Date: August 8, 2013
To: American Archivist Editorial Board
From: Amy Cooper Cary, Reviews Editor

RE: Manuscript Tracking Software

Greg asked me to revisit the information on Manuscript Tracking Software. I've included some information on multiple systems below.

MS Tracker Software
http://www.mstracker.com/

- Web-based submission of manuscripts, cover letters, abstracts and reviews
- Ability to send reminders, decisions, review requests
- Reporting functions: outstanding reviews, turn around time
- Email notification of significant manuscript actions (submissions, reviews, declined reviews)
- Scalability
- Real-time author access to manuscript status
- Menu-driven interface
- Free version upgrades and unlimited e-mail support

- Cost -- Per manuscript: $10
    - A 30-day free trial is offered during which an editor can accession any new, awaiting revision, and under review manuscripts at no cost.
    - Service includes unlimited e-mail support and version upgrades.
    - Deployment of the turnkey system usually takes one business day.
    - Submission portals are available at no cost or obligation. Charges are incurred for accessioned manuscripts only.
    - No cost for Revised submissions, no cost for set up and no cost for maintenance fees. Pricing structure is very simple.

If the list of journals on the "History –Status Report" is accurate (there isn't a list of users, and the list of journals could be fictional), then there seem to be a lot of science and medical journals using this process.

Modules
- **Administrator:** Administrators have access to all manuscripts and possess the most function-dense office type. Their primary duties are the accessioning of manuscripts, maintenance of author and reviewer records, sending of review requests and reminders, and proofreading before the sending of decision and thank-you letters. Manuscripts can be processed entirely from within the administrator's office.

- **Main Editor:** Main editors have access to all manuscripts. Their primary duties are the assignment of newly-accessioned manuscripts to an associate editor (or to themselves), identification of reviewers to solicit regarding manuscripts to which they are assigned, and composition and approval of decision letters.
- **Associate Editor:** Associate editors have access only to manuscripts to which they have been assigned. Their primary duties are the identification of reviewers to solicit regarding their manuscripts and the composition of decision letters.
- **All Offices:** All offices have access to various reports and the ability to send and re-send review reminder and thank-you letters. They also have the ability to update the template letters associated with their respective offices. In the case of associate editors, data is limited to manuscripts to which they have been assigned.

Manuscripts may, but are not required to, pass through the following status categories. The user whose Action Needed Display presents the manuscripts in each category is stated in parentheses, where applicable.

- New Submissions/Needs Accessioning (administrator)
- New Submissions/Needs Accessioning Completed (administrator)
- Record Created/Needs Editor Assigned (main editor)
- Editor Assigned/Needs Reviewers (assigned editor)
- Reviewers Identified/Needs Requests Sent (administrator)
- Out For Review (see Outstanding Reviews report menu option)
- Reviews Returned/Needs Decision Letter (assigned editor)
- Decision Letter Created/Needs Editor Approval (main editor - can be sent directly if a final proofread by the administrator is not desired)
- Decision Letter Approved/Needs Sent (administrator - if the main editor desires a final proofread)
- Accepted/Forms & Final Version Pending
- Accepted/Forms & Final Version Received/Publication Pending (see Compile Issue menu option)
- Awaiting Revision
- Rejected
- Withdrawn
- Previous Versions of Re-submissions
- Published

No published software reviews that I can find…. No rankings. Seems a bit clunky, but functional. I'm sure that working with it would make it seem more "user friendly"

PeerTrack (Allen Press)
http://allenpress.com/services/publishing/peertrack

- Manuscript submission, tracking and peer review software

- Web-based software that facilitates the process from submission through publication
- Automatic reminders
- Automated email messages to tardy reviewers, authors and editors
- Reference linking and reformatting to journal style
- Reviewer database
- No charge for new versions / upgrades

There is a portion of the tutorial available at http://www.peertrack.net/JAVA/JAVA_Review_Tutorial.pdf which gives an idea of the screens and workflow. It seems quite similar to MS Tracker above. No published software reviews that I can find.

