Journal Information Merge Fields

- %JOURNALFULLTITLE% - Inserts the name of the journal into any letter in the EM system.
- %ARTICLE_SHORT_TITLE% - Inserts the Short Title in Letters and in third party bibliographic searches.
- %JOURNALACRO% - Insert the journal code, abbreviation or acronym in the URL used to access the journal’s EM site. For example, a journal with the EM URL ‘xyz.editorialmanager.com’, ‘xyz’ is the journal code, abbreviation or acronym. This can be used in any letter in the EM system.
- %JOURNAL_URL% - Inserts the external (public) URL of the journal. (Example: http://jtcvs.edmgr.com)
- %TODAYS_DATE% - Insert today's date in the format specified in the journal's PolicyManager date field.

People Information Merge Fields

- %REALNAME% - Inserts the recipient's full name; if the user has provided a nickname in their profile, that name is used. Title, first, middle, last.
- %TITLE% - Inserts recipient's Title.
- %FIRST_NAME% - Inserts recipient's First Name.
- %MIDDLE_NAME% - Inserts recipient's Middle Name.
- %LAST_NAME% - Inserts recipient's Last Name.
- %DEGREE% - Inserts recipient's Degree.
- %GREETING% - Inserts the greeting (nickname) field if it is not blank. If blank, it inserts the concatenation of title and last name. (example: Bob or Dr. Smith)
- %POSITION% - Inserts the recipient's Position
- %ADDRESS% - Inserts Block address field consisting of the institution, address lines 1-4, city, state, postal code, country.
- %DEPARTMENT% - Inserts recipient’s Department.
- %INSTITUTION% - Inserts recipient's Institution.
- %ADDRESS1% - Inserts recipient's Address1.
- %ADDRESS2% - Inserts recipient's Address2.
- %ADDRESS3% - Inserts recipient's Address3.
- %ADDRESS4% - Inserts recipient's Address4.
- %CITY% - Inserts recipient's City.
- %STATE% - Inserts recipient's State.
- %ZIP_CODE% - Inserts recipient's Postal Code.
- %COUNTRY% - Inserts recipient's Country.
- %EMAIL% - Inserts recipient's E-Mail address.
- %PHONE% - Inserts recipient's telephone number.
- %FAX% - Inserts recipient's FAX number.
- %PERSON_CLASS% - Inserts a list of the recipient’s selected classifications, with each term separated by a comma.
- **%PERSON_KEYWORDS%** - This merge field is available for publications to use in all letters. When used, it inserts each of the personal keyword currently associated with the intended recipient’s record.

- **%USERNAME%** - Inserts the username of the recipient.

- **%BLINDED_USERNAME%** - This merge field can be used instead of the %USERNAME% merge field for any journal wishing to hide the recipient’s Username in Correspondence History. Also this merge field will insert the phrase ‘Your username is:’ (without the quotes) in front of the username.

- **%PASSWORD%** - Inserts the password of the recipient.

- **%BLINDED_PASSWORD%** - This merge field can be used instead of the %PASSWORD% merge field for any journal wishing to hide the recipient’s Password in Correspondence History. Also this merge field will insert the phrase ‘Your password is:’ (without the quotes) in front of the password.

- **%NEWUSER_NAME%** - Inserts a new registrant’s full name (Title, First, Middle, Last). This would be used in a letter to notify a journal staff person or Editor that someone has newly registered on their EM system.

- **%PROXY_REGISTRATION_OPERATOR%** - Inserts the First and Last Name of the person who performed the proxy registration. This merge field would likely be included in the proxy welcome letter, and in a letter to the journal office alerting them to the Proxy Registration. This merge field should only be included in letters that are NOT connected to a submission.

- **%PROXY_REGISTRATION_EDITORROLE%** - Inserts the Editor Role of the person who performed the proxy registration. This merge field would likely be included in the proxy welcome letter, and in a letter to the journal office alerting them to the Proxy Registration. This merge field should only be included in letters that are NOT connected to a submission.

- **%MERGE_OLD%** - Inserts the TITLE, FIRST, MIDDLE, LAST, DEGREE (USERNAME) of the person that was inactivated in a merge people function.

- **%MERGE_KEEP%** - Inserts the TITLE, FIRST, MIDDLE, LAST, DEGREE (USERNAME) of the person that was kept in a merge people function.

**Submission Information Merge Fields**

- **%MS_NUMBER%** - Inserts the manuscript number of the manuscript in the format selected by the journal under Policy Manager.

