SMART *Works*

Editor User Guide

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Welcome to SMART

SMART (System for Manuscript Authoring and Review Technology) is a collection of programs supporting the submission of peer-reviewed science manuscripts through the review cycle. SMART uses the Internet as the connecting network among all users. The basic submit/review/edit cycle is not affected. Manuscripts are still written in the same manner as before and review is still done on a peer review basis. However, manuscripts are electronically sent to both journal Editors and Reviewers, reducing the time-to-review, time-to-publish, and time-to-read periods.

SMART has four basic software applications.

Submitter - Authors use this to assemble manuscripts and to transmit them to the SMART server over the Internet. Submitter also checks the status of the review cycle.

Reviewer - Reviewers use this to retrieve manuscripts from the SMART server and, to enter comments, evaluations, and scores, and to transmit them back to the SMART server.

Editor - Editors and staff members of the journals use this to log into the server and to retrieve new manuscript submissions, assign Reviewers, send notifications to Reviewers, see Reviewers' evaluations, and to take final actions of manuscripts.

Server - this interacts with all other SMART applications to receive, send, hold, and analyze all information flow (manuscripts, data, EMail).

For this first version, SMART sends the actual disk file of the manuscript written with any certified word processing program. The Editor retrieves the file and translates it into the word processor format used by the Reviewer. Some parts of the manuscript may be entered directly into the manuscript description using SMART. This is presently optional. SMART later will be an authoring tool, where the Author creates his entire manuscript with SMART and transmits this information to the SMART server.

Before You Begin

This chapter deals with topics that you should be aware of before using SMART for the first time.

• Package Contents
• Hardware and Software Requirements
• Installing the Software
• About this Manual
• How to use this Manual
• Technical Support

Package Contents

If you received the SMART software package directly, it contains the following:

- This manual
- Installation disks
- One SMART registration card

If you received SMART from the Internet electronically, you have one installation file. Refer to the section on *Installing the Software* to continue.

Hardware and Software Requirements

Macintosh

- A Macintosh IIfx or later, with a hard drive and 10 MB free for complete installation. A 68030 minimum processor is recommended

- System 7.1 or later

- 5 MB minimum available RAM

Power Macintosh

- Hard drive and 15 MBytes free for complete installation

- System 7.1 or later

- 15 MB of available RAM

Installing the Software

Installations disks - if you have installations disks, follow these instructions to install SMART:

1. Turn on your Macintosh if it is not already on
2. Quit any applications that are active
3. Insert Installer Disk 1 into any floppy drive
4. Double-click **Install Me** to begin the installation process
5. Follow the prompts on your screen
6. Eject the Installer Disk 1 and store all disks in a safe place

Network download - If you have an installation file from the Internet, follow these instructions to install SMART:

1. Turn on your Macintosh if it is not already on
2. Quit any applications that are active
3. Double-click **Install Me** to begin the installation process
4. Follow the prompts on your screen

The installation process creates a SMART folder containing all of the folders and files of SMART, including the Editor application and creates a Preferences folder in the System Folder: Preferences:SMART folder.

Several files are copied to the Extensions folder:

AOS PowerPlug
AOS Runtime
GNU RegEx (fat)

WASTE (fat)

Several files are also copied to the Extensions folder depending on the Macintosh model:

ANSI C CFM68K Lib...(For 68K machines)
ANSI C PPC Lib.. (For PPC machines)

To Register Your Copy of the Software

Registering your copy of SMART is important. By registering, you get free Technical Support (see the section on Technical Support) and you will be notified of all improvements and upgrades to the software

About this Manual

This manual provides both instructional and reference material to help you get the most from using SMART. The manual consists of:

- QuickStart
- The Basics
- The SMART Document
- Entering People
- Entering Manuscripts
- Retrieving Objects from the Database
- Communications
- Administration
- Appendixes

QuickStart should be read if you installed the software, are familiar with Macintosh applications, and want to begin using the application immediately

The Basics contains information on initial files created, user interface issues, and network communications

The SMART Document introduces you to the Editor document, what it contains, and how to maintain it

Entering People discusses how to create and maintain Author information for manuscripts

Entering Manuscripts discusses how to create and maintain manuscript information, and how to add Authors to the manuscripts

Retrieving Data from the Database introduces you to login access to the

database, privileges associated with login, searching for different kinds of data, and editing existing data and creating new data

Communications introduces other non-database functions in SMART, such as online chatting and messaging

Administration explains how to maintain the server remotely and to check on certain parameters

Appendices has all of the appendices mentioned in the other sections, such as certified word processors, optimizing memory, networking issues, commercial and software utilities that make using SMART software perform better, an expanded list of themes, and the list of search fields, types, and methods for people and manuscripts.

Conventions used in this manual

Whenever special attention is required for a topic, the **Alert** graphic is displayed. Pay special attention to this information as it is important.

Whenever there is a good tip useful to remember, the **Tip** graphic is displayed.

Whenever there is emphasis required on a certain point, the **By The Way** graphic is displayed.

How to use this Manual

This manual assumes that you are familiar with basic Macintosh operations, such as pressing and dragging the mouse; selecting, copying, and moving icons of files and folders; choosing commands from pull-down and pop-up menus; pressing on buttons to activate commands, opening and closing documents, launching applications, managing windows and their scrollbars, title bars, close box, and zoom box; and using the Finder. If you are not familiar with these terms and operations, read your *Macintosh User's Guide* to learn more about your Macintosh.

Technical Support

We have worked hard to make sure that the software and the manual are easy to use. Should you have any difficulty, please follow the instructions below.

We support SMART users via EMail. If you are having difficulties and cannot find the answers in these manuals, please EMail us a note.

Before Calling for Help

1. Make sure that your computer is properly set up, and that all cable connections are secure.

2. Make sure that you have properly installed the software according to the installation instructions in these manuals. All software extensions installed have no known conflicts with other extensions.

3. Be sure that you have sufficient memory (RAM), especially if you are running on a PowerMac.

4. Be sure that you are correctly configured to access the Internet via TCP/IP. Contact your Network Administrator if you suspect a problem.

5. If you suspect a hardware problems or a problem with your system software, contact your local Apple deal.

EMailing for Help

SMART support is currently limited to EMail. You will receive a prompt answer via EMail. Please include your Macintosh model name and number, the version of SMART, and a brief description of the problem.

EMail to:

SMART@scripps.edu

Please put the word Tech Support in the subject heading.

Chapter 1
Quickstart

Read this chapter if you are familiar with Macintosh applications and want to use SMART right away.   This section assumes that you have already installed SMART.

1. Double-click **Editor** to launch the application. A new document window opens.

2. Select **Configure...** from the **File Menu** to enter in the SMART server IP address.

3. Select **Connect to Server...** from the **File Menu**. Enter in your login name and password. Press the **Connect button**.

4. Select the **Find Manuscript...** in the **Manuscripts Menu** to search for manuscripts or **Find User...** in the **Users Menu** to search for people.

5. Modify data as needed. Press the **Store** button to save the data into the docment.

6. Select **Disconnect from Server...** from the **File Menu** to log off and disconnect.

Chapter 2
The Basics

This chapter contains information on initial files created, user interface issues, and network communications.

- Launching for the First Time
- User Interface
- Configuration

Launching for the First Time

Double-click on **Editor** to launch the application. When Editor launches for the first time, a folder named **SMART** is created in your **Preferences** folder (Figure 2.1). In this folder is an additional folder named for the **Port** number assigned to the SMART client. This number is generally 7000. Finally, inside this folder is and additional folder named **Client Patches** and a file named **Client Preferences**.   *Client Patches* holds software patches supplied in the future. *Client Preferences* contains the data on user preferences.
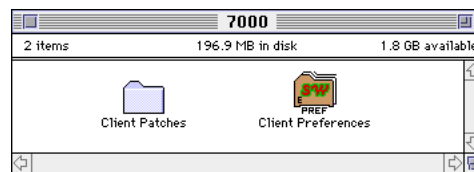

Figure 2.1

User Interface

The user interface experience is similar to other Macintosh programs. Windows are used to convey most of the information to and from SMART. There is a single window, called the *document window* containing all of the manuscripts and Authors that you are using within SMART.

╉

Column Cursor

Some fields in windows may be multi-columned (Figure 2.2). The width of the columns can be adjusted by positioning the cursor on a vertical line of a column. The cursor changes to a **column** cursor.   While pressing the mouse button down, drag the mouse from left to right to resize the column. Any columns to the right of the vertical line being adjusted shifts left and right by the same amount. To adjust only the immediately adjacent columns of the vertical line, hold down the **Control key** when moving the mouse.
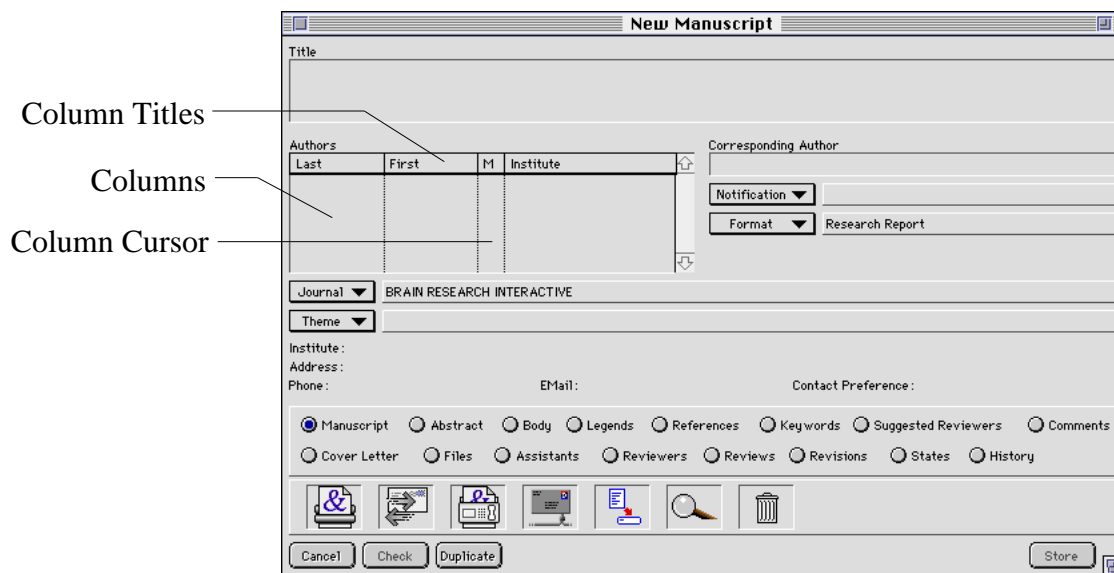
Column Titles
Columns
Column Cursor

Figure 2.2

Tip: Hold down the **Control key** when adjusting the column to adjust only the current columns touching the vertical line.

Many windows are also sensitive to drag and drop. If you select certain data or lines of text, and then drag this to another window, or to the Macintosh Finder desktop, data are copied, transferred, or exported. Likewise, some windows may have files dragged into them. See later chapters for more specific information on the capabilities of each window.

Alert: Drag and Drop must be supported in those applications.

Figure 2.3 shows the text of the title being dragged from the manuscript window to the desktop, creating a **text clipping** file.
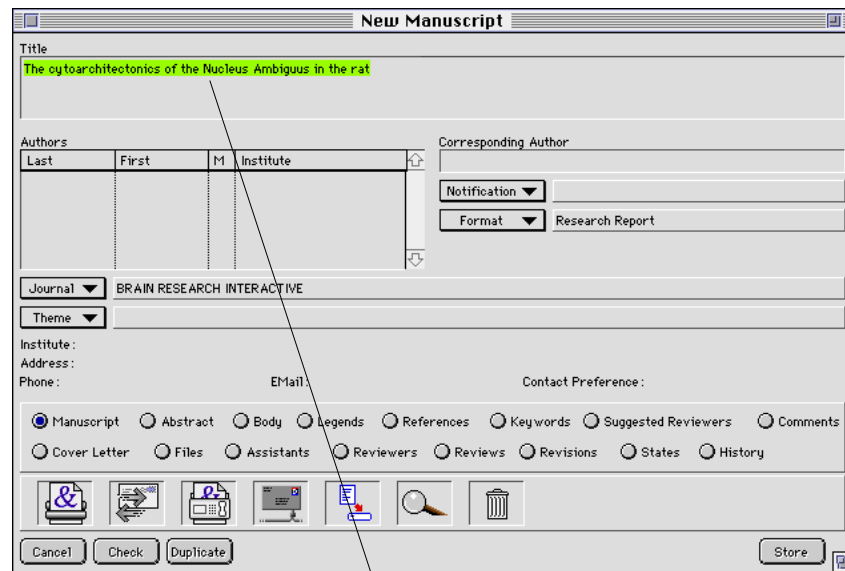
Drag and drop with mouse

text clipping

Figure 2.3

Many of the fields of windows also accept fully styled text. To change the text directly in a field, select **Text Tool** from the **Edit Menu** to open the **Text Tool Window** (Figure 2.4)

Figure 2.4

To change text:

    1. Select the text to be changed using the mouse

2. Press on the various controls in the Text Tool Window to
   alter the font, the style, the size, or the color

Configuration

SMART must be configured with the server IP address. Select **Configure...** in the **File menu** to enter in the address. A window opens asking for the IP address of the server (Figure 2.5).

Figure 2.5

Using the keyboard, type in the address assigned to the server and then press **Accept**. This can be in the form of a dot IP address notation as shown in Figure 2.5 or as the physical name of the machine as shown in Figure 2.6. Press **Cancel** to close the window without storing the address.

Figure 2.6

The last used IP address is displayed as the default address. If SMART was just installed, a pre-configured address is displayed. If the address is correct, simply press **Accept**.

Alert: See the separate note for the current IP address and name of the SMART server that you should use for configuration.

You only need to configure this information once. Reconfiguration is required if one of the following conditions occur:

- The preference file is deleted or becomes corrupted
- The address of the server changes
- You reinstall a new version of the operating system that may create a new system Preference folder

Chapter 3
The SMART Document

This chapter will show you how to use SMART to create a **SMART document** to hold **manuscript** and **people objects** retrieved from the server or created new.

- Creating a New Document
- Opening an Existing Document
- Saving a Document
- Password Protecting a Document
- Objects of a Document

By The Way: The term OBJECT is used repeatedly throughout this manual and refers primarily to a database record. The database itself consists of two primary tables - manuscripts and people. Therefore, the two primary kinds of objects are **manuscript objects** and **people objects**.

A **manuscript object** is a group of data describing a **manuscript**. You enter information using various windows and functions and attach disk files containing the actual content of the manuscript. These disk files are later retrieved for the review process.

A **person object** is a group of data describing a **person**. You enter information using various windows and functions just like the manuscript object.

A **SMART document** is file-based and contains the manuscript and people objects. **Documents are local areas of temporary storage that provide links to the permanent database objects**. Documents act as a convenient area to store frequently used objects. Documents may be protected with passwords and are portable to other computers running SMART.

A **document window** is a Macintosh window displaying all of the manuscripts and objects in the document.

By The Way: Many functions in SMART may be used"offline", i.e., before actually logging onto the server and retrieving objects. For example, you can create a manuscript object, enter in the proper information and then upload it to the database after logging on.

However, SMART is best used while logged onto the server. Many of the commands require a continuous connection in order to retrieve all information.

Creating a New Document

A document needs to be opened before working with any objects. A new document automatically opens when starting SMART. Thereafter, other new documents can be opened manually. Multiple documents can also be opened simultaneously.

