ONLINE SUBMISSION TOOLS AS A VITAL PART OF GROWING SERVICE ECOSYSTEM

IP & SCIENCE
SCIENTIFIC AND SCHOLARLY RESEARCH
IAN POTTER
6 DECEMBER 2012
MAKING LIFE EASIER FOR ALL USERS
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• Electronic forms
  - paperwork with a minimum of effort for authors and editorial / production staff
MAKING LIFE EASIER FOR ALL USERS

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- Effectively manage supplemental material
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• Data sharing
  - avoid exhausting review good faith
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- ORCID
  - know who’s who, bridging systems
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• Effectively manage supplemental material
• Data sharing
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• ORCID
  - know who’s who, bridging systems
• Integrated reporting tools
  - know your vital statistics
ELECTRONIC FORMS
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Send Form

Author Completes

Forms Complete

Skip for Now

Notification sent to submitting or all co-authors (a deeplink to the form can be added). A form can be for **download** or **online** completion.
**ELECTRONIC FORMS**

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*Note: Additional details about skipping forms and processing manuscripts may be required.
ELECTRONIC FORMS

• e-forms can be collected at the point of submission or any point in the editorial or post-accept process.

1. **Send Form**
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4. **Skip for Now**
ELECTRONIC FORMS

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- form completion can be tracked

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Skip for Now

• Email reminders

* e-mail address not included
ELECTRONIC FORMS

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- reminders can be sent to authors

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**Skip for Now**

* Prompts can be skipped to allow the manuscript to continue to be processed.
ELECTRONIC FORMS

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- reminders can be sent to authors
- manuscripts can be held until all paperwork is complete

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- reminders can be sent to authors
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- licence forms, conflicts of interest, ethical declarations etc.

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ELECTRONIC FORMS

Admin Lists
You may click on the manuscript list title to view manuscripts in each status, or click on the number list to jump directly to the first manuscript in the list.

- 0 Awaiting Admin Checklist
- 6 Awaiting Reviewer Selection
- 2 Awaiting Reviewer Invitation
- 1 Awaiting Reviewer Assignment
- 1 Awaiting Reviewer Scores
- 0 Overdue Reviewer Scores
- 1 Awaiting EIC Decision

In Production
- 2 Awaiting Production Checklist
- 1 Awaiting Forms Completion
- 1 Awaiting Forms Approval
- 0 On-Hold Forms
- 0 Awaiting Assignment to Batch
- 0 Assigned to Batch - Awaiting Export
ELECTRONIC FORMS
ELECTRONIC FORMS
Electronic forms operate as workflow tasks.
ELECTRONIC FORMS

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.

Client Demo Workflow 9 - Manuscript ID WK80-2011-11-0002
(09-Nov-2011)

Please Submit Copyright Form for WK80-2010-07-0021
(08-Jul-2010)

Client Demo Workflow 9 - Decision on Manuscript ID WK80-2010-07-0021
(08-Jul-2010)

Client Demo Workflow 9 - Manuscript ID WK80-2010-07-0021
(08-Jul-2010)

Please Submit Copyright Form for WK80-2010-06-0020
(08-Jun-2010)

Manuscript with Decisions

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Manuscript with form awaiting completion
ELECTRONIC FORMS

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Completion link with due date

Manuscript with form awaiting completion
ELECTRONIC FORMS

Configurable online form (download also supported)

Manuscript with form awaiting completion

Completion link with due date
## MANAGING SUPPLEMENTAL MATERIAL

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Flexible file designations allow easy identification and mapping of author submitted files.
MANAGING SUPPLEMENTAL MATERIAL

Flexible file designations allow easy identification and mapping of author submitted files.

Designations can be applied during submission.

