

eon

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ISMTE

Empowering editorial
offices around the world.

ISMTE Board of Directors Quarterly Update



By Erin Landis

(on behalf of the ISMTE Board of Directors)
ISMTE President
Vice President, Publications
American Gastroenterological Association

Greetings from the ISMTE Board of Directors (BOD). We are now past the midway mark of 2021, a year that feels more optimistic than the last in some parts of the world, and yet more concerning in other regions as the Delta variant takes hold and vaccination targets are unmet. Globally, we are not yet out of the woods. Despite these geographical differences, we remain united in the fight to end the pandemic, finding commonalities among us where before we might not have seen them. Here too, at ISMTE, we strive to see how we are united regardless of our regional diversity, hence the theme of our upcoming global event “Unified Progress: Moving Forward Together in Scholarly Communications.” Below we provide you with a brief preview of the event, as well as an update on what the ISMTE BOD and committees have been working on during the last few months.

Global Event 2021

From October 11th through October 14th, ISMTE will host its first-ever global event. The event will feature programming from ISMTE’s three primary regions—Asia Pacific, Europe, and North America—at times convenient for members in each of those time zones. Also, the programming for each of the three primary days (October 12-14) will focus on distinct themes: DEI, Journal Management, and Open Access. Not only will you have the chance to attend programming in your region, you can also attend the other regions’ sessions live or watch them on demand. This is an excellent opportunity for you to learn how similar issues in our industry affect and are addressed by different parts of the world and to network with your colleagues from across the globe.

2020 Virtual Event Content Now Available

Speaking of on-demand content, you now can watch all of the content from last year’s three virtual events. If you were an attendee at one (or more) of the events, the content is freely accessible to you (to access the content freely, please see the promo code you received via email or email info@ismte.org for more details). For the events you did not attend, each individual session is available for \$25. We encourage you and your colleagues at your organization to watch these sessions as you have time, picking up the latest information about pressing issues in the field.

Take Time to Connect and Learn

With so many of us still working remotely fulltime, it’s more important than ever to find ways to connect with one another. ISMTE can help you with that. In just the last few months, we’ve offered myriad ways to learn new things while linking up with your peers in the field. Through our webinars, local group and early-career meet-ups, and our newest program—ISMTE Office Hours—we’ve helped keep you abreast of changes in the industry while providing you with the chance to see familiar faces. With ISMTE Office Hours, we offer virtual, one-hour informal meet-ups where a single topic is discussed by the attendees. Office Hours are facilitated by an ISMTE member who has an interest in the topic at hand—if you are interested in hosting an Office Hours session, please submit your topic idea using [this form](#).

ISMTE is Turning 15!

Wow—time flies! Next year ISMTE will celebrate its 15th year. We’ve been busily preparing for this milestone by brainstorming ideas for activities and events for 2022. We’re investigating a special *EON* series, a time capsule, a photo archive, interviews and videos with members, raffles, and more. If you’re interested in submitting an idea for how

we can pay tribute to ISMTE's ongoing success, or if you have a photo you'd like to share to get the photo archive started, please email us at info@ismte.org.

As always, if you have any feedback for the ISMTE BOD or would like to volunteer for any of our committees, please contact us at: info@ismte.org.

Call for Volunteers

Volunteers Needed for Strategic Plan Implementation

The following ISMTE committees are in need of volunteers in 2021:

- Sponsorship Committee
- Website Committee
- Webinar Committee
- Marketing and Social Media Committee
- Asia-Pacific Conference Subcommittee
- European Conference Subcommittee

If you are interested in sharing your time and talent with ISMTE please sign up via the [ISMTE Volunteer Form](#).

The ISMTE Board of Directors decided to have a single strategic focus for 2021—to increase engagement by editorial office professionals with ISMTE by 1,000 registrations. This goal can be achieved through attendance at webinars, virtual local groups, and conferences, among other events. We welcome your help with reaching this goal by becoming a member of an ISMTE committee. A broad range of opportunities with various requirements of time and expertise are available. By being a member of a committee, you can help drive new programs, products, and services that benefit the profession and serve the greater community of scholarly publishing professionals. You'll also have opportunities for interaction with other editorial office professionals and enjoy personal and professional growth.

LOCAL GROUPS

ISMTE Local Groups have formed through the efforts of members who would like to meet with peers and colleagues in their local area for networking and discussion. Participation is not limited to ISMTE members, and there is no cost to join a group.

