REJECTED ARTICLE TRACKER (RAT) FILE FORMAT

This document describes the file format for uploading rejected manuscript data into the Rejected Article Tracker (RAT). 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 or ISO-8859-2 encoded
- The first line (row) of the file must contain all 16 of the headers listed below
- Each line must include 16 tabs (columns) and each value should conform to format described below
- Required attributes: must have a non-empty value.
- Non-required attributes: may have an empty value.

See example file **HERE**

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 one 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 one author field must have a	Text Last Name, First Name	Y*	`Smith, John`

					non-empty value
7	CO_AUTHORS	Names of other authors. *At least one 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 first-named 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]

Custom Fields

Custom data fields (CUSTOM, CUSTOM_2, CUSTOM_3) are not required, but can be used to add attributes to rejected article metadata to aid in analysis. These additional attributes might include the home country of the first-named author or the number of days from submission to rejection.

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 should 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 you are not able to email the initial file due to file size limitations, please let us know and we will setup a shared drive where you can save the file.

Delivery Schedule

After initial delivery, we recommend working with your submission system to setup regular, quarterly deposit of rejected article data via our FTP server. FTP credentials and the ftp remote directory will be provided upon request.

A single file should be delivered to our FTP server containing data for rejected articles from the previous quarter.

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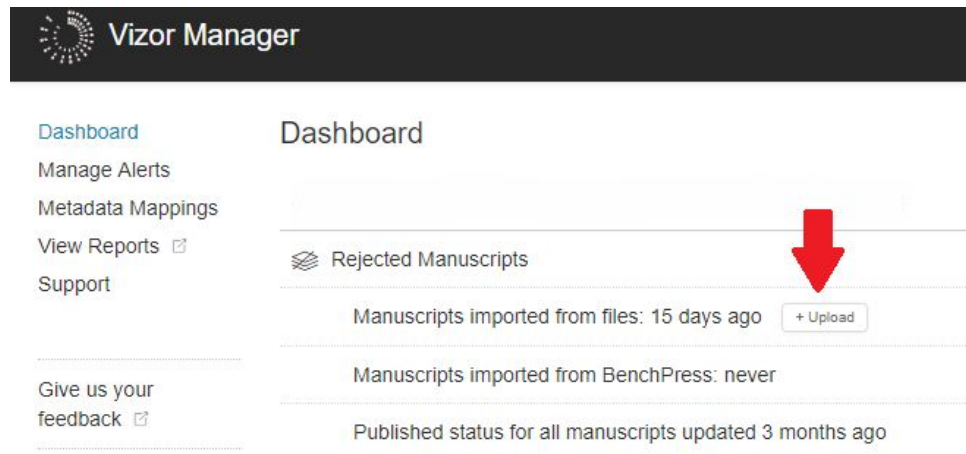2nd MM_DD_YYYY = Ending month/day/year for manuscripts included in file

Example
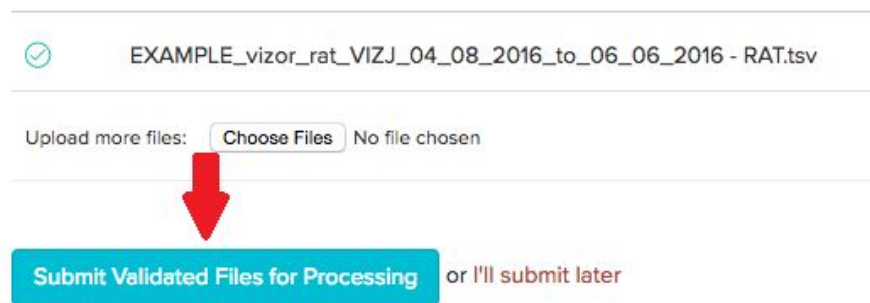vizor_rat_ASM_05_01_2015_to_05_31_2015.tab

Manual Delivery

Files can also be uploaded manually by users with access to Vizor Manager (www.manage.vizors.org).

Go to the Rejected Manuscripts section of the Vizor Manager and click the "+Upload" button (see below).

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".

This may take some time depending on the size of the file. You will receive an email notification if the file has completed processing or failed to process. If the data has failed to process, Vizor Manager will list the row in which there is an error and the nature of the error.

Troubleshooting

For some Excel users, it may not be possible to save an Excel worksheet as a .tab or .tsv file with UTF-8 encoding. We recommend opening the same file in Google Sheets and downloading as .tsz file by following these steps:

1. Go to Google Drive
2. New > Google Sheets
3. File > Import > Upload
4. Upload the file
5. In the "Import File" window select:
   a. Import Action > Create new spreadsheet
   b. Separator character > Tab
   c. Convert text to numbers and dates > No

6. Download as .tsv: File > Download As > Tab-separated values (.tsv, current sheet)

Making Corrections/Updates to Rejected Manuscript Data

RAT files can also be used to overwrite previously uploaded metadata. See example below.

To make changes to previously uploaded RAT data:
● Create a new file according to the requirements above (all required attributes and values should be present)
● Include only rows for the manuscripts to which you are making changes

Please note that attributes can only be altered or replaced with text and must be associated with a valid manuscript ID. Blank fields or fields containing spaces will retain their previously assigned 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 required data for VIZJ-0590-06-16.
Change the value in the REJECT_REASON field/tab to "Triage".

	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				
4	other original values are present and unchanged		corrected value	
5				

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. Again, these updates can take some time to fully process. Please allow 30 minutes to an hour before refreshing the view.