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Editorial Manager

Drop-in / Q&A

Copy-editing and publication (production)

Ursula Gonthier
John Hilton
Elizabeth Royle

Trusted evidence.
Informed decisions.
Better health.

Before we start …

- Please ask questions at any time – unmute or use the chat box

- This session is being recorded. The recording will be made available on the Cochrane Training website
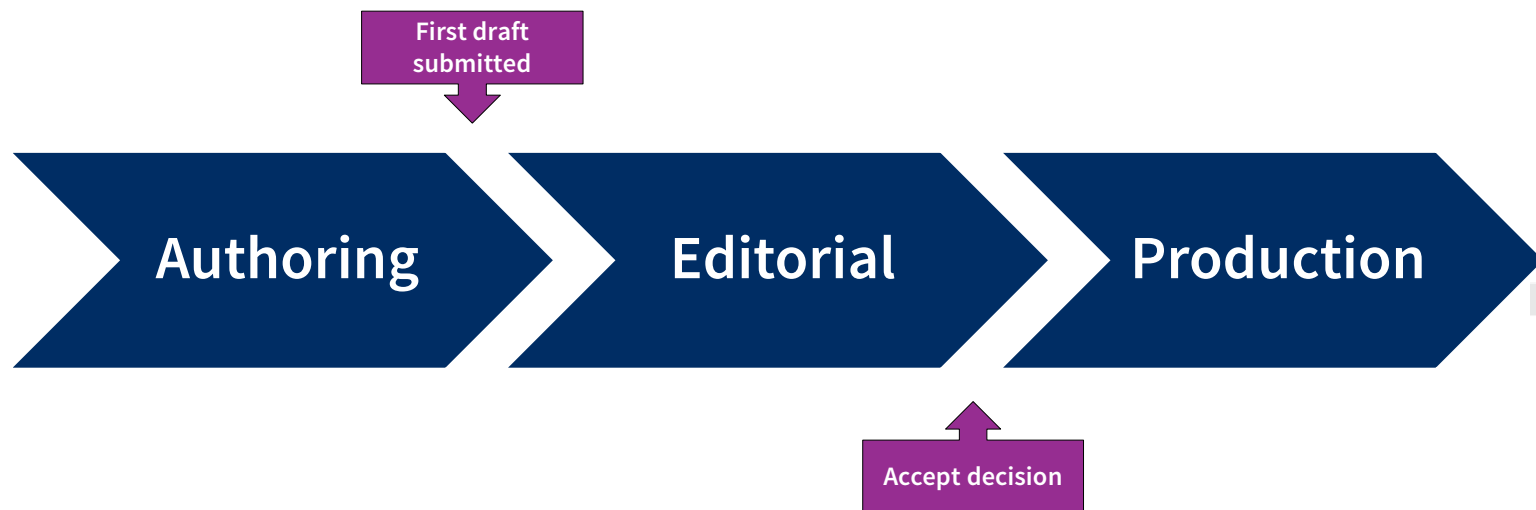
☺ **Please unmute to ask questions at any time, or type in the chat box. There is no such thing as a stupid question!**

Plan

- Overview of production process in EM

- What's new and why?

- Demo of ME tasks

- Reminder of timelines and key dates

- Questions

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Editorial | Proposal Menu | Tasks

Managing Editor Main Menu

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Editor 'To-Do' List

My Pending Assignments (10)

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Production task	Assigned to
Assign Copy Editor	Production Manager, Elizabeth Royle
Complete LfP forms	All authors
Copy-editing	Copy Editor
ME review copy-editing queries/changes	ME
Author review copy-editing queries/changes	Corresponding Author
ME review author proofs	ME
Assign Copy Editor for final proofread	Production Manager, Elizabeth Royle
Final proofread	Copy Editor
Prepare manuscript for publication	Production Manager, Elizabeth Royle

Editorial	**Sign-off**		**Finalize for publication**
Copy-edit		**Copy-editing**	
Tool	**RevMan**		
System	**Archie workflows**		

Archie

Editorial	**Acceptance**	**Queries and prepare for publication**	
Production		**Copy-editing**	**Proofread**
Tool	**RevMan**		
System	**Editorial Manager/ProduXion Manager**		

EM

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Demo

- Accept and close editorial process

- Transmittal form

- Initiate Production

- Receive task assignments

- Assign follow-on tasks

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Timelines

- 1 December: final draft not yet submitted? Invite authors to submit to EM

- 13 December: last day for copy-editing assignments from Archie

- 5 January: waiting for author response to copy-editing comments? Invite authors to submit to EM

- 10 January: last day to mark for publication in Archie (Publish button will be deactivated after this date)

- 17 January: last day to publish from Archie

Questions?

Contact support@cochrane.org

Stay in touch on Community Slack #all-support-EM