Active Groups:

- Australia
- Boston, MA
- Chicagoland, IL
- Dallas, TX
- Denver, CO
- Heidelberg, Germany
- Kathmandu, Nepal
- London, UK
- New York, NY
- North Carolina - Research Triangle Park
- Oxford, UK
- Pacific Coast, USA
- Rochester, NY
- Russia
- Tokyo, Japan
- Washington, DC

Visit the [ISMTE Local Groups page](#) to join a local group or to find more information.

ISMTE Plans Fall Global Event

**By Julie Nash**

ISMTE Immediate Past President
Co-Chair of ISMTE Global Event
Senior Partner
J&J Editorial

With summer almost here, you might be wondering what ISMTE has in store for its annual meeting. This year, it will be a worldwide event.

ISMTE will host sessions in all three of its meeting regions—North America, Europe, and Asia Pacific—in a joint conference held October 11-14. The ISMTE Global Event is the first of its kind for the society and for the industry. With the meeting being virtual again this year, the ISMTE leadership decided it was a good time to bring together members from around the world to provide best practices and developments on common issues we face in scholarly publishing.

The overall theme for the Global Event is “Unified Progress: Moving Forward Together in Scholarly Communications,” focusing on similar issues, questions, and problems

facing publishing professionals throughout the world. The event will kick off with all attendees invited to the same Opening Ceremony, which will feature society updates, networking, entertainment, and giveaways. Each of the following days will have its own theme: Journal Management, Diversity, Equity & Inclusion, and Open Access. Sessions on these themes will be conveniently hosted in the various regional time zones.

Each region has its own subcommittee working on the session topics, recruiting regional speakers, and creating networking opportunities. The goal is to have similar content from the three regions but with the specific perspectives of North America, Europe, and Asia Pacific.

All sessions will be recorded so attendees will have the opportunity to watch sessions from other regions when it is convenient—this will be an excellent opportunity to broaden your horizons beyond your home region, making you more adept than ever to address the global nature of scholarly publishing.

The ISMTE Global Event is a unique opportunity to network with peers from across the globe and to hear talks from international experts. Save the dates on your calendar and watch for programming updates on the Events section of the ISMTE website.

ISMTE Resources

Are you looking for guidance or tips and tricks to improve your editorial office? ISMTE has a rich library of resources that includes guidance on getting started in the editorial office, improving your editorial office, supporting authors and reviewers, promoting your journal, editorial reporting, and more! To peruse ISMTE's resource library, please visit www.ismte.org/page/Resources.

ScholarOne and Editorial Manager: Tips and Tricks to Improve Efficiency

By **Miranda A. Sprouse** 

Editorial Assistant
J&J Editorial

Learning a new system requires quite a bit of patience and perseverance. There is so much information to absorb that it can be overwhelming at first, no matter what program you are learning to use. When I first started as an Editorial Assistant this past December, I knew that I would have to learn quickly to do my job properly. I was ready for it. But when I was introduced to two different systems instead of one, I will be the first to admit that it was daunting. It took a while to get my bearings and fully understand the tasks at hand.

In just the past six months, I have discovered a few tips and tricks that helped me with work in ScholarOne and Editorial Manager. Before jumping right in, I would like to disclose that there is still much I have to learn about both systems. My experience is limited; I only understand the basics of what I accomplish in my daily routine. However, I still strive to find ways to cut down on unnecessary time spent on tasks and improve my efficiency overall. My hope is that I can help provide ways for other ScholarOne and Editorial Manager users to improve their own efficiency as well.

ScholarOne is a very in-depth system. One element that I find truly helpful is the breakdown of the main action list into each individual step (Reviewer Selection, Make Decision, etc.). ScholarOne is very organized. Upon opening the manuscript submission, you will likely find most of the information you need on the first page. Although it can seem to be a lot of categories, data, and text, the system has a clear and comprehensive structure.

In comparison, Editorial Manager is much more concise. The “to-do” action lists on the homepage are minimal, with only a few key items to really focus on. Editorial Manager is not as visually intense as ScholarOne, but still has quite a bit of information for each manuscript that is not seen upfront. The color side bar is very helpful in determining importance: red takes priority, yellow needs attention soon rather than later, and green is the last priority (these are

usually the newest submissions). ScholarOne has color side bars as well, but these serve as indicators for different manuscript types.

Let us look at some tips and tricks for these two systems.

