

# Modifying ScholarOne to seek author consent before sending manuscript notifications to Dryad – the single step version.

Initial version: March 2013 by Tim Vines

This document describes the process for modifying ScholarOne/Manuscript Central to obtain the author's permission for the journal to send the bibliographic details of the manuscript to Dryad. This is achieved by the inclusion of a checkbox **at initial article submission**, asking if the author would like to archive the data associated with the manuscript in Dryad.

There are 3 steps involved, and described below:

- 1) Create the Dryad metadata email**
- 2) Add a checkbox at the article submission stage**
- 3) Add a confirmation question to the Editorial Office Checklist**

We also describe how we are using the system.

## **1) Create the Dryad metadata email:**

1) Scroll to down to the 'Email Templates' link on the main Editorial Office dashboard (it's under 'Setup', in the 'Editorial Office Tools' section).

2) Once you're in Email Templates, you'll start on the 'Hyperlink E-Mail' page, which is exactly where you want to be. Click 'add template', and fill it in as shown on the next page:

**Name: Dryad metadata email**

From: ##EMAIL\_CONTACT\_ADMIN\_CENTER\_EMAIL##  
To: ##PROLE\_AUTHOR\_EMAIL##  
Cc: journal-submit@datadryad.org  
Bcc:  
Subject: Dryad entry for ##DOCUMENT\_ID##

Body:

Dear ##PERSON\_SALUTATION## ##PERSON\_LASTNAME##,

Thank you for agreeing to archive your data on Dryad. You can upload your data by following the link below (you may need to log into Dryad first).

[http://datadryad.org/submit?journalID=XXXX&manu=##DOCUMENT\\_ID##](http://datadryad.org/submit?journalID=XXXX&manu=##DOCUMENT_ID##)

Please allow a few moments to give the system time to create your individual entry. If the above link does not work within the next 24 hours, please contact the Dryad administrator at [help@datadryad.org](mailto:help@datadryad.org)

Below is the data that was sent to Dryad regarding your submission. You will be able to upload files smaller than 1.5GB via the web interface. For files larger than 1.5GB please do the following:

- 1) Upload placeholder files via the web interface, one for each of the large files. A placeholder file should be a small text file. It helps if the file name reflects the name of the corresponding large file, e.g. 'SNPdata\_Placeholder.txt'
- 2) Enter the description of the large file you want to upload.
- 3) Email [help@datadryad.org](mailto:help@datadryad.org) and request an FTP upload link. Please tell them how many large files you want to upload and give them your manuscript number.

N.B. Please allow 7 to 10 days for files sent by FTP to appear in your Dryad entry.

Once you have uploaded your data, please

- include a link to the data with the Dryad DOI in the Data Accessibility section of your manuscript, and
- add the Dryad data citation to your Reference list. (These steps help CrossRef access and track your dataset.)

Please let me know if you have any questions about this process.

All the best,  
XXXX

Managing Editor, ##JOURNAL\_NAME##

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Journal Name: ##JOURNAL\_NAME##

Print ISSN: XXXX

Online ISSN: XXXX

Journal Admin Email: ##EMAIL\_CONTACT\_ADMIN\_CENTER\_EMAIL##

Journal Editor: XXXX

Journal Editor Email: XXXX

Journal Embargo Period: 0

**Article Status: submitted**

MS Reference Number: ##DOCUMENT\_ID##

MS Dryad 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##

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##

The 'XXXX' fields in the email above should be filled in manually with journal specific information. Don't miss the "journalID=XXXX" field in the link in the author section of the email – Dryad will let you know what should appear here.

Some of the person specific fields here should just have the relevant person's name typed directly in because those roles have not been assigned at the EO Checklist stage. For example, the ##PROLE\_MANAGING\_EDITOR\_EMAIL## field will not work because the paper has not yet been assigned to a managing editor.

