

## Template for Scholar One/Manuscript Central

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Revised and updated by Peggy Schaeffer March 2013

by Tim Vines (managing.editor@molecol.com)

Here is an email template for transmitting metadata from a journal's Manuscript Central site to DRYAD. 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.

Please don't hesitate to contact me if you have any questions  
Tim Vines (managing.editor@molecol.com)

**\*\*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##  
Article Status: ##ACCEPTED##

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##