First and foremost, ProKeys. ProKeys is a free Google Chrome extension. It allows you to create shortcuts to replace a key word or phrase with a pre-written body of text. This tool is great for format check notes, email templates, or any text you find yourself frequently using. It works only on Internet browsers, but there are similar programs which can expand the shortcut to other applications. When I first started using it, I added my ProKeys snippet names next to their corresponding note so that I could familiarize myself with the shortcuts. In no time, I realized I hardly looked at my little cheat sheet anymore. I use ProKeys across all my journals but have found that I use it most frequently on ScholarOne’s notepad. An example of one of my ProKeys: “colortext” and Shift + Space will replace “colortext” with my specific note to the authors asking them to ensure their text is in the default color. Overall, ProKeys is a major timesaver and has proven to be incredibly beneficial.

When working in Editorial Manager, one of my primary responsibilities is searching for blinding issues. The journals are double-blind, so anything that gives away any information about trials, authors, or author affiliations can prove to be a problem if left in the blinded manuscript. I have specific items to look for, usually found by searching for key phrases. For my first month or so, I opened all the files separately and searched each one, which took an unnecessary amount of time. Clicking “View Submission” in the action panel opens the full PDF with the title page, blinded manuscript, figures, tables, and references (if not configured to build into the PDF, supplemental materials must be opened separately). With the full PDF, I can easily scan and search for everything on my checklist in proper order, improving productivity. Every second that I can cut down on one manuscript is another second I can spend on the next submission.

Another potential time-waster is having to open and minimize several windows. When working in manuscript handling systems, a potential time-waster is having to open and manage several windows at once, such as when switching back and forth between protocol documents, notepads, figures, and other files. You can adjust the sizes of what you have open to make a split-screen, which cuts down the time spent looking for the window you need and opening it up again. If you have Windows, you can drag your Internet browser, picture, Word document, *etc.*, to the side edge of your screen, where a transparent outline should pop up. This trick allows for you to perfectly split your screen with another window. No minimizing the screen and manually adjusting the size; this is quick and simple. You can also alter the split-screen if you choose to do so, whether you prefer one file to take up more space, or even have more documents on the screen (dragging windows into the corners will prompt them to take up a quarter of the space instead of half). If I am working on a format check, I like to have the manuscript on one side of my screen and the manuscript submission page (either on ScholarOne or Editorial Manager) on the other. I also have a separate monitor, where I split the screen with the protocol document and a notepad for quick ProKeys notes to copy into an email later.

One habit of mine, especially when I'm learning something new, is to jot quick notes down and re-write in a more coherent manner later. During my training, I scribbled away on my notepad noting how to tackle these new systems and little hints that my managers would provide. I re-created protocol documents pertaining to my specific assignments in ways that made more sense to me, which meant re-writing, re-organizing, and re-learning everything (not that the materials the team used were insufficient in any way, but that is how I think best). I made my own version of the format check documents, constructing it in a way that I felt would be the most advantageous to me.

For ScholarOne format checks for submitted manuscripts, I break it down into categories of submission details,

title page, manuscript, figures, references, and extra files. I start with checking flags, manuscript type, iThenticate score, and any notes. From there, I look for journal-specific manuscript information (e.g., abstract, keywords, color text, headings, acknowledgments, supporting information paragraph). Then I re-scan the file for the figures, making sure nothing is against the journal guidelines, and finish up the manuscript by checking references for appropriate format. If the authors provide supplementary files, videos, permission forms, or cover art, I check these last.

Editorial Manager checks are similar, but I do not work with quite the same criteria. I also re-created a document with a revised order based on the action links: Details, File Inventory, and View Submission. The Details window includes author information, submission fees paid/unpaid/not required, submission questions, titles, and abstracts. The File Inventory window requires a quick scan, just to ensure blinding is present in file names, conflict of interest forms are included for each author, and I will open the manuscript file just to check the word count. Any keyword searches, figure checks, or overall scans can be completed by viewing the full submission PDF, which is the last step of my check.

The order, of course, can be reconfigured and altered to fit your own specifications. I believe it helps to structure the protocol documents in a way that works for you, because we all think very differently. While this specific tip is not necessarily for Editorial Manager or ScholarOne, it certainly helps to keep you organized and ensure that any work completed through the system has been done properly and effectively.