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Designations can be applied during submission.
ORCID

ScholarOne

ORCID Registry
Ian Potter
0000-0002-5356-805X

Publications
Affiliations
Works
Patents
Grants

Funding Agencies
Publishers
Researchers
Institutions
Repositories
ORCID

Initial (launch partners)
Allow users to add ORCID to account

ScholarOne

ORCID Registry
Ian Potter
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Publications
Affiliations
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Funding Agencies
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Repositories
ORCID

Initial (launch partners)
Allow users to add ORCID to account

Future integration
- Validate well-formed INSI 16-character ORCID
- Retrieve ORCID from registry
- Push–pull account information from ORCID registry

ScholarOne

ORCID Registry
Ian Potter
0000-0002-5356-805X

Publications
Affiliations
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Funding Agencies
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ORCID

• ‘DOI for people’
ORCID

- ‘DOI for people’
- Simple record creation
ORCID

- ‘DOI for people’
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ORCID

- ‘DOI for people’
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- Single point of registry
ORCID

• ‘DOI for people’
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ORCID

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- Simple record creation
- Institutional creation
- Single point of registry
- Allows claim for all works
- Disambiguates authorship
- Avoid misattribution
- Link input with output
Enter your desired User ID and Password into the boxes below. You will be asked to enter your User ID and Password each time you log in. Your User ID or Password cannot contain any spaces and your password must be at least 8 characters in length. If you are planning on being unavailable for a period of time, enter the dates into the “Unavailable Dates” area. Required fields are marked with "required." When you are finished, click “Finish.”

User ID / Password

User ID: [Your User ID]
Password: [Your Password]

ORCID

Click [here](http://orcid.org/0000-0002-3568-809X) to register with ORCID.

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Areas of Expertise
Integrated dashboard reports, build-your-own tools, automation, and prospective filters
REPORTS

Integrated dashboard reports, build-your-own tools, automation, and prospective filters
PRACTICAL JOURNAL MANAGEMENT

• Dealing with too many submissions
  - pass them on
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  - pass them on
• Integrate
  - bring in ecommerce, submissions from pre-print archives, and automate export to repositories
PRACTICAL JOURNAL MANAGEMENT

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  - pass them on
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• Data collection
  - collect the information you need up front, but only what you need...
• Dealing with too many submissions
  - pass them on
• Integrate
  - bring in ecommerce, submissions from pre-print archives, and automate export to repositories
• Data collection
  - collect the information you need up front, but only what you need...
• Manuscript transfer tools
  - move files, metadata, and reviews
OPEN ACCESS

Input

Submission ➔ Review ➔ Production ➔ Publication

Output

Online subscription access
Print subscription access
Repository free access – immediately/embargoed
OPEN ACCESS
OPEN ACCESS

The diagram illustrates the process flow of a publication from input to output, highlighting the stages of submission, review, production, and publication. Each stage is indicated with specific icons and labels:

- **Input**
  - Submission
  - E-commerce at submission

- **Process Stages**
  - Submission
  - Review
  - Production
  - Publication

- **Output**
  - Online subscription access
  - Print subscription access
  - Repository: free access – immediately/embargoed
OPEN ACCESS
OPEN ACCESS

Input

Submission Data

E-commerce at submission

Custom Metadata

E-commerce post-accept

Submission ➔ Review ➔ Production ➔ Publication

repository

Online subscription access

Print subscription access

Repository: free access – immediately/embargoed
OPEN ACCESS
MANUSCRIPT TRANSFER
MANUSCRIPT TRANSFER
MANUSCRIPT TRANSFER
MANUSCRIPT TRANSFER

Journal A

Journal B

Journal C

Journal D

Journal E

Move To: Select

Transfer Manuscript
MANUSCRIPT TRANSFER

Transfer decision
- out of scope
- not acceptable
- ...but worthy of publication

Journal A

Journal B

Journal C

Journal D

Journal E
MANUSCRIPT TRANSFER

Transfer decision:
- out of scope
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Transfer:
- author can confirm
- can be accepted or peer-reviewed
- further transfer available

Journal A

Transfer to:
- Journal B
- Journal C
- Journal D
- Journal E

Transfer Manuscript:

Move To: Select
THREADING THE NEEDLE: SEAMLESS TRANSFER TO PRODUCTION
THREADING THE NEEDLE: SEAMLESS TRANSFER TO PRODUCTION

• Send the right files
  - collect final files (if not already collected)
  - author proofing at the point of acceptance
THREADING THE NEEDLE: SEAMLESS TRANSFER TO PRODUCTION

• Send the right files
  - collect final files (if not already collected)
  - author proofing at the point of acceptance
• Use the XML
  - there’s a wealth of data available to use
PROOFING & FINAL FILE COLLECTION

My Manuscripts in Production
- Unsubmitted Manuscripts
- Resubmitted Manuscripts in Draft
- Revised Manuscripts in Draft
- Submitted Manuscripts
- Manuscripts with Decisions
- Manuscripts I Have Co-Authored
- Withdrawn Manuscripts
- Galley Proof PDF for Correction
- Invited Manuscripts

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

Galley Proof PDF for Correction

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Instructions & Reference Preview
Click here to access your galley proof and upload your corrections.

