

# 4.40 - Automatic Similarity Check, automatic referee notifications, mandatory expertise fields

22 June 2023

## Similarity Check: makeover and automation

- On article files, Similarity Check (SC) buttons and results are now much more visible and understandable:

**Version files**

Main File	rp20220046.pdf 49.5 Kb	Similarity	
Source file	rp20220046.docx 294.4 Kb	Similarity 84%	

Similarity Check returns a score of 84%, click for the full report  
Triggered by Paul Sapin on 08/06/2023

- At last, SC can be triggered automatically as soon as the author submits the paper!

If the feature interests you, make sure to activate it in your [file type](#) configuration. File types relevant for SC are usually manuscript files, which have the "Main file" code.

## EDIT FILE TYPE - COVER LETTER

### GENERAL SETTINGS

Name \*

Code \*

*File type codes are sometimes used for automated processes: pick up the one you feel most relevant. For more information, please contact an administrator.*

Activated

*Activation determines if this file type appear in the article type configuration, and in the file module selection.*

### WORKFLOW SETTINGS

Description for authors \*

*This text will be used in the submission tunnel, to detail the purpose of the file to the submitting author.*

Unique file

*If the file is set-up as "unique", users can only upload one file of this type per revision. This is useful for file types such as copyright files, pre-published manuscripts etc.*

Automatic Similarity Check

*If activated, this setting will automatically send the file to Similarity Check when the author submits the paper. NB Automatic similarity check is subject to two other conditions:*

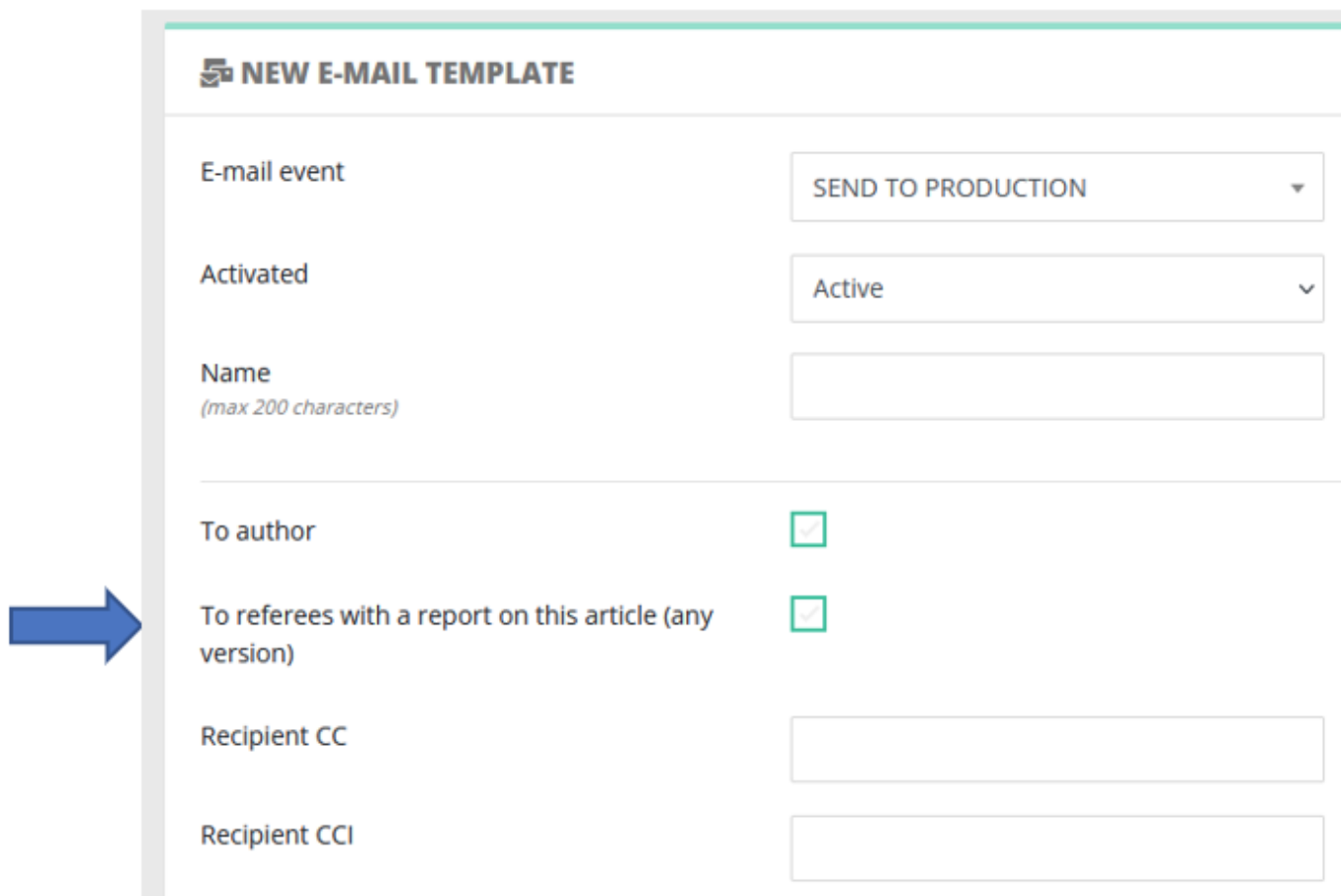
- *it is triggered only on an article first version (including possible returns following the technical check)*
- *it is triggered only on DOC/DOCX/PDF files*



Please note that automatic SC is triggered only on first versions! Manual SC remains available at any time (provided you have the relevant rights).