Select **New Document** in the **File Menu** to create a new document. The keyboard equivalent of **Command-N** can also be entered from the keyboard This menu item is always enabled. A new Document Window named **Untitled** opens (Figure 3.1).
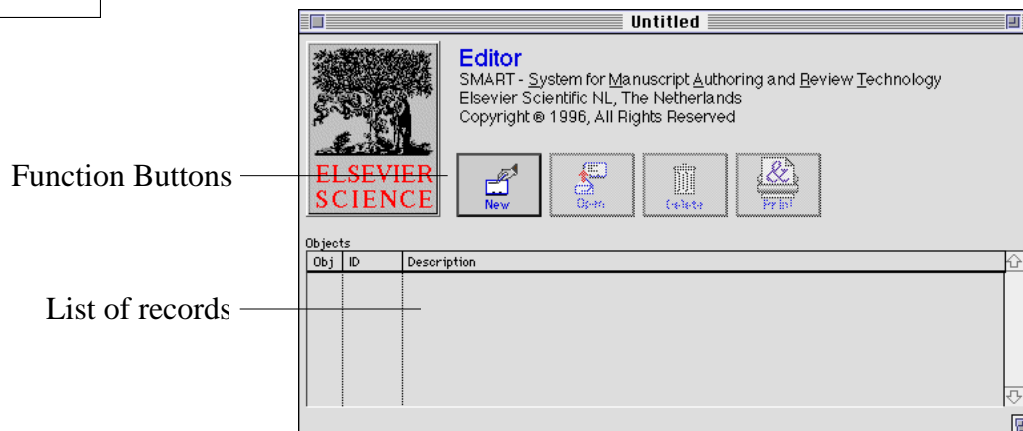
Figure 3.1

☞ **By The Way**: Only the **New** button is normally enabled, since there are currently no selected objects. All other buttons were enabled for illustration purposes only.

This is an empty document window. No objects (manuscripts or people) have been retrieved from the server. Most of the functions maintaining the objects are controlled from the **Function Buttons** near the top.

- **New** - creates a new manuscript object and opens it in a new manuscript window named **New Manuscript**. This button is always enabled. Only manuscripts are created with this button.
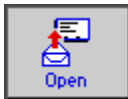
- **Open** - opens an existing object into a window. A manuscript window opens if the object is a manuscript. The title of the window is **New Manuscript** if the manuscript is new. Otherwise, the window title is the title of the manuscript. A person window opens if the object is a person. The title of the window is **New <Role>** if the person is new. Otherwise, the window title is the name of the person. **<Role>** is replaced with the specific role used to create the person (eg. New Author, New Reviewer, New Editor,. etc). This button is always enabled.
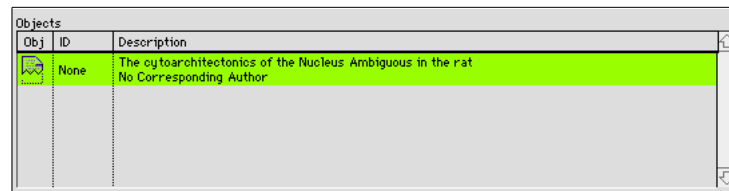
- **Delete** - deletes an existing object from the document. This function does not delete the object from the database but instead removes the existing object from the document. This button is enabled only when a object is selected.

- **Print** - prints an existing existing object. If the object is a manuscript, only information related to the manuscript and not its contents is printed This button is enabled only when a object is selected.

More than one one object may be selected in the **List of Objects** (Figure 3.2). To select a object, press once anywhere on the line in the list. To select more than one object, press the **Shift key** while selecting objects. Columns display specific information about each manuscript.

Figure 3.2

- **Obj** - this is an icon that represents the type and state of the object. There are 2 objects (manuscript and person) and 2 states (complete and incomplete) for each object. See the section on **Retrieving Objects** in the chapter on **Using Objects from the Database** for more information.

- **ID** - this is a unique identification number assigned to the object. This field contains the word **None** when the object has not been saved to the database.

- **Description** - this is the summary information of the object. The title is displayed if this is a manuscript. The full name is displayed

if this is a person,.

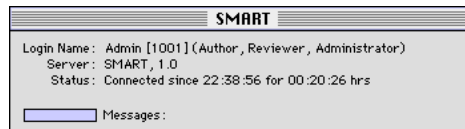A Progress Window labelled **SMART** opens when a document window opens (Figure 3.3).
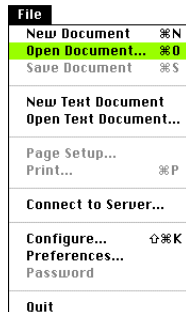

Figure 3.3

The progress window shows the login name used to log into the SMART server, the Server name, the status, and a progress bar and messages.

Opening an Existing Document

Documents saved to disk files can be reopened. Select **Open Document...**
in the **File Menu** to open an existing document on a mounted disk volume.
The keyboard equivalent of **Command-O** can also be entered from the
keyboard. This menu item is always enabled. A file dialog opens (Figure 3.4)
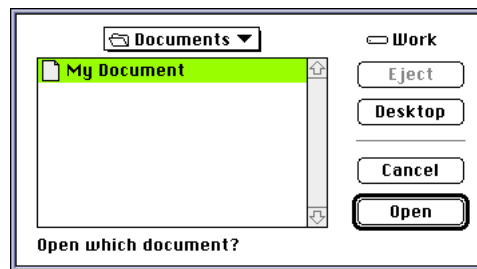to select the file document.

Figure 3.4

Only SMART file documents are displayed. When **Open** is pressed, a
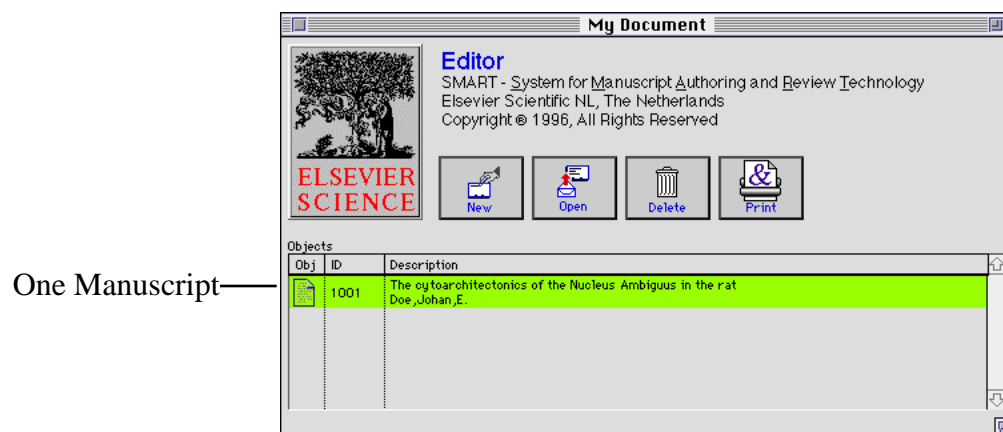document window named **My Document** opens (Figure 3.5)

One Manuscript

Figure 3.5

This window reflects the file document. This illustration shows one manuscript that has not yet been saved to the server. The title of the manuscript is *The Cytoarchitectonics of the Nucleus Ambiguus in theRat*.

Saving a Document

An modified document which has not yet been saved to disk, either opened from a file or new, displays with a bullet character • before the title of the window (Figure 3.6).

Saved Document ——— ▤ **My Document** ▤
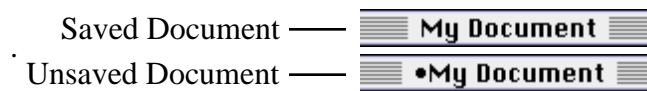.
Unsaved Document ——— ▤ **•My Document** ▤

Figure 3.6

Select **Save Document** in the **File Menu** to save an opened document to the disk volume. The keyboard equivalent of **Command-S** can also be entered from the keyboard. This menu item is enabled only when the document window is the active window, and if the document is modified.

If the window is closed and the document has been modified, an alert opens asking to save the document. If the document is opened from an existing file, the document is saved to that file, and the bullet • character is removed from the window titlebar. If the document is new, a file dialog opens (Figure 3.7) for the name of the document and location of storage.
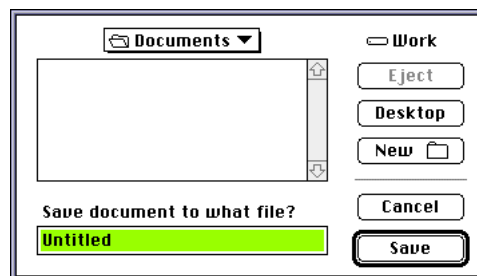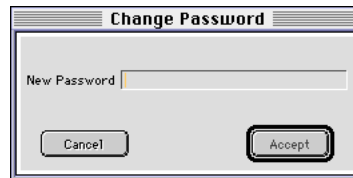
Figure 3.7

The default name is *Untitled.* Press **Save** to save the document to disk, or press **Cancel** to abort the operation and not save the document

Password Protecting a Document

File
New Document   ⌘N
Open Document... ⌘O
Save Document   ⌘S

New Text Document
Open Text Document...

Page Setup...
Print...   ⌘P

Connect to Server...

Configure...   ⇧⌘K
Preferences...
Password

Quit

Any document may be protected with a password. The password is requested twice when opening a document. To assign a password to a document, select **Password...** in the **File Menu**. This menu item is enabled only when a document window is the active window. A window opens asking you to enter in the password twice (Figure 3.8).

Enter the password in this window for the first time

Change Password

New Password [ ]

Cancel   Accept

Second field appears in which you type the same password again

Change Password

New Password [●●●●●●]
Enter Again [ ]

Cancel   Accept

Click on Accept to install the password

Change Password

New Password [●●●●●●]
Enter Again [●●●●●●]

Cancel   Accept

Figure 3.8

Press **Accept** to accept the passwords. A message window opens indicating that the password has been changed Figure 3.9. The password is permanently stored when the document is next saved.
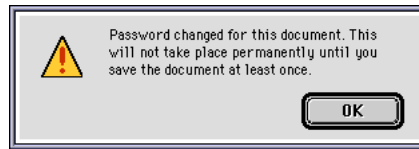
Figure 3.9

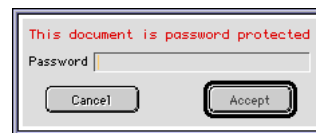Opening a protected document asks for the password (Figure 3.10).

Figure 3.10

Alert: The password is **CASE SENSITIVE**. If you forget the password, you cannot gain access to the contents of the document. Contact **Technical Support** if that happens.

Objects of a Document

The document provides the temporary home for objects as they are being constructed. The objects are **saved to the document** and may be opened and reused any number of times. The objects may be **stored permanently to the database**. Objects in the database are available for all login users of SMART, and participate in controlled transfers to Reviewers and Authors.

If at any time, an active server connection is required in order to complete a transaction, a login window opens asking for your login name and password. This makes the use of SMART more transparent with regard to where the objects live. SMART properly retrieves either the stored object in the database, or the saved object in the document.

A document containing objects may be opened on any computer that is capable of running SMART. The proper object is retrieved over the Internet for additional browsing or editing.

The next chapters describes how to create the two main types of database objects - people objects and manuscript objects. People objects are described first, since logically, the Authors of a manuscript need to be created before they can be attached to a manuscript. Neither the chapter on **Entering People**, nor the chapter on **Entering Manuscripts**, discusses the details of retrieving objects from the server. This is discussed in the chapter on **Retrieving Objects from the Database**.

Chapter 4
Entering People

This chapter will show you how to work with people objects.

- Creating a New Author
- Creating a New Reviewer

All people objects in SMART are stored in the people database. Any person may be an Author, a Reviewer, an assistant, an Editor, etc. These are called **roles**. A person is entered into the database only once, regardless of his or her initial role. Roles may be added or deleted for any person. There are some constraints. Once a person has served as a Reviewer, that "role" attribute will be retained; however, if that statis is set to "inactive", that person would not be found in a search for valid Reviewers on a topic.

People need to be entered into the people database in order to be linked into manuscripts as Authors. The following discussion describes how to add new Authors to the database.

Creating a New Author

If there is **no active connection** to the server, the **Users Menu** displays a basic menu allowing the creation of a **new Author** or a **new Reviewer**. These are the two most basic roles that can be created offline without login privileges.

Figure 4.0

If there is **an active connection** to the server, the menu may show more options depending on your privileges. For example, Figure 4.1 assumes that the administrator is logged into the database. The Users Menu now displays more options for the roles.

Figure 4.1

To make an Author, regardless of whether there is an active connection, select **New Author** in the **Users Menu**. A new Author Window opens (Figure 4.2).
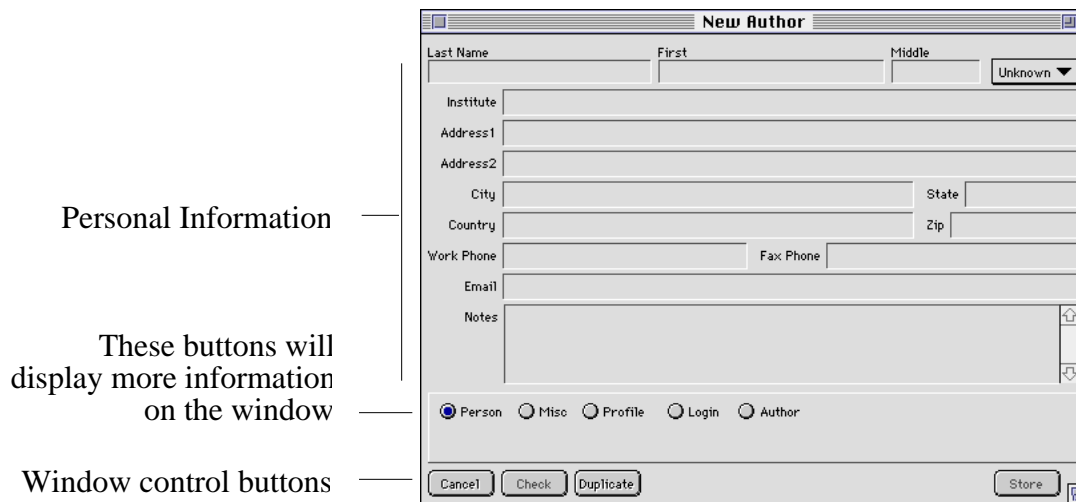
Figure 4.2

The initial presentation of the window is basic to any person object. The titlebar of the window indicates the command selected for creating a new person. If this were for a **Reviewer**, the title of the window would be **New Reviewer**, and the button labelled *Author* would be replaced by *Reviewer*.

Window Control Buttons - The buttons at the bottom control the window.

   • **Cancel** closes the window without saving the changes.

   • **Store** stores the changes into the database. If there is no active connecton to the server, this button is disabled.

   • **Duplicate** duplicates all the information from the current person object, using the same window except for the name, degree, and notes fields.

Tip: Use this function to enter in multiple Authors from a single manuscript who share mostly duplicate information (same university, same address, etc.).

If there is an active connecton to the server, an option to store the changes to the *database* is presented before the window object is duplicated. If there is no active connecton to the server, an option to save the changes to the *document* is presented before the window object is duplicated. **Duplicate** from the **Users menu** can also be selected (Figure 4.3).
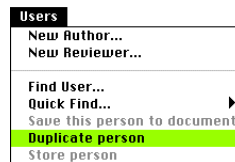

Figure 4.3

• **Check** is enabled only when there is an active connecton to the server. **Check person's name** from the **Users menu** can also be selected or **Command-K** entered as the keyboard equivalent (Figure 4.4).
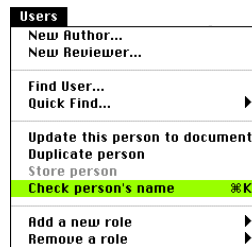
Figure 4.4

This function compares the full name of the person (last, first, middle) against everyone in the database. Up to 100 possible matches for similar people are returned in a list.

Tip: Use this information to quickly determine if the person you are entering may already be included in the database. Remember that the name of the person is the unique identifier of the person.

Adding and Removing Roles - Roles may be added or removed for the person window that is in the foreground. The roles that can be added and removed depend on the login privileges. Figure 4.5 is the User Menu when an author window opens with no active connection to the server.
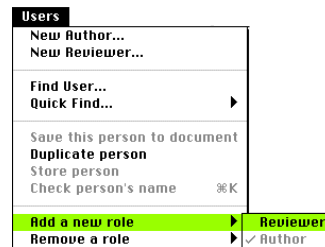
Figure 4.5

Selecting **Add a new role** pops open a hierarchical menu that displays only two options - **Reviewer**, and **Author**. Reviewer is enabled because the person in this window has not yet been assigned as a Reviewer. Likewise, Author is disabled because the person already is an Author.