Reference Preview
The title, abstract, authors and institutions for this manuscript have been formatted for optimal display.

Send corrections
- Upload as "Proof Corrections" at the file upload
- Send via postal mail
- Send via fax

Offprints
- How many offprints do you want to order?
  - None

Prices for one offprint (VAT not included):
Authors provide comments and files via their familiar Author Centre environment.
Authors provide comments and files via their familiar Author Centre environment.
CUSTOM DATA IN XML

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<td>Number of Words:</td>
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Are any of the included images potential journal covers?
- [ ] Yes
- [ ] No

Are you willing to pay the journal's fee for color reproduction?
- [ ] Yes
- [ ] No
- [ ] N/A

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.

Do you have any conflict of interest?
- [ ] Yes
- [ ] No
- [ ] If yes, please state:  

If yes, please state:
## CUSTOM DATA IN XML

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- No

Are you willing to pay the journal's fee for color?
- Yes
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- N/A

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- N/A

Do you have any conflict of interest?
- Yes
- No
- If yes, please state:

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CUSTOM DATA IN XML

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    - `cd_code` = "Number of Words"` cd_name = "Number of Words" cd_value = "5"
    - `cd_code` = "Files Acceptable"` cd_name = "Files Acceptable" cd_value = "Yes"
    - `cd_code` = "Appropriate forms received"` cd_name = "Appropriate forms received" cd_value = "Yes"
    - `cd_code` = "Manuscript Blinded"` cd_name = "Manuscript Blinded" cd_value = "Yes"
    - `cd_code` = "Copyright release form?"` cd_name = "Copyright release form?" cd_value = "Yes"
    - `cd_code` = "Figure Format?"` cd_name = "Figure Format?" cd_value = "Yes"
    - `cd_code` = "Conflict of Interest?"` cd_name = "Conflict of Interest?" cd_value = "Yes"
    - `cd_code` = "IRB requirements?"` cd_name = "IRB requirements?" cd_value = "Yes"
    - `cd_code` = "Cover letter?"` cd_name = "Cover letter?" cd_value = "Yes"
    - `cd_code` = "Author Institutions included?"` cd_name = "Author Institutions included?" cd_value = "Yes"
    - `cd_code` = "Color Figures OK"` cd_name = "Color Figures OK" cd_value = "Yes"
    - `cd_code` = "Copy editing is complete?"` cd_name = "Copy editing is complete?" cd_value = "Yes"
    - `cd_code` = "graphic editing is complete?"` cd_name = "graphic editing is complete?" cd_value = "Yes"
    - `cd_code` = "Is the manuscript ready for preliminary edit in a Word document?"` cd_name = "Is the manuscript ready for preliminary edit in a Word document?" cd_value = "Yes"
    - `cd_code` = "Are all tables/graphics included either within the word document or in a separate Excel document?"` cd_name = "Are all tables/graphics included either within the word document or in a separate Excel document?" cd_value = "Yes"
    - `cd_code` = "Are all figures formatted for layout (i.e., 300 dpi, tiff or jpg)?"` cd_name = "Are all figures formatted for layout (i.e., 300 dpi, tiff or jpg)?" cd_value = "Yes"
    - `cd_code` = "Has the author included all author titles and affiliations?"` cd_name = "Has the author included all author titles and affiliations?" cd_value = "Yes"
    - `cd_code` = "Has the corresponding author included a contact E-mail?"` cd_name = "Has the corresponding author included a contact E-mail?" cd_value = "Yes"
    - `cd_code` = "Had the author provided keywords?"` cd_name = "Had the author provided keywords?" cd_value = "Yes"
    - `cd_code` = "Has the author provided a short title?"` cd_name = "Has the author provided a short title?" cd_value = "Yes"
FULL MANUSCRIPT INFORMATION IN XML

