# GEMs Local Editor Instructions (EMS)

## 1.0 Logging into the EMS

Log in to the FPIN Editorial Management System at www.editorialmanager.com/fpin. Your username and password will have been sent to you by the FPIN Project Manager. If you do not have it, select "Send Access Credentials" and it will be sent to your email.

**NOTE:** Anytime you log into the system, remember to click on "Editor Login" or you will be logged in as an author. You will be able to switch between roles using the drop down menu at the top of the screen listed as "Role".



**DO NOT use the back button in the system if you get lost. Click the MAIN MENU to return to the beginning.**
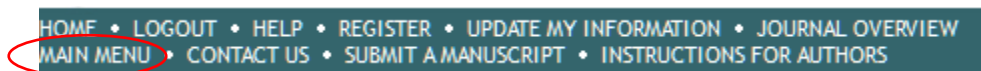
## 2.0 Downloading a manuscript from the Editorial Management System

1. When a Local Editor assignment has been made, you will receive an email with the subject line: "You have been assigned EMS 1111 for editorial review".
2. Log into the EMS and click "New Assignments".
3. Click on "Action Links" and click on "File Inventory".



4. To open the GEMs Table, GEMs critical appraisal sheet or reference, click on Download on left side of the table.



5. Once you have downloaded the manuscript, open the manuscript in your computer so that you can edit using Track Changes. Once you are done editing, remember to save an edited copy to your computer.

## 3.0 Uploading edits or a final version of GEMs table into the EMS

1. In the EMS, begin by clicking "New Assignments".
2. Then click "Action Links" followed by "Edit Submission".
3. Click "Edit the submission (and rebuild PDF)" as shown below.

**Edit the submission** (and rebuild PDF)

4. Towards the left side of the page, click on "Attach Files". Then, you can will upload your edited manuscript by clicking "Choose Files".



5. Once your file has uploaded, remember to manually update the order of the documents at the bottom of the screen so that your **edited manuscript** appears first.

| Order | Item | Description | File Name |
|---|---|---|---|
| 1 | *Manuscript ▼ | Manuscript | Odanastron for IBS DE 051915.docx |
| 2 | *Manuscript ▼ | Manuscript | HDA 1578.docx |
| 3 | *Reference ▼ | Reference | Reference 1.pdf |
| 4 | *Reference ▼ | Reference | Reference 2 .pdf |

6. Click "Update File Order" at the bottom to reorder the files.



7. Click "Next" to continue.
8. Click "Build PDF for my Approval" once you have approved the list of documents shown in the table below.

**Summary Following Attach Files**

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *. You can change the order by re-numbering the files.

|  | Online |  |  | Online |
|---|---|---|---|---|
| *Manuscript | 2 |  | *Reference | 2 |
| Table | 0 |  | *Author Disclosure | 1 |

Previous | Build PDF for my Approval

9. The system has now accepted your submission and is building your PDF. Click "Submissions Needing Approval by Editor" as shown below to take you back to the page with the list of Action Links.

**PLEASE NOTE: The PDF for the edited submission is currently being rebuilt.**

When it is complete, you must go to the *Submissions Needing Approval by Editor* page, and View the submission PDF for accuracy and completeness before taking additional action. You may then take one of the following actions:

1. Approve Submission - if you are satisfied with the PDF, and do not require the Author's approval. The submission will move back to the folder it was in before you chose to Edit the Submission.
2. Send to Author - if you are satisfied with the PDF, but also want to obtain the Author's Approval. The submission will move to the *Submissions Sent Back to Author for Approval* folder, and will remain in this folder until the Author approves the edited submission. (NOTE: Sending back works only if the paper was not assigned yet).
3. Edit Submission - if you want to make minor edits to the submission.
4. Revert Submission - if there is an error with the submission PDF (e.*g*., PDF build error, loss of data, corrupt files), click Revert Submission to revert to the previous version of the PDF.

