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

<table>
<thead>
<tr>
<th>Submitted Workflow Tasks</th>
<th>Edit Before Sending</th>
<th>Active</th>
<th>Required for Event?</th>
<th>Modify</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(Task: ED Decision) Accept</strong></td>
<td>- add template</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRYAD notification email</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW - ED Accept</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thank you and decision to reviewers</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **(Task: ME Immediate Decision) Immediate Accept** | - add template |        |                     |        |        |
| DRYAD notification email | ✔️                  | ✔️     |                     |        |        |
| SW - ME Immediate Accept | ✔️                  | ✔️     | ✔️                  |        |        |
| Thank you and decision to reviewers (ME) | ✔️                  | ✔️     |                     |        |        |
**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##