

Dear All,

I've pasted the finalized email template for transmitting metadata from a journal's Manuscript Central site to DRYAD below. The fields containing only XXX are journal specific details that need to be entered by hand (e.g. there is no ISSN tag in MC). You may also want to change the Journal Editor and Journal Editor Email fields to give the handling editor's details rather than the managing editor, the relevant tags are













Journal Editor: ##PROLE_EDITOR_FIRSTNAME##
##PROLE_EDITOR_LASTNAME##
Journal Editor Email: ##PROLE_EDITOR_EMAIL##

For Molecular Ecology we've set the email to be triggered when either an 'immediate accept' or an 'accept' decision is rendered (i.e. the ms is finally accepted prior to being sent to production), and we've also set it to be editable before sending in case we need to change the embargo period for a particular article.

Images of our setup for the submitted workflow are below, this is mirrored for both the resubmitted and revised workflows as well. Please don't hesitate to contact me if you have any questions

Tim Vines
(managing.editor@molecol.com)

Decision Letters

Submitted Workflow Tasks	Edit Before Sending	Active	Required for Event?	Modify	Delete
req (Task: ED Decision) Accept - add template					
DRYAD notification email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
SW - ED Accept	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Thank you and decision to reviewers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
req (Task: ME Immediate Decision) Immediate Accept - add template					
DRYAD notification email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
SW - ME Immediate Accept	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Thank you and decision to reviewers (ME)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

****Header**

From: XXX
To: journal-submit@datadryad.org
Subject: Prepopulation data email

****Message Body**

Journal Name: ##JOURNAL_NAME##
Print ISSN: XXX
Online ISSN: XXX
Journal Admin Email: ##EMAIL_CONTACT_ADMIN_CENTER_EMAIL##
Journal Editor: ##PROLE_MANAGING_EDITOR_FIRSTNAME##
##PROLE_MANAGING_EDITOR_LASTNAME##
Journal Editor Email: ##PROLE_MANAGING_EDITOR_EMAIL##
Journal Embargo Period: 0

MS reference Number: ##DOCUMENT_ID##
MS Title: ##DOCUMENT_TITLE##
MS Authors: ##DOCUMENT_AUTHORS##

Contact Author: ##PROLE_AUTHOR_FIRSTNAME##
##PROLE_AUTHOR_LASTNAME##
Contact Author Email: ##PROLE_AUTHOR_EMAIL##

Contact Author Address 1: ##PROLE_AUTHOR_ADDRESS1##
Contact Author Address 2: ##PROLE_AUTHOR_ADDRESS2##
Contact Author Address 3: ##PROLE_AUTHOR_ADDRESS3##
Contact Author City: ##PROLE_AUTHOR_CITY##
Contact Author State: ##PROLE_AUTHOR_STATE##
Contact Author Country: ##PROLE_AUTHOR_COUNTRY##
Contact Author ZIP/Postal Code: ##PROLE_AUTHOR_POSTALCODE##

Keywords: ##ATTR_KEYWORDS##

Abstract: ##DOCUMENT_ABSTRACT##