommendation</td>
</tr>
<tr>
<td>Extend Review Deadline</td>
<td>Modify Study Type</td>
<td>Send Manuscript Review Parts</td>
</tr>
<tr>
<td>Extend Revise Deadline</td>
<td>Modify Post Acceptance Checklist</td>
<td>Send Manuscript to Initial QC</td>
</tr>
<tr>
<td>Extend Partial Submission Deadline</td>
<td>Move Manuscript</td>
<td>Set/Modify Production Data</td>
</tr>
<tr>
<td>Fix Potential Reviewer Assignment</td>
<td>Print Manuscript Information</td>
<td>Transfer Manuscript</td>
</tr>
<tr>
<td>Link Manuscripts</td>
<td>Pull from Production</td>
<td>Undo Deleted Submission</td>
</tr>
<tr>
<td>Make Manuscript a Revision</td>
<td>Remove Appeal Request</td>
<td>Undo Withdraw Manuscript</td>
</tr>
<tr>
<td>Make Manuscript an Appeal</td>
<td>Rename Manuscript Tracking Number</td>
<td>Unlink Manuscripts</td>
</tr>
<tr>
<td>Make Manuscript an Original Submission</td>
<td>Renumber Reviewers</td>
<td>Upload Attachment</td>
</tr>
<tr>
<td>Mark/Unmark Duplicate Manuscript</td>
<td>Reorder Supplemental Materials</td>
<td>View Checklists</td>
</tr>
<tr>
<td>Mark/Unmark Manuscript as Commissioned</td>
<td>Reorder Video Files</td>
<td>Withdraw Manuscript</td>
</tr>
<tr>
<td>Modify Decision</td>
<td>Replace Editor</td>
<td>Withdraw Reviewer</td>
</tr>
<tr>
<td>Modify Decision Date</td>
<td>Replace Associate Editor</td>
<td></td>
</tr>
</tbody>
</table>

N. ONLINE HELP

Icons such as assist users as they use the software. The help text can be modified by the journal staff to reflect specific journal requirements or instructions.

Submission and review forms can also include journal specific text and Author, Reviewer, and Editor Instructions can all be customized by the journal via online interfaces at any time.
O. REPORTS

The system has over 250 reports that assist the journal staff and Editor in managing the journal. Reports detail manuscript status and tracking information, Reviewer information, Associate Editor information, and many other areas. Some of the standard reports include:

- All Pending Manuscripts
- Appealed Manuscripts
- Associate Editor Keywords
- Associate Editor Manuscript Recommendation Chart
- Check Manuscript History Report
- Countries and Laboratories of Origin of Manuscripts
- Daily Submissions Report
- Duplicate Manuscripts
- Editor Allocation Summary
- Editor Availability
- Editor Keywords
- Editor Report Card
- Editorial Board Member / Society Member Publications
- Editorial Board Member E-Mail List
- Editorial Board Member Report Card
- Issues
- Journal Summary
- Manuscript Categories Summary
- Manuscript Status
- Manuscript Tracking Report
- Manuscript Types Summary Year over Year
- Member Submissions
- Monthly Activity Report
- Monthly Summary Statistics
- New Manuscripts Received
- New users
- Oldest Papers Without an Initial Decision
- Production - 12-Month Summary of Issue Content
- Production - Accepted Manuscript / No Issue
- Production - Author / Reviewer Extraction
- Production - Data
- Production - Durations
- Production - Pages Per Issue (Average)
- Production - Pages Printed (Total)
- Production - Table of Contents
- Reviewer Look back
- Reviewer Report Card
- Unused Reviewers
- Utilization of Online Submission Facilities
- Withdrawn Reviewers

The data from these reports are displayed in HTML, can be printed and report results can also be downloaded in Excel (CSV) format.

Traditionally, if a journal requires a special report that is going to be used over and over again, they request the report to be built into the software.

Examples:

The following report lists the number of manuscripts received from each country within a specified date range. Results can be drilled down by clicking the number (e.g. 5 for United Kingdom in the Total Manuscripts column)

<table>
<thead>
<tr>
<th>Country</th>
<th>Total Manuscripts</th>
<th>Manuscripts Accepted</th>
<th>Manuscripts Rejected</th>
<th>Manuscripts Pending</th>
<th>Acceptance Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afghanistan</td>
<td>29</td>
<td>12</td>
<td>0</td>
<td>17</td>
<td>41.38%</td>
</tr>
<tr>
<td>Australia</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0.00%</td>
</tr>
<tr>
<td>Brazil</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0.00%</td>
</tr>
<tr>
<td>Canada</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0.00%</td>
</tr>
<tr>
<td>Italy</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0.00%</td>
</tr>
<tr>
<td>Russia</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0.00%</td>
</tr>
<tr>
<td>Scotland</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0.00%</td>
</tr>
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The report below is an example of a Reviewer Report Card. Reviewer Report Cards list all Reviewers, the number of reviews each Reviewer has completed, and whether the Reviewers complete the reviews in the requisite time. The Report can also be configured to show the number of manuscripts accepted and declined.