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  <ms_id ms_no="WRK4-2010-02-0017">
    <rev_id>0</rev_id>
    <submitted_date></submitted_date>
    <review_date></review_date>
    <revised_date></revised_date>
    <decision_date></decision_date>
    <approval_date></approval_date>
    <author_returned_date></author_returned_date>
    <most_recent_decision_date></most_recent_decision_date>
    <transmission_date></transmission_date>
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  <task name="Forward to Admin" task_id="193139" type="forward document">
    <status doc_task_id="51092768" event_date="2010-04-15T03:09:35" si_staff="false" user_id="0" user_role="">abandoned</status>
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  <task name="Forward to EIC" task_id="193140" type="forward document">
    <status doc_task_id="51092769" event_date="2010-04-15T03:09:36" si_staff="false" user_id="0" user_role="">abandoned</status>
  </task>

  <task name="Admin Checklist" task_id="193137" type="manuscript checklist">
    <status doc_task_id="51092770" event_date="2010-04-15T03:09:36" si_staff="false" user_id="0" user_role="">abandoned</status>
  </task>

  <task name="Forms Tracking - CTA" task_id="193825" type="forms tracking">
    <status doc_task_id="51092771" event_date="2010-04-15T03:09:36" si_staff="false" user_id="0" user_role="">abandoned</status>
  </task>

  <task name="Forms Completion - CTA" task_id="193826" type="forms completion">
    <status doc_task_id="51092772" event_date="2012-08-15T05:32:43" si_staff="true" user_id="1525240" user_role="Author">abandoned</status>
  </task>

  <task name="Forms Tracking - COI" task_id="193823" type="forms tracking">
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  </task>

  <task name="Forms Completion - COI" task_id="193824" type="forms completion">
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  </task>

  <task name="Forward to Admin" task_id="193139" type="forward document">
    <status doc_task_id="53824930" event_date="2010-04-15T03:11:06" si_staff="false" user_id="0" user_role="Admin">completed</status>
  </task>
</history>
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FULL MANUSCRIPT INFORMATION IN XML

<task name="Reviewers Score" task_id="193134" type="score">
  <status doc_task_id="69664639" event_date="2011-04-04" t02:43:49" s1_staff=false user_id="22873407" user_role="Reviewer" completed=true status>
    <recommendation recommendation_name="Reject" recommendation_type="None"/>
    <score>
      <custom_fields cd_code="Importance of work" cd_name="Importance of work" cd_value="Entirely a replication or negative data, of little importance."/>
      <custom_fields cd_code="Technical quality of work" cd_name="Technical quality of work" cd_value="A major flaw in study design makes this work unacceptable."/>
      <custom_fields cd_code="Improve with appropriate revisions" cd_name="Improve with appropriate revisions" cd_value="No"/>
    </score>
  </status>
</task>

<task name="Forward to Admin" task_id="193139" type="forward document">
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</task>

<task name="Forward to EIC" task_id="193140" type="forward document">
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</task>

<task name="Admin Checklist" task_id="193137" type="manuscript checklist">
  <status doc_task_id="51092770" event_date="2010-04-15T03:09:36" s1_staff=false user_id="0" user_role="Admin" abandoned=false/>
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FULL MANUSCRIPT INFORMATION IN XML

- <task name="Forward to Admin" task_id="193139" type="forward document">
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- <task name="Forward to EIC" task_id="193140" type="forward document">
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- <task name="Admin Checklist" task_id="193137" type="manuscript checklist">
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- <task name="Forms Completion - CTA" task_id="193826" type="forms completion">
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- <task name="Forward to Admin" task_id="193139" type="forward document">
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- <task name="Reviewers Score" task_id="193134" type="score">
  <status doc_task_id="69664639" event_date="2011-04-04T02:43:49" s1_staff="false" user_id="22673407" user_role="Reviewer">completed</status>
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- <recommendation recommendation_name="Reject" recommendation_type="None"/>
- <score custom_fields cd_code="Importance of work" cd_name="Importance of work" cd_value="Entirely a replication or negative data, of little importance."/>
- <custom_fields cd_code="Technical quality of work" cd_name="Technical quality of work" cd_value="A major flaw in study design makes this work unacceptable."/>
- <custom_fields cd_code="Improve with appropriate revisions" cd_name="Improve with appropriate revisions" cd_value="No"/>