- **%ARTICLE_TITLE%** - Inserts the title of the manuscript.

- **%ARTICLE_TYPE%** - Inserts the article type (i.e., Editorial, Article) of the manuscript.

- **%MS_CLASS%** - Inserts a list of a manuscript’s selected classifications, with each term separated by a comma.

- **%EDITOR_NAME%** - This merge field can be used in most Letters to pull in the name of the ‘sender’ of the letter. For example, when an Editor sends a review invitation to a Reviewer, the %EDITOR_NAME% merge field is used to insert the name of the Editor who performed the action that triggered the invitation letter. HOWEVER, the following exceptions apply: For letters that are sent out when certain Events are triggered, the %EDITOR_NAME% merge field will pull in the Handling Editor's name instead of the sender. The Events that will pull in the Handling Editor's name when the %EDITOR_NAME% merge field is used are Invite Reviewer, Reviewer Agree, Reviewer Decline, Un-invite Reviewer, Promote Alternate Reviewer, Review Assignment Complete, All Required Reviews Complete. The Event called Editor Assign Notification will pull in the newly assigned Editor when the %EDITOR_NAME% merge field is used. The Event called Editor Assigned will pull in the name of the sender/operator when the %EDITOR_NAME% merge field is used (this is consistent with the general rule for using the %EDITOR_NAME% merge field). To summarize the rule: The %EDITOR_NAME% merge field should only be used in letters associated with Events that are triggered by an Editor; except for those events where
%EDITOR_NAME% is pulling in the Current Handling Editor’s name (Invite Reviewer, Reviewer Agree, Reviewer Decline, Un-invite Reviewer, Promote Alternate Reviewer, Review Assignment Complete, All Required Reviews Complete) and the Editor Assign Notification which will pull in the newly assigned Editor’s name.

**Note:** You might consider using ‘Corresponding Editor’ merge fields in place of this one

- %EDITOR_ROLE% - Inserts the Role name of the Editor. This merge field follows the same rules as %EDITOR_NAME%.

- %UNASSIGNED_EDITOR_NAME% - This merge field is best used in Editor notification letters, and will pull in the ‘REALNAME’ of the Editor who was unassigned.

- %REVIEWER_NAME% - Inserts the %REALNAME% of the Reviewer when the Reviewer is the sender of the letter. This field is used for notifications of Reviewer accept/decline, and upon completion of a review. It will not insert the names of multiple Reviewers in letters – it will only insert the name of one Reviewer when that Reviewer is the sender of the letter.

- %REVIEW_REQUEST_DATE% - Inserts the date that a review request was initiated by the journal office.

- %REVISION_ASSIGN_DATE% - Inserts the date that a revision was assigned to the Reviewer.

- %REVIEW_ACCEPT_DATE% - Inserts the date that a Reviewer accepted a manuscript assignment.

- %REVIEW_DUE_DATE% - Inserts the date that a review is due, based on the number of days set in PolicyManager, under ‘Edit Article Type’. If a journal is in ‘Agreed Mode’, no date will be available until after the Reviewer agrees to take the assignment.

- %REVIEW_DAYS_TO_REVIEW% - Inserts the number of days the Reviewer has to Review the manuscript, based on the number of days set in PolicyManager, or based on the new number of days if the Editor has overridden the default due date at the time the Reviewer was invited.

- %REVIEW_REMIND_DATE% - Inserts the date that the Reviewer was last sent a reminder letters.

- %REVIEW_DAYS_TOTAL% - Inserts the number of days that the manuscript has been out for review.

- %REVIEW_DAYS_LATE% - Inserts the number of days that a review is beyond the due date.

- %SUBMIT_DATE% - Inserts the date that a manuscript was submitted by the Author.

- %DATE_REVISION_SUBMITTED% - Inserts the date that the most recent revised manuscript was submitted by the Author.

- %DATE_REVISION_DUE% - Inserts the date on which the Author’s revision is due, based on the number of days set in PolicyManager, ‘Edit Article Types’, or based on the new number of days if the Editor has overridden the default due date.

- %AUTHOR_REMIND_COUNT% - Inserts the number of reminder letters that the Author has been sent.

- %AUTHOR_REMIND_DATE% - Inserts the date that the last reminder letter was sent to the Author.

- %SECTION_CATEGORY% - Inserts the Section/Category that the Author chose (i.e., Basic Science Section, Clinical Section, Epidemiology Section) for the manuscript.

