ISMTE
INTERNATIONAL SOCIETY OF MANAGING AND TECHNICAL EDITORS

EON
Editorial Office News

May 2009

Top 10 Reasons to Attend ISMTE 2009 Conferences

1. You will meet new colleagues.
2. You will expand the professional network you can call on to answer your questions.
3. You will pick up tips and tricks to make your work easier and more efficient.
4. You will become more knowledgeable on the important (but sometimes overlooked) topic of publication ethics.
5. You will learn how to document your office procedures.
6. You will gain new skills with Excel that you can use in your next journal report.
7. You will get great return on your investment with all you learn at the meeting.
8. You will have an opportunity to enjoy all that the cities of Baltimore and/or Oxford have to offer.
9. You can ask questions of anyone about anything during the open forums.

And . . .

10. you will have lots of new ideas to share with your editor(s).

In this issue:

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International Society of Managing & Technical Editors

Two Annual Conferences

The Professional Editorial Office 2009

THE conferences for detailed, practical advice on editorial office management for editorial office staff, editors and all parties interested in peer review management.

Mark Your Calendars NOW

August 4 & 5
Baltimore, USA

August 25
Oxford, UK

Why attend?

- Low cost & affordable
- Informative panel discussions
- Best practice workshops
- Get your questions answered from your peers and the experts
- Network with new and old friends

Baltimore Harbor
Baltimore MD USA

USA Theme: Managing Your Journal - in Print & Online

USA Breakout , Special Sessions & Workshops

- Best Practice: Journal office management systems
- How to Prepare Good Editorial Board/Journal Reports
- Publishing Ethics 101
- Journal Re-Design
- Exchange of Ideas Forum
- Taking Excel to the Next Level
- Welcome Reception, Lunch and continental breakfast

UK Breakout & Special Sessions

- Ethics and the Editorial Office
- Effective Management of Authors & Reviewers
- Looking After Authors and Reviewers
- Exchange Forum—Questions & Ideas
- Wine and cheese reception

St. Hugh's College,
Oxford, UK

UK Theme: Managing Ethical Issues & Ensuring Best Practices in Peer Review

USA Meeting Baltimore
Member Rate * $135.00
Non-Member Rate * $205

UK Meeting Oxford
Member rate * £110
Non-Member rate * £155

ISMTE Membership
New or Renewal 12 months
$135 USD (£93)

What is ISMTE?

Established to enhance the professionalism of editorial office staff by providing networking and training infrastructure, establishing best practices and studying and reporting on editorial office practices, ISMTE is an advocate on all issues relating to editorial office operations.

Featured Speakers

Kent Anderson: ***Ideas for Your Journal in the Current Economic Climate.***
Mr. Anderson is currently Executive Director, Business and Product Development of the New England Journal of Medicine. *(USA Meeting)*

Peter Binfield: ***What is the Future of On-Line Publishing ?***
Dr. Binfield has been Managing Editor at PLoS ONE since April 2008 *(USA Meeting)*

Harvey Marcovitch: ***How to Deal with Publication Fraud and Misconduct.***
Dr. Marcovitch is the immediate past chair of the Committee on Publication Ethics (COPE,) a board member of the UK Panel for Biomedical Research Integrity (UK Meeting)

Roy Pounder: ***Without Authors & Reviewers, Journal Publishing Will Die*:**
Professor Pounder is emeritus professor of medicine at Royal Free & University College Medical School, London and editor-in-chief of *Alimentary Pharmacology & Therapeutics*. *(UK Meeting)*

For further information on great member benefits, check our website.

www.ISMTE.org

ARTICLE

Writing a Résumé: The Second-Worst Job in the World

by Adrienne Lea
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Job hunting may be the worst job in the world – getting all geared up for an interview, then feeling let down when someone else gets the job, or wondering why every application disappears in the job seekers' Bermuda Triangle.

Finding the job you want does require luck, not just skill, experience, and stamina. But… putting yourself in the position to have that luck come your way starts with a good résumé.

Why Most Resumes Are Awful

Very few of us are good at writing about ourselves – we are reluctant to sell ourselves, or we try too hard. So make résumé writing as easy as possible.

Remember the Audience

You are *not* writing this résumé for yourself. You are writing this résumé for someone who does not know you, who will be receiving hundreds of other résumés, and who may just skim yours instead of reading every painstakingly crafted word. *The person looking at your résumé does not want to know your job description but wants to know what you have* done *on the job.*

Forget the Résumé

If you have a résumé that is more than one year old, throw it out.

Whether you have a résumé or not, don't start by thinking or writing in 'résumé speak'; you'll get to the final product soon enough.

For the job seeker with experience.

1. Start with one question: How is your job different from the day you started? If you draft a detailed response to that question only, soon enough you will have your professional accomplishments in front of you. Don't worry about language, grammar, syntax – sometimes it helps to set this down as if writing a letter or e-mail to a friend. You will end up with a great list of the items that will most impress a potential employer. Then do the same, in less detail, for each of your previous jobs.
2. After you have completed #1, put together the shell of your résumé, dates you have held each job, job titles, and locations.
3. Start editing the information you wrote about what you did on each job (#1) and fit that information into your résumé

Writing a Résumé

continued

template. Try to limit any description of the job, the job responsibilities, to one sentence. The rest of the text should be what you have *done* on the job, how you improved processes, systems, and/or made a difference. Avoid passive voice – use action verbs. (See Appendix 1)

For the job seeker fresh out of school.

1. Don't list every course you took, even if you think it applies to the job you are seeking. You end up trivializing your degree.
2. Don't narrow the field by putting an objective at the top of your résumé. Your first job may do nothing more for you than place you in the area that interests you most professionally – the wrong objective might cut you out of a position that might not be your dream job but might place you with the right company.
3. Make sure you make the most of the experience you have had. If you waited tables in the summertime, you didn't just wait tables but developed excellent customer-service skills and the ability to multitask under considerable time pressure. If you worked during school, you learned to juggle work and academic responsibilities and meet both sets of obligations.

For all job seekers.

1. White space. Your first draft is going to be too long and fill up too much of the white space on the page. If someone spends 13 seconds looking at your résumé, what do you want that person to see? Your major accomplishments should stand out on the page.
2. One page. Try to think of the first page as the only page, even if you have had years and years of experience. It may be the only page employers read, so keep that in mind.
3. Bullets. Your narrative style may be wonderful, but people aren't reading résumé as short stories. Bulleting items really helps make the things you have done stand out.
4. Truth. Make the most of yourself, but don't lie – no matter the temptation. Having to leave a job after a lie on your résumé is discovered could stay with you forever.
5. Priorities. Don't put down everything you do. When you list small tasks or obvious skills on your résumé, you make it seem as if you place undue importance on minor or routine stuff.
6. Editing and proofing. Walk away from your draft and let it get cold before you look at it again. Let your most ruthless friends read the résumé. Listen to their criticisms. Have someone proof the final draft *who has not read it before* – you will skip over errors because you know what it should say.
7. Your Internet identity. If you have a Facebook, My Space, or other social networking page, get rid of *all* the stuff that would embarrass you, even if it's on private pages. Too many employers have too many ways to mine this information.
8. Cover Letters. Keep them short. Sell yourself. Say why you would be an asset to the job. Personalize. Write to a person – the 'head of human resources' if you cannot get another name is always better than a 'to whom it may concern.' And don't say 'your organization' – name the company. (See Appendix 2)
9. Hard copies. The great thing about the Internet is also the bad thing about the Internet. It's easy to find job openings; it's easy to send in your résumés; but it's

Writing a Résumé

continued

easy for *everyone* – so an employer can get flooded with résumés. Employers may have online forms or templates that make everyone's résumé look alike. If you really want the job, send in your résumé and cover letter by mail. It can't hurt, and it might make you stand out.