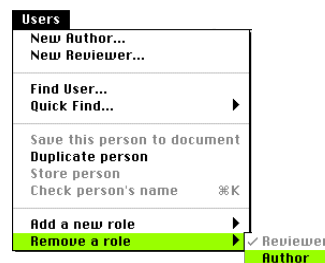Figure 4.6 is the User Menu for the same author window displaying the popup menu for **Remove a role**.

Figure 4.6

Reviewer is disabled because the person in this window is not a Reviewer. Likewise, Author is enabled because the person already is an Author.

☞ **By The Way**: Removing Author in this case simply makes this person currently unassigned, i.e., with no current role active in the database. The person object will still contain all personal information, miscellaneous information, and a profile, but current status would reflect that the person is now not an Author, a Reviewer, or an Editor, and thus eligible for assignment.

As an example of online privileges, Figure 4.7 assumes that the administrator logs in and an author window opens. The adding of roles include everything, because an administrator has the highest privileges. Note also that only Author is grayed out.
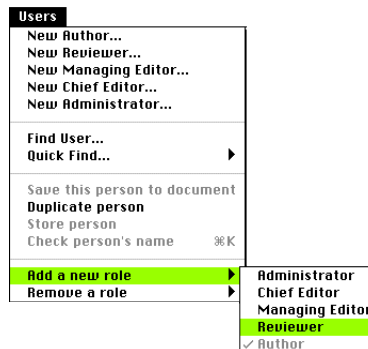

Figure 4.7

Figure 4.8 show the author window with the menu to remove a role. In this case, since the person is only an Author, only the Author role can be removed.
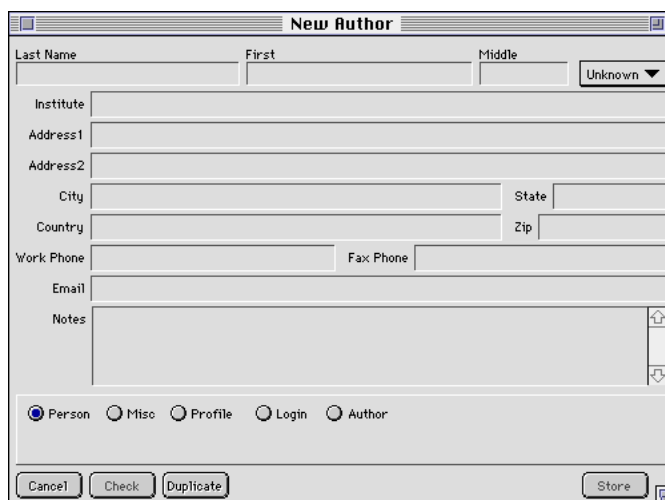
Figure 4.8

Displaying More Information on the Window - The display buttons in the author window display more information .

- **Person** - displays the current window containing most of the personal information.

- **Misc** - displays information on dates that this person is available for certain functions, such as reviewing manuscripts.

- **Profile** - displays information on competencies, research interests, specialized techniques, keywords, computers, and access to the Internet.

- **Login** - displays login name and password. Some roles require a login name and password. If the person is only an Author or a Reviewer, he does not need to log into the server, and the entry fields would be disabled.

- **Author** - displays pertinent information about the person as an Author, such as notes on him as an Author, whether this person is currently active as an Author, and listing his manuscripts.

- **Additional roles** displays other roles, such as Reviewer, Editor, etc. if this person has these roles. As with the Author information, pertinent information on each role is presented by pressing its button.

Personal Info - Personal information is the basic essential information for any person, regardless of the role(s) that the person may have in SMART Figure 4.9).

Figure 4.9

The most important identifiers of the person are:

- **Last and First Name** - These are unique, and a person with the exact same last and first name cannot be entered into the database more than once.

- **EMail address** - although this does not have to be unique for the

purpose of the database, the EMail address should be unique if mail is to be received properly by this person. The EMail address is required because most communication between users of SMART are handled via EMail.

- **ID** - this is a unique number assigned to each person when the person is stored into the database. Since this window is for a new Author, there is no ID number assigned. Normally, it would be in the title of the window, along with his full name.

Only the **last** name and the **first** name are required in order for the information to be saved to the document. When these two fields are completed, the **Store button** is enabled.

The **Notes field** is a unlimited size field for any information. Since this appears under the display of person, only information regarding the general personal information on this person is entered, as opposed to the Author display where there is a similar field for entering information relevant to this person as an Author. However, there are no rules regarding the use of these notes fields. Any information may be entered.

Pressing the popup button labelled **Unknown** pops up a list of degrees (Figure 4.10). Select the correct degree from the menu and the name of the popup button changes to this selection.

Degrees

Figure 4.10

Misc Info - Misc information displays availability and the contact preference of this person (Figure 4.11).

All unavailability
dates listed here

Press here to enter
in a new date for
unavailability

Press here to delete a
selected date for
unavailability

Figure 4.11

The availability information may be used by the Editor to search for those

Reviewers available at a given time to conduct a review of a manuscript. The server also looks at this information to make the same judgements when automatically searching for appropriate Reviewers. This information can also be used to show when other people may not be available, such as for vacation or sabattical.

Pressing on the **New button** displays another window in which to enter in the starting and ending date of the unavailability time (Figure 4.12).
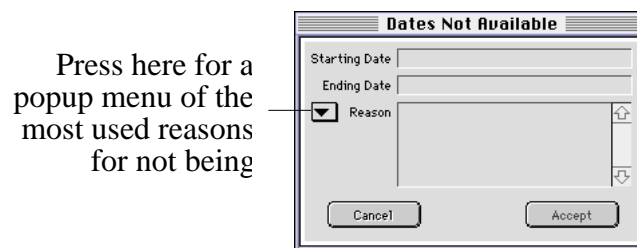

Figure 4.12

Enter the starting date in any format, then press **RETURN**, **ENTER**, or **TAB** on the keyboard. SMART formats it properly and copies the date to the Ending Date field. Modify this date if necessary. Enter the reason for the unavailability, or use the popup menu to select one of the more common reasons (Figure 4.13).

Figure 4.13

Pressing on the **Accept button** closes and accepts this information. Pressing on the **Cancel button** closes and does not accept the information. The list of Dates Not Available updates to reflect new entries (Figure 4.14).
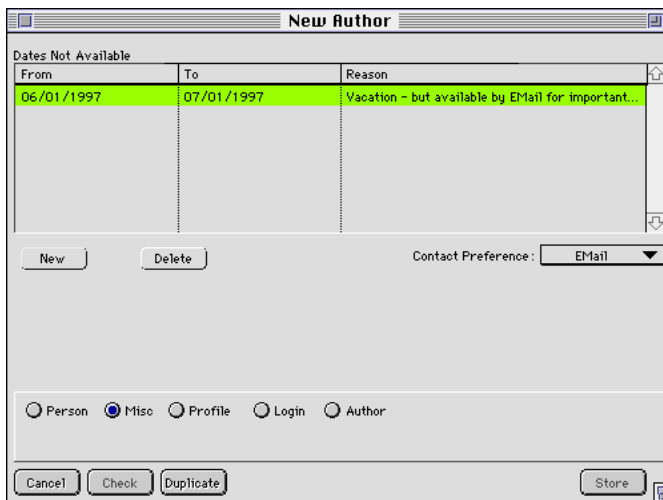

Figure 4.14

To delete a date, select it from the list. To select more than one date, hold down the **SHIFT** key while pressing the mouse button on each date. Then press the **Delete button** or the **Delete key** on the keyboard. A confirmation window appears (Figure 4.15). Confirm by pressing the **Delete button** again to delete all selected dates.
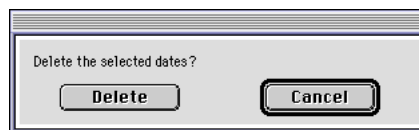

Figure 4.15

Enter in the preference for contacting this person by pressing and holding on the **Conact Preference** popup button. The default mode is EMail. Other choices are displayed in Figure 4.16.
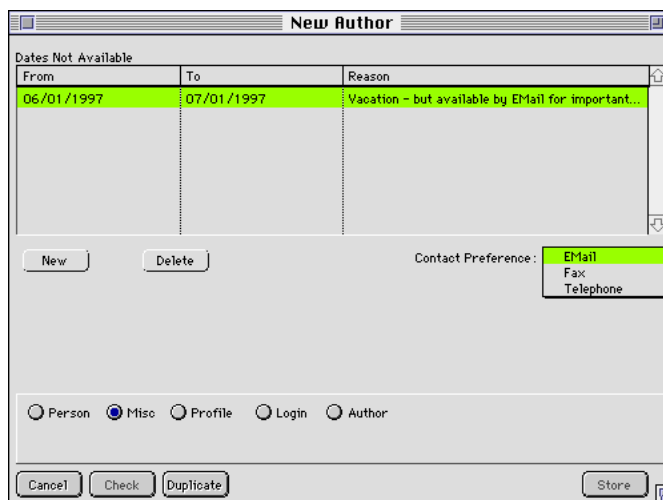

Figure 4.16

The current choices are:

1. **EMail** - the EMail address of this person should be entered in the personal information for this to be valid.

2. **FAX** - the FAX number of this person should be entered in the personal information for this to be valid

3. **Telephone** - the telephone number of this person should be entered in the personal information for this to be valid

Profile Info - Information on the profile of this person is entered in these fields (Figure 4.17).
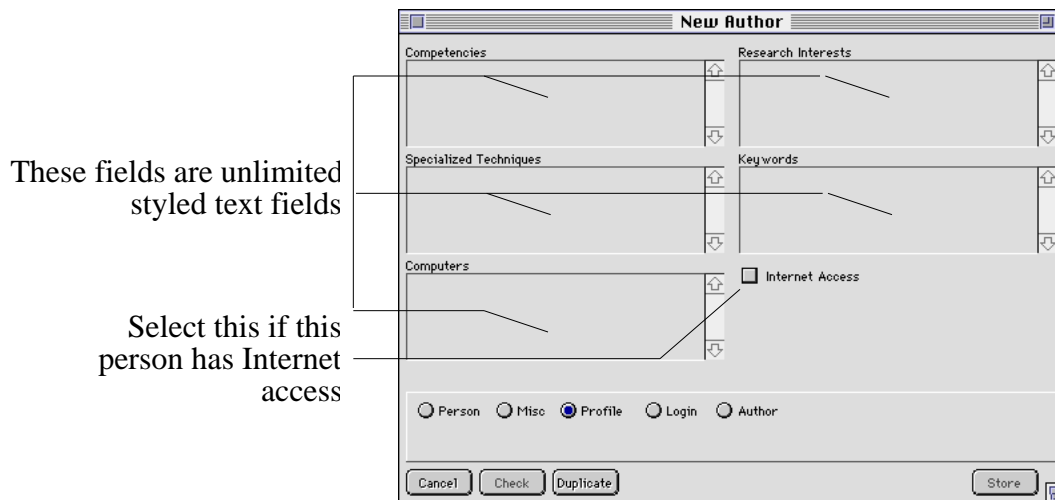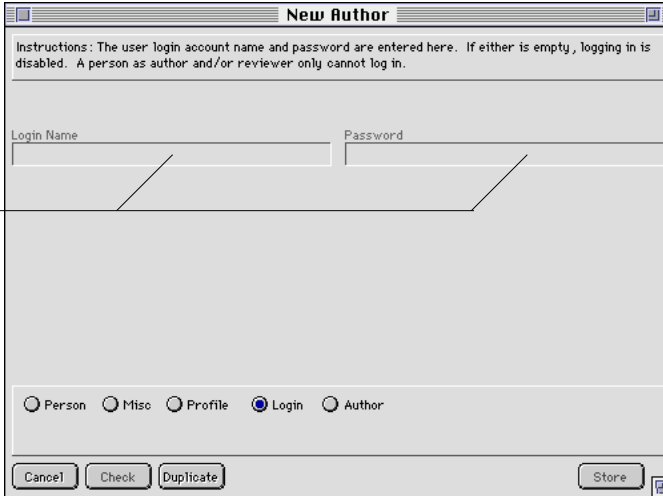
Figure 4.17

These fields may hold an unlimited amount of text. As with the other fields, full styles, fonts, sizes, and colors are supported. Use the *Text Tool Window* to assist in creating style changes.

Selecting **Internet Access** indicates that this person has access to the Internet. This information helps determine how to contact this person. For example, faxes, or telephone can still be used to contact a person should Internet access not be available.

Login Info - If this person has a role that requires login access to the server, the login and password fields are enabled (Figure 4.18). Roles requiring access are new assistants, Editors, and administrators. Authors and Reviewers alone do not require login access, and these fields are disabled.

These fields are
disabled if this person
is only a reviewer
only or author only,
or both only

Figure 4.18

There are no restrictions on the login name and password. The login name
does not have to be the actual name of the person. However, to make it
easier to remember, the last name can be used. Spaces are allowed, but
only the text of the name and password is compared. That is, style, size,
and font are ignored.

Author Info - Information regarding the person as an Author are entered
by selecting the **Author button**. (Figure 4.19).
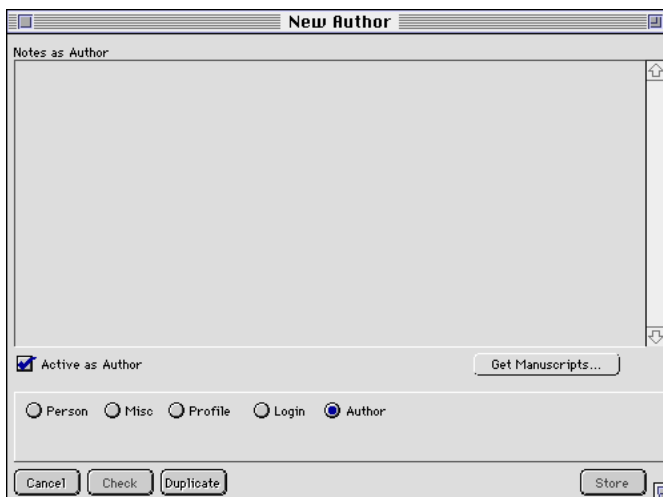
Figure 4.19

For an Author, an unlimited size text field is provided for notes about his role as an Author. The checkbox labelled **Active as Author** indicates whether this person is currently active. This attribute does not have substantial meaning for Authors.

Pressing on the **See Manuscripts... button** shows all of the manuscripts authored by this person. Since this is a new person, an alert is displayed (Figure 4.20).

Figure 4.20

Additional Roles - If this person had been assigned more roles, more buttons would be available allowing more information to be displayed. Each role would be similar to the Author Information.

Saving the Author - An Author object may be saved to the document. Closing the window of a modified Author opens an alert to optionally save the Author to the document (Figure 4.21).
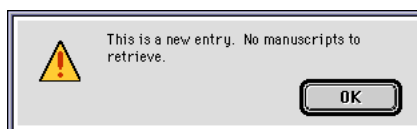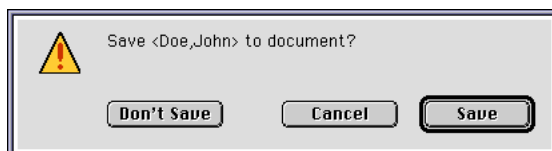

Figure 4.21

Selecting **Update this person to document** from the **Users menu** explicitly saves the object to the document. This option is only enabled if the person had been modified.
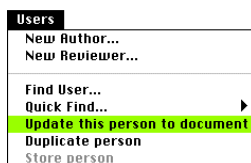
Figure 4.21

Alert: Saving the Author to the document only preserves the information entered thus far. It does not enter it into the database until you explicitly **Store** it there (see later chapters). Until it is stored, it is not available to other users of SMART.

