

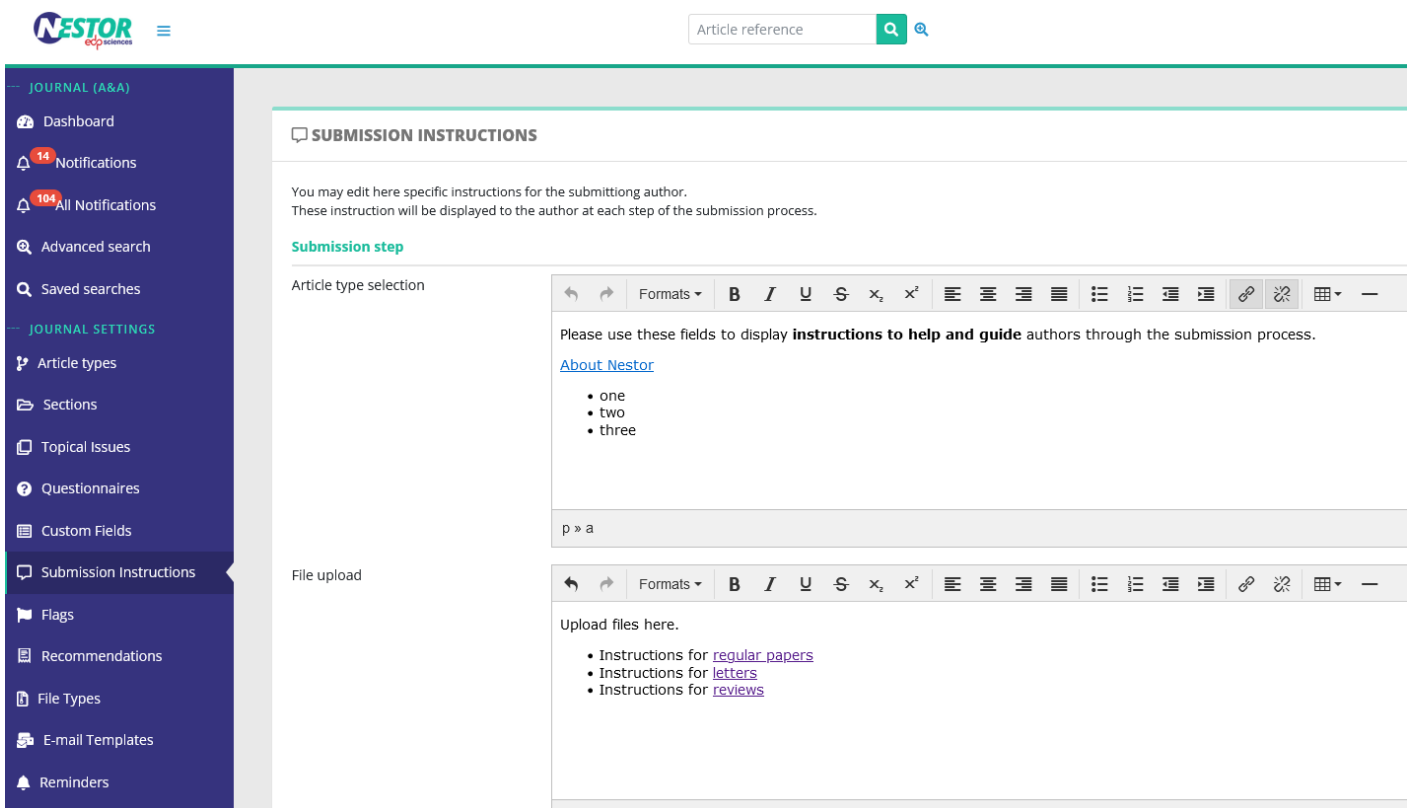
# 3.70 - Instructions to authors, account merging, LaTeX extraction

8 September 2022

## Major updates: relevant to administrators only!

- Submission tunnel configuration: instructions to authors

An oft-requested feature, each step of the submission tunnel is now editable to display specific instructions. These instructions are configured in HTML, and can display links, tables or any relevant information to accompany authors during the submission process.



The screenshot shows the NESTOR user interface for configuring submission instructions. On the left is a dark blue sidebar with navigation options: JOURNAL (A&A) (Dashboard, Notifications, All Notifications, Advanced search, Saved searches), JOURNAL SETTINGS (Article types, Sections, Topical Issues, Questionnaires, Custom Fields, Submission Instructions, Flags, Recommendations, File Types, E-mail Templates, Reminders). The main content area is titled 'SUBMISSION INSTRUCTIONS' and contains a text editor. The editor has a toolbar with 'Formats', bold, italic, underline, strikethrough, subscript, and superscript icons. The text in the editor reads: 'Please use these fields to display **instructions to help and guide** authors through the submission process.' Below this is a link 'About Nestor' and a bulleted list: 'one', 'two', 'three'. A 'p » a' separator is visible. Below the text is a 'File upload' section with another toolbar and the text 'Upload files here.' followed by a bulleted list: 'Instructions for [regular papers](#)', 'Instructions for [letters](#)', 'Instructions for [reviews](#)'.

- Author revision deadlines

Deadlines are now even more configurable according to the the article AND the decision type.

For example, the deadline for a minor revision may be scheduled earlier on a letter than on a regular paper.

## General configuration

Set author due date to complete submission	<input type="text" value="3"/>	days after submission start
Set author due date to complete revision with recommendation		
- Minor Revision	<input type="text" value="30"/>	days after editorial decision
- Major Revision	<input type="text" value="90"/>	days after editorial decision
- Language revision	<input type="text" value="15"/>	days after editorial decision

### - Profiles configuration

The profiles configuration has been improved:

- For more clarity, available configurations have been sorted and divided into three thumbnails.
- One thumbnail is new and allow to configure the profile view on the article information.