- %ABSTRACT% - Inserts the Abstract, entered by the Author, into letters, such as the invitation letter that goes to Reviewers.

- %KEYWORDS% - Inserts a list of the manuscript's keywords.

- %CORRAUTHOR% - Inserts the %REALNAME% of the corresponding Author.
- %CORRAUTHOR_INST% - Inserts the name of the institution of the corresponding Author.

- %FIRST_AUTHOR% - Inserts the First Author as designated in the Author List built by the corresponding Author from the ‘Add/Edit/Remove Author’ step of the manuscript submission interface. This merge field will include first, middle, last names and academic degree of the person in the First Author slot.

- %AUTHOR_LIST% - Inserts a list of other Authors (does not include the corresponding Author) associated with the manuscript, in the format of first, middle, last names and academic degree.

- %AUTHOR_INST% - Inserts a list of the institutions that the Authors are affiliated with.

- %ALL_AUTHORS% - Inserts a list of all Authors, including the Corresponding Author. The Authors will be listed according to the designated order from the ‘Add/Edit/Remove Author’ step of the manuscript submission interface. The list will include first, middle, last names and academic degree.

- %MS_REGION_OF_ORIGIN% - Inserts the submission’s Region of Origin, as selected by the Author during the ‘Submit Manuscript’ process. This will NOT insert the Author’s Country of Origin (from the Author’s address record).

- %EDITOR_DECISION% - Inserts the Editor ‘Decision’ field for a document (example: Accept, Reject, Revise). This field is used for notifications of Editor decisions when the Editor ‘submits Editor decision and comments’.

- %FINAL_EDITOR_DECISION_DATE% will insert the date that the final decision (not Final Disposition) was made. This is the date of the last Editor’s decision before the Author is notified. This merge field can only be used in decision letters, or other letters (such as revision reminder letters) that are sent after the Author is notified of the Editor’s decision.

- %COMMENTS_TO_EDITOR% - Inserts all ‘Reviewer confidential comments to the Editor’ from Reviewers of the current revision of the manuscript. If the Editor has modified the ‘Comments to Editor’ field, the mail merge term will contain the edited version. This can also be used in the letter sent when a Reviewer declines an invitation to review a submission.

- %COMMENTS_TO_AUTHOR% - Inserts all ‘Reviewer blind comments to Author’ from Reviewers of the current revision of the manuscript. If the Editor has modified the ‘Comments to Author’ field, the mail merge term will contain the edited version.

- %REVIEWER_COMMENTS_TO_EDITOR% - Inserts any Reviewer’s available comments to the Editor. This can be used to send the previous comments from Reviewers back to those Reviewers in the case of a revision. It can also be used to send completed reviews to a new Reviewer (for example, in the case of a tie-breaking review).

- %REVIEWER_COMMENTS_TO_AUTHOR% - Inserts any Reviewer’s available comments to the Author. This can be used to send the previous comments from Reviewers back to those Reviewers in the case of a revision. It can also be used to send completed reviews to a new Reviewer (for example, in the case of a tie-breaking review).

- %TECHNICAL_COMMENTS_TO_AUTHOR% - Inserts the latest entry in the Technical Comments to Author box for the latest revision. This merge field can be inserted into any Author letter that is associated with a manuscript.

- %REVIEWER_ATTACH_DEEP_LINK_INSTRUCTIONS% - This merge field pulls in the custom Reviewer Attachment Deep Link instructions created in PolicyManager.

- %SUBMISSION_NOTES% - Inserts the contents of the Notes box from a submission’s Manuscript Details.

- %TECHNICAL_NOTES% - Inserts the contents of the ‘Technical Notes to Editor’ box. This merge field can be inserted into any Editor or Publisher letter that is associated with a manuscript.

- %PROD_NOTES% - Inserts the contents of the ‘Production Notes’ box. This merge field can be inserted into any Editor or Publisher letter that is associated with a manuscript.
- **%DECISION_LETTER%** - Inserts the ‘Author Notification’ Letter (‘Decision’ Letter) into the Reviewer Notification Letter. This merge field **%DECISION_LETTER%** pulls in the blinded or unblinded version of the ‘Author Notification’ Letter, depending on the permission of the Reviewer recipient in Reviewer RoleManager.