These tips and tricks may not work for everyone. But hopefully they can provide a new perspective or inspire you to think creatively to improve your efficiency and job performance. As our workplaces and systems change and adapt, it never hurts to find different ways to expand and develop our performance.

Disclosure Statement

This author has no conflicts of interest to disclose.

ISMTE Content – On Demand!

Did you miss that session at last year's conference? Couldn't attend a recent webinar? Check out ISMTE's On-Demand Content for featured sessions that are free to access anytime, anywhere. Current highlights include Navigating International Communication in Scholarly Publishing, The Evolving World of Data Sharing, and Antiracism Toolkits for Allies in Scholarly Publishing! To browse available on-demand content, please visit https://www.ismte.org/page/ISMTE_On-Demand.

Researcher: Keeping Scientists on Top of Science



By Mary Sweny

Business Development Director
Researcher

With a proliferation of research papers being published every year, and as researchers find themselves increasingly time poor, it has become harder for them to keep up-to-date with the latest research in their field. That's where the [Researcher app](#) has hopefully made a difference. Researcher is a discovery tool; built by researchers for researchers, it parses over 5,000 new abstracts from over 18,000 content sources every day.

The Researcher app opens research to a whole new generation of users who wish to consume bite-sized chunks of information on their mobile devices. Traditionally research papers have been read on desktops—and there is a web version of Researcher should the user wish to access content in that way—however, it is the convenience of having the whole world of research in your pocket that has made the app such a success.

So how does it work? Researchers can 'follow' journals of their choice (Figure 1), keywords, and authors. There are also company profiles and preprint servers on the app and further types of media content will be added soon. When a journal publishes a new paper and a researcher has followed that journal, the paper will appear in their feed, or a paper will appear in their feed if it contains a relevant keyword that the user is interested in (Figure 2). Users can bookmark relevant papers, send them to colleagues and peers, and even share them directly on social media. Current users share about 50,000 articles a month, mainly on Twitter.

The app has been built to mirror the researcher's workflow. It integrates with reference managers so researchers can bookmark papers, which they can then organize

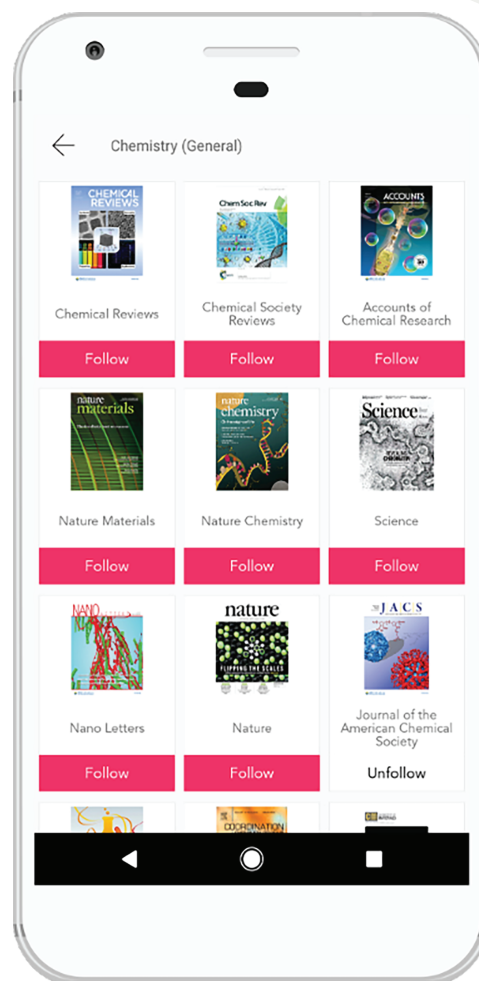


Figure 1. User interface showing how to easily follow journals.

into folders. Only abstracts are available on the app—no full-text content is hosted. Full-text versions of paywalled content can be accessed if the user is affiliated with an institution and that institution has a subscription to the content.