For example, copy editors do not need to have access to custom fields or keywords on an article. Therefore, this information may now be masked specifically to copy editors.

The screenshot displays the 'EDITOR PROFILE CONFIGURATION' interface. It features three tabs: 'General settings', 'Article workflow rights', and 'Article information visibility', with the latter being the active tab. The configuration is organized into two main sections: 'NOTES AND STATUS VISIBILITY' and 'MODIFICATION RIGHTS'. Under 'NOTES AND STATUS VISIBILITY', there are three options: 'Has editorial note' (unchecked), 'Has production note' (unchecked), and 'Has article history' (checked). Each option includes a descriptive sub-note. Under 'MODIFICATION RIGHTS', there is one option: 'May update article data' (checked), which includes a sub-note about updating files and submission fields.

### - Account merging

User accounts may now be merged, please be super careful when merging accounts!

This will result in the following:

- author, editor and referee activity of the deleted account will be transferred onto the preserved account
- the personal information of the deleted account will be discarded (saved institutes, expertise fields, ORCID, availability, saved searches and profile)

- LaTeX data extraction

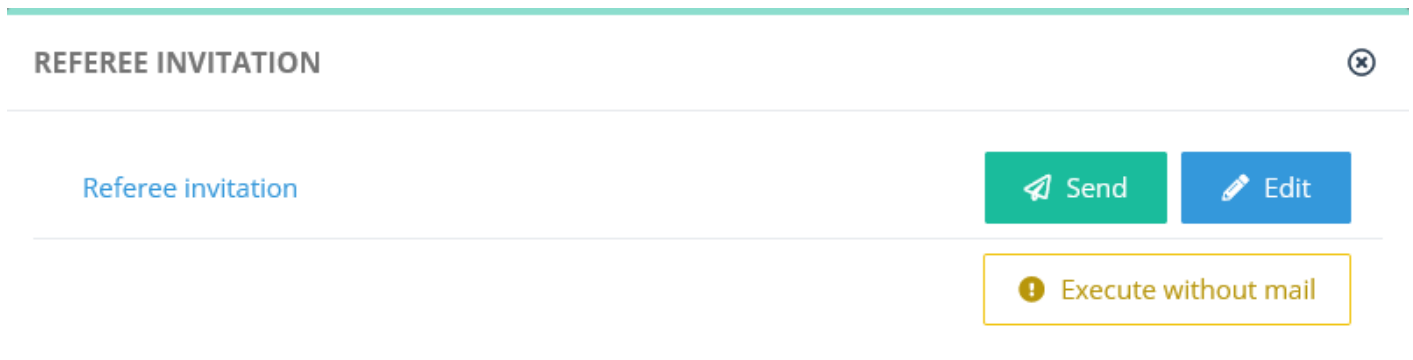
If your journal uses the LaTeX format for submission, information is now automatically extracted from the submission files to feed the Nestor database:

- title
- abstract
- authors list

This saves a few minutes to authors during the submission process.

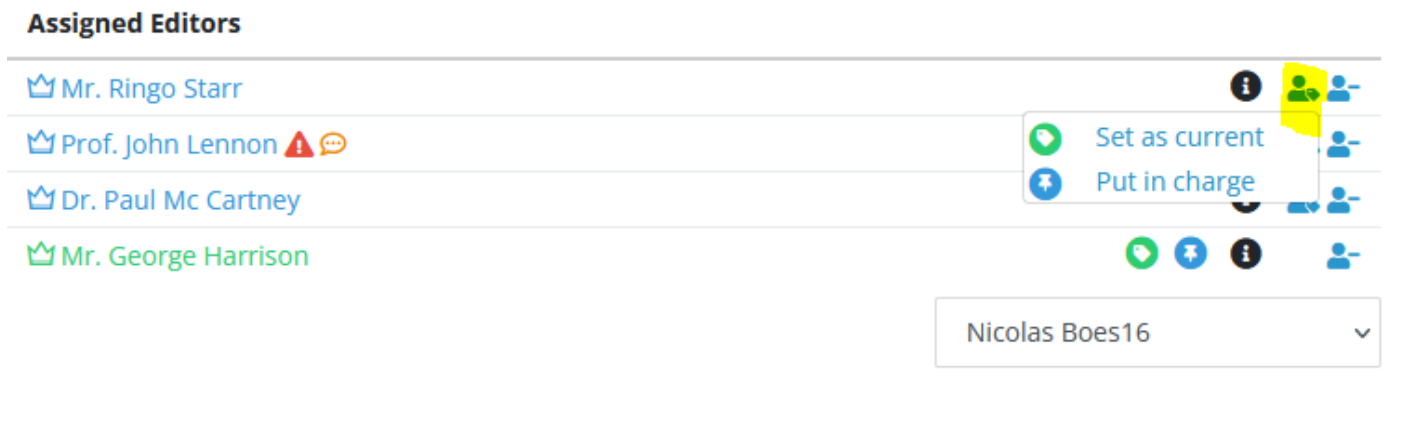
## Minor updates: relevant for everyone!

- The "Edit" button has been made more obvious on e-mail pop-ups.  
Hopefully, this will prevent accidental e-mail sending by editors.



- Author interface: pop-ups, fonts and classes have been standardized!

- Editor interface: editor responsibility (in charge/current) is now easier to correct.



Revision #2

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