- **%TRANSMITTAL_FORM%** - The Transmittal Form can be included in a letter (e-mail notification) to the Publisher (and to anyone any other Role) at the ActionManager event ‘Final Disposition Accept’.

- **%TITLE_OF_PARENT_SUBMISSION%** - Inserts the Title of the Proposal, or the Submission Requiring Commentary. This merge field should only be used in letters associated with a ‘child’ submission, when referring to the ‘parent’ (Proposal or Submission Requiring Commentary). This merge field will not work if used in letters associated with the ‘parent’ (for example, all Author Invitation letters). In these cases, the **%ARTICLE_TITLE%** merge field should be used.

- **%TARGET_PUB_DATE%** - Inserts the projected Publication date for a submission as set up in the Target Publication Schedule, and in the Manuscript ‘Details’ page.

- **%INVITED_SUBMISSION_DAYS_TO_RESPOND%** - Inserts the number of days an Author has to respond to an Invitation to submit a manuscript. This number is entered in the ‘Author Invitation Due’ setting, as set up in the ‘Target Publication Schedule’ page. This is used for Authors who have been invited to submit a manuscript as part of a Proposal or Submission Requiring Commentary.

- **%INVITED_SUBMISSION_RESPOND_DATE%** - Inserts the date by which the Author is expected to respond to the invitation. The date is set based on the number of days in the ‘Author Invitation Due’ setting for the submission, as set up in the Target Publication Schedule. This is used for Authors who have been invited to submit a manuscript as part of a Proposal or Submission Requiring Commentary.

- **%INVITED_SUBMISSION_DUE_DATE%** - Inserts the date by which the Author is expected to submit an invited submission. The date is set based on the number of days in the ‘Author Submission Due’ setting for the submission, as set up in the Target Publication Schedule. This is used for Authors who have been invited to submit a manuscript as part of a Proposal or Submission Requiring Commentary.

- **%INVITED_AUTHOR_NAME%** - Inserts the name of the sender when an Author declines to submit. To pull in the name of the Invited Author when an invitation is being sent, the **%REALNAME%** field should be used.

- **%AUTHOR_DECLINES_INVITATION_COMMENTS%** - Inserts the comments entered by the invited Author when the Author Declines to submit a Manuscript.

- **%ARTWORK_QC_RESULTS_ALL%** - Inserts the Artwork Quality Check results of ALL tested Submission Items.

- **%ARTWORK_QC_RESULTS_FAIL%** - Inserts the Artwork Quality Check results of just the failed Submission Items. If NO Submission Items, associated with the submission, failed Artwork QC the following text will display, ‘None of the artwork for this submission failed Artwork QC’.

- **%SUGGESTED_REVIEWERS%** - Inserts the names of the Reviewers suggested by the Author of the manuscript, if that submission step is enabled.

- **%OPPOSED_REVIEWERS%** - Inserts the names of the Reviewers to which the Author would be opposed to for his manuscript, if that submission step is enabled.

- **%RESPONSE_TO_REVIEWERS%** - Inserts the Author’s response to the Reviewer’s comments. This merge field is only applicable with revised manuscripts.

**Deep Linking Merge Fields**

These are hot links that perform specific actions and can be included in specific e-mails. E-mail hot links are available for specific roles and are defined as follows:
- %DECLINE_REVIEW_INVITATION% - This merge field will create a hyperlink in a letter that delivers the Reviewer to the ‘Decline Review’ page in the system. The Reviewer can then provide a reason for declining the assignment, and suggest other Reviewers.

- %ACCEPT_REVIEW_INVITATION% - This merge field will create a hyperlink in a letter that automatically triggers the ‘Agree to Review’ function in the system. The Reviewer will be delivered to the ‘Reviewer Pending Assignments’ page.

- %ACCEPT_INVITATION% - This merge field will create a hyperlink in a letter that automatically triggers the ‘Author Agrees to Invitation’ function in the system. The Author will be delivered to the ‘Accept Invitation’ page.

- %DECLINE_INVITATION% - This merge field will create a hyperlink in a letter that automatically triggers the ‘Author Declines Invitation’ function in the system. The Author will be delivered to the ‘Decline Author Invitation’ page.

- %SUBMIT_INVITED_MANUSCRIPT% - This merge field will create a hyperlink in a letter that automatically triggers the ‘Author Agrees to Invitation’ function in the system (if the Author has not previously accepted) and delivers the Author directly to the Manuscript Submission interface.