The List of Objects in the document window updates to reflect this new, or updated object (Figure 4.22).
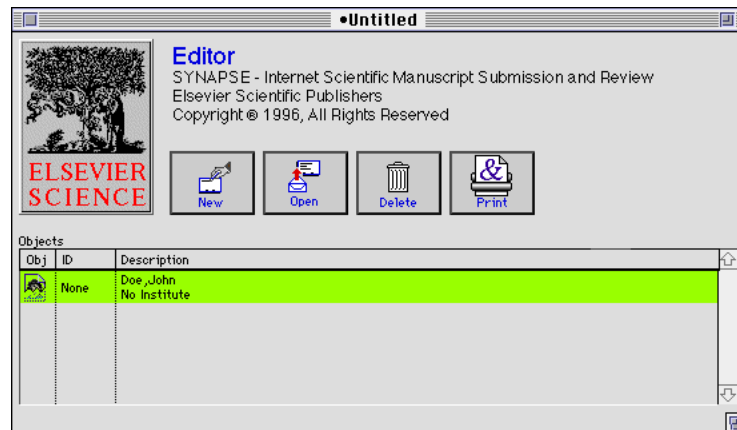
Figure 4.22

Creating a New Reviewer

Creating a new Reviewer requires the same process as creating a new Author, except that there is a display button for the Reviewer showing specific Reviewer information. Pressing on this **Reviewer button** displays the information in Figure 4.23.

Notes on the reviewer

Whether this reviewer is active

Journals for which this reviewer can review

Click here to retrieve all manuscripts reviewed by theperson

Descriptive data on each journal for the reviewer

List of all journals in database

This column has a + in it if the reviewer is allowed to review for this journal

This column shows the quality of the reviewer for this journal

This column shows the description of the reviewer for this journal

Figure 4.23

The Reviewer information shows the notes of this person as a Reviewer and additional information on the journals this person is allowed to review. If only one journal is configured into the database (i.e., Brain Research), then only one journal appears for this person.

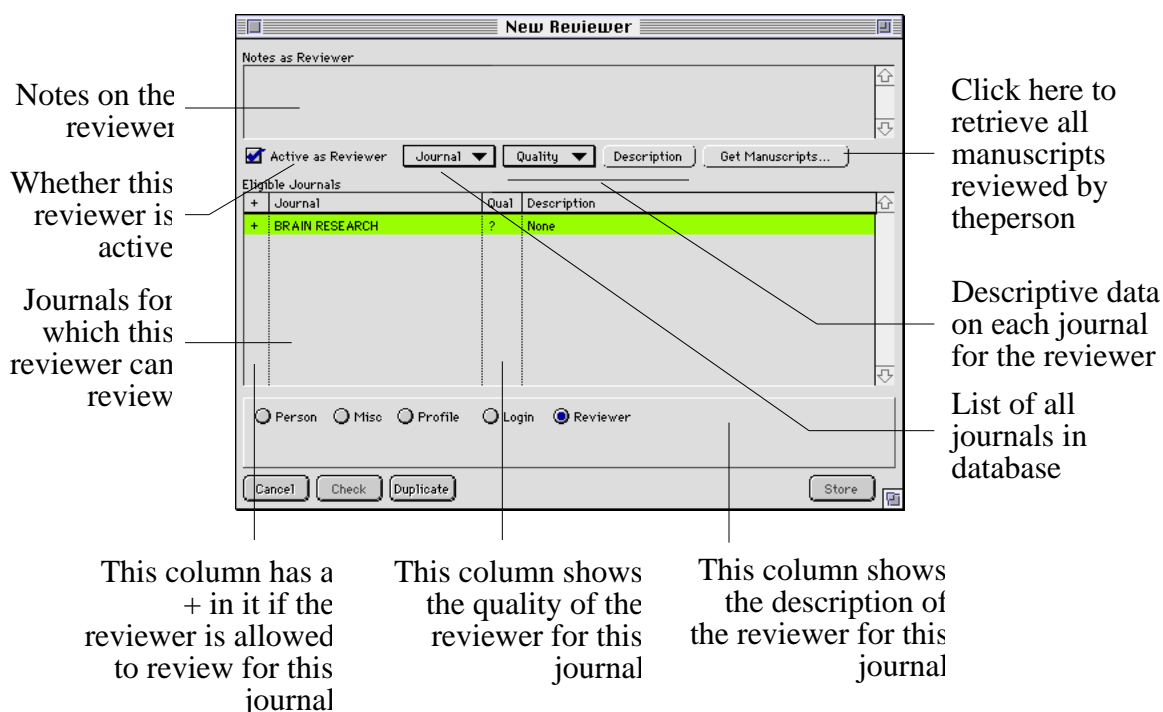**Journal** - The journal **Brain Research** appears as the default for all new Reviewers. When additional journals are to be supported by the database, they will be selected by using the popup menu labelled **Journal**.

Active as a Reviewer - The Reviewer is automatically made active by default. If this person is no longer to be considered as a Reviewer, uncheck this box.   The Reviewer will no longer be a positive match when the server is searching for Reviewers. Note that current activity as a Reviewer does not affect his history as a Reviewer. This information is always be presented historically even if the person is not active as a Reviewer.

Quality - the quality of this person as a Reviewer is entered by pressing on the **Quality** button to get a popup menu (Figure 4.24).
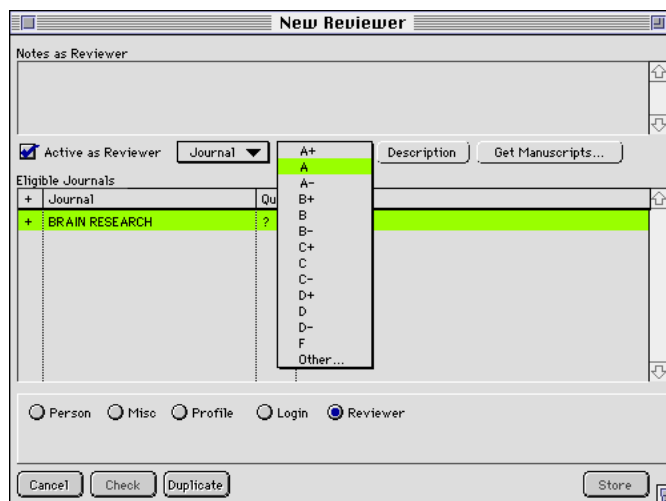
Figure 4.24

If one of the menu selections is not appropriate, choose **Other...** from the menu and a window opens to enter any descriptive string (Figure 4.25).

Figure 4.25

Description - a description is entered about this Reviewer for any selected journal. Selecting one or more journals and pressing the **Description button** opens a window to enter a description.

Figure 4.25

The list of journals for this Reviewer displays both the quality and description for each journal (Figure 4.26).

Figure 4.26

If multiple journals are selected when the quality and description functions are chosen, all selected journals accept the entered quality and description.
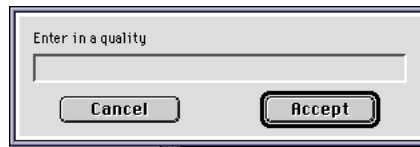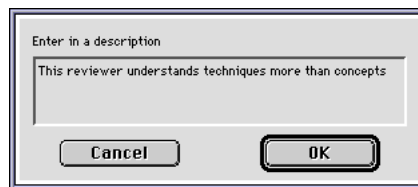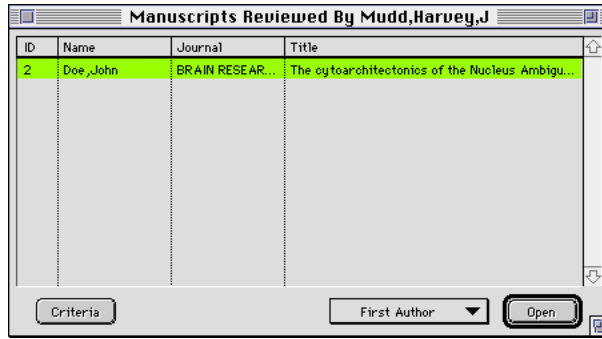
+ - this column displays a + character when this Reviewer may be selected to review for this journal. The + may be toggle on and off by pressing the mouse while the cursor is position on the selected journal line, and in the + column.

This attribute is most useful when there are multiple journals supported in the database. For example, one Reviewer may be eligible to review in many journals. Each of the journals will be listed in Figure 4.26. If, however, there is a journal that this Reviewer specifically should not be allowed to review (i.e., searching for Reviewers for this journal will not identify this Reviewer), the + should be toggled off.

Note that if **Active As Reviewer** is checked, the Reviewer is disabled from reviewing for **any** journals, even if there are + checks in this column.

See Manuscripts... - pressing this button retrieves all manuscripts being reviewed by this person. If there is no active connection to the server, a login window appears asking for your login name and password. Figure 4.27 shows all the manuscripts for Harvey J. Mudd, Ph.D. for the journal Brain Research. In this example, one manuscript from John Doe, entitled *The Cytoarchitectonics of the Nucleus Ambiguus in the Rat*, with a manuscript ID of 2, is reported.

Figure 4.27

Chapter 5
Entering Manuscripts

This chapter will show you how to work with manuscripts. You can create new manuscripts that are entered into the database, or retrieve existing manuscripts to examine their review status.

- Creating a New Manuscript
- Add Authors
- Deleting an Author
- Author Order
- Corresponding Order
- Determining Completeness
- Finishing Up the Manuscript
- Opening a Manuscript
- Deleting a Manuscript
- Printing a Manuscript
- Storing a Manuscript

Creating a New Manuscript

Each manuscript that goes through the review process requires a manuscript object in the database. Authors using SMART Submitter will have submitted the manuscript electronically over the Internet. The manuscript object is created in the database automatically. However, you can also manually enter the manuscript into the database. The manuscript must be supplied in disk files using a word processor that is certified for use. A list of word processors appears in *Appendix A*. Any number of disk files may be used. The manuscript files are attached to a **manuscript object** with more detailed information. This entire manuscript object is then sent over the Internet to the SMART server. Each manuscript object is viewed in a **manuscript window**.
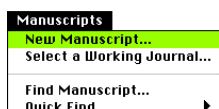
Press on the **New Button** in the document window or select **New Manuscript** in the **Manuscripts Menu** to create a new manuscript object. A new Manuscript Window opens for this manuscript (Figure 5.1). This menu item is enabled only if a document window is opened.

Figure 5.1

Object Control Buttons - These buttons activate functions via two mechanisms:

1. **Pressing directly** on the button activates the function for the manuscript object (this function does not work for the **Info** and the **Delete** button)

2. **Dragging and dropping selected people** on the button activates the function for the people objects.

The **Info** and **Delete** buttons are only for dragging and dropping people. They have no function by themselves for the manuscript.

Tip: EMail, FAX, and Message Buttons

Think of function 1 as a means to output information on the manuscript. A synopsis of the manuscript is copied to the message body. You must then select a person as a recipient. Example, query to Reviewer on availability to review.

Think of function 2 as a means to open up a communication with an Author, Reviewer, or assistant listed directly on a manuscript. The title of the manuscript is copied to the message body as a convenience.

An additional option may be presented if the manuscript has been previously saved into the database and is currently being edited. An option appears requesting either the older or the newer manuscript information (Figure 5.2). Pressing on **Older** outputs the information that is currently stored in the database, while pressing on **Newer** outputs the information that is in the current manuscript window reflecting the changes being entered.
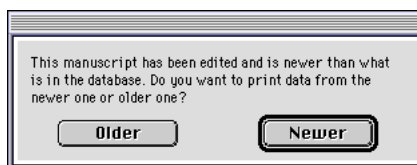
Figure 5.2

• **Print** - prints information on the object to the currently chosen printer. Holding down the **Option Key** while pressing on this Print button prints out the window of the manuscript itself instead of the text summary. The option key has no affect if a person or people are dragged and dropped on this button.

• **EMail** - opens an EMail window on the object. Different content in the message is copied depending on whether the window is opened for a manuscript or for a person. Figure 5.3 shows the window opened for the manuscript.

Enter the EMail address of the recipient here

Enter the EMail address of others to cc

Figure 5.3

Figure 5.4 shows the window opened for people. Since a person was dropped on the button, the EMail address of the person, if any, copies to the EMail window.

EMail address is
automatically
copied

Enter the EMail
address of
others to cc

```
┌─────────────────── EMail ────────────────────┐
│  To:  jdoe@upe.edu          CC:               ▲│
│  From:  Johnson,Gregory,J.                     │
│  Subject:  RA2Doe                             ▽│
│  Message:                                      │
│  The cytoarchitectonics of the Nucleus Ambiguus in the rat. Doe,John. BRAIN  ▲│
│  RESEARCH.                                     │
│                                                │
│                                               ▽│
│                                         ┌────┐ │
│                                         │Send│ │
│                                         └────┘ │
└────────────────────────────────────────────────┘
```
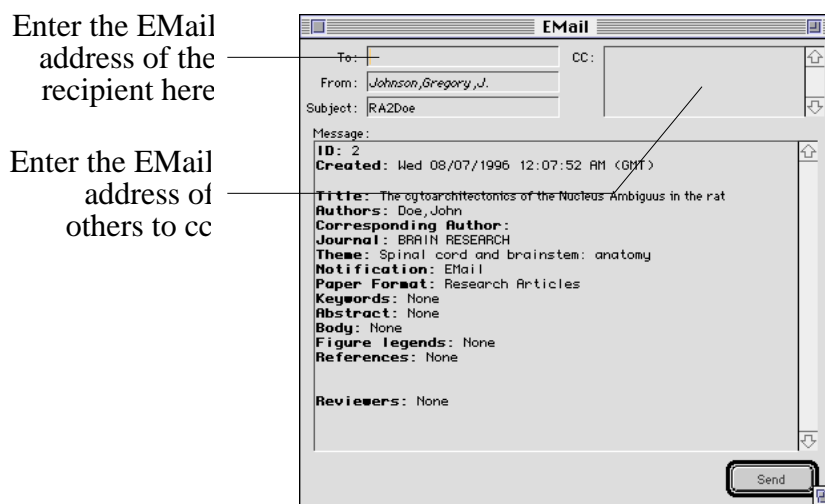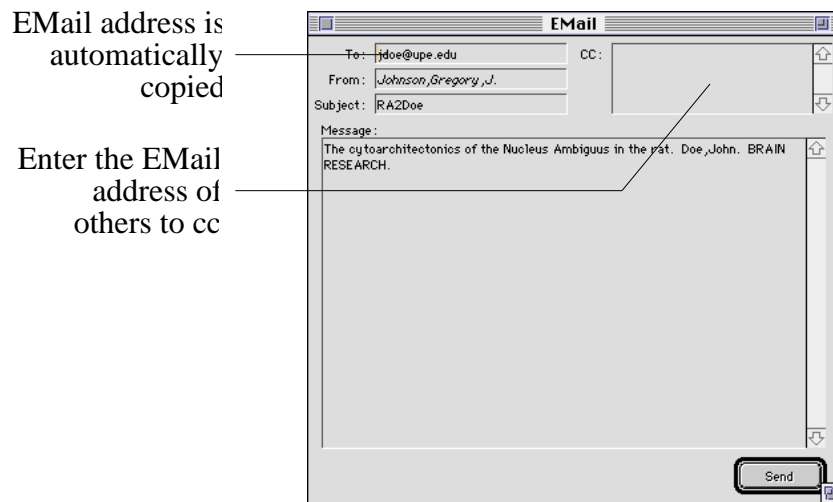
Figure 5.4

Enter the EMail address of the recipient into the **To: field**. Enter
each CC address on a separate line in the **CC: field**. The **From:
field** is drawn in **Italics** because it is read only. It contains your
name if you were logged into the server when this window were
opened. Otherwise, it contains "Unknown". When you press the
Send button and log in, your full name is used in place of this.

Edit the **subject** and the **message**. The subject is the title of the
window. Press on the **Send button** to send the EMail. If there is
no active connection to the server, a login window appears asking
for your login name and password.

- **Fax** - opens an FAX window on the object. Different content in
  the message is copied depending on whether the window is opened
  for a manuscript or for a person. Figure 5.5 shows the window
  opened for the manuscript.