**Please do not click the Back button**

Submissions Needing Approval by Editor
Editor Main Menu

10. You may have to wait for the submission to be built before you can perform any actions.

| Status Date ▲▼ | Current Status ▲▼ |
|---|---|
| May 22, 2015 | Building PDF (should be done in just a few) |

11. After the submission is built, Action links will be made available to you. Click "View Submission".
12. After you have viewed your submission, click "Approve Submission". The system will prompt you to confirm your selection in a pop-up window before proceeding.
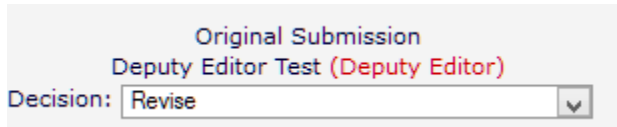
## 4.0 Sending a manuscript back to the your author

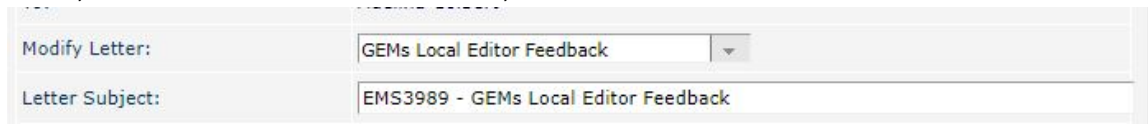*Ensure that you have uploaded an edited version of the document (see section 2.0) before following the steps below*

1. Now, click on "Main Menu" and click "**New Assignments**".
2. Under "Action Links", click "**Submit Editor's Decision and Comments**" towards the bottom of the list.
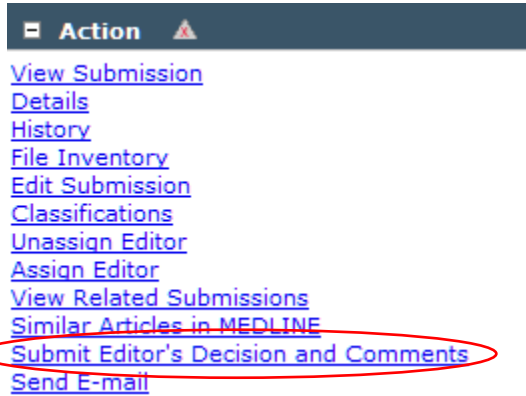


3. Choose "Revise" from the drop down menu located towards the top of the page.



4. Click PROCEED TWICE.
5. At this point, you will select the notification letter that is sent to the author. Under Modify Letter, select GEMs Local Editor Feedback, then OK.



6. You can make any specific changes to the letter in the Letter Body. When you are done, click Send Now.
7. You have completed your Local Editor assignment. Thank you for your time and dedication!

## 5.0 Assigning your GEMs to an editor

*Ensure that you have uploaded the final version of the document (see section 2.0) before following the steps below. If you have NO edits to make, you can proceed with the steps below.*

1. In the EMS, begin by clicking "New Assignments".
2. Identify the submission you are working on there. To transfer the submission to your Deputy Editor, click "Unassign Editor"
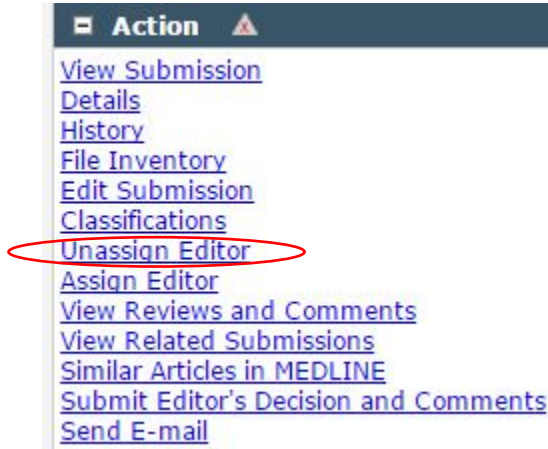


3. Under Role, select your GEMs Deputy Editor from the drop down. Editors are listed by first name and last name. *If you do not know who your Deputy Editor is, please email GEMs@fpin.org.*
   Click "Send Default Letters" once you are ready to hand the manuscript over to your editor. They will receive notification letters with each assignment. You are able to customize each letter to the next editor by clicking "Send Custom Letter" and then "Customize" to edit a letter. Click "Confirm Selections and Send Letters" once you are done.
4. You have completed your Local Editor assignment. Thank you for your time and dedication!

## 6.0 Receiving edits from your Deputy Editor

1.  You will be notified via email when your Deputy Editor has edits for you to review. The email is title "You have been assigned EMS1234 for review". Please check your Clutter or spam/junk folders periodically to ensure you have not missed these notifications.
2.  Log into the EMS and click into your "New Assignments" folder to locate the submission
3.  Follow through sections 1.0 to download a copy of the edited summary table. Then, you will follow through section 3.0 to send the edits back to the authors for them to make revisions on the work.

For additional support, questions or concerns, please email the GEMs Project Manager at GEMs@fpin.org. You can also call the FPIN office at 573-256-2066 between the hours of 10AM–4PM CST to speak with an FPIN team member.