The text in red (Article Status: submitted) will vary depending on whether you are using Dryad's review workflow, and Dryad will advise you on what to put there. I recommend using the review workflow as it gives the EO a chance to see what the authors have put on Dryad before it becomes public.

Saving this email should make it appear in your 'hyperlink emails' list:

Select area: Hyperlink E-Mail

**Hyperlink E-Mail**

| E-Mail Templates   | Default               | Active                              | Modify | Delete |
|--|-----------------------|-------------------------------------|--------|--------|
| <b>req</b> Hyperlink E-Mail (From Within Mss Details) - <a href="#">add template</a> |                       |                                     |        |        |
| 14 Day Reminder - Review Overdue   | <input type="radio"/> | <input type="checkbox"/>            |        |        |
| 5 Day Reminder - Review Overdue  | <input type="radio"/> | <input checked="" type="checkbox"/> |        |        |
| DRYAD acceptance notification  | <input type="radio"/> | <input checked="" type="checkbox"/> |        |        |
| DRYAD metadata e-mail  | <input type="radio"/> | <input checked="" type="checkbox"/> |        |        |

[NB the 'Dryad acceptance email' is required for the review workflow, and is sent once the manuscript is exported for typesetting. I've pasted our template at the end]

You will then need to activate the email(s) by checking the box under the "Active" column, and clicking "Save" near the bottom of the screen:

|                   |                       |                                     |  |  |
|-------------------|-----------------------|-------------------------------------|--|--|
| Reviewer Template | <input type="radio"/> | <input checked="" type="checkbox"/> |  |  |
|                   |                       |                                     |  | <input checked="" type="checkbox"/> Save |

**E-Mail Tools**

Search and Replace text within e-mail templates

## **2) Add a checkbox at the article submission stage**

Most Editorial Offices cannot add questions at the article submission stage, so please contact your ScholarOne support person for help (you can just send them the text below):

“On stage 5 of manuscript submission (‘Details and Comments’), please add a checkbox just after the normal ‘Confirm the following’ questions that says

‘Would you like to archive your data on Dryad ([datadryad.org](http://datadryad.org))? If you select ‘yes’ below, we will create an entry for your manuscript on Dryad.’

Yes/No

This is not a required checkbox. However, it’s important that it also appear in the ‘Manuscript Information’ tab as part of the ‘Author Supplied Data’ that is visible to the Editorial Office.”

## **3) Add a confirmation question to the Editorial Office Checklist**

Again, adding questions to the EO Checklist can normally only be done by your ScholarOne support person. You can just send them this text:

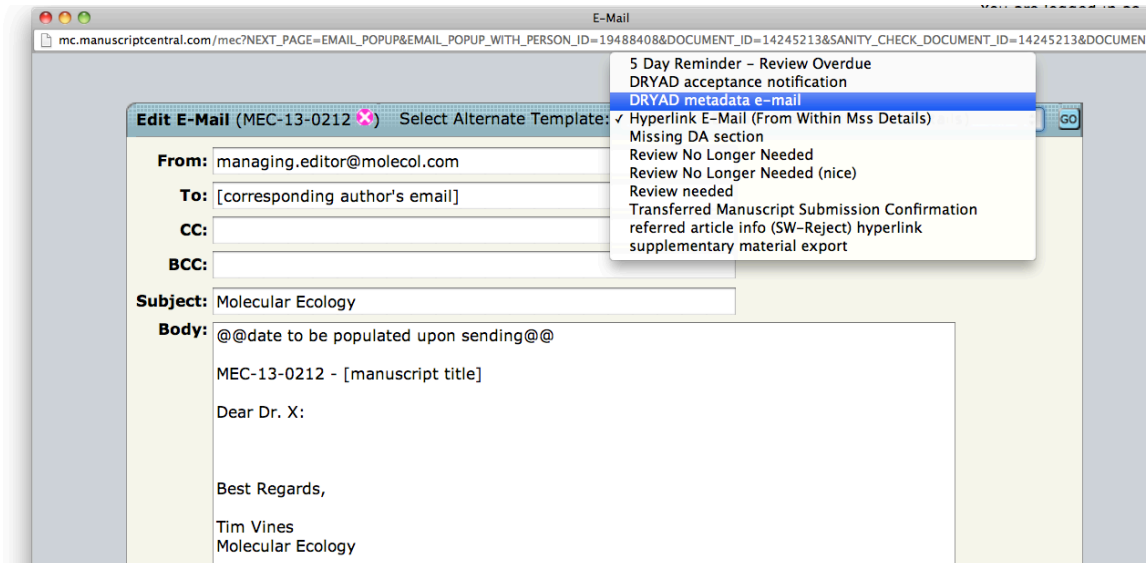
“Could you please add one question to the EO checklist?