The Manuscript Tracking Report, shown on the following page, can be created for any time period and lists the number of original and revised manuscripts that were submitted as well as the decisions made on all manuscripts in the given time period.
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</table>
P. AD-HOC REPORTING
The system has a built in Query Tool that supports ad-hoc reporting. Alternately, standard ad-hoc reporting tools such as Crystal Reports can also be used.

Q. LEGACY DATA CONVERSION
Most journals have legacy manuscript data of some sort. eJournalPress highly recommends converting “people” data (names, addresses, e-mail addresses, telephone numbers, keywords, areas of expertise, etc.) into the EJPress database format. This allows for rapid and thorough searches for reviewers.

In the past, in addition to converting the traditional people data, eJournalPress has also converted journal information such as manuscript titles, abstracts, critical dates, reviewers, authors, etc. This is not recommended because it takes extra time (in some cases 2-3 months longer) and greatly increases the setup costs. While people data is normally completed as part of the standard installation (assuming the original legacy data is accurate and fielded in an extractable manner), manuscript detailed data is not loaded as part of the standard installation process. If required, we will undertake this additional data conversion at our standard hourly consulting rate.

R. EASE OF USE
With all of the above features and screens, the key question is “How easy is it to use the system?” One of the main differences between eJournalPress technology and our competitor’s technology is that we have taken great care to make the system as easy and intuitive as possible.

Users gain access to the system using a single login name and password. The users are then presented with a ‘Desktop’ that shows them all the work they need to accomplish divided out by role - e.g., Author Tasks, Reviewer Tasks, Associate Editor Tasks, Editor Tasks, etc. A user only has access to roles that apply to their user privileges. If there is any manuscript requiring their attention, then the manuscript is displayed on the desktop with a red arrow next to it.

Red arrows guide users through the system, showing them all the tasks that they need to complete. This “follow the red arrow” principle greatly reduces training and makes it easy for authors and reviewers to quickly navigate through the system and perform their assigned tasks.

To make it easier for the journal staff to track all of the manuscripts, a staff person is presented with a set of folders that reflect the critical steps in the workflow. Each folder shows how many manuscripts are at that specific step of the workflow process. Clicking on a specific staff folder allows the staff to scroll down and view specific manuscripts and to perform the associated tasks as a surrogate.
The combination of the desktop, red arrows, and folders greatly enhances the system’s ease of use. Many of our customers also access the system via mobile devices.
S. INNOVATION – UPDATES/UPGRADES

A key differentiator between eJournalPress and other software vendors is eJournalPress’ Continuous Innovation Process™. This process is based on a collaborative research and development model:

1) Customer gathers requirements from stakeholders
2) eJournalPress Project Manager drafts software enhancement request
3) eJournalPress provides cost and time estimate
4) Customer either approves cost estimate or requests additional information
5) eJournalPress schedules the enhancement
6) Coding
7) Internal Testing
   a. eJournalPress moves enhancement to customer acceptance test site
8) Customer acceptance testing
   a. eJournalPress makes coding changes as necessary
   b. Repeat steps 6-8 as necessary
   c. Customer signs off on enhancement
9) Enhancement moved to live site

Enhancement Life Cycle
The Continuous Innovation Process™ allows our customers to get enhancements exactly the way they wish or alternately recycle other journal’s enhancements allowing for best value. In order to foster this Continuous Innovation Process™ (and be Agile), eJournalPress is currently implementing software updates/upgrades once per month (11 times per year, skipping December for the holidays). Each update includes multiple enhancements that are documented with detailed release notes. Additionally, the top 10-15 enhancements are presented to customers via web demonstrations (quarterly) so that the customers need not read through all release notes.

eJournalPress has over nineteen years expertise, over 85 software updates/upgrades, where the software is installed without adversely affecting the journals or journal staff. This is done with a simple but powerful approach: any new enhancements are wrapped inside a configuration flag. The new software updates/upgrades should perform the same as the previous version. New functionality is then selectively turned (upon the journal’s request) via configuration flags.

Below are some samples of the new features created through the eJournalPress Continuous Innovation Process. These new features make the user interface easier, faster, and more intuitive.