Enter the FAX number of the recipient here

Enter the FAX number of others to cc
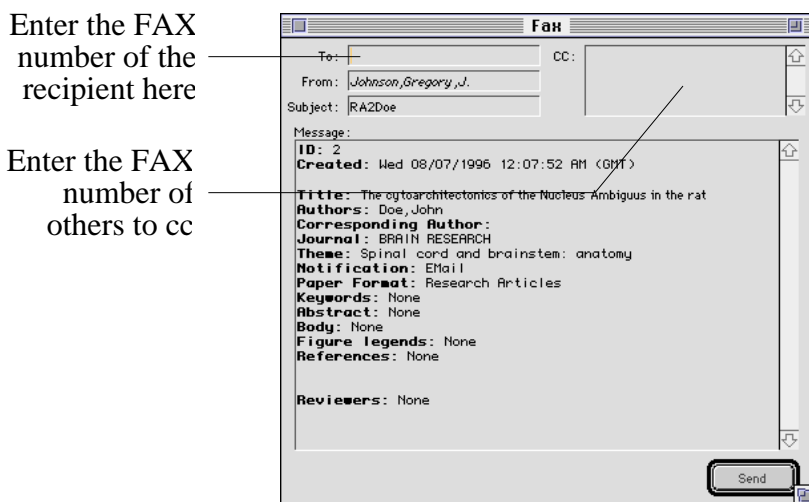
Figure 5.5

Figure 5.6 shows the window opened for people. Since a person was dropped on the button, the FAX number of the person, if any, copies to the FAX window.
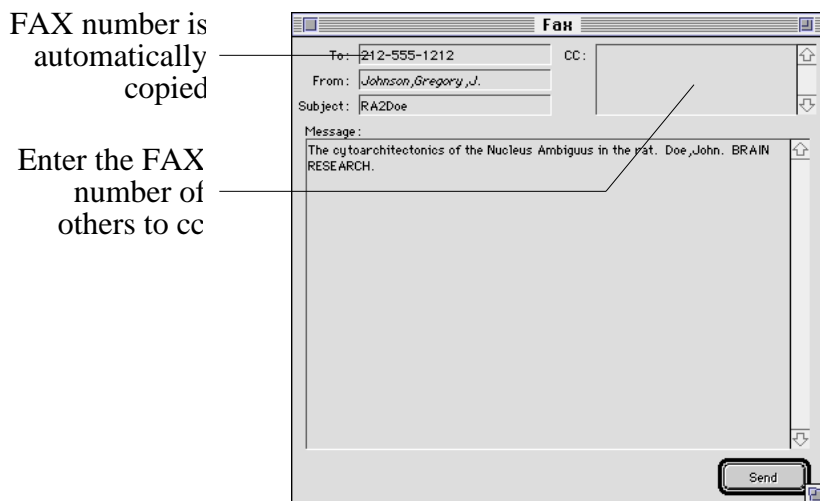
FAX number is automatically copied

Enter the FAX number of others to cc

Figure 5.6

Enter the FAX number of the recipient into the **To: field**. Enter each CC number on a separate line in the **CC: field**. The **From:**

field is drawn in **Italics** because it is read only. It contains your name if you were logged into the server when this window were opened. Otherwise, it contains "Unknown". When you press the **Send button** and log in, your full name is used in place of this. Edit the **subject** and the **message**. The subject is the title of the window. Press on the **Send button** to send the FAX. If there is no active connection to the server, a login window appears asking for your login name and password.

• **Message** - opens an Messaging window on the object. Different content in the message is copied depending on whether the window is opened for a manuscript or for a person. Figure 5.7 shows the window opened for the manuscript.

Drag a person in as the recipient here

Drag people in to cc

Figure 5.7

Figure 5.8 shows the window opened for people. Since a person was dropped on the button, the window opens with that person as the recipient.

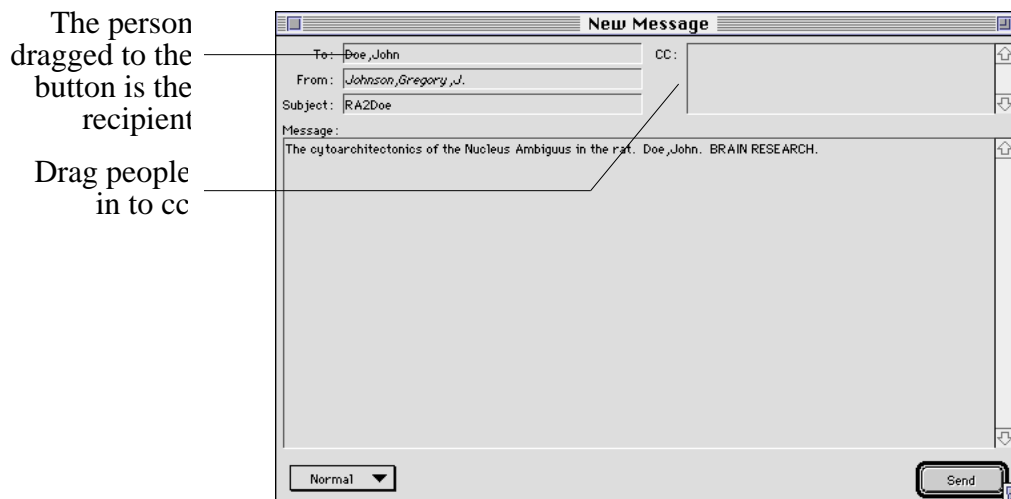The person dragged to the button is the recipient

Drag people in to cc

Figure 5.8

A **message** in SMART is an **internal electronic message** similar to EMail, but not using the Internet SMTP mail system. This kind of message is shared among SMART users only, and is facilitated by the SMART server. Like EMail, messages may be sent, forwarded, redirected, copied, etc. from any SMART user with login access to any other. See the **Chapter on Communications** for more information on how to use messages.

The **To: field** contains the person's name if a person were dropped on the message button. Otherwise the field is empty. Enter in another recipient by dragging and dropping a person onto this field. Enter people into the **CC: field** using the same mechanism. Only those people saved to the database and with valid IDs may be entered into these fields. All others are be rejected. The **From: field** is drawn in **Italics** because it is read only. It contains your name if you were logged into the server when this window were opened. Otherwise, it contains "Unknown". When you press the **Send button** and log in, your full name is used in place

of this.

Edit the **subject** and the **message**. The subject is the title of the window. Press on the **Send button** to send the message. If there is no active connection to the server, a login window appears asking for your login name and password.

• **File** - - saves information on the object to disk file. This is similar to the EMail, FAX, and Message functions above except all information is saved to the disk file rather than being sent as a message to another person.

• **Full Info** - opens a window showing full information on a person or people. This functions correctly only if a person or people are dragged and dropped on this button. Pressing this button by itself for the manuscript has no effect.

• **Delete** - - deletes a person or people from this manuscript. This functions correctly only if a person or people are dragged and dropped on this button. Pressing this button by itself for the manuscript has no effect.

Alert: You are not really deleting the person from the database. You are only removing the link from the person to this manuscript.

Window Control Buttons - The buttons at the bottom control the window.

- **Cancel** closes the window without saving the changes.

- **Store** stores the changes into the database. If there is no active connecton to the server, this button is disabled.

- **Duplicate** duplicates the title, paper format, and type from the current manuscript object, using the same window.

Tip: Use this function to enter in multiple manuscripts in sequence.

If there is an active connecton to the server, an option to store the changes to the *database* is presented before the window object is duplicated. If there is no active connecton to the server, an option to save the changes to the *document* is presented before the window object is duplicated. **Duplicate** from the **Manuscripts menu** can also be selected (Figure 5.9).
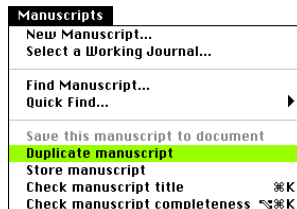

Figure 5.9

- **Check** is enabled only when there is an active connecton to the server. **Check manuscript title** from the **Manuscripts menu** can also be selected or **Command-K** entered as the keyboard equivalent (Figure 5.10).
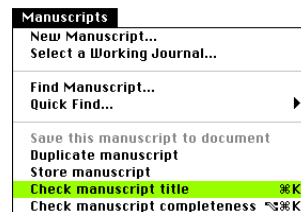

Figure 5.10

This function compares the title of the manuscript against all other manuscripts in the database. Up to 100 manuscripts are returned in a list.

Tip: Use this information to quickly determine if the manuscript is duplicated in the database. Since this searches all journals supported in the database, this can highlight multiple submissions of the same manuscript.

General Manuscript Information - The following information should be entered.

• **Title** - The title field is a fully styled text field, accepting any fonts, size, style, or color. The field is also sensitive to drag and drop from another Macintosh window (Figure 5.11).
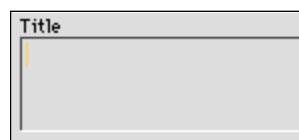

Figure 5.11

• **Journal** - The journal for this manuscript is selected from this popup menu (Figure 5.12). Currently there is only one journal, **Brain Research Interactive**, that is supported.

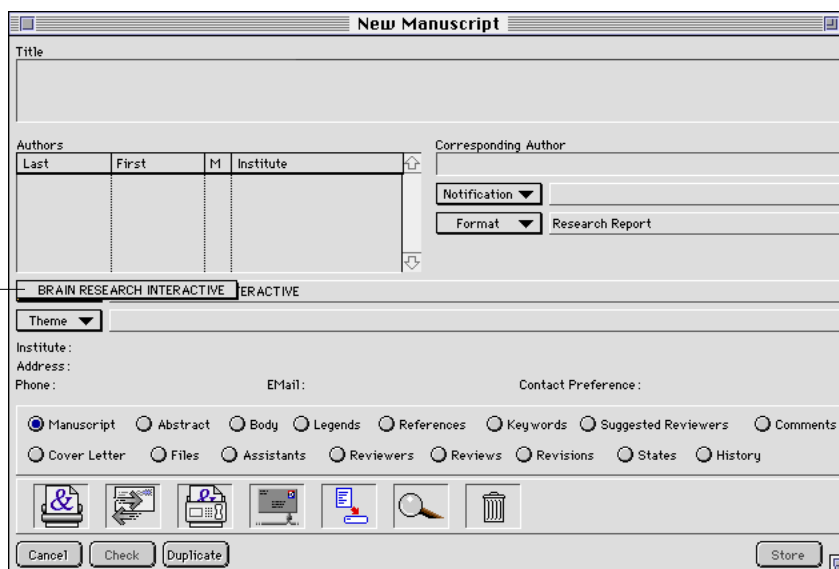Select the journal for this manuscript from this popup menu

Figure 5.12

The selected journal name appears in the *Journal Field* (Figure 5.13).

Journal ▼ | BRAIN RESEARCH INTERACTIVE
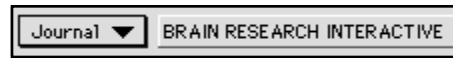
Figure 5.13

By The Way: SMART can handle submissions to multiple journals for multiple manuscripts in one document. You do not need to make a separate document for each journal.

- **Theme** - The theme for this manuscript is selected from this popup menu (Figure 5.14). The menu is hierarchical, showing the major themes in the primary popup menu, and the minor themes in the secondary menus. See the *Appendix on Themes* for a complete listing.

Select the theme for this
manuscript from this
popup menu. This is a
hierarchical menu. The
first menu shows the
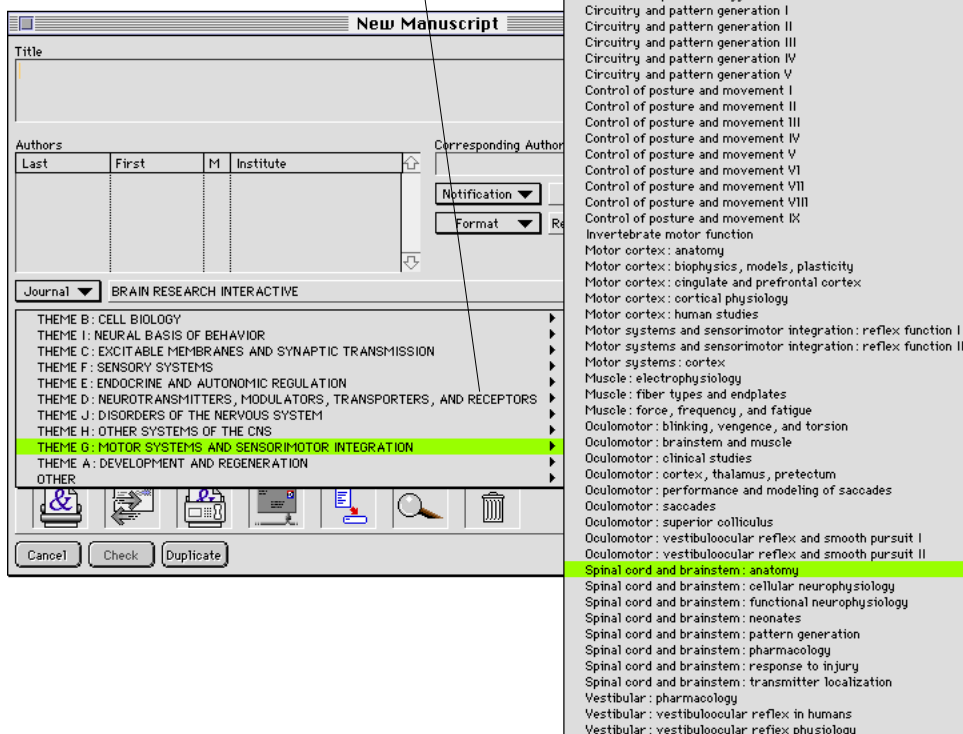Themes, and the second
menu shows the topics

Figure 5.14

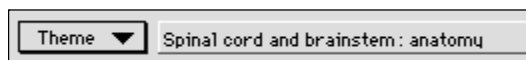The selected theme appears in the *Theme Field* (Figure 5.15).

Figure 5.15

- **Notification** - The Corresponding Author's indicated preferred method of how to be notified for this manuscript is selected from

this popup menu (Figure 5.16).

Select the
Notification
method from this
popup menu

Figure 5.16

The current choices are:

1. **EMail** - the EMail address of the Corresponding Author must
   be entered in the Author object (see chapter *Entering People*
   to learn how to enter in the EMail address)

2. **FAX** - the FAX number of the Corresponding Author must be
   entered in the Author object (see chapter *Entering People* to
   learn how to enter in the FAX number)

3. **Telephone** - the telephone number of the Corresponding Author
   must be entered in the Author object (see chapter *Entering
   People* to learn how to enter in the telephone number)

The selected notification appears in the *notification field* (Figure 5.17).

Figure 5.17

- **Format** - The paper format for this manuscript is selected from this popup menu (Figure 5.18).

Select the format of the manuscript from this popup menu

Figure 5.18

The selected format appears in the *format field* (Figure 5.19).

Figure 5.19

The format that you select for a manuscript is discussed in the Author's Guidelines that are published with the journal.

Adding Authors

There are three methods to add Authors to a manuscript window.

1. Drag the **Red Link Control Button** on any opened author window to the new manuscript window. Use this if the author window already opened.

2. Drag the Authors from the **Worksheet: People Window** to the new manuscript window. Use this to drag in several Authors in one action.