- (If applicable) has the Dryad metadata email been sent? Yes/No”

## **4) Using the system**

When the manuscript is submitted and the editorial office is completing the EO Checklist, they can see when the author has selected ‘yes’ to the “Would you like to archive your data on Dryad” question.

The EO can then click on the contact author’s name in the top pane of any of the tabs on the Manuscript Details page to generate a hyperlink email. Once the email window has popped up, select the ‘Dryad metadata email’ from the Alternative Templates dropdown menu:



The EO then clicks 'GO' to populate the metadata email, and 'Okay' on the pop-up to overwrite the email contents, and sends it to the corresponding author.

We add a marker (a green dot in our case) to the manuscript to indicate that the metadata email has now been sent. The EO then continues on with their initial processing, completes the checklist as usual and passes the paper through to the Managing Editor or the Editor in Chief.

If the journal is using Dryad's review workflow, a 'Data Package Received' email will be sent out by Dryad once the author uploads their data. This email contains a link to access the entry while it is in review. We add that link as a note on the submission so that we can quickly navigate to their Dryad entry whenever necessary. The review link isn't currently made available to reviewers.

If you're not using the review workflow, you'll know authors have completed their entry when the Dryad 'submission approved' email is sent out, on which you should be cc'd. New deposits in Dryad's system (both those in the intermediate "review" stage if there is one, and those which have been approved/archived) will also be listed in the weekly 'Integration Report' update emails. They should still add their Dryad DOI to the manuscript, as otherwise readers will be unaware that their data is publicly available.

You should talk to Dryad to specify which email addresses you would like the 'Data Package Received', 'Submission Approved', and weekly 'Integration Report' emails sent to. We have all three sent to our main EO email account, as well as having the email with the review link and the weekly summary email sent to our managing editor's direct address.

**Our Dryad acceptance email template:**

Name: DRYAD acceptance notification

From: ##PROLE\_MANAGING\_EDITOR\_EMAIL##

To: [journal-submit@datadryad.org](mailto:journal-submit@datadryad.org)

Cc:

Bcc:

Subject: ##DOCUMENT\_ID## accepted

Body:

\*\*\*\*\*

Journal Name: ##JOURNAL\_NAME##

Print ISSN: XXXX

Online ISSN: XXXX

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

Article Status: accepted

MS Reference Number: ##DOCUMENT\_ID##

MS Dryad 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##

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##

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Contact Author Country: ##PROLE\_AUTHOR\_COUNTRY##

Contact Author ZIP/Postal Code: ##PROLE\_AUTHOR\_POSTALCODE##

Keywords: ##ATTR\_KEYWORDS##

Abstract: ##DOCUMENT\_ABSTRACT##

[NB this template uses more email tags than the metadata template, as it is sent out after a manuscript has been accepted, and therefore many relevant user/role tags will

now resolve properly. Please also note that there are certain occasions where you may need to make a special note to Dryad about an extended embargo period, merging multiple Dryad entries, deleting duplicated files, etc. In such cases we write our note about the necessary changes above the \*\*\*\*\* line in the body, and cc the Dryad Curator ([curator@datadryad.org](mailto:curator@datadryad.org)) to bring it to their attention.]