Improving Your Journal - Introduction to ScholarOne Manuscripts

emma.dennis@thomsonreuters.com

Relationship Manager – Publishing and Associations – UK, Central and Eastern Europe
Clarivate Analytics
Scholarone Provides Tools to Manage Journal Editorial Processes

Full journal management solution
from manuscript submission through to acceptance for publication — we do not provide composition or content hosting services

Software-as-a-service
we host the journal, its content, and provide technical and user support — all for an annual subscription

Continuous product development
we release new features in two or three annual releases to all clients — these are typically included in the subscriptions and all updates are automatic
WHERE PROBLEMS MAY LURK

**Submission Process**
- missing info
- conflicts of interest / ethics
- manuscript format
- authorship issues

**Triage**
- manuscript out-of-scope
- manuscript formatting
- language issues
- duplicate submission
- plagiarism
- originality

**Web of Science**
*Trust the difference*

**Editor Assignment**
- finding the correct editor
- reassignment
- workload balancing

**Reviewer Assignment**
- finding suitable reviewers
- avoiding reviewer fatigue
- ensuring timeliness
- rating reviewers

**Acceptance**
- missing files
- incorrect files
- collecting paperwork & forms

**Decision making**
- recommendation workflow
- managing revisions effectively
- balancing accept/reject ratio
- communicating with authors
Why is a system Important?

- Peer review: workflow tools establish a formal, fully audited peer review process, and help find and validate reviewers with appropriate expertise.

- Ethical publishing practices: check for plagiarism, duplicate submission, enforce guidelines, capture conflicts of interests, and prevent fraudulent reviews.

- Meet technical requirements: collect all the information required to ensure technical requirements can be met upon publication.

- Publication timeliness: collect all key material from authors, complete forms, and schedule workflows with appropriate reminders.

- Reporting tools help identify rate limiting steps in workflows.
Benefits for Editors – Effective Decision Making

- A streamlined peer-review process
- Automated acknowledgements & reminders
- An audit trail which keeps everything on record
- Easy searching for referees
- Full reporting capabilities

Categorise recommendations & Decisions so they are clear to authors & staff

Set Expiration dates to manage revisions and send reminders to authors

Track revisions on dashboards & reports

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Benefits for Authors

- An intuitive and clear submission process for all authors
- Individual Author Center
- A dedicated Customer Support team is on-hand to respond to author queries
Benefits for Reviewers

- Users only access the manuscripts relevant to them
- ScholarOne Support team on-hand to respond to queries
- User Friendly Interface
- Centralised System
Find Credible NEW reviewers who are indexed in Web of Science using Reviewer Locator

Reviewer Locator automatically recommends reviewers based on their publication record in the Web of Science™

Reviewer Locator

up to 30 suggestions are ready for the editor to use

recommended reviewers can be quickly added
Technical Considerations

• Fully Hosted service: implementation & support
• Access on both PCs and Macs via web-browser
• 24-hour monitoring and maintenance
• New releases and updates are performed regularly