The app includes research produced by businesses, as well as different media types like video, audio, and blogs, and continues to support preprint servers. To encourage the uploading of new content types on the app, editors and marketers can now control and own the information

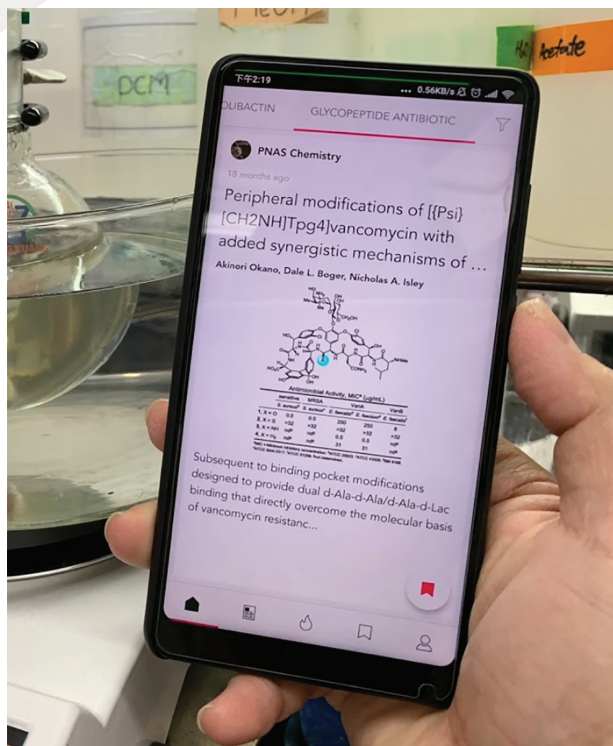


Figure 2. Example of what an abstract looks like within the Researcher app.

displayed about their journal, company, or society through a content management system.

How Researcher Is Helping Publishers Disseminate Content and Build Relationships with Their Core Communities

In the summer of 2019, the app was opened to publishers who wanted to advertise and reach its 2 million users. This has proved very successful, as the app can target niche communities and get great results for the publisher, and crucially in a way that means that users only see ads that are very relevant to them. Targeting options include geography, subject area, topics, keywords, by institution and seniority.

The newly launched Researcher Profile Manager (Figure 3) is an all-in-one content management, analytics, and advertising platform which enables publishers and societies to connect directly with their followers on the app.

The Profile Manager gives publishers and content owners the ability to manage their presence on Researcher. Content owners can view detailed analytics, create and manage ad campaigns, and post custom content into the feeds of Researcher users who follow them—all free, and all on one easy to manage platform.

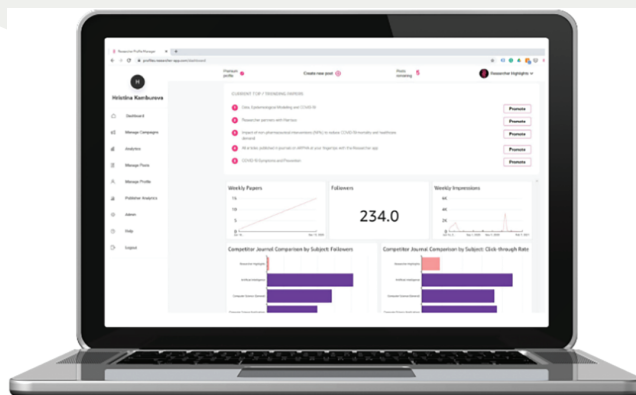


Figure 3. Example of the Profile Manager interface.