3. Drag the Authors from another opened **manuscript window** to the new manuscript window

Using the Red Link Control Button

1. Press and hold the mouse button on the red link control button

2. Without releasing the mouse, drag the red triangle to the manuscript window and drop it in the Authors List Field (Figure 5.20)

Figure 5.20

The cursor is initially an **ARROW** when pressing on the red triangle. When it moves into the Authors List Field, it changes to a **GRAB** hand. A small square is dragged from window to window. When the mouse button is released in the Authors List Field (dropped), the Author John Doe is added as an Author to the manuscript object (Figure 5.21).
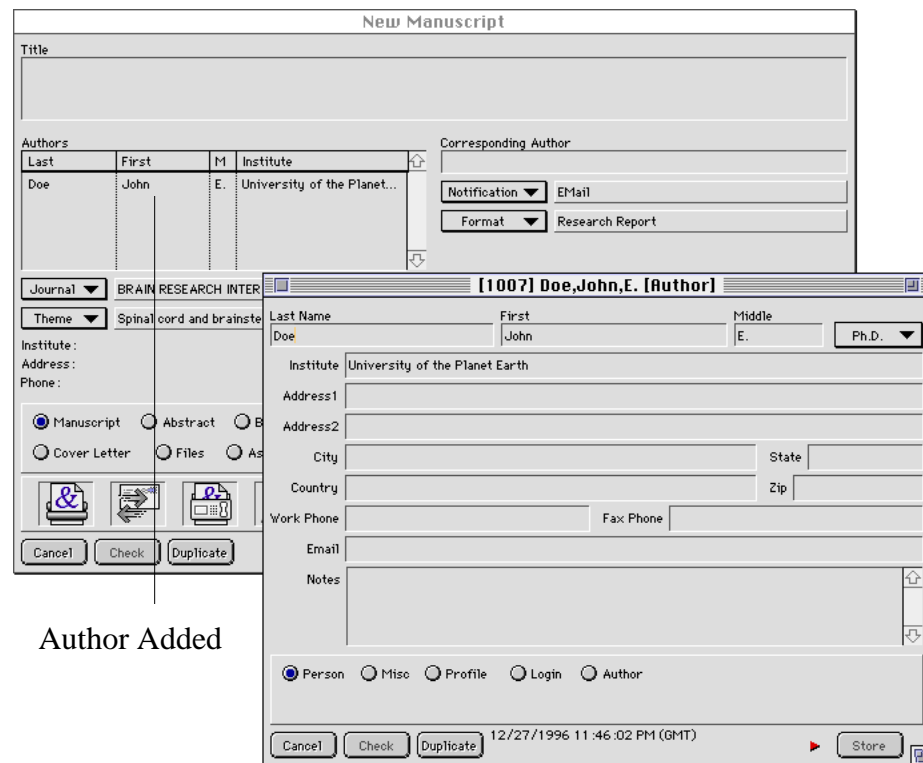
Figure 5.21

Only those Authors in windows already stored in the database may be dragged into a manuscript window. In other words, incomplete people objects cannot be linked to the manuscript. An attempt to link in an uncomplete object displays an error (Figure 5.22).
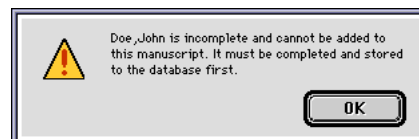
Figure 5.22

In the example above, John Doe has an ID of 8 and is an Author in the people database. He is being dragged into the manuscript window for *The*

Cytoarchitectonics of the Nucleus Ambiguus in the Rat as an Author.

Adding from the People Window

1. Select one or more of the Authors from the list

2. To select more than one Author, hold down the **SHIFT** key while pressing the mouse button on each Author

3. The *last* Author selected becomes the *drag anchor*

4. The mouse button must be released after the last selection

5. Press and hold the mouse button down again on the last Author selected, or on the single selection

6. Without releasing the mouse, drag with the mouse the entire selection to the manuscript window and drop it in the Authors List Field (Figure 5.23)
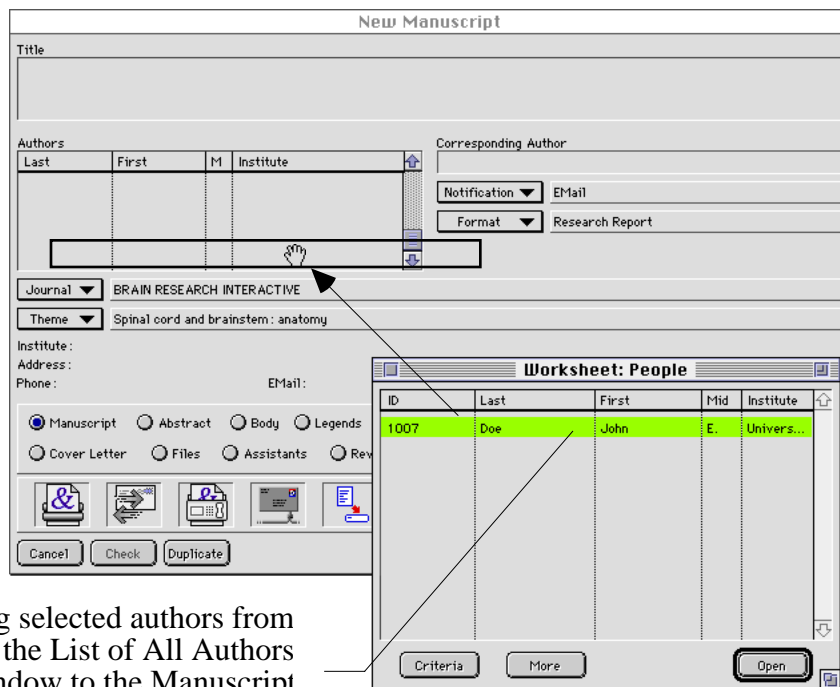
Drag selected authors from
the List of All Authors
Window to the Manuscript
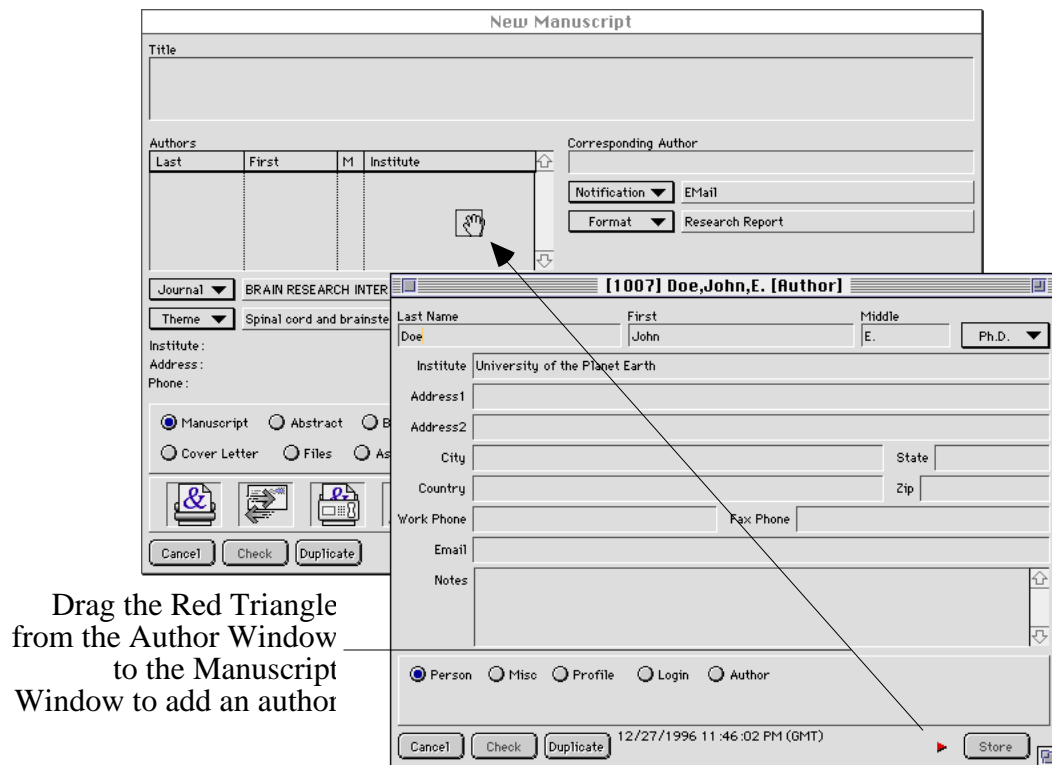Window to add authors

Figure 5.23

The cursor is initially an **ARROW** when pressing on the selected Author(s). When it moves into the Authors List Field, it changes to a **GRAB** hand. An outline of the selection is dragged from window to window. When the mouse button is released in the Authors List Field (dropped), the selected Author(s), in this case John Doe, is added as Author(s) to the manuscript object (Figure 5.24).

Author Added

Figure 5.24

Adding from Another Manuscript Window

1. Select one or more of the Authors from the list of Authors on a manuscript window

2. To select more than one Author, hold down the **SHIFT** key while pressing the mouse button on each Author

3. The *last* Author selected becomes the *drag anchor*

4. The mouse button must be released after the last selection

5. Press and hold the mouse button down again on the last Author selected, or on the single selection

6. Without releasing the mouse, drag with the mouse the entire selection
to the new manuscript window and drop it in the Authors List Field
(Figure 5.25)

Drag selected authors from
the any Manuscript Window
to the new Manuscript
Window to add authors
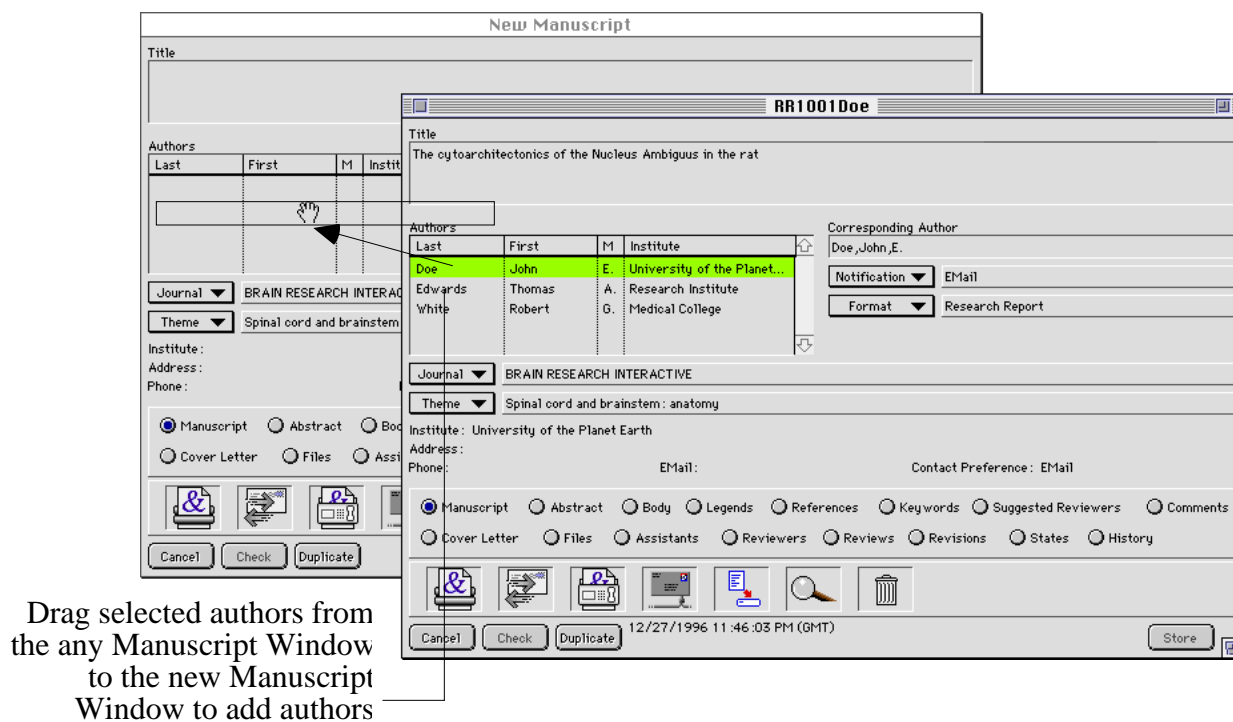
Figure 5.25

The cursor is initially an **ARROW** when pressing on the red triangle.
When it moves into the Authors List Field, it changes to a **GRAB** hand. A
small square is dragged from window to window. When the mouse button
is released in the Authors List Field (dropped), the selected Author(s), in
this case John Doe, is added as Author(s) to the manuscript object
(Figure 5.26).
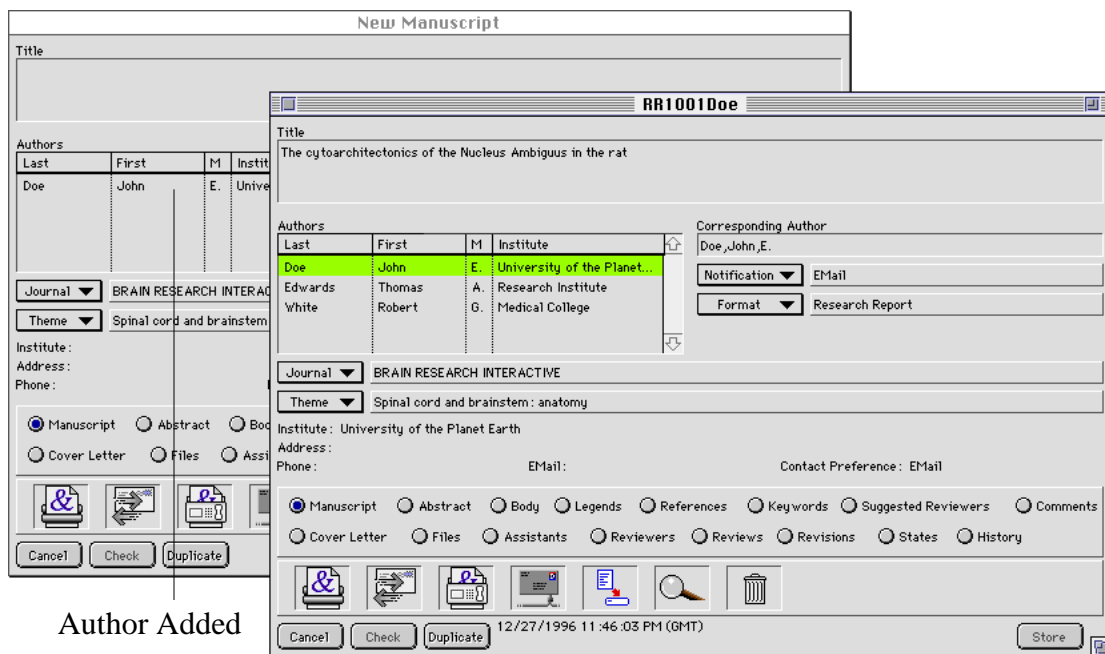
Figure 5.26

Deleting an Author

Under some revisions or re-submittals, or if the manuscript has not yet been stored into the database, Authors may be deleted from the manuscript window. If the Corresponding Author is deleted, the *Corresponding Author* field is cleared (Figure 5.27).
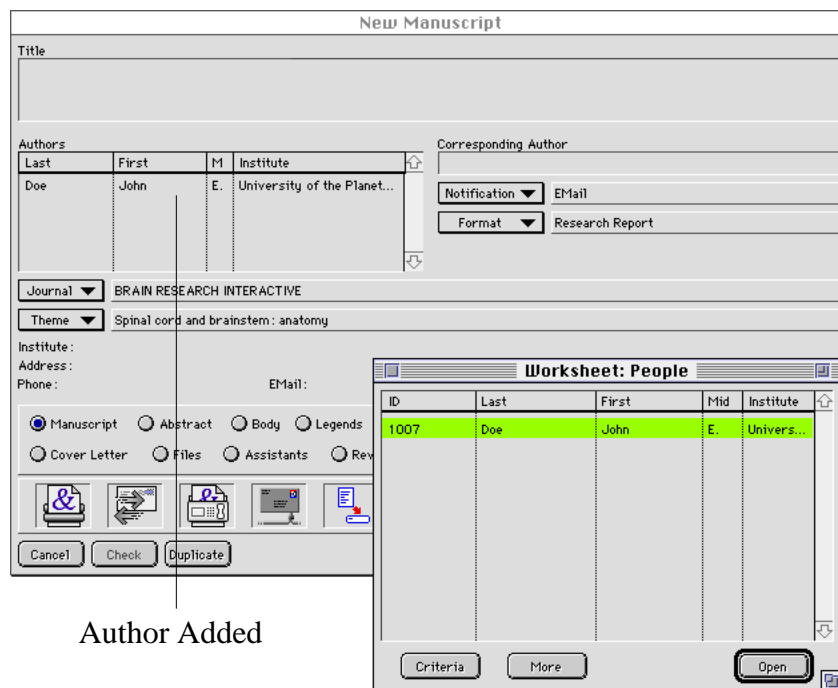
1. Select the Authors from the *Authors* list