10. Phone calls. If you want the job enough, make yourself pick up the phone once a week to check on the status of your résumé and to see if the position is still open. Again, it might not get you the job but it never hurts to indicate interest. *The Internet will not make a personal impression for you.*

Finally, Talk

No matter how good your résumé, your cover letter, and your skills – don't forget to tell people you're looking for a job. Tell your friends and relatives, the people you work out with, colleagues you can trust. You may be routed to a job opening in the most unlikely way, and many employers feel the employee identified through a special route – insider information, networking – has to be a special find.

Appendix 1
Some Examples of Before and After

Before: Responsible for media at XYZ Society

After:

- Increased press coverage by 20% by identifying new opportunities in print and electronic media.
- Automated press release systems and processes to increase efficiency.
- Determined staffing needs of rapidly growing division and hired for two new positions.

Before: Oversee grants program for ABC Association.

After:

Manage grants program for ABC Association.

- Oversee submissions process, peer review, pre- and post-award administration for a funding program encompassing ___ awards with aggregate annual funding of $_____.
- Major accomplishments include implementing an automated submissions and review system, developing a resource guide for applicants and creating a policy and procedures manual for staff and volunteer leaders.

Before: Provided support to Council.

After: Created and implemented internal structure to provide more efficient support of twice-yearly council meetings. This entailed coordinating submissions for staff and volunteer leaders, developing all production and print schedules, and establishing a much more efficient workflow. Oversaw transition to online book preparation at request of Council members.

Writing a Résumé

continued

Appendix 1. Some Examples of Before and After *continued*

Before:
Objective: Seeking high level management position in academic medicine
After:
Executive Summary:

- Results-driven professional with over 25 years progressively responsible experience in healthcare management and academic medicine
- Demonstrated success developing and implementing large-scale programs
- Proven ability to facilitate change, oversee growth and transition within budget and time constraints

Before:
Served as managing editor for society textbook.
After:

- Oversaw peer review, production and marketing for a highly regarding scientific text with international distribution. Managed chapter selection, submission, and preparation.
- Streamlined peer-review and editing workflow and broadened job responsibilities to incorporate oversight of print manufacturing and online publication.
- Developed successful marketing campaigns that increased sales by __% over previous edition.
- Developed innovative discounting system for medical bookstores and libraries.

Before:
Served as Freshman Advisory Counselor.
After:
As Freshman Advisory Counselor, trained, oriented, and counseled first-year students, troubleshooting a variety of academic and personal issues and concerns.

Before:
Volunteered with Red Cross.
After:
Oriented new patients and their family members to the pediatric clinic setting, processed and registered patients, took vital signs, maintained infection control procedures, and assisted in a variety of general management tasks for the clinic.

Writing a Résumé

continued

Appendix 2
Cover Letter Before and After

Before

To Whom It May Concern:

I am very interested in the position of Network Manager with Acme Medical Association and believe that I have the experience to fill this position and prove an asset to your organization.

Enclosed please find my resume. I look forward to hearing from you.

With best regards,

Jane Doe

After

Mr. James Smith
Director, Human Resources
Acme Medical Association

Dear Mr. Smith:

I read with interest the description of the Network Manager position with Acme Medical Association. With ten years of progressively responsible experience in information technology, extensive experience in the non-profit association field and proven management, customer service, and team building skills, I am highly qualified to fill this position and serve the mission and goals of Acme Medical.

As detailed on the attached resume, I am committed to using technology to solve organizational problems, improve workflow, and enable people and organizations to advance their goals. Supporting my technical skills is my ability to work with end users of all skill levels to make them comfortable with existing and new technologies.

Over the past three years I have overseen a complete systems overhaul for the XYZ Society. We completed this transition within deadline and under budget, and in addition developed user manuals that enabled employees to adapt quickly and efficiently to the changes in hardware and software.

I look forward to discussing with you how I might support and advance the goals of Acme Medical Association. I will follow up by phone within a week.

With best regards,

Jane Doe

Editorial Offices: Are Budgetary Implications at the Nexus of Publishing?

From the President - Jason Roberts

I was recently asked to give a presentation on the economics of the editorial office during these financially straitened times. I offered some simple cost-saving techniques but the focus of my presentation was to urge publishers, or at least those holding the purse strings, to reconsider their perceptions of the roles and responsibilities of the editorial office. In doing so, along with a consequent investment towards greater professionalism, they should expect a better return on their investment.

I believe there are two ways to approach this goal of getting more out of an editorial office: *professionalize* existing staff and hire *professionals*. The chances are, if you are reading this as a member of ISMTE, that you are pursuing one of these paths already - either self-directed or at the behest of your editor, manager, or publisher. Without necessarily wielding significant power, a fully engaged editorial office is central to so many aspects of journal publishing. (I appreciate the slide reproduced here is not entirely applicable for all journals.) We practitioners are probably aware of this centrality, the nexus of publishing, but I think for some that were present to hear me speak, the idea was novel. It's quite possible no one else has ever presented such an 'EO'(Editorial Office)-centric view of journal publishing. Indeed, I received some good-natured ribbing about this slide but also a lot of positive feedback. Certainly, the more I encouraged people to think about this nexus idea, the more it made sense to them. If budgets are tight with declining sales and rising costs, then look closely at the resource levels for a key constituent in the journal publishing process: the editorial office.

Clearly there are direct and indirect ways to see a better return on investment. Of course it's the indirect ways we contribute to most and, yet, those are the ways that don't really show up on a balance sheet, unless greater efficiency leads to a reduction in staffing levels.

Direct returns on investment are most visible through sales and marketing support. For some editorial offices, planning and execution of sales and marketing plans fall under their remit. For most other titles, with a publisher performing these tasks, editorial offices should consider offering support (without treading on toes) with everything from informing sales staff of recently accepted articles with reprint sales potential through to targeted readership drives based upon analyzing online article usage data and authorship trends.

I was asked to illustrate these points from my own experiences, so I gave a few examples specific to my particular titles, but, perhaps for some of you, an equivalency can be drawn. For sales support I have routinely informed the publisher's sales team of articles that I believe have reprint potential the moment they have been accepted for publication. I used to do this at issue composition stage, but as my journals now publish online ahead of print, I've moved the notification process further upstream. Sales staff will tell you 'first to market' is everything in securing a good reprint sale. The moment the sales staff knows an article is to be published, they are on the phone proactively selling. From a marketing perspective, I provided an example from the early days of the *Journal of Sexual Medicine*: The editorial office worked with the marketing manager to combine subscription information the publisher held with information we held on authors, and examined which institutions were sending us papers. We then targeted those institutions that did not retain a copy of the journal, demonstrating that there was a clear need for a subscription.