- %VIEW_REVIEWER_PDF% - This merge field will let the Reviewer download the Reviewer- version of the PDF by clicking on a hyperlink in the letter. The merge field is replaced in the letter by an encoded hyperlink. This merge field should be used for letters associated with the ‘Reviewer Invited’, ‘Reviewer Agreed’, or ‘Late Review’ events. The journal should precede the merge field in the letter with some instructional text such as ‘Click here to view the PDF of the submission %VIEW_REVIEWER_PDF%’.

- %EDITOR_DEEP_LINK% - This merge field can be inserted into any Editor letter that is associated with a manuscript. When an Editor receives an e-mail with this merge field, the merge field will display as a link. When this Deep Link is clicked from the e-mail, the Editor will be logged into EM and brought directly to the submission record in the Search Submissions interface. All of the Action links that the Editor is allowed to access will be available (based on RoleManager settings and on appropriate actions based on where the submission is in the system (same as Search Submissions)).

- %UPDATE_ALT_CONTACT_INFO% - This merge field can be inserted into system letters in an effort to encourage users to keep their alternate contact information up-to-date. Clicking on the URL automatically logs the recipient into the system and brings him to the correct page (Alternate Contact Information).

- %UPDATE_CLASSIFICATIONS_KEYWORDS_DEEP_LINK% - This merge field is available for publications to use in all letters. When this merge field is included in a letter, it is replaced with a deep link for the recipient of the letter (the link is not visible in CC’d letters or in history). Clicking the deep link brings the user directly to a page where they may update their Personal Keywords.

- %UPDATE_UNAVAILABLE_DATES% - This merge field can be inserted into system letters in an effort to encourage users to keep their unavailable dates up-to-date. Clicking on the URL automatically logs the recipient into the system and brings him to the correct page (Alternate Contact Information).

- %REVIEWER_AttACH_DEEP_LINK% - This merge field is a direct link to the Author’s version of the Reviewer Attachment page, and also logs the Author into the system.

- %LINKED_COMMENTARY_DEEP_LINK% - This merge field is available for use in Editor Decision letters. This merge field inserts a deep link into the decision letter. If an Editor has granted the Corresponding Author access to the PDFs, the deep link provides that Author with access to the Author version of the Linked Submissions page without having to manually login to the system.
**Note:** These merge fields will not work properly if any character is placed before or after the merge field. For example, ‘Click Here%DECLINE_REVIEW_INVITATION%’ will not work because the letters ‘Here’ are touching the merge field.

**Note:** If clicking the link does not open an Editorial Manager window, the recipient’s E-mail program may have inserted some spaces and/or line markers into the link. If this happens, the user should open a browser window manually and copy and paste the entire link from the E-mail into the URL address box. The link starts with the letters ‘http’ and ends with the letters ‘rev=X’ (where X represents a number such as 0, 1, 2, etc.) The entire link must be copied and pasted into the browser in order for the correct Editorial Manager window to be displayed. After copying the link into the URL address box, the user must also remove any spaces and line markers (e.g. > or >>) by using the delete or backspace keys on your keyboard.

**Corresponding Editor Merge Fields**

The following merge fields pull in the name, role and contact information of the ‘Corresponding Editor’. The ‘Corresponding Editor’ designation is displayed and can be (manually) modified in the manuscript ‘Details’ page. A drop-down box displays all assigned Editors. The Corresponding Editor is always the first ‘assigned’ Editor. To select a Corresponding Editor different than the first-assigned Editor, select the appropriate Editor from the drop-down box:

- **%CORR_ED_REALNAME%** - Inserts the Corresponding Editor’s full name; it does not use the nickname. Format is Title, first name, middle name, last name.
- **%CORR_ED_TITLE%** - Inserts Corresponding Editor’s Title.
- **%CORR_ED_FIRST_NAME%** - Inserts Corresponding Editor’s First Name.
- **%CORR_ED_MIDDLE_NAME%** - Inserts Corresponding Editor’s Middle Name.
- **%CORR_ED_LAST_NAME%** - Inserts Corresponding Editor’s Last Name.
- **%CORR_ED_DEGREE%** - Inserts Corresponding Editor’s Degree.
- **%CORR_ED_GREETING%** - Inserts the greeting (nickname) field if it is not blank. If blank, it inserts the concatenation of title and last name. (example: Bob or Dr. Smith)
- **%CORR_ED_POSITION%** - Inserts the Corresponding Editor’s Position
- **%CORR_ED_ADDRESS%** - Inserts a block address field consisting of the institution, address lines 1-4, city, state, postal code, country.
- **%CORR_ED_DEPARTMENT%** - Inserts Corresponding Editor’s Department.
- **%CORR_ED_INSTITUTION%** - Inserts Corresponding Editor’s Institution.
- **%CORR_ED_ADDRESS1%** - Inserts Corresponding Editor’s Address1.
- **%CORR_ED_ADDRESS2%** - Inserts Corresponding Editor’s Address2.
- **%CORR_ED_ADDRESS3%** - Inserts Corresponding Editor’s Address3.
- **%CORR_ED_ADDRESS4%** - Inserts Corresponding Editor’s Address4.
- **%CORR_ED_CITY%** - Inserts Corresponding Editor’s City.
- **%CORR_ED_STATE%** - Inserts Corresponding Editor’s State.
- **%CORR_ED_ZIP_CODE%** - Inserts Corresponding Editor’s Postal Code.
- **%CORR_ED_COUNTRY%** - Inserts Corresponding Editor’s Country.
- **%CORR_ED_EMAIL%** - Inserts Corresponding Editor’s E-Mail address.
- **%CORR_ED_PHONE%** - Inserts Corresponding Editor’s telephone number.
- **%CORR_ED_FAX%** - Inserts Corresponding Editor’s FAX number.
Deep Link for Downloading Reviewer Attachments

Two deep link merge fields facilitate notifying Authors that there are Reviewer Attachments available:

- %REVIEWER_ATTACH_DEEP_LINK% - This merge field is a direct link to the Author’s version of the Reviewer Attachment page, and also logs the Author into the system.
- %REVIEWER_ATTACH_DEEP_LINK_INSTRUCTIONS% - This merge field pulls in the custom Reviewer Attachment Deep Link instructions created in PolicyManager.

Note: A publication must have the ‘Reviewer Attachments’ feature enabled in order to make use of the deep links for Reviewer Attachments

Note: Administrators can type the deep link mail-merge fields into Decision letter templates

Note: These merge fields are available for inclusion in the Decision letter only

Note: The merge fields are populated in the letter only if there are Reviewer Attachments which have been made available to the Author

When the Decision letter is sent to an Author, the merge field is converted to a URL that the user can click on, or copy and paste into a browser.

Clicking the deep link URL takes the Author directly to the View Reviewer Attachments page.

The URL will expire according to the publication’s policy after a default number of clicks and/or a default number of days.

Note: The deep link is valid only if the submission is currently in one of the following Author folders; otherwise the Author is taken to a page explaining that the submission is not in a state that allows this action:
- Submissions Needing Revision
- Incomplete Submissions Being Revised
- Revisions Waiting for Author’s Approval
- Submissions with a Decision

To configure: To set the deep link expiration policy, click the Set Reviewer Attachments Deep Link Policy link in the Preprint Manager section of PolicyManager. Then specify the expiration policy for the deep link (i.e. how long the link is active):

Note: If neither option is selected (both boxes are unchecked), the deep link will remain active indefinitely

You may also create customized instructions for the Reviewer Attachment deep link, which can be inserted into the Author’s copy of the Decision Letter using the %REVIEWER_ATTACH_DEEP_LINK_INSTRUCTIONS% merge field.

Conference Submission Merge Fields

The following merge fields can only be used in Letters associated with Conference Submission manuscripts:

- %CORR_ED_EDITOR_ROLE% - Inserts the Role name of the corresponding Editor
- %CORR_ED_DESCRIPTION% - Inserts the Editor Description (if any) of the Corresponding Editor.
- %CONFERENCE_NAME% - Inserts the Conference Name to which a submission is assigned, as selected on the Transmittal Form.
- %CONFERENCE_PRESENTATION_TYPE% - Inserts the Conference Presentation Type assigned to a submission, as selected on the Transmittal Form.
- %CONFERENCE_PRESENTATION_DATE% - Inserts the Conference Presentation Date assigned to a submission, as selected on the Transmittal Form.
- %SESSION_NAME% - Inserts the Session Name to which a submission is assigned, as selected on the Transmittal Form.
- %CONFERENCE_SUBMISSION_BOOK_TITLE% - Inserts the Conference Book Title to which a submission is assigned, as selected on the Transmittal Form.