2. To select more than one Author, hold down the **SHIFT** key while pressing the mouse button on each Author

3. Hit the **Delete** key. All selected Authors are deleted

4. Or drag the Author(s) to the **Trash** icon on the manuscript window. All selected Authors are deleted
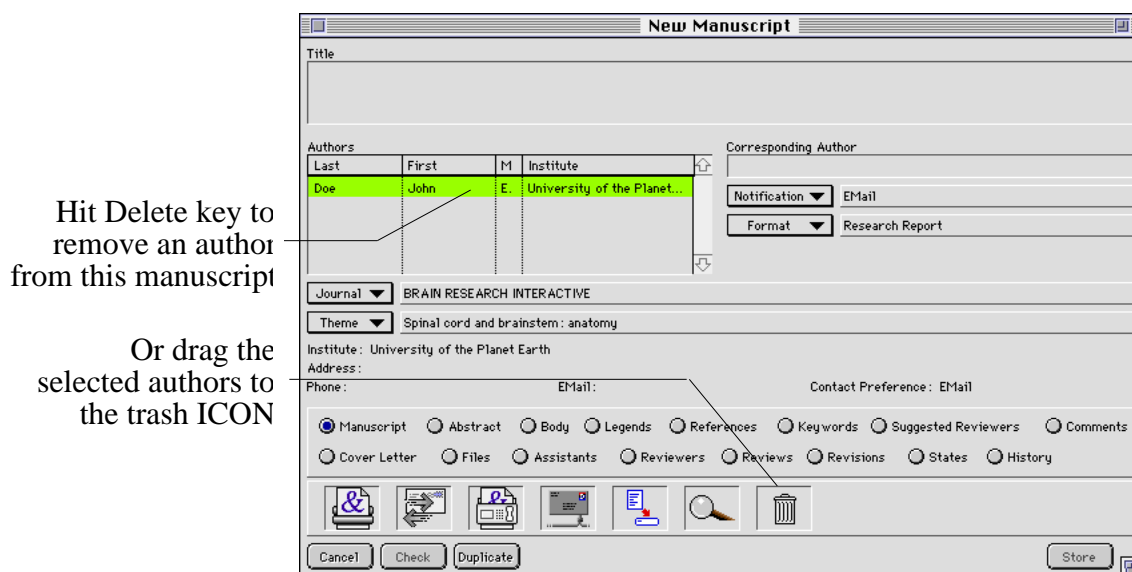
Figure 5.27

Author Order

The order of the Authors is based on the order in which they are added to the list. The **first Author** is at the top of the list, and the **last Author** is at the bottom.

To change the order:

1. Position the mouse in the list.

2. Select the Author that is to be moved

3. The mouse button must be released once

4. Press and hold the mouse button down again on the selected Author.

5. Drag the Author with the mouse up or down to change the order.

6. When you release the mouse button, the list redraws to reflect the new order (Figure 5.28)
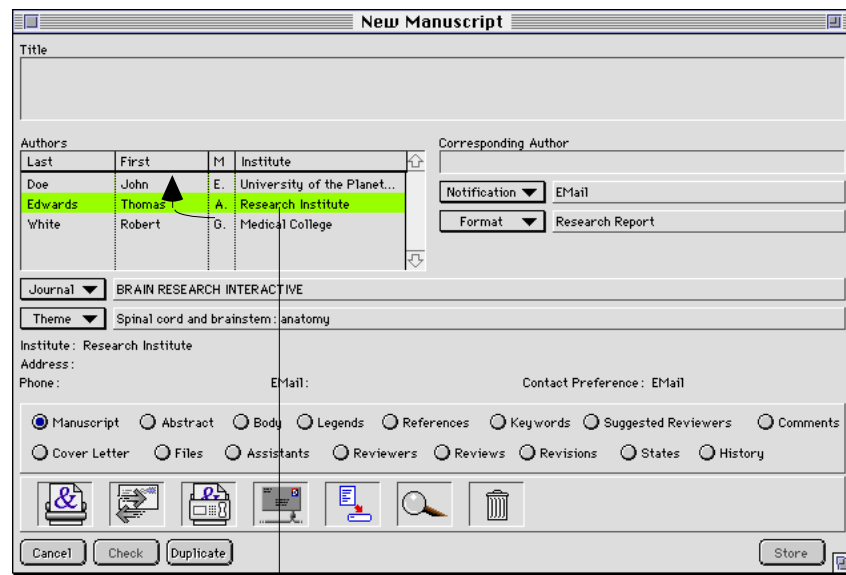
Drag selected author up and down to change the author order

Figure 5.28

One special condition is when changing the second Author into the first Author. In this case, move the first Author down,. Do not move the second Author up.

Corresponding Author

The Corresponding Author is selected from one of the Authors. This Author receives all notification messages regarding the manuscript.

To attach the Corresponding Author:

1. Select the correct Author from the list

2. The mouse button must be released once

3. Press and hold the mouse button down again on the selected Author

4. Drag the Author with the mouse to the field labelled **Corresponding Author** (Figure 5.29)
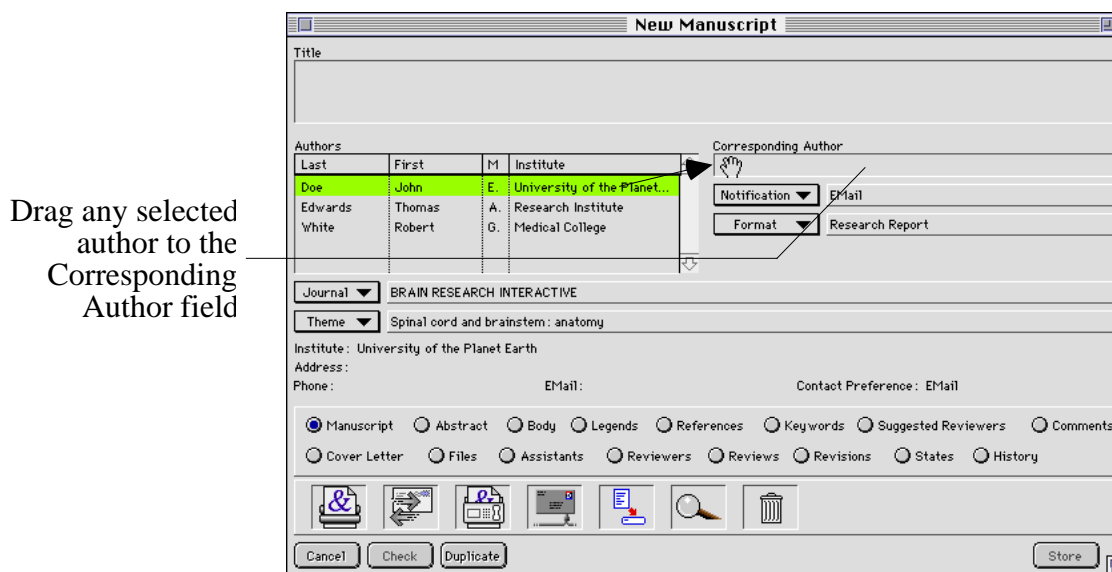
Figure 5.29

The cursor is initially an **ARROW** when pressing on the selected Author. When it moves into the *Corresponding Author Field*, it changes to a **GRAB** hand. A outline of the selection is dragged from field to field. When the mouse button is released in the *Corresponding Author Field*, the name of the selected Author is displayed (Figure 5.30).

Corresponding Author
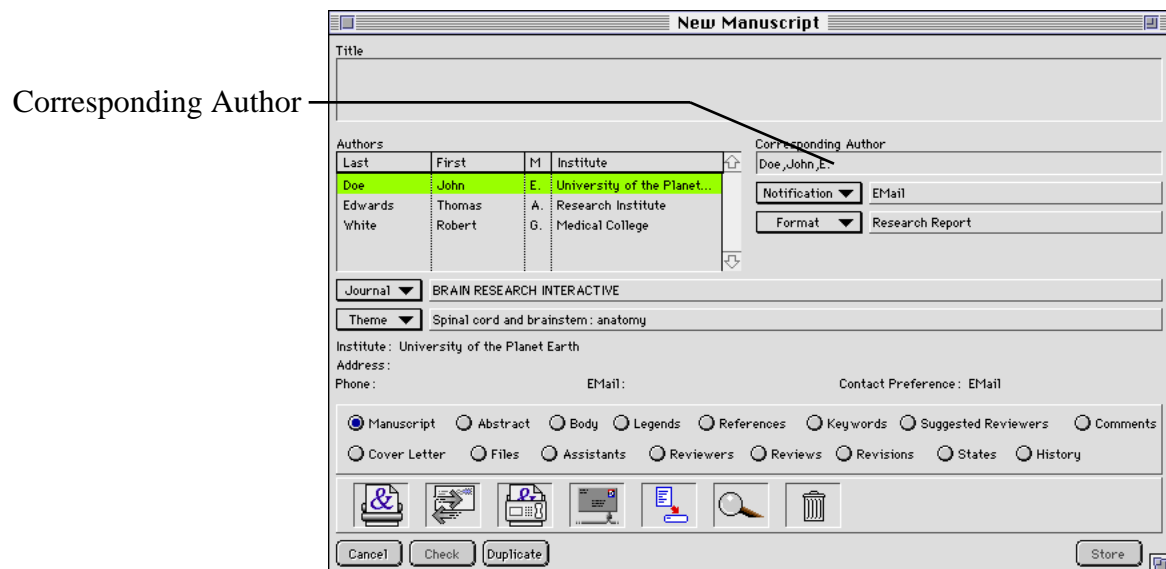
Figure 5.30

Determining Completeness

The manuscript as entered with the SMART Editor software minimally requires a title to make it eligible for entry into the database. Incomplete manuscripts may be entered. This contrasts with manuscripts assembled with the SMART Submitter software, in which case the manuscript requires all the Authors, cover letters, keywords, files, etc. before being submitted to the database.

Even so, to maintain compatibility with future SMART versions, there is a function to determine what still needs to be completed. Select **Check Manuscript Completeness** from the **Manuscripts Menu** (Figure 5.31). The keyboard equivalent of **Option-Command-K** can also be entered from the keyboard
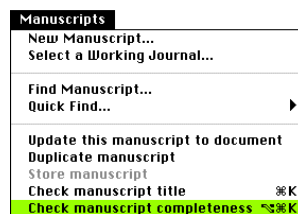
Figure 5.31

A dialog indicates what items require attention, or if the manuscript is ready to be stored in the database (Figure 5.32).
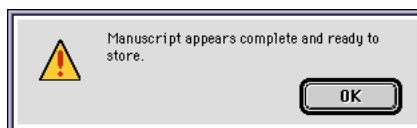
Figure 5.32

Finishing Up the Manuscript

The display buttons in the manuscript window display more information. Some information is required for a complete review and some are optional. Those that are listed as optional are included because SMART will become a full authoring tool in the future, at which time the attachment of files will not be necessary. However, until that transition is made, these text fields are available, and Authors may elect to add this information into the optional fields.

- **Manuscript** - displays the current window containing the most immediate information about this manuscript, such as the title, the Authors, the Corresponding Author, the journal, and the format. All of this information is required for a thorough review.

- **Abstract** - displays the abstract which may have been be entered. This is optional. The abstract is generally in one of the files attached to this manuscript.

- **Body** - displays the body of the manuscript which may have been entered. This is optional. The body is generally in one of the files attached to this manuscript.

- **Legends** - displays the legends of figures in the manuscript which may have been entered. This is optional. The legends are generally in one of the files attached to this manuscript.

- **References** - displays the references in the manuscript which may have been entered. This is optional. The references are generally in one of the files attached to this manuscript.

- **Keywords** - displays the keywords in the manuscript which may have been entered. This is optional. The keywords used in SMART are standardized for the supported journals.

- **Suggested Reviewers** - displays the suggested Reviewers for the manuscript which may have been entered. This is optional. The Reviewers are added as text, not as Author objects.

- **Comments** - displays the comments for the manuscript which may have been entered. This is optional.

- **Cover Letter** - displays the cover letter for the manuscript which may have been entered. This is optional.

- **Files** - displays the files attached to this manuscript. This is required for a thorough review..

- **Assistants** - displays the assistants assigned to this manuscript This is optional.

- **Reviewers**- displays the selected Reviewers assigned to this manuscript. This is required.

- **Reviews** - displays all reviews from Reviewers and the status of each review. These are entered automatically when the Reviewers send back the reviews. However, you can also enter the reviews manually.

- **States** - displays all the states that a manuscript has gone through. A manuscript goes through many different states in its lifetime (Ex, a submission state, a review state, a publishing state, etc).

- **History** - displays the history of nearly all the transactions for this manuscript.

Manuscript - this has been described in full detail in the previous sections.

Abstract - The window is displayed in Figure 5.33.

Figure 5.33

Currently, this information is not required. This may change in the future when SMART becomes more of an authoring tool. Presently, this information is optional. The abstract should be in the attached files.

Body - The window is displayed in Figure 5.34.

Figure 5.34

Currently, this information is not required. This may change in the future when SMART becomes more of an authoring tool. Presently, this information is optional. The body should be in the attached files..

Legends - The window is displayed in Figure 5.35.
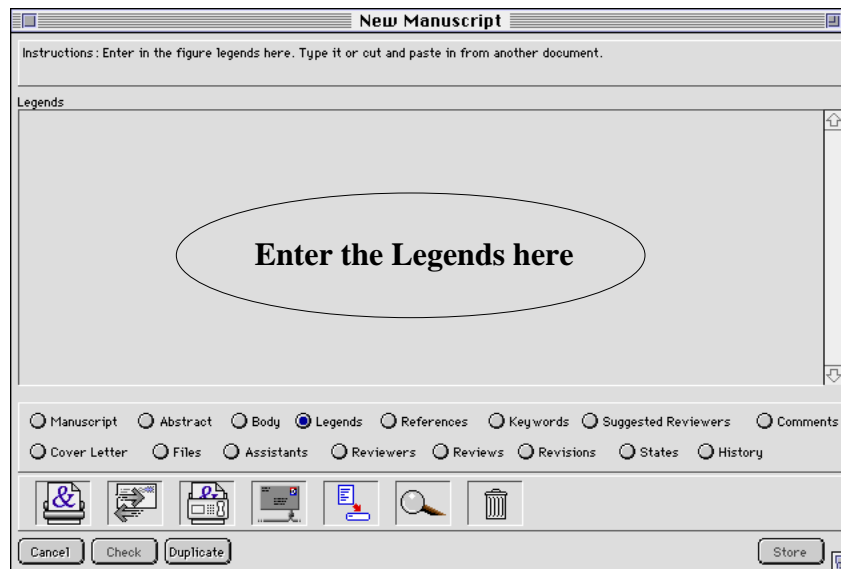
Figure 5.35

Currently, this information is not required. This may change in the future when SMART becomes more of an authoring tool.   Presently, this information is optional. The legends should be in the attached files..