The most obvious indirect returns on investment are those that result from efficient operation. By investing in staff training one should expect efficiencies in practice to emerge. This frees up staff time to perform other tasks that benefit authors, reviewers, and editors alike (which in turn may make the journal a more attractive proposition for publishing). Efficiencies may eliminate the need for so many billable hours. Particularly in this economy I was loathe to stress this point, but the fact of the matter is that some editorial offices are over-staffed or are spending money on functions that can be automated, or with current trends in what authors and readers value as important, simply no longer justify the investment. To illustrate the point, the very week I gave the presentation I found out a small quarterly journal was spending one quarter of its budget on hiring a librarian to check reference accuracy. If the outgoing editor-in-chief had not been so resistant to the implementation of an online submission system, this editorial office may have recognized that the submission system they could have used performed a perfunctory check for reference accuracy. I would also question whether the exactness of citations is either noticed, or, of concern for most readers. I am not advocating sloppy standards, but the fact of the matter is, the accuracy of references probably does not drive sales. I would have spent the money on providing time for more author-facing tasks such as tracking and resolving slow-moving manuscripts.

Another example of where an investment in training could show up elsewhere on a journal budget sheet is ensuring editorial office staff receive a grounding in publishing, under the implications of their actions and the need to provide content in a format and timeframe as directed. An obvious example is the editorial office that prepares accepted manuscripts in the format stipulated by the publisher. Such offices diligently ensure that changes at proofs are minimal, recognizing the costs associated with such late changes. Such offices are also cognizant that delays in content supply also inflate production costs.

Rather than focusing solely on staff training and the dreaded elimination of positions, I suggested that when looking to recruit a replacement editorial staff member, consider hiring a professional – which I would simply define as just about anyone reading this column. A professional, who either possesses considerable experience or has undertaken training previously, may charge more per hour than, for example, a departmental assistant performing the role part time, but they are also more likely to bill for fewer hours. Additionally, a professional would likely save on training costs and, if the job is to be performed by someone out-of-house, overhead.

Tying the strands of encouraging greater professionalism and hiring professionals together during my presentation, I was aware of the fact that publishers, in particular, may be fearful of handing over too much responsibility to an editorial office. I stressed, however, that by working more closely with the editorial office, the publisher, if reasonable, could get crucial support

Budgetary Implications for Editorial Offices *continued*

in pushing certain tasks forward. I reminded the large publishers present that most of their publishing managers look after several titles and cannot possibly retain and act upon the detailed knowledge an editorial office with a solitary title can focus on. Working alongside a managing editor, editorial administrator, or other editorial office staff can lead to certain tasks getting accomplished that a publisher may otherwise struggle with: Most obviously this might involve content direction; improving content quality or getting a busy/distracted editor-in-chief or editorial board to complete a task. If the relationship is somewhat antagonistic between the publisher and the editor-in-chief (and having worked on both sides I can testify this occurs with regularity), editorial office staff can act as a bridge.

What I did not say in my presentation as I was too polite and not intending to take anyone to task, but I'm amongst friends here (!), is that if publishers or purse-string holders want to get more out of their editorial offices I think a wholesale change in attitude needs to take place: recognize that the roles and responsibilities, if performed properly, require a skill set that an amateur cannot deliver.

I believe publishers and others are waking up to the fact that an editorial office should not be a budgetary black hole where money is thrown in and, somehow, without too many people knowing how, manuscripts are reviewed and issues are formed. I do see with increasing regularity publishers helping society-owned titles select replacement editorial office staff or indeed offering to perform the role themselves. Regardless of whoever performs the hiring of editorial office staff, I urged all who attended to consider the following (I'd be particularly interested to hear if you think I missed anything):

- Assess editorial office practices to increase productivity and reduce inefficiency
- Look to maximize your investment in editorial offices by expanding their support role
    - Consider assigning revenue-generating responsibilities
    - Invest in training and professional development
- Rededicate staff time to activities that return proportionate rewards/enhance the competitiveness of your journal
- Move beyond traditional assumptions of: what an editorial office is; what it does; typical staff profile

In summary, it's time people recognized there is a centralized resource – the editorial office - within journal publishing that may have the skills, capacity, and potential to assume additional responsibility or offer enhanced service. Carefully directed investment in that resource will reap returns, even if they are not always measurable.

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Conference Highlights: ScholarOne User Conference - April 2009

by Gary Bryan
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As I enter the grounds of the Boar's Head Inn, in Charlottesville, Virginia, USA, I have to remind myself I am not attending a lavish wedding but am here to attend the ScholarOne User Conference. It is set in a beautiful hotel surrounded by amazing spring colours on the trees and two sparkling lakes, and being from the United Kingdom, I enjoy the large rooms and bathrooms.

Again, this year, it is a very relaxed atmosphere and very friendly. I am not sure how the ScholarOne people do it, but they put you at ease with their niceness; they genuinely seem very pleased you are there. Also, the free beer at the reception the night before helped a lot.

Monday kicked off with an introduction to the two-day conference and, also, with some facts about ScholarOne, such as Manuscript Central™ will be called ScholarOne Manuscripts™ from now on. This is because they wish to brand all of their products the same and this makes it easier for us to remember them (e.g., ScholarOne Books™, ScholarOne Production™, etc.). In 2008 about 1.1 million articles went through ScholarOne Manuscripts™ with just over 20% coming from the United States and 9% coming from China, which is food for thought.

In April of last year, version 4.1 was released, which included giving the ability for reviewers to suggest other reviewers. Also, which I am sure is handy when an editor makes a decision on a paper and then says 'doh, I did not mean to do that,' you can now rescind the decision. Another biggie was the release of the ScholarOne™ Production, which allows you to track manuscripts through the production stages.

4.1.2 was an exciting release in January this year. ScholarOne Manuscripts™ was translated into Chinese. What a great idea. If many articles are being submitted by a non-English speaking country, then why not translate? I was very impressed with this.

4.1.3 was released in April, with the much-awaited reporting suite called Cognos. Everyone complains about reports; they are time consuming and can give you a large headache when you ask for a report that you can't get (believe me, I know). BUT Cognos is here—ta-daaa. Cognos offers standard, expandable, and ad-hoc reporting capabilities; it also can deliver data with less than 4 hours latency. You will be able to build your own ad-hoc reports and schedule them to run at certain times, say monthly or weekly, etc. You will also be able to use multiple batch reports and have them distributed in many formats and destinations.

Features that are coming in 4.2 are Production Central phase 2, a plagiarism checking functionality, and a letters-to-editor functionality. I am particularly looking forward to seeing the plagiarism tool, iThenticate, that works with Crossref. There are not many ways we can check for plagiarism these days, but this product will help a lot. It will scan documents across the Web and report the percentage of how much an article is potentially plagiarised. It will look for

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Conference Highlights: 'Ethics in Editing' COPE Seminar - March 2009

by Kristen Overstreet
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I had the good fortune to attend the COPE seminar 'Ethics in Editing' on March 27, 2009, in London. Because I work from my home office in Denver, Colorado, USA, a trip to London was an exciting opportunity for any reason, plus I had a chance to focus on ethics for a day.

Ethics is a topic that seems to be burgeoning. I don't believe ethical violations are necessarily increasing, but as Harvey Marcovitch said in his last 10 minutes as COPE Chairperson, 'Once you start looking [for ethical misconduct], you find it.' (Liz Wager began her term as Chairperson following the business meeting.) As we learn more about the ethics of editing, we discover the many ethical pitfalls that exist and the violations that occur in our own publications.

The morning session was titled 'The Ethics of Editing' and included presentations by John Hoey from Queen's University, Canada, on 'Conflict of Interest: An Editor's Guide for Detection of Mischief, Malfeasance, and Incompetence,' and Behrooz Astaneh, editor of the *Iranian Journal of Medical Sciences,* on 'Editorial Professionalism and Ethical Concerns in Small Journals.'