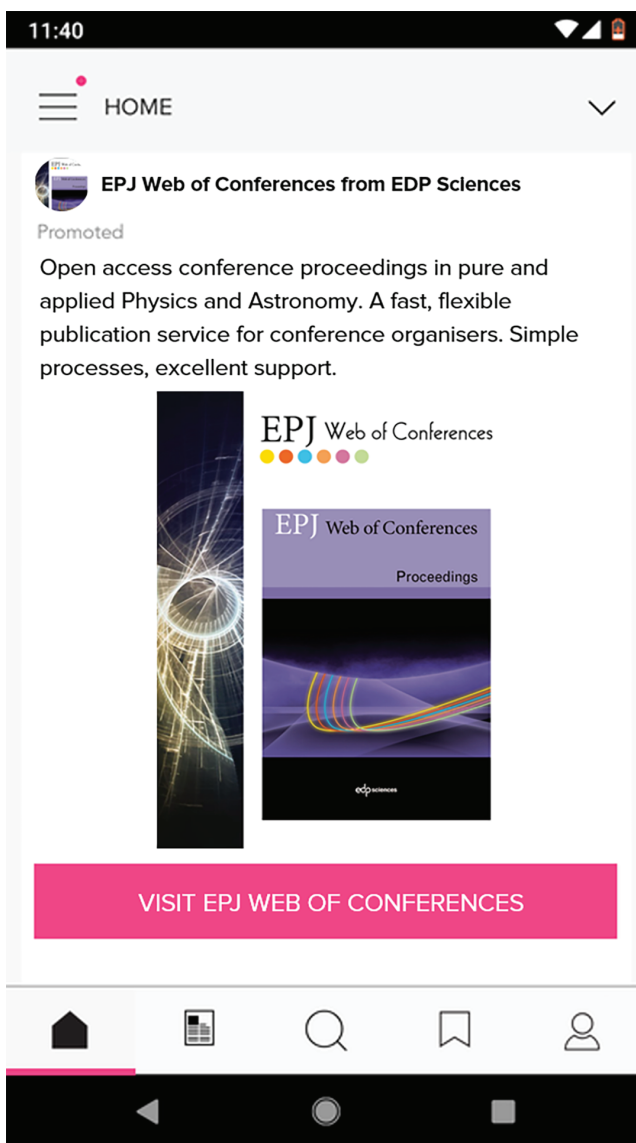


Figure 4. Example of promoted content within the app, which can be used to promote conferences, calls for papers, or membership benefits.

Managing Journal or Society Profiles on the App and Creating Posts to Engage Followers and Build a Community

The platform allows content managers to change their journal, publisher, or company name; URL; and RSS URL (the app pulls the latest content from the journal's RSS URL, so if it changes it can be updated here). There are also tracking links (UTMs) to track engagements of users that connect to journal or company websites through the app. Societies and publishers can also update journal covers and publisher or company background images to align the profile page to match the company, society, or journal branding, strengthening brand recognition on the app. There are also places to include a description for the journal, society, or company; update aims and scope and mission statement; and add links to editorial board members, submission guidelines or ethical guidelines, protocols, etc.

Content managers can post directly into the feeds of followers, up to five posts per month for free. These posts can be a letter from the Editor-in-Chief or an announcement about launching a new journal, posting a white paper, a blog post, or news about membership offerings and benefits. These posts can redirect users to any landing page and can include tracking links to track the traffic being driven to the chosen page. There is a manage papers section on the dashboard where journal owners can preview articles/posts and make changes in real time, view article/post-level stats to see what type of content resonates with followers, promote articles/posts (Figure 4), and pin papers to the top of the journal or society profile feed, giving papers a second life. Journals can also upgrade to a premium profile that allows unlimited posts, the creation of a mini web page on the app to highlight different types of content on separate tabs, and more.

Monitoring Engagement: Stats Dashboard Analytics

The stats dashboard provides an easy way to monitor the engagement articles and posts are receiving through the

app. Journals and societies can view and download article and post impressions and engagements generated by their total profile followers on Researcher. They can also track the number of weekly papers parsed from their RSS feeds, and discover followers' favourite articles or posts in the top papers panel, which are ordered by highest engagement rate. Within that panel, journals can see how many times an article has been downloaded, shared to social media, or bookmarked. When journal owners create posts, the app provides engagement stats for those too, so that content managers can test which types of content followers find the most engaging. Journals, societies, and companies can view post-level impressions and engagements generated by their profile followers. It is also possible to download data from any panel within the stats dashboard and export to Excel or CSV—this is perfect for creating graphs to share with editors or adding Researcher stats to your alternative metrics, to show the wider impact of the journal or of an article's reach.

Some publishers are already using the Profile Manager to recruit editorial board members, promote events, boost top performing papers, and update their followers with their latest news, blogs and white papers, and behind-the-paper information.

Users regularly request that new titles be onboarded into the app. When this happens, we reach out to publishers to ensure that we have the most up-to-date RSS feeds for their titles. Each journal has a profile on Researcher. There is a high probability that your journal is already on the app, but if it is not or if you have just launched a new journal and would like it added, please feel free to contact us and we will get it onboarded for you.

The Profile Manager is free to use, you can sign up for an account at <https://profiles.researcher-app.com/> and if you haven't downloaded the app then what are you waiting for?

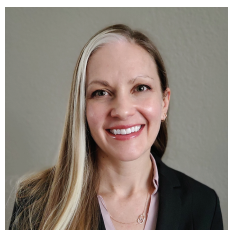
Disclosure Statement

Mary Sweny is Head of Business Development at Researcher.

