

Rejected Manuscripts - File Format

This document describes the file format for uploading rejected manuscript data. This file will be processed by the Impact Vizor system. Each row in the file represents a published article, uniquely identified by the Manuscript ID.

File Format

File must be:

- a tab-delimited text file (e.g. .tab or .tsv)
- UTF-8 encoded
- The first line (row) of the file is the header and must have the names of the attributes. **All 14 of the attribute names listed below must be present in the header.**
- Each line must include 14 tabs (columns).
- Required attributes: must have a non-empty value.
- Non-required attributes: may have an empty value.

Custom Fields

Custom data fields (CUSTOM, CUSTOM_2, CUSTOM_3) can be used to add attributes to rejected article metadata to aid in analysis. These additional attributes might include the home country of the corresponding author or the number of days it took the article to get rejected after submission.

Position	Attribute	Value	Value Format	Required	Example
1	MANUSCRIPT_ID	A unique identifier for the rejected manuscript. This identifier must be unique across all rejected articles.	Text	Y	Hematology/2012/460865
2	DATE_OF_REJECTION	Date that manuscript was rejected	MM/DD/YY or M/D/YY	Y	06/28/13 5/9/14
3	REJECT_REASON	Reason for rejection	Text	Y	Reject By Associate Editor
4	TITLE	Title of rejected manuscript	Text	Y	Transplantation of CD3/C19 depleted allografts from haploidentical family donors in pediatric leukemia
5	FIRST_AUTHOR	Name of first author *At least <u>one</u> author field must have a non-empty value	Text Last Name, First Name	Y*	Lang, Peter

6	CORRESPONDING_AUTHOR	Name of corresponding author *At least <u>one</u> author field must have a non-empty value	Text Last Name, First Name	Y*	Smith, John
7	CO_AUTHORS	Names of other authors. *At least <u>one</u> author field must have a non-empty value	Text. Each author name separated by ; Last Name, First Name	Y*	Lee, Robert; Sack, John
8	SUBJECT_CATEGORY	Category that this manuscript was assigned	Text	N	Sickle Cell Disease
9	EDITOR	Editor assigned to review this article	Text Last Name, First Name	N	Lang, Simon
10	SUBMITTED_JOURNAL	The journal that the rejected manuscript was submitted to. This could be an abbreviation or the full journal name.	Text	Y	Journal of Hematology
11	ARTICLE_TYPE	The type of rejected article	Text	N	Regular Article
12	KEYWORDS	Keywords associated with rejected manuscript. Each keyword must be separated by a comma.	Text	N	Immunity, Helper T cells
13	CUSTOM	A custom field that can be applied to the rejected article tracker as an additional filter.	Text	N	Germany [institution of Corresponding Author]
14	FUNDERS	Name of the funding source and associated grant id. Name and grant id are separated by a /. Each funding source is separated by a ;	Text	N	NIH/1 R01 AI 83723 01 A1 S1; Natural Science Foundation/81271702
15	CUSTOM_2	A custom field that can be applied to the rejected article tracker as an additional filter.	Text	N	13 [days from submission to decision]

16	CUSTOM_3	A custom field that can be applied to the rejected article tracker as an additional filter.	Text	N	Transfer in/out [manuscripts transferred before or after rejection]
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Example file (in Google Sheets)

A	B	C	D	E	F	G
MANUSCRIPT_ID	DATE_OF_REJECTION	REJECT_REASON	TITLE	FIRST_AUTHOR	CORRESPONDING_AUTHOR	CO_AUT

Initial Delivery

A file should be delivered with the initial set of rejected articles to import into Impact Vizor. This should be a single file.

The filename must follow this format:

vizor_rat_[PUBLISHER]_[MM_DD_YYYY]_to_[MM_DD_YYYY].tab

PUBLISHER = name or abbreviation of publisher

1st MM_DD_YYYY = Starting month/day/year for manuscripts included in file

2nd MM_DD_YYYY = Ending month/day/year for manuscripts included in file

Example

vizor_rat_ASM_01_01_2013_to_05_01_2015.tab

The file should not be encrypted.

The file contents must be UTF-8 encoded.

The file should be delivered via email to vizor-support@highwirepress.com.

If your email provider blocks sending of file (due to file size limitations), please let us know and we'll setup a shared Google Drive folder to upload the file.