The afternoon session was titled 'Is Publication Ethics a Luxury Which Small Journals Can't Afford?' and included presentations by Randall Stephenson, editor of the *Journal of Geodynamics* on 'Editorial and Publishing Ethics: A Non-bio(medical) Point of View,' and Margaret Rees, editor of *Maturitas* on 'Publication Ethics and Small Journals.' The answer to the question, of course, was 'no.' Ethical violations are just as costly for small journals as they are for large journals—worst-case scenarios include litigation and 'journal death,' according to Rees.

Potential competing interest, authorship disputes, alleged plagiarism, and allegations of reviewer malpractice were four of the topics the attendees discussed in workshop breakout sessions. The case example on alleged plagiarism in an accepted-but-not-yet-published paper included the issue of the author threatening to 'take further steps against' the editor if anyone was told about the plagiarism. In discussion, my group disregarded this threat, real though it could be, and felt that after researching the issue and determining that the accepted paper definitely 'contained large chunks of text plagiarized from a review published in [another] journal,' (language from the case example) that the editor who published the original paper and the author's institution should both be informed of the misconduct. It was very interesting to me to have the opportunity to discuss these four topics in a small group and hear how others might handle each situation.

Small journals are not immune to ethical violations, such as those mentioned above; but they tend to have small cash flows and staffs (some with only a staff of one), which make it difficult to find the time to address ethics and deal with the violations found. Some may also find it difficult to locate the needed resources to educate themselves, their authors, reviewers, and

ARTICLE

COPE Seminar

continued

readers about ethics. COPE can be a valuable partner when a journal staff takes on the challenge of educating themselves about ethics and establishing the policies to protect all parties. COPE's guidelines and flowcharts, available on their website (http://publicationethics.org) provide excellent information for what to look for and how to handle ethical situations.

The bottom line is that every journal, large, small, and in between, should have policies about ethics in publishing available for their authors, reviewers, and readers online and/or in their print journals. These policies will educate authors and reviewers and provide the editorial office with a policy for how to handle issues where stated ethical policies have been violated.

I came home and added to my to-do list the tasks of creating policies for my journals without them and updating the existing policies for my other journals. Ethics are not a luxury. Ethics are the base upon which our journals can proclaim their merit to their readers. A journal that upholds high ethical standards is a journal that a reader can trust.

ARTICLE

ScholarOne User Conference

continued

content only, so it will exclude tables and figures. You can also tell it not to look for references, as they crop up all over the place. When you get a report back, you can decipher if an article has been plagiarised or not. I would like to go into more detail about this, but maybe another time. A good suggestion is to get the author to run the report on his or her own work and submit it to the journal with the manuscript, but this has many pluses and minuses, such as cost.

Other future features are things like the file storage—when articles are deleted as determined by your own settings, they will not be archived; they will be deleted forever. So you may want to ask questions about this one. I think the idea behind it was to give the user more control over the costs of storage and more control on where information is stored.

I could probably go on all day about the features and functionalities as ScholarOne is constantly working to improve the system. Over the years I have watched what has been happening with Manuscript Central (oops, sorry, ScholarOne Manuscripts™), and I am very impressed by their ability to work with their customers and listen to their needs. So let's see what another year has in store for the users.

Editor's note: Check out Gary's blog on the ISMTE website (www.ismte.org).

Part 2 of "Profile of a Freelancer" (April issue) will appear in the June issue.

What I Learned at the Manuscript Central User Conference

by ISMTE Members Who Attended the Conference

From: Taylor Bowen, Aegis Peer Review Management

A Solution for an Automatic Volume & Issue Notification E-mail in ScholarOne Manuscripts™

Tired of wasting time e-mailing authors of accepted manuscripts about volume and issue assignment? Have you always wanted an automatic e-mail in ScholarOne Manuscripts™ (v4.1.3) that will notify an author about volume and issue assignment? Good news: Information is provided below for setting up such an e-mail in the system with the addition of two 'custom questions' (data fields) on your site.

Did you know Manuscript Central™ is now called ScholarOne Manuscripts™?

What your ScholarOne Manuscripts™ site needs to create this e-mail are 'volume' and 'issue' custom questions—which will appear as pick-lists for the administrator/production staff as they assign manuscripts to issues.

Contact your ScholarOne representative for further information about implementing these custom questions, and when they are configured, your site will have the following two e-mail tags available: ##CUST_VOLUME## and ##CUST_ISSUE##. When inserted into an e-mail template in the 'E-mail notifications and reminders' accepted workflow tasks section of ScholarOne Manuscripts™, these tags will automatically populate the e-mail with the volume and issue assignment for that paper.

Set up the author notification e-mail template as you would for any new letter. (Remember, this is a letter from the editor or journal/publisher office to the author, notifying the author of the volume and issue assigned to the author's accepted paper.) For my journals, I have set up this e-mail as 'edit before sending' immediately upon my completion of the volume and issue assignments (set to 'pending' status in the e-mail configuration) because I want to be certain the e-mail is being sent and is accurate.

Here is text I use in the body of this letter:

> I am pleased to inform you that your article, ##DOCUMENT_ID##, entitled "##DOCUMENT_TITLE##", is scheduled to be published in ##JOURNAL_NAME## ##CUST_VOLUME##:##CUST_ISSUE##.

Works like a charm, saves me time, and keeps authors informed and happy.

ScholarOne Manuscripts™ can be configured with any number of custom questions and for any role in the system. The system can then draw those custom questions into e-mail templates via the tags. Another great benefit of custom questions is that you can run reports on them.

What I Learned . . . *continued*

A Solution for Resizing the Body of an E-mail in Safari (Mac users).

Did you know that in Safari you can re-size the 'body' field of any ScholarOne Manuscript™ e-mail? Simply click and drag the lower right corner of the 'body' field (Fig. 1) to the size desired. No more tiny text box!

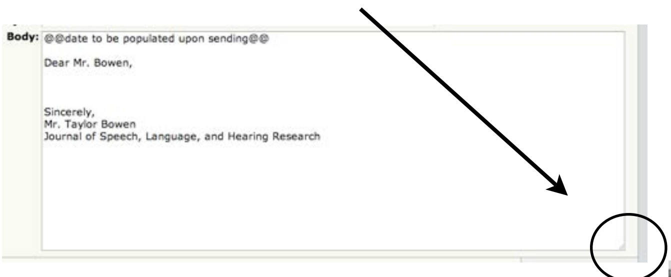

Fig. 1

From: Jason Roberts, Managing Editor, *Journal of Sexual Medicine* and *Headache*

Tracking Correspondence at the User Level

Every time I attend the ScholarOne Manuscripts™ Users' Conference there is always a little tip or trick I pick up. This is probably because I've never had any formal training in the system.

One problem I face regularly is when a reviewer writes to me to confirm their willingness to review a manuscript, but then fails to identify the manuscript. I'm loath to ask some of these reviewers for the details, especially if I know they are the type to take offense at me asking them to follow up.

At the User Conference, I learned how to track correspondence at the user level:

1. First perform a user search
2. Click Details
3. Then scroll down and click 'show correspondence history.' The correspondence will pop up as illustrated in Fig. 2.