The leading provider of **editorial, production, online hosting, and transformative solutions** for every stage of the content life cycle



Spotlight on the Sponsorship Committee



By Dawn Angel, BS 

Sponsorship Committee Chair
Managing Editor
The Journal of Allergy and Clinical Immunology: In Practice
American Academy of Allergy, Asthma & Immunology

The Sponsorship Committee is one of the newer committees of ISMTE. It was started in July 2020 after strategic planning conversations suggested a need to bring greater organization and clear processes and procedures to our sponsorship arrangements. The purpose of the Sponsorship Committee is to obtain sponsorships for ISMTE, both in general and for our various events such as the annual conferences, webinars, and workshops. After putting together a Committee Charter and gathering some members, our new committee was off the ground.

The Committee Charter, something all of the ISMTE Committees were tasked with last year, is a document outlining the specific purpose, scope, and strategy of the Sponsorship Committee. These items help us, the committee members, to obtain appropriate sponsors to allow ISMTE to offer a variety of activities while keeping member dues low. A portion of this charter deals with the ethics of sponsorship, which ensures the highest standards of ISMTE are upheld within these relationships. Each sponsorship is different, so the committee handles each one on a case-by-case basis. In this way, we can preserve the integrity of ISMTE.

Another task the committee undertook early on was to update and finalize the Sponsorship Prospectus for 2021. This document provides the details and pricing of ISMTE sponsorship opportunities for interested parties. Going above and beyond the Prospectus, one of the things made abundantly clear during our monthly committee calls is that any sponsorships, as long as they were beneficial to ISMTE, and, even better, mutually beneficial to both ISMTE and the sponsor, are welcome. The oft-used metaphor “think outside the box” is an overarching theme of our committee

discussions. We view our sponsors as stakeholders in ISMTE, and we want to be able to work with them to provide a symbiotic opportunity benefitting both our members and their audience. Ideas tossed around include working with an entity that provides (or delivers) food and spotlighting sponsors in various membership communications.

A key goal of the committee is to give ISMTE members more information about our sponsors—what kind of business or organization they are, and, more specifically, what do they do that is of interest and/or directly affects our members. Rather than being simple (and easy to ignore) logos at the bottom of a webpage or on a quickly passed through (and potentially disregarded) slide, the sponsors would become actual, understood entities, a company or group that has something to offer our membership. This benefits the ISMTE community by providing information that they may not have known before, and it benefits the sponsor by getting their name and resources out to a group of experts in the scholarly publishing editorial office field.

Currently the Sponsorship Committee members are in the process of outreach. We are contacting potential sponsors to inform them of our new Prospectus as well as our open-mindedness on our sponsored relationships. We are also working in tandem with the ISMTE webinars and meetings committees to bring sponsorships to upcoming events. We anticipate working with additional ISMTE committees in the months ahead as we look to expand our outreach and appeal to ISMTE supporters and advocates across the industry. This brings in another goal of ISMTE: committee cohesion. By working together, all ISMTE committees can do real good for our community, offering learning and networking opportunities to editorial office staff.

On a more personal note, our Sponsorship Committee members are the perfect example of the entire ISMTE membership: engaged, intelligent, and enthusiastic (this includes our pets, as each has attended at least one meeting). I’m extremely proud of the group we have gathered, and I have high expectations of the good we can do for ISMTE.

If you're interested in joining this wonderful group, please let me know. We'd love to have you!

Acknowledgements

I would like to offer my heartfelt thanks to George Woodward not only for his assistance with this article, but

also for his continued support over the entire course of my career. And to Donna Blake-Weems for all her help with the Sponsorship Committee and with ISMTE.

Disclosure Statement

The author has no conflicts of interest to disclose.



