Modifying ScholarOne to seek author consent before sending manuscript notifications to Dryad

Feb. 2010

This document describes the process for modifying ScholarOne/Manuscript Central to send a request to the author of a manuscript accepted for publication, seeking the author's permission for the journal to send the bibliographic details of the manuscript to Dryad. If the author agrees, then a second email provides the details and link for the author to submit the data. Sample emails are provided that can be adapted for journal use.

These instructions and screen shots have been provided by Tim Vines, managing editor at Molecular Ecology. His remarks are in italics.

Rationale: We initially thought that the email to Dryad with the bibliographic details of the manuscript would be triggered along with the accept decision, but we realised that this violated UK data protection laws and hence decided to have a preliminary email to the author, asking them to deposit data in Dryad, and to give permission to send the manuscript details to Dryad. This is triggered at the accept stage instead (email #1 below).

I think this is quite effective anyway, as then the info about Dryad is contained in a separate email rather than getting lost with all the other publication info in the acceptance letter. The set-up is explained in more detail below.
Email #1 - initial email to author

From: managing.editor@XXXXXXX.com
To: ##PROLE_AUTHOR_EMAIL##

Subject: Request to participate in Dryad data sharing (#DOCUMENT_ID#)

Dear ##PROLE_AUTHOR_SALUTATION## ##PROLE_AUTHOR_LASTNAME##,

As part of our ongoing commitment to the public archiving of scientific data, we are currently participating in the beta testing of the Dryad data repository, http://www.datadryad.org

Dryad is unique among the currently available public repositories, because it can accept a wide range of data formats, and is thus ideal for archiving much of the data underlying papers in JOURNAL.

Now that your paper has been accepted for publication in JOURNAL, we would be delighted if you would also agree to make the data underlying your manuscript publicly available. If you would like to use Dryad for this, please answer this email with a simple 'yes' - we will then create an entry for your paper on the Dryad system and send you an access hyperlink.

Advantages of depositing data in Dryad include:

*Visibility: Making your data available online (and linking it to the publication) provides a new pathway for others to learn about your work
*Citability: all data you deposit will receive a persistent, resolvable, identifier that can be used in a citation as well as listed on your CV
*Workload reduction: if you receive individual requests for data, you can simply direct them to the files in Dryad
*Preservation: your data files will be permanently and safely archived in perpetuity
*Impact: you will garner citations through the reuse of your data

Additionally, there are no restrictions on data format; Dryad seeks to archive sufficient data to support the findings described in the publication.

For more information on Dryad or data archiving please visit http://datadryad.org/.

All the best,

XXXXXXXX
Managing Editor, JOURNAL
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Here's a picture (picture #1) of how the initial email is set up in MC for the Editor 'Accept' decision type in the submitted workflow.

This setup is replicated a total of six times on the decision letters page:

Submitted workflow:

- (Task: ED Decision) Accept
- (Task: ME Immediate Decision) Immediate Accept

Resubmitted workflow:

- (Task: ED Decision) Accept
- (Task: ME Immediate Decision) Immediate Accept

Revised workflow:

- (Task: ED Decision) Accept
- (Task: ME Immediate Decision) Immediate Accept

We have set this email to be 'edit before sending' because obviously we only want to send it to authors of original data papers rather than those with perspectives, comments or invited reviews. This option allows one to cancel the email whenever you don't want to send it.

Once the author agrees to put their data in Dryad, we send them a second email (email #2 below) that thanks them and explains the process. This email is stored in the hyperlink emails section (picture #2 below.)
Email #2 - to author and Dryad upon author agreeing to submit data to Dryad

From: managing.editor@XXXXX.com
To: ##PROLE_AUTHOR_EMAIL##
CC: journal-submit@datadryad.org

Subject: DRYAD entry for ##DOCUMENT_ID##

Dear ##PERSON_SALUTATION## ##PERSON_LASTNAME##,

Many thanks for agreeing to deposit your data in Dryad. To upload your data, please click the link below - it will take you directly to your entry in the Dryad repository.


To give the system time to create your individual entry, please allow 10 minutes between receipt of this email and using the link above. If you cannot use the link provided to access your data after 24 hours, please contact the Dryad administrator at help@datadryad.org.

Below is the data that was sent to Dryad regarding your submission.

Once you have uploaded your data please include the Dryad identifier in your manuscript. Please let me know if you have any questions about this process.

All the best,

XXXXXXXXXX
Managing Editor, XXXXXXX

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Journal Name: ##JOURNAL_NAME##
Print ISSN: 0962-1083
Online ISSN: 1365-294X
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 Dryad ID: ##PERSON_ID####DOCUMENT_ID##
MS Title: ##DOCUMENT_TITLE##
MS Authors: ##DOCUMENT_AUTHORS##

Contact Author: ##PROLE_AUTHOR_FIRSTNAME## ##PROLE_AUTHOR_LASTNAME##
Contact Author Email: ##PROLE_AUTHOR_EMAIL##
The trick is that this second email is also cc'd to Dryad, as it contains all the metadata at the end of the email. The Dryad system automatically picks the corresponding fields out of the email, and the author gets to see exactly what was transmitted.
This minimises the number of separate emails that need to be generated and makes the process a lot simpler - one can just search for the corresponding manuscript, click on the lead author's name to open the default email and then change the text to the Dryad email (picture #3).

The one slightly complicated aspect of this second email is the link provided to the author to access the data upload patch (i.e. http://datadryad.org/submit?journalID=MolEcol&manu=##PERSON_ID###DOCUMENT_ID##)

We wanted to provide authors with some level of security over access to their upload patch, and since most people involved with the review process will know the manuscript number (##DOCUMENT_ID##), we add the corresponding author's individual ID as well (##PERSON_ID##). This number is only accessible by the editorial office and the editors. The addition of this extra set of digits means that nobody but the author should be able to easily guess the link and hence access the data upload site.

However, one potential problem with this system is that authors then might paste this link into their manuscripts as the 'accession number' for their data, when instead they should be using the data identifier that Dryad assigns (e.g. http://hdl.handle.net/10255/dryad.1198) - we try to check for this at the First Look stage.

The First Look system gives the author the ability to access the ms again once it has been accepted. This allows them to e.g. upload CTA forms or make minor changes to their paper.
(like adding GenBank accession numbers or Dryad handles). At the moment we’re just asking that the authors put the Dryad identifier wherever it seems appropriate, typically somewhere in the results. We don’t generally send papers on to Production until all the accession numbers etc are in, as production have mentioned to us that adding them at that stage causes unnecessary delays and can mean the authors end up leaving XXX somewhere in the paper if they forget.

Having said all that, we are planning to introduce a section called 'Data Accessibility' where authors list where they have archived all their data (GenBank, Dryad, GEO etc). This will make it much easier for readers to locate the relevant files, and we’ll be probably bringing this in at the beginning of 2011 when the Joint Data Archiving Policy (mandating data deposit for all articles as a condition of publication) will be implemented.