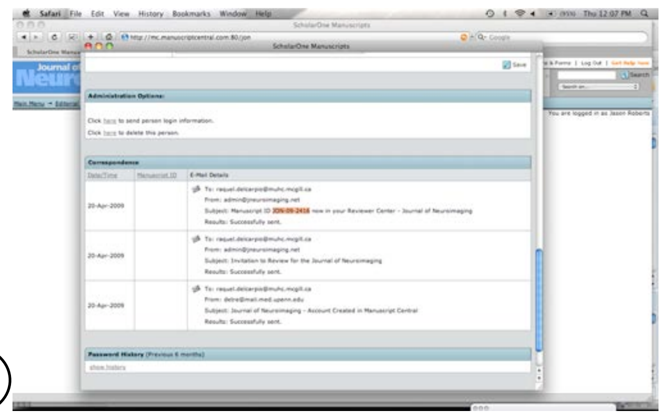

Fig. 2

From: Ira Salkin, Editor, *Medical Mycology*

Auto-Promotion of Reviewers

While attending the recently concluded ScholarOne Manuscripts™ Users' Conference, I was informed of the existence of a relatively simple configuration change that was included in one of the previous software releases, i.e., 'Auto-Promotion of Reviewers.' The editorial staffs of many, if not the majority of journals, are encountering problems in securing the services of appropriate peer reviewers to evaluate manuscripts. For example, in one recent incident, an associate editor of my journal had to extend eleven invitations before obtaining two acceptances, as per my journal's default requirement of two external reviewers. Once activated by ScholarOne (for FREE), this feature eliminates the need to constantly check the status of reviewer invitations in order to send additional requests to new reviewers.

When activated, journal staff or editors may select prospective reviewers through their journals' routine procedures and add them to the list of reviewers. Technically, there is no limit on the number of primary or alternate selections that can be included in this list. Next to each name there is a drop-down menu box to designate individuals as either primary or alternate reviewers (see Fig. 3). In addition, staff may select the order in which the invitations are extended to reviewers to evaluate the manuscripts. As noted above, the default reviewer setting for my journal is two, so if either one or both of the individuals who were designated as primary reviewers were to decline the invitation, the prospective reviewer listed as the first alternate would automatically be sent an invitation. This would continue until the list of alternate reviewers was exhausted, in which case the program would notify the journal staff or editor of the need to select additional reviewers.

Think of the time and resources that this would save; and it's as simple as requesting the activation of the 'Auto-Promotion of Reviewers.'

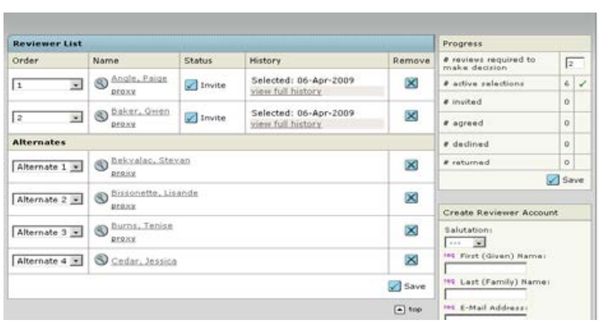

Fig. 3

From: Jennifer Deyton, J&J Editorial, LLC

COGNOS for Dummies

If you are a ScholarOne Manuscripts™ user, you likely know that Thomson Reuters implemented a new reports system, Cognos, the day before the user's conference started in Charlottesville, Virginia, USA, in April. Consequently, Cognos was the talk of the meeting. If you have already ventured into this new system on your own, you probably have a lot of questions. I know I do. The main question at the user's conference was, 'Where can I buy "Cognos for Dummies"?'

Most of the managing editors at the conference were concerned about its usability, even after a thorough presentation by Thompson Reuters. As difficult as it does look, don't worry; there is a lot of good news surrounding this new product.

First, if you are worried you do not have time to learn Cognos before your next publication committee meeting, don't be. ScholarOne Manuscripts left the old system on your site. You can still use the trusty (if not rusty) reports systems you know so well.

Second, ScholarOne Manuscripts™ is offering free training. You can sign up for this training online by logging into your ScholarOne Manuscripts™ account. Click 'Get help now' in the upper right hand corner of the screen. Then click on 'Instructor lead training' at the top. In the middle of the page you will see a live link that says Click Here to Access our Online Registration Center. Click it. You will then see a calendar of sorts containing a list of dates and times to register for reports training sessions. Even though these training sessions fill up fast, new sessions are added on a regular basis. It took me a few tries but I did finally get in. Just be patient and you will find a slot that works for you.

Third, ScholarOne Manuscripts™ has prepared a useful *Reporting Users Guide,* which can be found at http://mchelp.manuscriptcentral.com/releasenotes/Reporting_User_Guide.pdf. It is 58 pages long and really helpful – screen shots and everything. Download it, print it, put it on your nightstand, whatever it takes.

Fourth, I know a lot of companies use Cognos. It is has been around since 1969 and is now an IBM product. Since it is what a lot of companies use, I really did wonder if there was a 'Cognos for Dummies.' I googled. The results were not very helpful – *Business Intelligence for Dummies* and *Italian Wines for Dummies.* Although I freely admit I should probably read both – I did not find what I was looking for. However, with a little more research, I did find several tools and books regarding Cognos support. I also found a reference to a 'Cognos for Dummies' on a Cognos forum, but I could not find the book itself. The person on the forum said it was useless anyway. I did notice, however, that many Cognos users reference http://www.cognosbooks.com/consumer.php. I took a quick look and did find it very informative.

Although Cognos does not run reports based on a simple voice command: 'Give me accept/reject ratio,' like we were all hoping, it does offer far more reporting options than the previous system. I am a true believer in the old adage 'you get what you pay for.' In this situation, I think the payment will be spent in the form of training and research. In other words, I do think this product will be worth the effort to learn it, no matter how daunting.

From: Dianne Dixon, Managing Editor,
International Journal of Radiation Biology

The Viewing Centre

The Viewing Centre is a new feature with ScholarOne Manuscripts™. It allows those with access to view papers that you have assigned to this area. It looks like the Administration Centre, but no action can be taken here. The user is only able to see the status of the papers at the various stages of review, but he/she can drill down into the manuscript details and see who the reviewers are and access the reviews that have been submitted.

I, personally, use this for special issues. In the Administrator Checklist window, I can assign a manuscript to this area. I then grant viewing access to the guest editor for this issue by going into this user's account and editing his/her roles and permissions. (The roles and permissions can be found at the bottom of the window that shows the user's account information.) The guest editor is then able to see all the papers, and I don't have to put together status updates outside the system and send them out every two weeks. This is a great time saver and an excellent upgrade to the system.

This upgrade is not a default setting and will need to be configured on your individual site. Contact ScholarOne for information about configuration and cost.

Features to Save You Time and Effort in Editorial Manager - Part 2

by Tony Alves and Jennifer Fleet
Director of Product Management and Director of Customer Service, Aries Systems
talves@edmgr.com and jfleet@ariessys.com

In the last issue of *EON,* we presented several features in Editorial Manager (EM) expressly developed to make your peer-review process more efficient. Below are MORE helpful features that could shave minutes off your day... leaving you more time to plan your trip to ISMTE's annual meeting.

Suggest Reviewer

When an editor is searching for potential reviewers to evaluate a paper, there is an automated tool in the EM system that will deliver to the editor a list of the most qualified reviewers based on the editor's preferences. This tool, called Suggest Reviewer, uses a combination of criteria preselected by the editor to match the manuscript with possible reviewers.

The system will look at a list of keywords associated with the manuscript and cross-reference them with a list of keywords associated with each reviewer in the system. It also filters the result set to exclude anyone from the same institution or city as the author, any reviewer who has already been invited to review a paper, and any reviewer who has identified dates where they are not available to review.