A floating icon toolbar, appears in the lower right-hand corner throughout the system. This icon toolbar allows the user to immediately reach the system’s most popular functions, such as viewing files and manuscript tasks, searching for individuals or manuscripts, and creating sticky notes.
Digital **sticky notes** allow the journal staff or Editors to place a sticky note on their desktop, on reports, or on a manuscript page. Sticky notes can be customized to only be visible to people with particular system roles and each sticky note can be color coded based on user preference.

CrossCheck/Similarity Check is integrated into the system for publishers who participate in CrossRef’s plagiarism prevention initiative. A simple link allows manuscripts to be sent to CrossCheck for plagiarism checking. The system can also be configured to automatically CrossCheck all submitted manuscripts, revised manuscripts, or only accepted manuscripts.
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<tr>
<td>Special Issue</td>
<td>N/A</td>
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<tr>
<td>TOC Section</td>
<td>Criminalistics</td>
</tr>
<tr>
<td>Corresponding Author</td>
<td>Sally Howells (Phytoc)</td>
</tr>
<tr>
<td>Contributing Author</td>
<td>N/A</td>
</tr>
<tr>
<td>Group Authorship</td>
<td>None of the authors are group authors or consortia.</td>
</tr>
<tr>
<td>Abstract</td>
<td>Once every ...</td>
</tr>
<tr>
<td>Associate Editor</td>
<td>Marissa Ayotte</td>
</tr>
<tr>
<td>Editor</td>
<td>Dr. Ben Folds</td>
</tr>
<tr>
<td>Potential Reviewers (assigned)</td>
<td>Dr. Itzy Connell #2 - VIP (Last Contact Date: 08-18-2014) (Status: Declined) Dr. Parvia Ahmed #3 (Status: Declined) Al Gonda #4 - VIP (Status: Declined)</td>
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<tr>
<td>Reviewers</td>
<td>Jose Caceres - EBM #1 - VIP (Rcvd: 08-18-2014) Julia Child - EBM #2 - VIP - AR (Rcvd: 11-19-2014)</td>
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<td>Conflict of Interest</td>
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<tr>
<td>Contributing Author Notification</td>
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<td>0 of 1 ORCIDs available, View ORCID Status</td>
</tr>
<tr>
<td>Author Photo File Status</td>
<td>0 of 1 Author Photo Files available, View Author Photo File Status</td>
</tr>
<tr>
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<td>Never Processed / Send File</td>
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</table>
**Funder Registry** (previously FundRef) integration is available for CrossRef members who want to allow authors to include standardized information about the funding that supported their research. The manuscript submission form can include a question allowing authors to indicate which funder supported their research from the FundRef standardized list. Autocomplete functionality, indication of Grant Reference Number, and identification of funded authors help collect this information.
Our **ORCID** integration allows authors to associate an ORCID with their account in an authenticated manner. EJPress integrates with ORCID in three ways: a) single sign on allowing the end-user to login via their ORCID, b) allowing the collection of authenticated ORCID IDs for each author, and c) allowing journals to take advantage of the ORCID Reviewer Credit functionality.

The system also allows Journal Staff to request users register for an ORCID, and send reminder emails to authors who still need to register.

ORCID IDs can be seen in the manuscript summary table for each manuscript and can also be included in exports of accepted manuscripts.
RECOMMENDED TIMELINE AND METHODOLOGY
Below is a sample timeline at a very high level. Often, the key areas that increase project duration include contract negotiations and legacy data conversion.

1. Receive RFP Responses - customer
2. Evaluate RFP Responses - customer
3. Review Prototype Systems from short list - customer
4. Select Vendor – customer
6. Answer Journal Configuration Questionnaire - customer
7. Set up Database - eJournalPress
8. Set up Web site - eJournalPress
9. Set up Journal Header/Footer Artwork – customer or eJournalPress
11. Configure Author/Reviewer Instructions - customer
12. Configure Template Letters - customer
13. Load Legacy Data - eJournalPress
14. Test Installed System - customer
15. Train Journal Staff - eJournalPress
16. Go Live
18. Day to Day Operations – customer

BUDGET
The eJournalPress system is licensed in a turnkey solution for an initial fee of $6,000 per journal and $25 per submitted manuscript. This fee includes 24 hours of consulting services that can be used to load legacy data, configure the site, and train the journal staff.

Software updates/upgrades are included in this Manuscript Fee structure. The journal staff should offer first-tier support to Authors and Reviewers. Second-tier support is offered from eJournalPress to journal staff via unlimited telephone and e-mail support for the first 45 days after going live.

Additional training, system customization, or specialized legacy data conversion can be purchased at $150/hour.
REFERENCES
The following references reflect a cross section of eJournalPress customers. Feel free to contact them and inquire about the eJournalPress technology and support.

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rrussel@minsocam.org

Biophysical Journal
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+1 240.290.5608
bstaehle@biophysics.org

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