

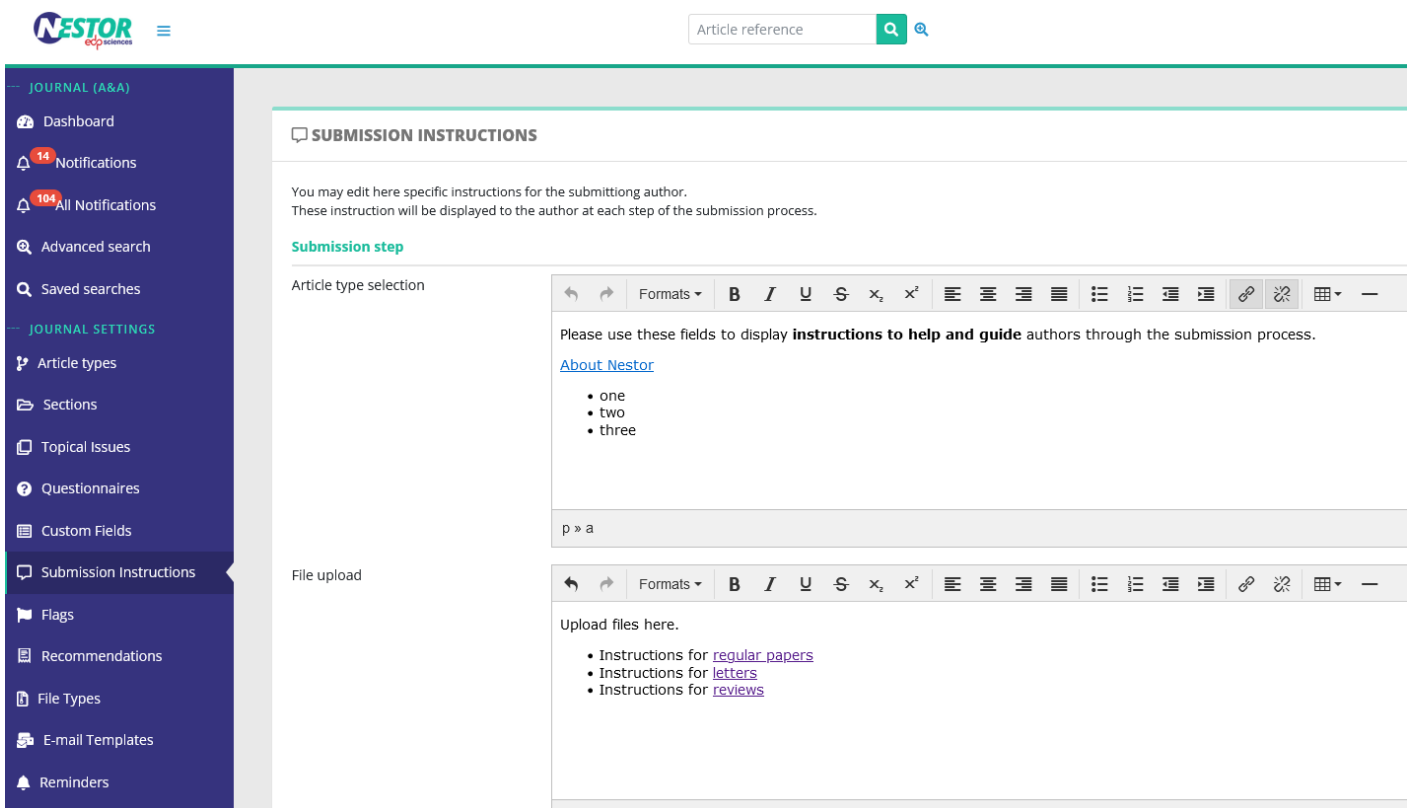
3.70 - Instructions to authors, account merging, LaTeX extraction

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. The left sidebar contains navigation options under 'JOURNAL (A&A)' and 'JOURNAL SETTINGS'. The main content area is titled 'SUBMISSION INSTRUCTIONS' and includes a search bar for 'Article reference'. Below the title, there is a text area for instructions, followed by a 'Submission step' section with a rich text editor. The editor shows 'Article type selection' with a list of options: 'one', 'two', and 'three'. Below that is a 'File upload' section with another rich text editor showing a list of links: 'Instructions for regular papers', 'Instructions for letters', and '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	3	days after submission start
Set author due date to complete revision with recommendation		
- Minor Revision	30	days after editorial decision
- Major Revision	90	days after editorial decision
- Language revision	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 shows the 'EDITOR PROFILE CONFIGURATION' interface. It has three tabs: 'General settings', 'Article workflow rights', and 'Article information visibility'. The 'Article information visibility' tab is active. Under the heading 'NOTES AND STATUS VISIBILITY', there are three options: 'Has editorial note' (unchecked), 'Has production note' (unchecked), and 'Has article history' (checked). Below these is the 'MODIFICATION RIGHTS' section with 'May update article data' (checked). Each option has a small explanatory text below it.

