

Journal Editorial Management **JEM**



Successful editorial and production management requires both creative and organizational skill.

The availability of production status information, as well as the scheduling of the journals and contributions, are crucial for timely operations within the editing department.

Journal Editorial Management (JEM) will help you with these tasks.

All planning and production processes require comprehensive bibliographical information such as year, volume, and issue, sections and sub-sections.

Additional descriptive information can be stored such as abstracts, advertisements, subject words, or the automatically generated digital object identifier (DOI).

Editorial work is simplified by the tools provided for quickly recording contributions, corresponding with authors and other partners, automatically numbering pages, creating proof copies and special prints, and planning and creating catalogs.

Direct access to detailed tables and analyses eases internal communication as well as communication with external service providers. Synchronization and direct links with content management systems allow real-time access to the content itself.

By settling royalties per contribution, you can calculate the agreed amount automatically and post the data to your accounting system.

The necessary information is always at your fingertips. Consequently, you will have more time to devote to your publications.

Publications

Comprehensive basic publication data for editorial planning, journal distribution and advertisement management. Title, version, year, volume, issue structure. Supplements. Assignment of cost unit numbers for year, volume, and issue. Combined issues and volumes. Carry-over annual volume. Copy and duplicate function for annual journal volumes. Documentation of external titles for competition analysis. Citation Index. Management of links to external publications. Time limited copyright. Option for the generation of a mail merge target file on the basis of a data source.

Publication Pool

Modification history just as in the product pool for the records. General Terms, Bibliography, Prices, Content, Comments, Supplement, Sections, Cit. Index, Contributors, Links and Classification. Bibliography: Bibliographical information (publisher, title, subtitle, short title and ISBN). Title change including log. Regular and intermittent versions. Cost center for planning and production. Integrated connection to www. Sections: Assignment of sections and subsections. Displaying of cost sharing with author on publication and section level. Production: Comprehensive input possibilities for production data. Standard schedule templates for issues and contributions. Paper quality. Technical formats. Contributors: Assignment of contributors manually or by link to Address Pool. Specification of responsible individuals for production and planning. Automatic assignment of contributors to issues and contributions. Classifications: Definition and assignment of freely definable hierarchy types.

Integration of Text Editing and Reporting

Individual letters and forms. Notes accompanying manuscripts. Correspondence with authors. Individual reports. Contribution scheduling. Production instructions.

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Issue Planning

Bibliographical publication information. Displaying of publication design information such as binding, format, or standard layout. Allocation of advertisement pages: Advertisement pagination, position in text, advertisement size. Assignment of contributing staff members taken from the address pool. Designation of staff member transported from contribution. Direct access to publication data, contribution and addresses. Planning instructions concerning page extent, sections and contributions divided into advertisements and contributions. Scheduling of sections, subsections and contributions. Project key for easy identification of a contribution. Special section-planning per issue. Display of issue according to print structure: Issue, sections, subsections, contributions in order determined by user, contributors. Automatic pagination, with optional right or right/left start for contributions. Continuous pagination for all issues within a volume. Display of all issues to be published. Assignment of numerous issues in the planning phase. Assignment per planned or printed extent.

Reader Service

Management and handling of codes for contributions. Designating an institution as a reader service address. Issuing a 'reader service customer' (contributor) role by assigning a code. Sending the replies as labels or through ORS (online reader service). Manual recording of responses. Automatic recording of responses via an interface.

Scheduling (Issues)

Planned publishing and distribution dates. Schedule planning from receipt of manuscripts up to distribution of issue. Production status, critical deadlines, criteria for checks. Schedule template, individual schedules, mandatory appointments. Inclusion of set schedule per publication. Initiation and printing of employees' schedules.

Scheduling (Contributions)

Comprehensive schedule management parallel to issue schedule. Schedule planning and checks from receipt of manuscripts up to printing of contribution. Mandatory appointments. Processing status. Inclusion of set schedule for a publication.

Classifications

Subject word assignment from a thesaurus for contribution and advertisement acquisition. Automatic keyword generation.

Royalty Statements

Contribution royalties per line, per page or flat rate. Continuing print taken into account. Collocation of payments for several contributions per issue. Division of royalties amongst different business partners or beneficiaries. Payments and demands. Royalty access for issue and contribution. Bank information of business partner for wire transfer. Statements to authors and companies. Royalty control list. Transfer records. General interface for transfer of information to financial accounting.

Integration of Text Editor

Individual letters and forms. Notes to accompany manuscripts. Letters to authors. Individual reports. Contribution scheduling. Production instructions.

Directories

Contents, author list and company list for an entire year. Keyword register.

XML Export Publications

Selection of journals. Creation of selection profiles and result profiles for journals. Generation of XML structures for further processing in the marketing department (print catalogs, Web sites, Web shops).