Ongoing Delivery Schedule

A single file should be delivered monthly or quarterly to the Impact Vizor System. The file should contain a unique set of rejected manuscripts (i.e. a file for rejected manuscripts in March 2015 should not contain manuscripts listed in February 2015 rejected manuscripts).

The filename must follow this format:

vizor_rat_[PUBLISHER]_[MM_DD_YYYY]_to_[MM_DD_YYYY].tab

PUBLISHER = name or abbreviation of publisher

1st MM_DD_YYYY = Starting month/day/year for manuscripts included in file

2nd MM_DD_YYYY = Ending month/day/year for manuscripts included in file

Example

vizor_rat_ASM_05_01_2015_to_05_31_2015.tab

The file should be delivered via ftp.

FTP credentials and the ftp remote directory will be provided after the initial delivery has been processed.

See the [Vizor Manager User Guide and FTP Info](#) in the Vizor Community Forum for more information.

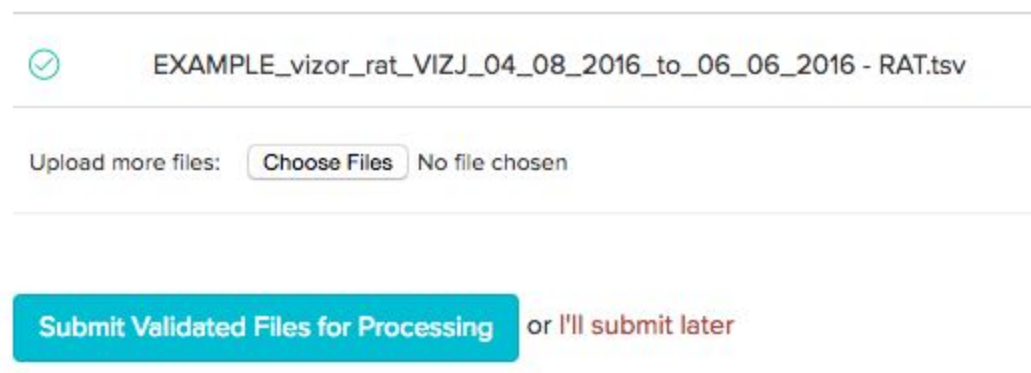
Manual Delivery

Files can also be uploaded manually by users with access to Vizor Manager.

Go to Rejected Manuscripts > Upload Rejected and click the “+Upload” button.



Choose the file to upload and the Vizor system will validate the file. Once the file has been validated, click “Submit Validated Files for Processing”.



Making Corrections/Updates to Rejected Manuscript Data

To make a revision to rejected manuscript data, you should create a new file to upload. The file should:

- Adhere to the above requirements - all required attributes and values should be present.
- (Ideally) include data only for the Manuscript IDs you wish to correct (rather than *all* Manuscript IDs sent in the original file).
- Have new, corrected values *and* all other values that were submitted in the original file.

Do not leave blank values for data that was previously submitted, or data will be overwritten with a blank value.

Example

Manuscript VIZJ-0590-06-16 was submitted with Reject Reason “Reject after Editorial review”

	A	B	C	D
1	MANUSCRIPT_ID	DATE_OF_REJECTION	REJECT_REASON	TITLE
2	VIZJ-0387-04-16	4/8/2016	Triage	A RAT with a HAT walks into a SPA: \
3	VIZJ-0590-06-16	6/6/2016	Reject after Editorial review	Costs Associated with Metadata Drift:
4	VIZJ-0289-03-16	5/11/2016	Reject	Effective Teaching Methods and Tech

You wish to change “Reject after Editorial review” to “Triage”. No other manuscript data needs to be corrected.

- Create a new file with only the data for VIZJ-0590-06-16.
- Change the value in the REJECT_REASON field/tab to “Triage”.
- Do not make changes to other values (unless they also require revision) - these should match the data that was previously submitted.

	A	B	C	D
1	MANUSCRIPT_ID	DATE_OF_REJECTION	REJECT_REASON	TITLE
2	VIZJ-0590-06-16	6/6/2016	Triage	Costs Associated with Metadata Drift:
3	other original values are present and unchanged			
4				
5				

File includes only VIZJ-0590-06-16. All original values present and unchanged (except for correction).

- Save the file with a new file name that reflects the data e.g. vizor_rat_revision_VIZJ_10_30_2017.
- Upload the new file using one of the methods above.

Be sure to click “Refresh” in the Vizor dashboard once the new data has been processed to ensure that it appears in your Vizor reports.