Pricing:
Two versions are available– PeerTrack Essentials is the basic version – fewer than 200 MSS per year. PeerTrack is more broadly customizable and much more expensive.

For PeerTrack Essentials
Flat one time set up fee: ~$1500
Per manuscript fee: ~$30 (can select out MSS that do not apply)

They would do a live demo prior to signing a contract, and the fees may change based on needs identified during the demo.

ScholarOne Manuscripts
http://scholarone.com/products/manuscript/

From the website:

WHAT IT OFFERS
- Journal-editable, page-specific instructions
- Intuitive graphical interface that can be saved at any point in the process
- Submission status indicators
- Journal-specific submission questions, key words, file types, field size limits, and more
- Multilanguage capture of data and files for non-English manuscripts
- HTML and PDF proofs created on the fly
- Multimedia file submission
- Automated citation hyperlink to PubMed
- Any time manuscript status checking

Functionality includes:

- Onscreen and e-mail notices for assignments and overdue tasks
- User-specific task "to do" lists
- Quick view of suggested reviewers
- Multiple reviewer search and filter tools

- Detailed reviewer performance statistics
- Single, double, and editor blinding
- Easy to grant extensions for reviewers
- External searches of PubMed, HighWire Press, and Google
- Download, annotate, and upload author files
- Editor-specific decision letter templates
- Editable reviewer comments in decision letters

No information on pricing – Thompson Reuters product, so I anticipate that it is on the more expensive side. This is primarily used for science journals (demo video focus). Demo video is useful in describing the submission to publication process.
http://scholarone.com/media/swf/s1-man-vid.html

RapidReview
http://www.cadmus.com/online-submission-and-manuscript-tracking.htm

Overview at http://www.cadmus.com/Collateral/Documents/Common/Rapid_Review.pdf
- Web-based review management.
- Submission to publication
- Automatic conversion to PDF from most word processing and graphic formats
- Workflow management / tracking assignments
- Alert system to keep people tied to the process
- Security / confidentiality
- Training available
- Hosted by Cadmus

A list of publishers and publications using Rapid Review can be found at
https://www.rapidreview.com/ -- it's interesting to note that most of these are STM journals, but MSU Press is publishing a couple of Humanities journals using the system, so it's clearly not limited to STM.

BePress EdiKit
http://www.bepress.com/editors.html

A digital commons solution for full journal publication, which may be more than we need. In addition to managing editorial workflow through tracking manuscripts, it allows hosting, publication, discovery, and other functions.

Workflow management includes
- Manuscript tracking
- Oversight of referee activity

- Management of correspondence with editors and authors
- Versioning

Societies using Digital Commons are available at
http://digitalcommons.bepress.com/institutional-repository-societies/ -- there are only a handful at the moment, but they have a wide representation of different professions.

Archival Journals published with Digital Commons are available at
http://digitalcommons.bepress.com/online-journals-archive/
Including the Journal of Western Archives http://digitalcommons.usu.edu/westernarchives/

No information on pricing. With relatively little information available online, I wonder if "EdiKit" is available OUTSIDE of a Digital Commons license? They imply that the editorial management system "comes with" the license, but I'm guessing that the two cannot be separated. I believe that this is more product than we need or want at this time, based on our ongoing relationship with MetaPress.

Bench>Press Manuscript Tracking
http://highwire.stanford.edu/publishers/benchpress.dtl

Web-based manuscript tracking and management service. There isn't a great deal about the system itself. There is an implication that HighWire is involved in assisting in peer review – "High Wire believes that scientists and editors need tools to assist with the intellectual portion of manuscript management: making judgments about who could best interpret a paper, about where it fits in the network of discoveries, etc. HighWire is uniquely positioned to implement tools that leverage the literature base, with extensive experience in electronic publishing and online hosting." So while the product seems to provide the manuscript tracking that we're looking for, the STM focus and the implication that they insert themselves into the editorial process makes me hesitant to pursue them as a viable option.