- 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

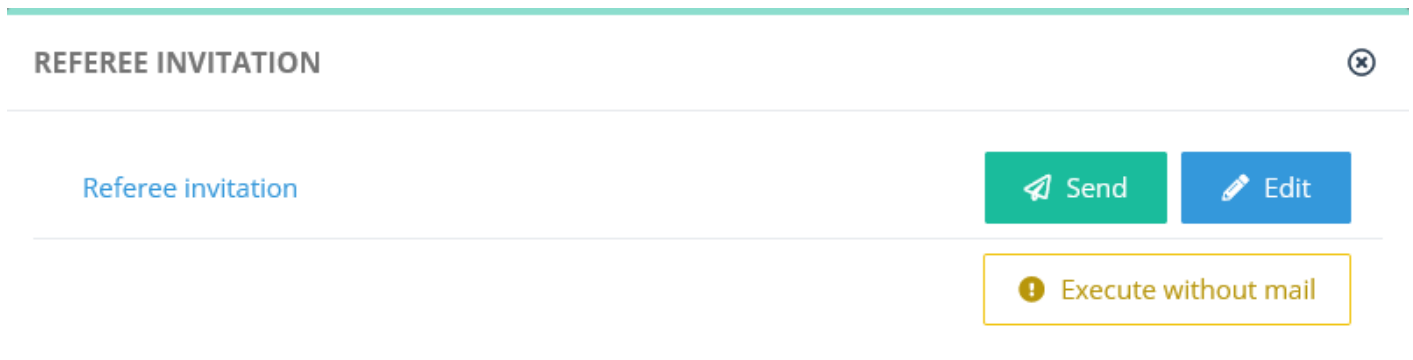
If your journal uses the LaTeX format for submission, information is now automatically extracted from the submission files to feed the Nestor database:

- title
- abstract
- authors list

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

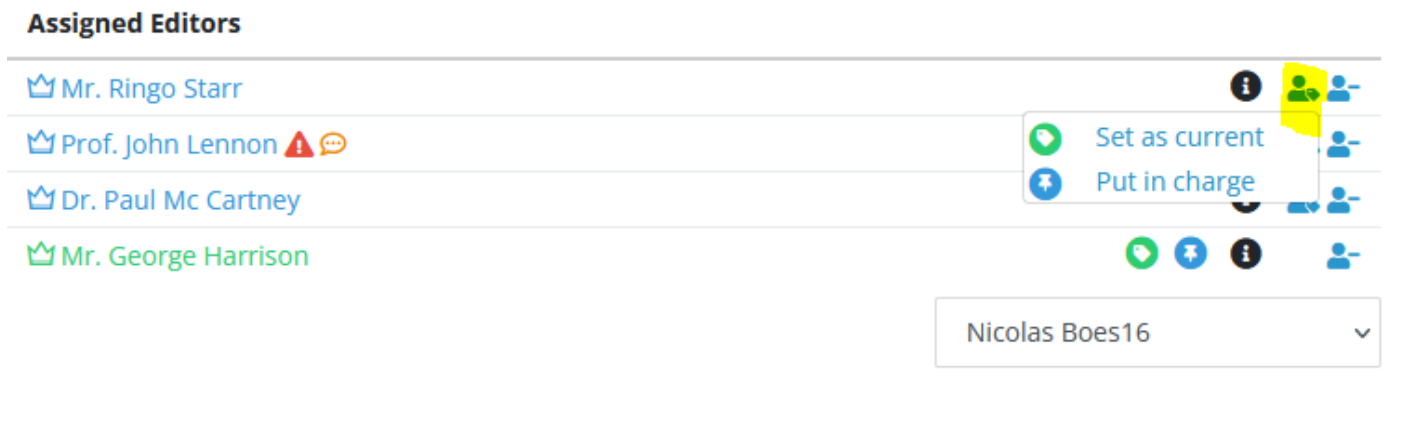
Minor updates: relevant for everyone!

- 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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