**Search Strategy Merge Fields**

The following Merge Fields can be used when setting up a Search Strategy for searching in a third party bibliographic database (like PubMed) or third party search site (like Google). The Hosting Administrator (e.g., Aries Systems, a journal publisher) is responsible for the creation and maintenance of search strategies for searching bibliographic databases and search engines. The journal must contact their Hosting Administrator (organization that hosts the system) or Publisher in order to set up search strategies.

- %CORRAUTHOR_WITH_FIRST_INITIAL% - Inserts the Corresponding Author name with the first initial (e.g., R Wynne). This merge field is not available for use in Letters.
- %CORRAUTHOR_WITH_FIRST_INITIAL_AT_END% - Inserts the Corresponding Author name with the first initial after the last name (e.g., Wynne R). This merge field is not available for use in Letters.
- %COAUTHOR_NAMES% - Inserts the names of all Authors using a first initial and a last name separated by a space (e.g., R Wynne T Alves S Lavelle). This will include the Corresponding Author. This merge field is not available for use in Letters.
- %COAUTHOR_NAMES_INITIAL_AT_END% - Inserts the names of all Authors using a last name followed by a first initial separated by a space (e.g., Wynne R Alves T Lavelle S). This will include the Corresponding Author. This merge field is not available for use in Letters.
- %LASTNAME_COMMA_FIRSTINITIAL_AT_END% - Inserts the Corresponding Author name with the last name first, followed by a comma, then the first initial (e.g., Wynne, R). This merge field is not available for use in Letters.
- %MS_CLASS_SEARCH% - Inserts a list of the Classifications assigned to the manuscript. Multiple terms are separated by spaces. This is a separate merge field than the one used for Letters (%MS_CLASS%). This merge field is not available for use in Letters.
- %MS_CLASS_SEARCH_WITH_OR% - Inserts a list of the Classifications assigned to the manuscript. Multiple terms are separated by the word ‘OR’. This is a separate merge field than the one used for Letters (%MS_CLASS%). This merge field is not available for use in Letters.
- %KEYWORDS_SEARCH% - Inserts a list of the Keywords assigned to the manuscript. Multiple terms are separated by spaces. This is a separate merge field than the one used for Letters (%KEYWORDS%). This merge field is not available for use in Letters.
- %KEYWORDS_SEARCH_WITH_OR% - Inserts a list of the Keywords assigned to the manuscript. Multiple terms are separated by the word ‘OR’. This is a separate merge field than the one used for Letters (%KEYWORDS%). This merge field is not available for use in Letters.
Note: The following Merge Fields can be used in both Letters and in Search:

- %ARTICLE_TITLE% - Inserts the title of the manuscript.
- %ABSTRACT% - Inserts the Abstract entered by the Author.
- %CORRAUTHOR% - Inserts the name of the Corresponding Author (title, first, middle, last).
- %CORRAUTHOR_INST% - Inserts the name of the institution of the Corresponding Author

Blinded Merge Fields for Notify Author (Decision) Letter

The following is a list of the merge fields that will not be populated in the Notify Author (Decision) letter when a publication is running a double-blind peer review process. When the letter is Previewed and when the letter is sent to the Author these fields will be populated with the correct information. When the letter is seen by the Reviewer via the ‘Completed Assignments’ folder or in the ‘Reviewer Thank You’ letter these fields will display as asterisks (****).

%REALNAME%
%GREETING%
%FIRST_NAME%
%MIDDLE_NAME%
%LAST_NAME%
%TITLE%
%DEGREE%
%POSITION%
%DEPARTMENT%
%INSTITUTION%
%ADDRESS%
%ADDRESS1%
%ADDRESS2%
%ADDRESS3%
%ADDRESS4%
%CITY%
%STATE%
%ZIP_CODE%
%COUNTRY%
%EMAIL%
%PHONE%
%FAX%
%PERSON_CLASS%
%CORRAUTHOR%
%CORRAUTHOR_INST%
%AUTHOR_LIST%
%AUTHOR_INST%
%INVITED_AUTHOR_NAME%
%TRANSMITTAL_FORM%
%FIRST_AUTHOR%
%ALL_AUTHORS%
%BLINDED_USERNAME%
%BLINDED_PASSWORD%
%USERNAME%
%PASSWORD%
%NEWUSER_NAME%
%MERGE_OLD%
%MERGE_KEEP%
Mail-merge Fields for Production Tracking

In addition to the Corresponding Production Editor fields above, the following merge fields are available:

- `%DOI%` - Inserts the contents of the submission’s DOI field.
- `%PROD_STATUS%` - Pulls the latest production status term related to the manuscript (i.e. ‘Not in Production’, ‘In Production’, ‘Production Completed’, ‘Returned to Production’).
- `%PROD_NOTES%` - Pulls in the Production Notes.
- `%PRODTASK%` - Pulls in the name of the Production Task assigned to the recipient relevant to the specific submission.
- `%PRODTASK_INSTRUCTIONS%` - Pulls in any custom instructions associated with the production task (configured on the ‘Add/Edit Production Task’ page).
- `%PRODTASK_DUE_DATE%` - Pulls in the due date of the Production Task assigned to the recipient for the submission.
- `%PRODTASK_ASSIGN_DATE%` - Pulls in date the task was assigned to the recipient.
- `%PRODTASK_ASSIGNEDBY%` - Pulls in the name of the person who assigned the Production Task.
- `%PRODTASK_ASSIGNEDTO%` - Pulls in the name of the person to whom the Production Task is assigned.
- `%PRODTASK_COMPLETED_DATE%` - Pulls in the stop date for the task. This date may be the date the task was submitted or the cancellation date.
- `%PRODTASK_LASTREMIND_DATE%` - Inserts the date on which the recipient was last reminded for the specific task.
- `%PRODTASK_DAYS_LATE%` - Inserts the number of days that a specific Production Task, assigned to the recipient, is beyond the due date.
- `%PRODTASK_REMIND_COUNT%` - Inserts the number of reminder letters that have been sent to the specific recipient for the specific task.
- `%PRODTASK_STATUS%` - Pulls in the status term associated with the Production Task (i.e. ‘Canceled’, ‘Open’ or ‘Completed’).
- `%SUBMISSION_TARGET_ONLINE_PUB_DATE%` - Inserts the Target Online Publication Date defined for the submission.
- `%SCHEDULEGROUP_TOC%` - Inserts a list of all submissions currently assigned to a schedule group.
- `%SCHEDULEGROUP_DESCRIPTION%` - Inserts the description of the Schedule Group to which the submission is assigned.
- `%SCHEDULEGROUP_TARGET_VOLUME%` - Inserts the Target Publication Volume of the Schedule Group to which the submission is assigned.
- `%SCHEDULEGROUP_TARGET_ISSUE%` - Inserts the Target Publication Issue of the Schedule Group to which the submission is assigned.
- `%SCHEDULEGROUP_TARGET_ONLINE_PUB_DATE%` - Inserts the Target Online Publication Date defined for the Schedule Group to which the submission is assigned.
- `%SCHEDULEGROUP_TARGET_PUB_DATE%` - Inserts the Target Publication Date defined for the Schedule Group to which the submission is assigned.
• `%TARGET_PUB_DATE%` - Inserts the Target Publication Date associated with an individual submission (useful specifically for proposals or commentaries)

**Author Deep-Link for Production Tasks**

The Author Deep-Link for Production Tasks is a mail merge field included in a letter template that inserts a task-specific URL into e-mail correspondence. Clicking on the URL in the e-mail automatically logs them in and brings them directly to the publication’s PM website.

When a production task is assigned to an Author, or a Production Task Reminder letter is sent, the `%PROD_TASK_DEEP_LINK%` mergefield is converted to a URL that the user can click on, or copy and paste into a browser.

**Note:** If the letter is specified in PolicyManager as HTML Format, the formatted e-mail the deep link appears as the hyperlinked text Production Task Assignment

Clicking the URL takes the Author directly to the *Current Task Assignments* page, where he can carry out activities related to the assigned task.

The URL is encoded to be unique to an Author’s particular task assignment, and will expire according to the publication’s policy after a default number of clicks and/or a default number of days.

**To Configure:** In PolicyManager, click the ‘Set Author Production Task Deep Link Expiration’ link under the Preprint Manager heading of PolicyManager. Specify the expiration policy for the Author Production Task deep link (i.e. how long the link is active). If neither option is selected (both boxes are unchecked), the deep link will remain active indefinitely, even if the production task has been completed.

The merge field `%PROD_TASK_DEEP_LINK%` should only be used in Author Production Task Assignment or Author Production Task Reminder letters that have a ‘Production’ or ‘Production Reminder’ letter family. To insert this deep link in a Production Task Assignment or Author Production Task Reminder letter template, go to the *Edit Letters* page in PolicyManager and modify the appropriate letter.