The result set is then sorted according to preconfigured parameters, pushing certain reviewers to the top of the list such as reviewers who are editorial board members, reviewers who have not reviewed in a while, and reviewers with the shortest review times. These preferences are stored for each editor separately so that each editor can select his or her own Suggest Reviewer preferences (see Fig. 1).

Proxy Power

Many publications require administrative staff members to perform tasks in the EM system that normally an editor, reviewer, or author would perform. This is usually because an individual is not able to access a computer or does not want to log into the system. It might also be a service the publication offers to the most desirable authors and reviewers, or to a senior editor who does not like using computers (surprisingly, there are many editors that fall into this category).

EM has a proxy feature that allows a user to quickly switch his/her identity (e.g., switch to the author's identity), perform a required task, and then switch back, without having to log in and out of the system. Only users with appropriate permission can use proxy powers, and the system keeps track of any actions performed in proxy mode, recording such actions in the submission record's history. This means that there is a clear audit trail showing who actually took action or completed a task.

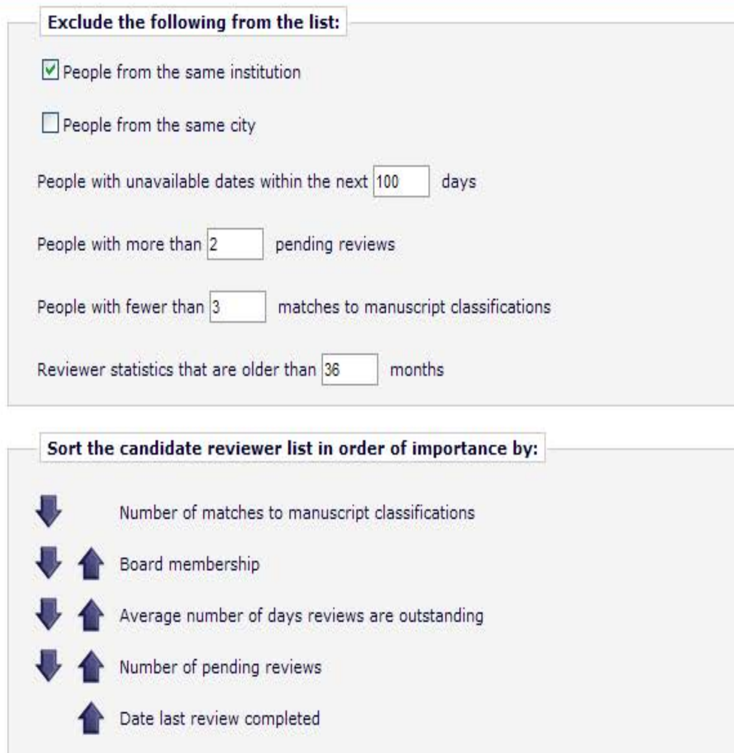

Figure 1. Editors define their 'Suggest Reviewer' preferences using the configuration page.

Direct to Editor

The EM system can be set up to automatically direct submissions to the appropriate editor, freeing up the staff to do more important tasks. This 'Direct-to-Editor' feature allows authors to select an editor by name, or to select a topic or category for their papers. The papers then flow directly to the associated editor, who can take on responsibility for the paper or redirect it to a more appropriate editor.

Legacy Data

Long after implementing their EM sites, some publications continue to support or maintain either a legacy tracking system or data from a legacy tracking system (like an Excel file) so they can access the old data. There is a feature in EM that can hold this legacy data, making it quick and convenient to access while working within the EM environment (see Fig. 2).

Bibliographic Searching

Third-party bibliographic databases, such as Ovid, GenBank, PubMed, etc., and search engines such as Yahoo, Google Scholar, etc., can be accessed directly from the EM system. Custom search strategies can be constructed to utilize manuscript-specific data that is then passed on to the appropriate database or search

Saving Time and Effort in Editorial Manager *continued*

and retrieval service. The search results are then returned in a new browser window (so that you do not lose your place in the EM system). For example, the title of the manuscript or its author name can be passed through to Google Scholar, and the results of that search are returned so the user can see what other research has been published on that topic or by that author (see Fig. 3).

Conclusion

These are only a handful of the features available in EM designed to make your life easier. Consider consulting the release notes that accompany each upgrade, the new release webinars, the EM user group meetings and listserv, the EM HELP system, and your account coordinator (of course) for more ideas!

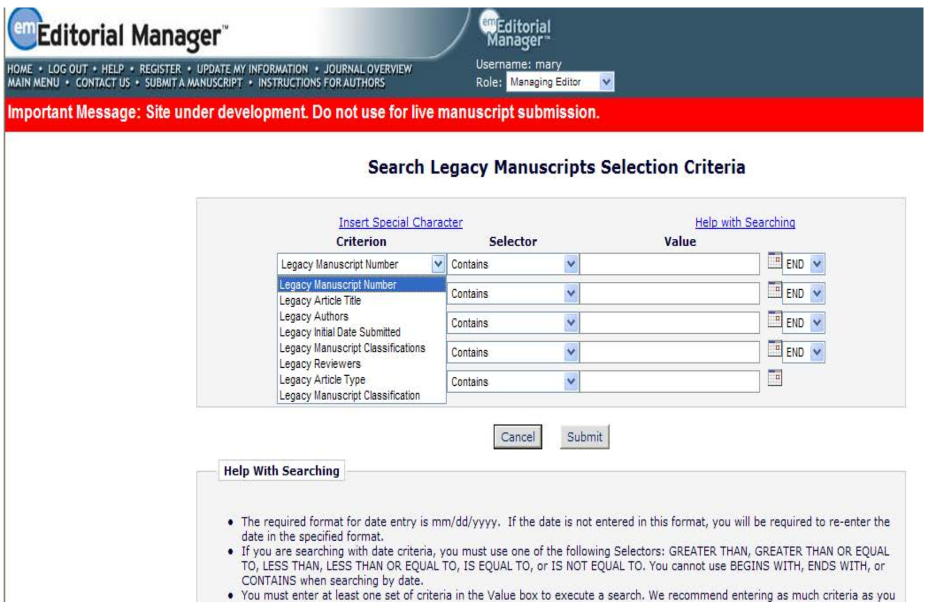

Figure 2. Data from a legacy system is parsed into user-defined fields and is available for easy access through an easy-to-use search interface.

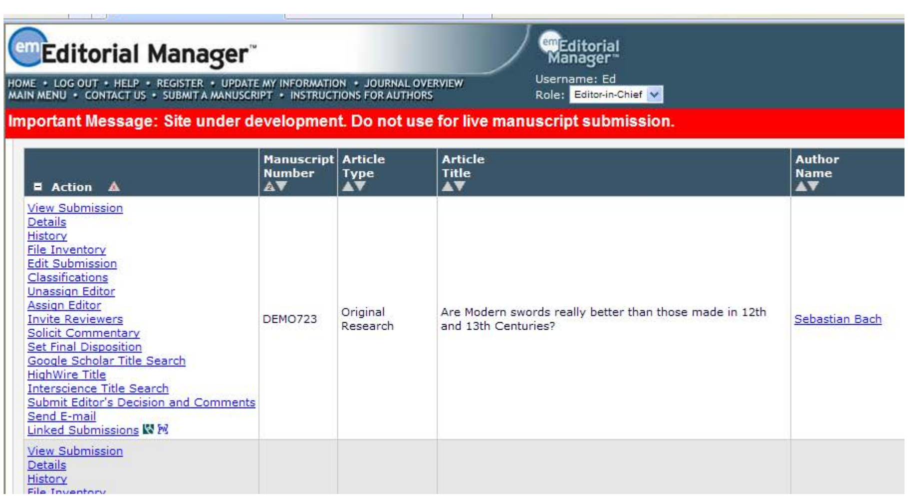

Figure 3. Custom bibliographic searches appear with other Action links for quick access.