Spring Cleaning 2021

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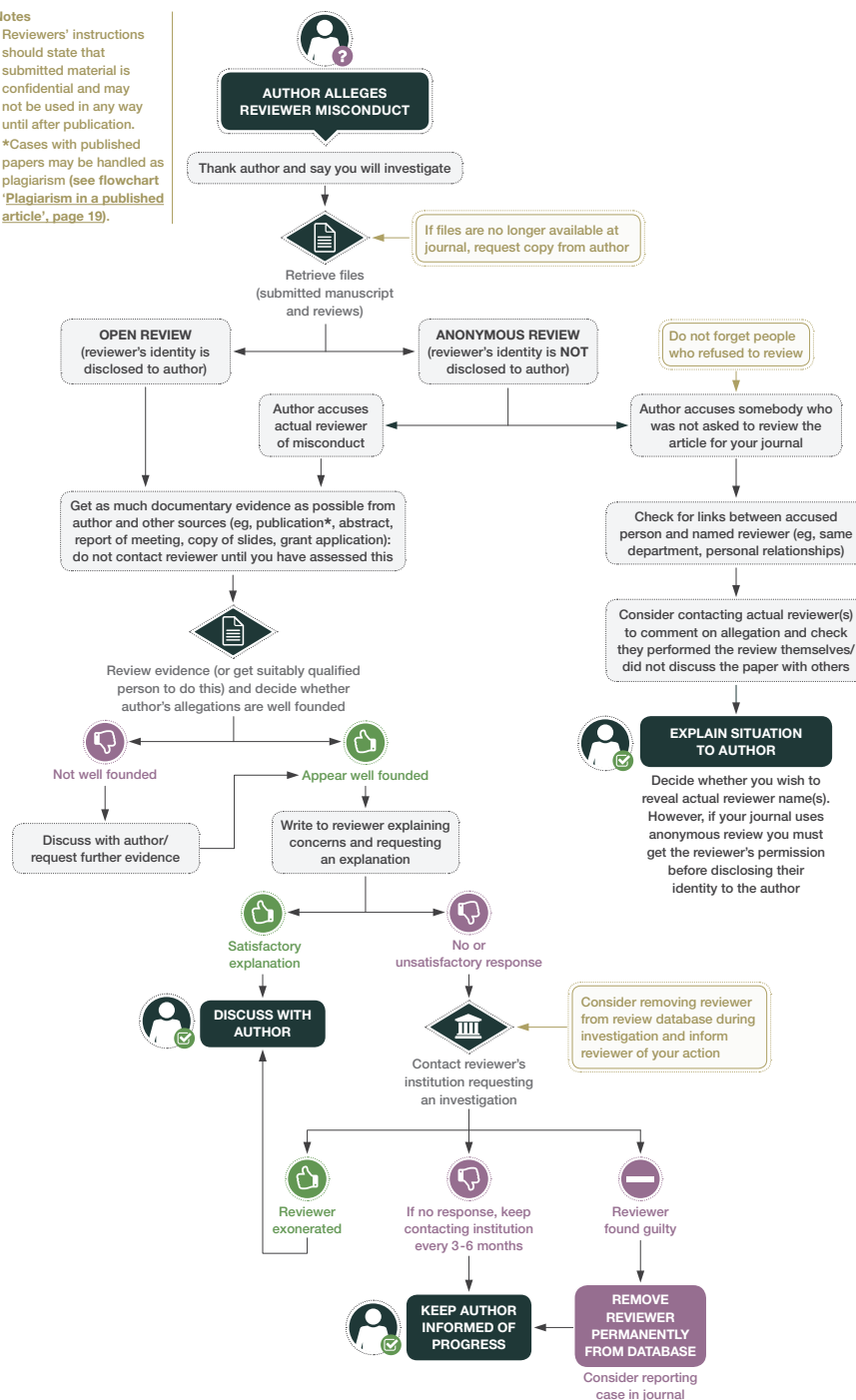
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Notes

- Reviewers' instructions should state that submitted material is confidential and may not be used in any way until after publication.
- *Cases with published papers may be handled as plagiarism (see flowchart 'Plagiarism in a published article', page 19).



Permission to publish this flowchart was granted by the Committee on Publication Ethics (COPE). Please visit <http://publicationethics.org/> for additional flowcharts and information.

Calendar of Events

ISMTE Workshop - Career Development

September 2, 2021

Virtual

<https://www.ismte.org/events/EventDetails.aspx?id=1536165&group=>

ALPSP Annual Conference

September 15-17, 2021

Virtual

<https://www.alpsp.org/news/alpsp-annual-conference-goes-virtual-2021>

ISMTE's 2021 Global Virtual Event

October 11-14, 2021

<https://www.ismte.org/page/Conferences>

Improving Journal Quality and Impact

Part 2: Peer Review and Editorial Boards

October 18-19, 2021

Virtual

<https://www.pspconsulting.org/workshops-for-journal-editors/>

Medical Editors Short Course

November 8-10, 2021

<https://www.pspconsulting.org/workshops-for-journal-editors/>

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A note on English: ISMTE aims to be a truly international society. English will represent our lingua franca, but we would like to stress that, in materials published in EON or online, variations in idiomatic usage and spelling should reflect the origins of the author. No one version of English is preferred over the other.

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