# Automatic notifications to referees with a report

A new type of recipient appears in the e-mail configuration: referees with a report:



**NEW E-MAIL TEMPLATE**

E-mail event: SEND TO PRODUCTION

Activated: Active

Name: (max 200 characters)

To author:

To referees with a report on this article (any version):  (indicated by a blue arrow)

Recipient CC:

Recipient CCI:

This can be used to automatically thank referees, typically when a final decision is reached on the article. This new type of recipient will be available for the following events:

- acceptance
- rejection
- withdraw
- send to production

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## Mandatory Expertise fields

During user registration, authors may now be required to fill in their expertise fields. To do so, two conditions are necessary:

- some expertise fields must be configured for the journal
- this option must be activated in the

## EDIT - DEFAULT AUTHOR PROFILE

### ACCOUNT CREATION

Require expertise fields

*If enabled, a new user must fill in the journal expertise fields during user registration. If disabled, expertise fields will be optional.*

Minimum of  
expertise fields

2



Maximum of  
expertise fields

4



## Redesigning action buttons

- The unlock action "Cancel pending referees" has been moved from the referee module to the decision module, where it is more intuitive.

### Editorial decision

*No editorial decision*



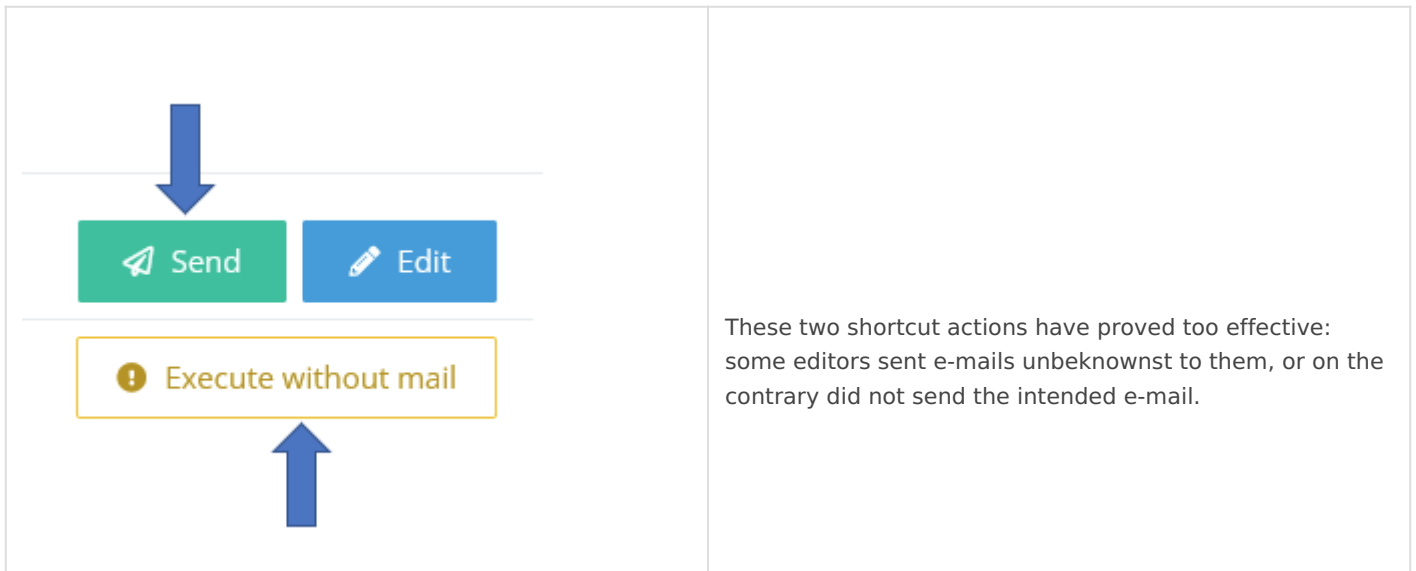
You still have pending referee(s).

To send your editorial decision, please first cancel all pending referee(s)



Cancel pending referees

- Shortcut actions in e-mail popups.



These two shortcut actions have proved too effective: some editors sent e-mails unbeknownst to them, or on the contrary did not send the intended e-mail.

Consequently, these actions are now conditioned by a new profile right. As a rule of thumb, we advise to disable this right for scientific editors, and reserve it to "editorial office" profiles:

**Show critical actions in mail modals**

*If enabled, this will allow the editor to execute workflow actions without editing the mail template*

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