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Please see the website for details: www.ismte.org

ISMTE Blog Alerts – How to Receive Them

Want to know when Gary Bryan or a guest blogger posts on the ISMTE Blog? You could try Google Reader. Using Google Reader you will be alerted whenever a new blog entry is posted. One neat feature of Google Reader is that because it is Web-based it can be accessed on any computer.

Go to www.google.com/reader. You will have to set up a Google Account (note: this is not creating a g-mail account), which many of you will have done to access the ISMTE Discussion Forum. There are plenty of onscreen instructions regarding set up. If you're too impatient, simply click **Add a subscription** and enter the following url: http://ismteblog.blogspot.com/ and then click Add. Previous blog entries should appear immediately.

Not that we are advocating you totally *Googlefy* your life, but if you create your own iGoogle homepage you can add the Reader as an application to display on the page.

Developing a Good Production Editor/Managing Editor Relationship

by Mahima Rao
Production Editor, Wiley-Blackwell
mrao@wiley.com

With a background in advertising copywriting, joining Wiley-Blackwell as a production editor (PE) was quite a challenge, given that I had virtually no prior experience in journal publishing.

The copywriting process had me chained to my desk and was wholly a process generated and sustained by the copywriter; thoughts, inspiration, and words had to come from within me. Journal production also has me confined to my desk, but what makes it exciting is the tremendous amount of interaction with contacts from the outside world. As someone who thrives on contact, be it real-life or virtual, I was exhilarated when I was suddenly placed in a position that required daily communication with people from all over the globe.

I manage and coordinate the production process of ten journals from various subject areas. Two are medical journals, three are social sciences and humanities journals, and the remaining five are professional journals. Some of these are on an EarlyView schedule – whereby the articles are published online as and when they are ready, prior to their ultimate inclusion in the printed issue. Some journals are like the proverbial favorite child – easy to manage, fuss-free, and with minimal changes in each issue. Others are not as easygoing, but they still fill me with the same level of satisfaction when I hold the printed copy in my hand. Each journal has, believe it or not, its own personality, and the managing editor (ME) has an important role to play in shaping it.

The ME is a vital part of my list of daily contacts, which includes the copyeditors, typesetters, proofreaders, authors, and printers. Each journal has its own schedule, and challenges arise when I have to juggle multiple issues at different stages in production.

Here is a simple overview of the production process of an issue:

1. Manuscripts and the table of contents (ToC) are sent from the ME to the PE.
2. The PE checks the manuscripts and sends them for copyediting.
3. The PE sends the copyedited manuscripts to the typesetter.
4. The typesetter sets the articles into proofs and sends these proofs to the authors.
5. The authors mark their corrections and send the proofs to the proofreader.
6. The proofreader collates these corrections and sends them to the PE.

Developing a Good Relationship *continued*

7. The PE sends the corrections to the typesetter to set into revised proofs.
8. The PE receives the revised proofs, checks them to see if all the corrections have been incorporated, and compiles them in the order based on the ToC.
9. The PE then checks and approves the final files and gives the typesetter the go-ahead to send the issue to the printers and to upload the issue for online viewing.

So, based on the above, what are the skills that a PE must possess?

It is imperative that a PE has:

- Good communication skills

  Nearly all my contacts are international, so it's important that all requests, queries, and problems directed to the PE are replied to in the most clear, concise, and diplomatic of ways. I've had days when I have to deal with alarmingly late manuscripts, angry e-mails from authors asking why their articles have not yet been published, and some downright befuddling e-mails that just make me scratch my head and go 'Eh?' (Very eloquent, I know.) Apart from doing my best to resolve these situations, sometimes letting the sender know that I am on the job gives them some much needed peace of mind.
- Good time management skills

  Speaking of peace of mind, it's not easy juggling the schedules of ten journals. Apart from receiving queries throughout the day and carrying out daily production duties, PEs need to ensure that the main purpose of their job is being fulfilled – that the issue in production is at the stage it's meant to be based on the production schedule. Delays in production could result in the issue being late, which in turn will result in an unhappy editorial office, upset authors, a loss in readership, and can have financial implications. Good time management forms the crux of this job.
- Organizational skills

  This goes hand-in-hand with the point above. Organizing the day according to what needs to be done with regard to each journal is how a PE should start off every morning. This gives the day some structure and allows the PE to roughly plan out what needs to be done or to know who needs to be reminded to deliver material.
- Foresight and readiness

  A PE needs to know the quirks of each journal, be aware of special requests by the editorial office, know when vendors have their holidays, and stay alert about potential delays in an issue. Staying alert about such changes helps to prevent last-minute complications.

Based on what's mentioned above, the MEs and the role they play is absolutely crucial to PEs – and I'm not just saying that because I

Developing a Good Relationship *continued*

know this will be read mostly by MEs! MEs have the power to make or break the production schedule because they get the production ball rolling.

A PE's interaction with the ME is an ongoing one that does not end when the manuscripts are submitted. The PE inevitably ends up forming a close bond with the ME because up until the issue is sent for printing, the ME is the go-to person for queries regarding missing/erroneous data, and the ME in turn, has to query the authors. On numerous occasions I have felt almost sorry for some of my MEs who've had to painstakingly query author after author about wrong addresses, missing data, and copyright forms.

So now that you're better aware of the production process and the PE-ME relationship, here are my thoughts on how the PE and the ME can work together to better streamline the production process.

A PE can keep the ME aware about upcoming deadlines by perhaps sending an e-mail a week or so before the manuscripts are due to be sent for production. Since the production process starts off with the PE receiving manuscripts from the editorial office, it is good practice for MEs to send manuscripts on time or even slightly early. This ensures the issue schedule is met and provides a buffer for any potential unforeseen delays.

Prior to sending manuscripts to the PE, the ME can do a quick once-over to ensure that basic data – corresponding author addresses, high resolution figures and tables, figure legends, copyright forms, etc., are complete. This cuts down on a lot of back-and-forth e-mailing between the PE and ME, and subsequently between the ME and the authors. This simple check at the beginning saves a lot of time later on.

While going through the manuscripts, the PE should try to collate all queries and send them at one go to the ME. This prevents a lot of haphazard e-mailing, which inexorably ends up in either the PE or the ME missing a couple of queries.

This might seem trivial but something as simple as the ME being available for contacting is important. When there are urgent ME-related queries close to publishing time, an ME who responds quickly to an e-mail or phone call is always much appreciated. At times, authors are traveling and are unable to respond to the PE's queries, no matter how urgent they are. The ME can come to the PE's rescue in times like these.

The PE should also try to respond to ME queries as soon as he/she possibly can. Queries regarding changes in workflow or content are very important to production and all PEs strive to clarify them as soon as possible.

The ME can be a formidable partner when it comes to reminding authors and editors about overdue corrections or editorials. The ME's role is also vital when it comes to letting the PE know about potential delays in manuscript arrivals. It is good practice for the PE to keep the ME notified on the page usage of the journal after each issue has been published. This information can be of great use to the ME for planning the subsequent issues.