- <task name="Review" task_id="193139" type="review">
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- <task name="Reviewers Score" task_id="193134" type="score">
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- <task name="Review" task_id="193139" type="review">
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FULL MANUSCRIPT INFORMATION IN XML

- <history><ms_no>WRK4-2010-02-0017</ms_no><rev_id>0</rev_id><submitted_date>2010-04-15T03:09:35</submitted_date><received_date>2010-04-15T03:09:35</received_date><revised_date>2010-04-15T03:09:35</revised_date><decision_date>2010-04-15T03:09:35</decision_date><approval_date>2010-04-15T03:09:35</approval_date><author_returned_date>2010-04-15T03:09:35</author_returned_date><most_recent_decision_date>2010-04-15T03:09:35</most_recent_decision_date><transmission_date>2010-04-15T03:09:35</transmission_date><web_publish_date>2010-04-15T03:09:35</web_publish_date></history>

- <task name="Forward to Admin" task_id="193139" type="forward_document"><status doc_task_id="51092768" event_date="2010-04-15T03:09:35" s1_staff="false" user_id="0" user_role="">abandoned</status></task>

- <task name="Forward to EIC" task_id="193140" type="forward_document"><status doc_task_id="51092769" event_date="2010-04-15T03:09:35" s1_staff="false" user_id="0" user_role="">abandoned</status></task>

- <task name="Admin Checklist" task_id="193137" type="manuscript checklist"><status doc_task_id="51092770" event_date="2010-04-15T03:09:35" s1_staff="false" user_id="0" user_role="">abandoned</status></task>

- <task name="Forms Tracking - CTA" task_id="193825" type="forms tracking"><status doc_task_id="51092771" event_date="2010-04-15T03:09:35" s1_staff="false" user_id="0" user_role="">abandoned</status></task>

- <task name="Forms Completion - CTA" task_id="193826" type="forms tracking"><status doc_task_id="51092772" event_date="2010-04-15T03:09:35" s1_staff="false" user_id="0" user_role="">abandoned</status></task>

- <task name="Forms Tracking - COI" task_id="193138" type="forms tracking"><status doc_task_id="51092773" event_date="2010-04-15T03:09:35" s1_staff="false" user_id="0" user_role="">abandoned</status></task>

- <task name="Forms Completion - COI" task_id="193139" type="forms tracking"><status doc_task_id="51092774" event_date="2010-04-15T03:09:35" s1_staff="false" user_id="0" user_role="">abandoned</status></task>

- <task name="Forward to Admin" task_id="193139" type="forward_document"><status doc_task_id="53834930" event_date="2010-04-15T03:11:06" s1_staff="false" user_id="0" user_role="Admin">completed</status></task>

- <task name="Reviewers Score" task_id="193134" type="score"><status doc_task_id="69664639" event_date="2010-04-04T02:43:49" s1_staff="false" user_id="22673407" user_role="Reviewer">complete</status></task>

- <recommendation recommendation_name="Reject" recommendation_type="None"/>

- <score><custom_fields cd_code="Importance of work" cd_name="Importance of work" cd_value="Entirely a replication or negative data, of little importance."/><custom_fields cd_code="Technical quality of work" cd_name="Technical quality of work" cd_value="A major flaw in study design makes this work unacceptable."/><custom_fields cd_code="Improve with appropriate revisions" cd_name="Improve with appropriate revisions" cd_value="No"/></score></task>

• Complete article history for all versions
• Detail on all workflow tasks: who, what, when
• Full package of reviewer information
FULL MANUSCRIPT INFORMATION IN XML

- Complete article history for all versions
- Detail on all workflow tasks: who, what, when
- Full package of reviewer information
- All sent emails (headers and body)
FULL MANUSCRIPT INFORMATION IN XML

• Complete article history for all versions
• Detail on all workflow tasks: who, what, when
• Full package of reviewer information
• All sent emails (headers and body)
• All information available for publication