The PE-ME relationship is an important one, and the importance of a good ME and a good PE working in harmony cannot be denied. So on behalf of my fellow PEs, I would like to take this opportunity to say a big 'Thank you!' to all the MEs out there who've put in much hard work to make our jobs easier and who've shown so much patience with us.

The Ins and Outs of Protocols

by Virginia Chanda
Editorial Manager, Current Protocols
vchanda@wiley.com

I am the editorial manager for *Current Protocols (CP)*, a highly regarded collection of research techniques and procedures for the academic, industrial, and government life science researcher, published by Wiley-Blackwell (John Wiley & Sons, Inc). Our flagship title is *Current Protocols in Molecular Biology*, and we also have titles in Bioinformatics, Cell Biology, Cytometry, Human Genetics, Immunology, Microbiology, MRI, Neuroscience, Nucleic Acid Chemistry, Pharmacology, Protein Science, Stem Cell Biology, and Toxicology. The protocols we publish in these areas provide detailed step-by-step instructions for performing experiments at the bench, and our target audience is the first-year graduate student or experienced investigator who must incorporate a new area of scientific experimentation into an overall research methodology. A recent addition to the collection expands our audience to the advanced undergraduate. *Current Protocols Essential Laboratory Techniques* tells researchers how to perform basic techniques, such as how to use a pH meter or how to really prepare a buffer, before you do the experiments in the regular *CP* articles.

CP titles are integrating resources—not a traditional journal, not a book, but something in between. Our print format features three-post binders in which newly published material can be inserted into the proper place; our online format integrates the new content seamlessly. Although we have adapted two titles to a monthly publication schedule, most of our titles publish quarterly. Our supplements (issues) contain new articles and revisions to previously published articles. We are a peer-reviewed publication recently classified as a serial publication by the Library of Congress, and last year our titles were accepted for Indexing by PubMed. This is a real benefit for our authors.

I supervise a staff of developmental editors who run their offices like many of the editorial offices I read about in this ISMTE newsletter. First, we work with editorial boards who oversee and set the tone for each collection; we meet regularly with them to review content and plan the future direction of each title. The main boards range in size from four to seven members, and although you might think that it would be easy to schedule meetings with such small groups, it is not! Some of the boards are in the same general geographic area (e.g., Boston; Bethesda), but others are spread far and wide. I'm sure you can imagine the fun of planning a teleconference among members who are in Japan, North America, and Belgium.

The editorial board members invite authors to write for *CP*, although on occasion we do get unsolicited manuscripts. We use ScholarOne Manuscripts™ for issuing the invitations to authors, author submissions, routing manuscripts to editors for review, and finally, exporting to production. The

Ins and Outs *continued*

developmental editors traffic the manuscripts between the editors and authors, and then onto the production and scientific editing staff. Because most of our articles come by invitation, we process far fewer manuscripts than regular journals, but we find that ScholarOne Manuscripts™ is very helpful for its automatic reminder system. However, one of the main challenges of running our offices is in keeping a pipeline of manuscripts ready for any given production cycle—because *CP* articles are not primary research, authors will put our invitation lower on the list, behind journal articles and grant applications. We therefore have to balance the invitations and schedules to make sure we always have content ready to publish.

We have a unique editing process. In addition to the review by the editorial board members, we have two additional levels of scientific review and editing at *CP*. The *CP* developmental editors are all trained laboratory scientists with advanced degrees (MS or PhD) in life science disciplines. After the manuscript has gone through peer review and been accepted, the developmental editors perform their own review of the manuscript for its scientific content and its fit with the rest of the material in the specific chapter. They prepare directions and queries on scientific issues before they send the manuscript to our in-house scientific copyeditors. These scientific copyeditors also hold advanced degrees and have extensive laboratory experience. They can picture themselves at the bench doing the experiments, and, in addition to standard line editing and format setting, our copyeditors ask additional questions of the authors. The extra reviews and in-depth editing is designed to get the most thorough information we can publish, leaving nothing to chance.

In my role as editorial manager, not only do I supervise the developmental editors, but I attend board meetings, prepare contracts for new editors, and serve as the liaison between editorial and production. I have been the editorial lead for new initiatives for the *CP* program, such as the filming of video protocols. I've recruited editors and researched new content areas for expansion of our program. I also serve as an editorial liaison for interdepartmental projects at Wiley-Blackwell. I truly enjoy interacting with editorial colleagues in other divisions at Wiley-Blackwell to see how *CP* might create opportunities for and with Wiley journals, books, and major reference works.

We recently concluded a project to build a new interactive protocols resource based on our *CP* content. At our new site, www.currentprotocols.com, scientists are invited to "Discover, Troubleshoot, and Share," and that's exactly what we offer them the chance to do. Users can discover the extensive collection of text and video protocols—over 11,500—by direct searching or browsing through 25 interdisciplinary categories that span the series. They can troubleshoot their procedures by asking questions about techniques in various forums and 'Ask-the-Expert' discussion boards. Our *Beyond the Bench* blog is also a place to come and read mini-articles of general scientific interest. Users can share their observations and experiences by commenting and rating protocols and by posting their own protocols. We just launched, but we have high expectations for the site. One

Ins and Outs *continued*

of the features I'm especially proud of is a tools and calculator section we've built. We feature media and recipe calculators, a virtual hemacytometer, nucleic acid and protein MW calculators, G-force and units of measurement converters, as well as links to other very useful tools such as Image J and NEB cutter, the enzyme program.

This was an interesting project that I managed in addition to the supervision of the regular *CP* program, but it was fun and challenging. We've even tweeted about it on Twitter! Please visit us at www.currentprotocols.com and let us know what you think!

ISMTE ***EON***

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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 that 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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Calendar of Events

ALPSP - Effective Journal Editorial Management
12 May 2009
London, UK
www.alpsp.org

Editorial Manager User Group Meeting
18-19 June 2009
Cambridge, Massachusetts, USA
www.editorialmanager.com/homepage/emugregistration.asp

ALPSP - Journal Development
24 June 2009
London, UK
www.alpsp.org

International Academy of Nursing Editors - 28th Annual Meeting
26-28 July 2009
Chicago, Illinois, USA
www.nursingeditors.org

EQUATOR Network Workshop
Key Guidelines for Reporting Health Research Studies
9 September 2009
Vancouver, British Columbia, Canada
www.equator-network.org

ISMTE American Conference
August 4, 2009
Baltimore, MD, USA
www.ismte.org

Speakers:
Kent Anderson: *Ideas for Your Journal in the Current Economic Climate*

Peter Binfield: *What is the Future of Online Publishing*

ISMTE European Conference
August 25, 2009
Oxford, UK
www.ismte.org

Speakers:
Harvey Marcovitch: *How Editors Deal With Publication Fraud and Misconduct*

Roy Pounder: *Without Authors and Reviewers, Journal Publishing Will Die*

2nd EQUATOR Annual Lecture
by Richard Horton, Editor-in-Chief of *The Lancet*
9 September 2009
Vancouver, British Columbia, Canada
www.equator-network.org

6th International Congress on Peer Review & Biomedical Publication
10-12 September 2009
Vancouver, British Columbia, Canada
www.ama-assn.org/public/peer/peerhome.htm

European Association of Science Editors
10th EASE General Assembly and Conference
16-19 September 2009
Pisa, Italy
www.ease.org.uk/easeconfdocs/1stCircular-2009.pdf

ALPSP - Commissioning Book and Journal Content
25 November 2009
London, UK, www.alpsp.org