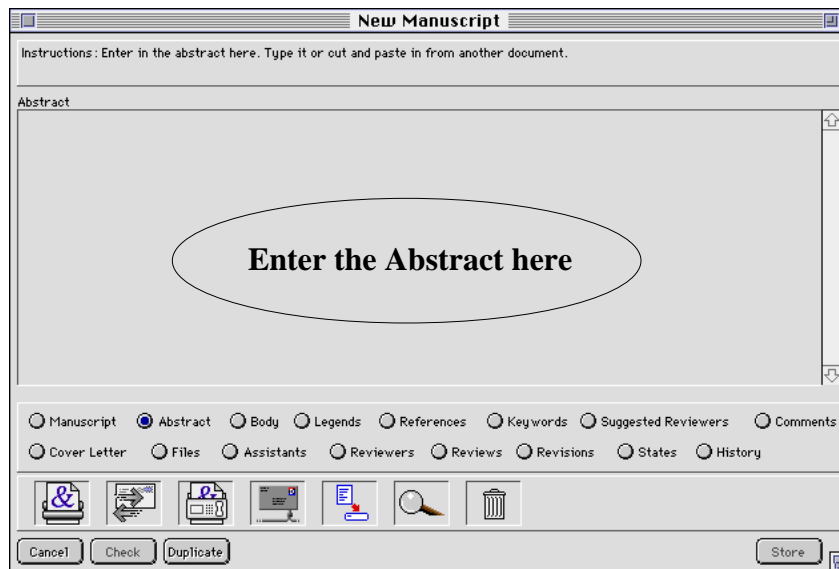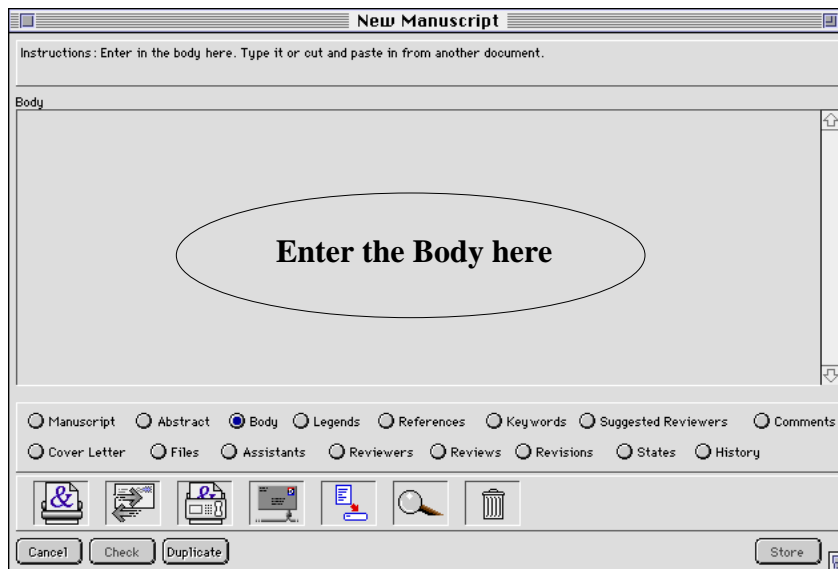**References** - The window is displayed in Figure 5.36.
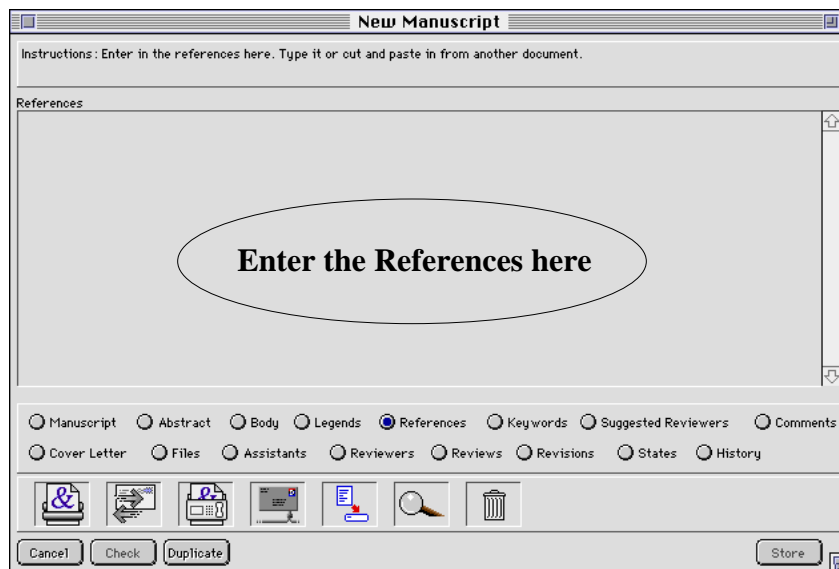
Figure 5.36

Currently, this information is not required. This may change in the future when SMART becomes more of an authoring tool. Presently, this information is optional. The references should be in the attached files. only.

Keywords - The window is displayed in Figure 5.37.

Enter in search string ——

Search mode ——

Initiate search ——

Search results ——

Keywords stored for this —— manuscript
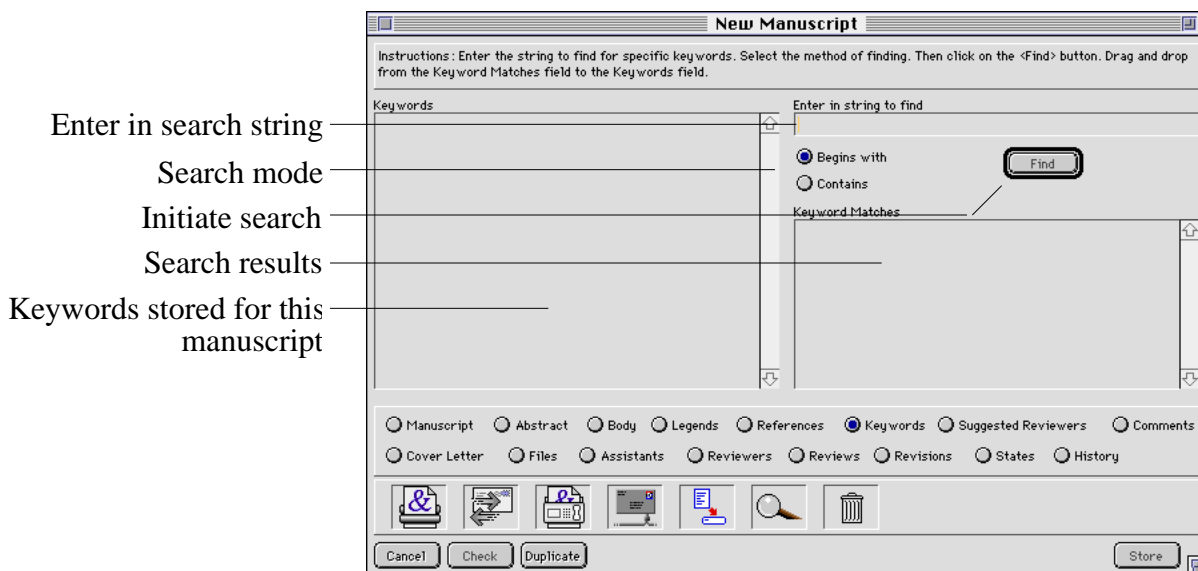
Figure 5.37

Keywords are optional when the Editor is entering the manuscript. When the Author is submitting it with the SMART Submitter software, keywords chosen from an internal standardized list are required.

Searching for Keywords:

1. Type in a string in the field labelled **Enter in string to find**

2. The search method can be modified by selecting either **Begins With** or **Contains**

3. Pressing on the **Find** button or pressing the **RETURN** or the **ENTER** key intiates a search

All matches are displayed in the scrolling field labelled **Keyword Matches**.

Adding Keywords:

1. Select the desired keywords from the *Keyword Matches* list

2. To select more than one keyword, hold down the **SHIFT** key while pressing the mouse button on each keyword

3. The *last* keyword that selected becomes the *drag anchor*

4. The mouse button must be released after the last selection

5. Press and hold the mouse button down again on the last keyword selected, or on the single selection

6. Without releasing the mouse, drag with the mouse the entire selection to the *Keywords* field

When the mouse button is released, the selected keywords are added to the *Keywords* list (Figure 5.38).
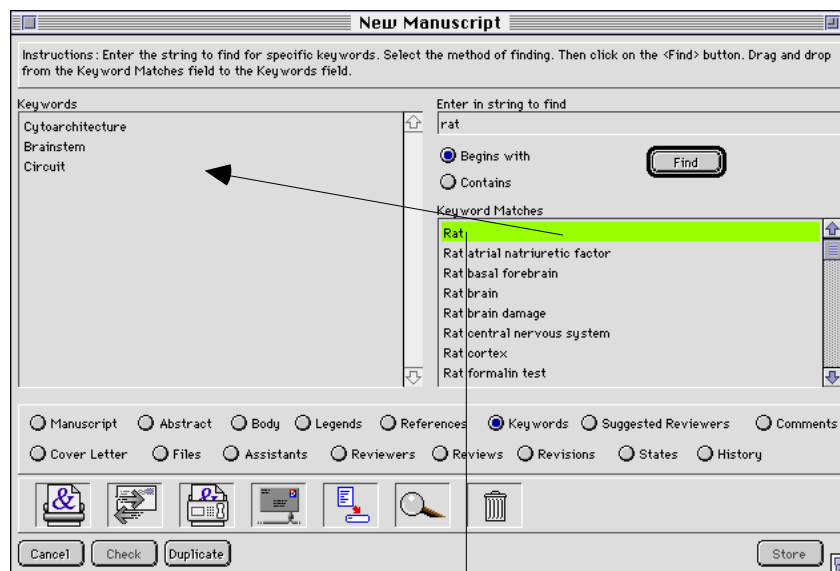
Drag selected keywords to add to list

Figure 5.38

Deleting Keywords:

1. Select the keyword from the *Keywords* list

2. To select more than one keyword, hold down the **SHIFT** key while pressing the mouse button on each keyword

3. Hit the **Delete** key. All selected keyword(s) are deleted

4. Or drag the keyword(s) to the **Trash** icon on the manuscript window. All selected keyword(s) are deleted

Suggested Reviewers - The window is displayed in Figure 5.39.
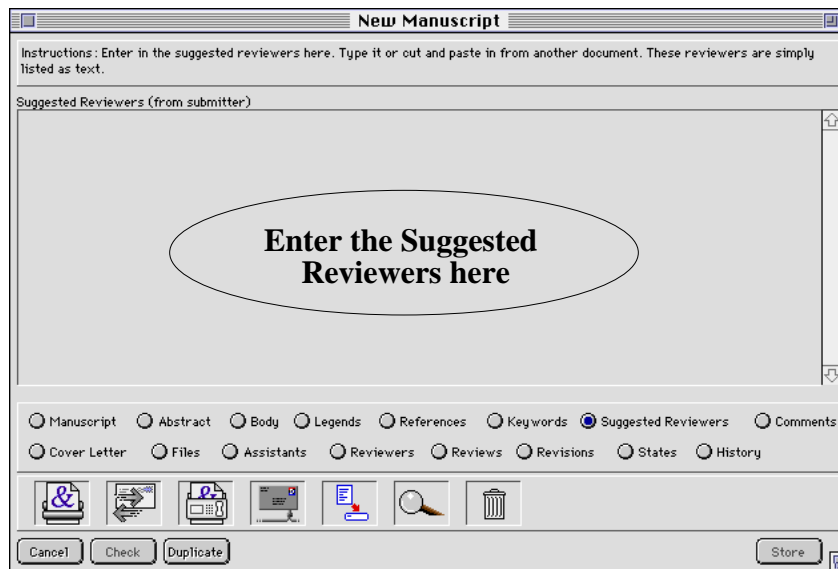
Figure 5.39

If the Author of the manuscript supplied suggested Reviewers for this manuscript, enter their name and institute here.

Comments - The window is displayed in Figure 5.40.
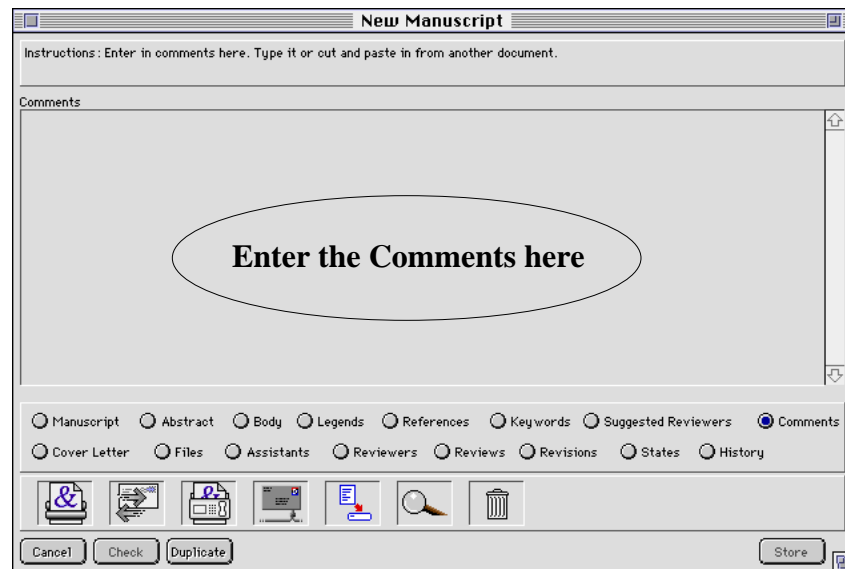
Figure 5.40

If the Author of the manuscript supplied comments for this manuscript, enter them here.

Cover Letter - The window is displayed in Figure 5.41.

Figure 5.41

If the Author of the manuscript supplied a cover letter for this manuscript, enter it here.

Files - The window is displayed in Figure 5.42.

Files of each
transaction
listed here

Select transactions
or enter a new
transaction with
this button

Press here to
add files
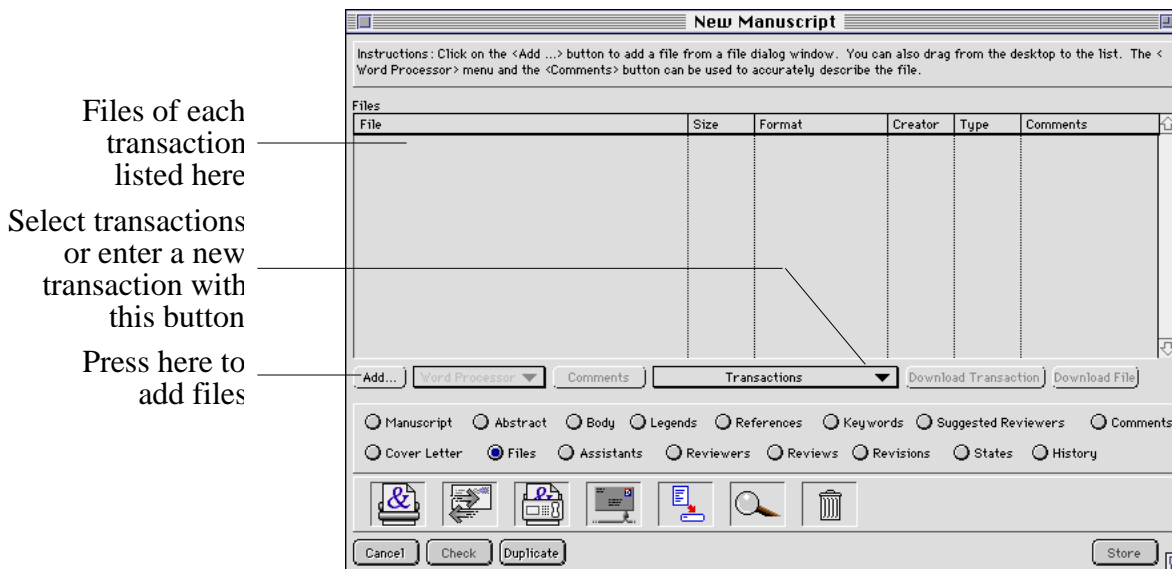
Figure 5.42

Files are required for a thorough review. These contain the content of the manuscript and are authored with another word processing program. They are then added or attached to this manuscript.

Files are stored in this manuscript by file transactions. Each transaction may be considered as a revision. For example, the Author may have submitted the manuscript automatically by using SMART Submitter software, or the Editor may have entered the manuscript directly using the SMART Editor software. If a revision is required, new files may be attached to this manuscript object within a new file transaction. All transactions are listed by date and time in the popup menu that appears when pressing the **Transaction button**. The individual files of a transaction are listed in the **Files list**.

Viewing Current Files - A manuscript with at least one file transaction

looks like Figure 5.43 where the **Transaction button** shows the most recent date and time of the last transaction.

Files list - the files of the transaction listed are displayed here

This manuscript already has files uploaded. The date and time of the last upload is indicated here

Also called the Transaction button

Use this to download all files of transaction

Use this to download a selected file
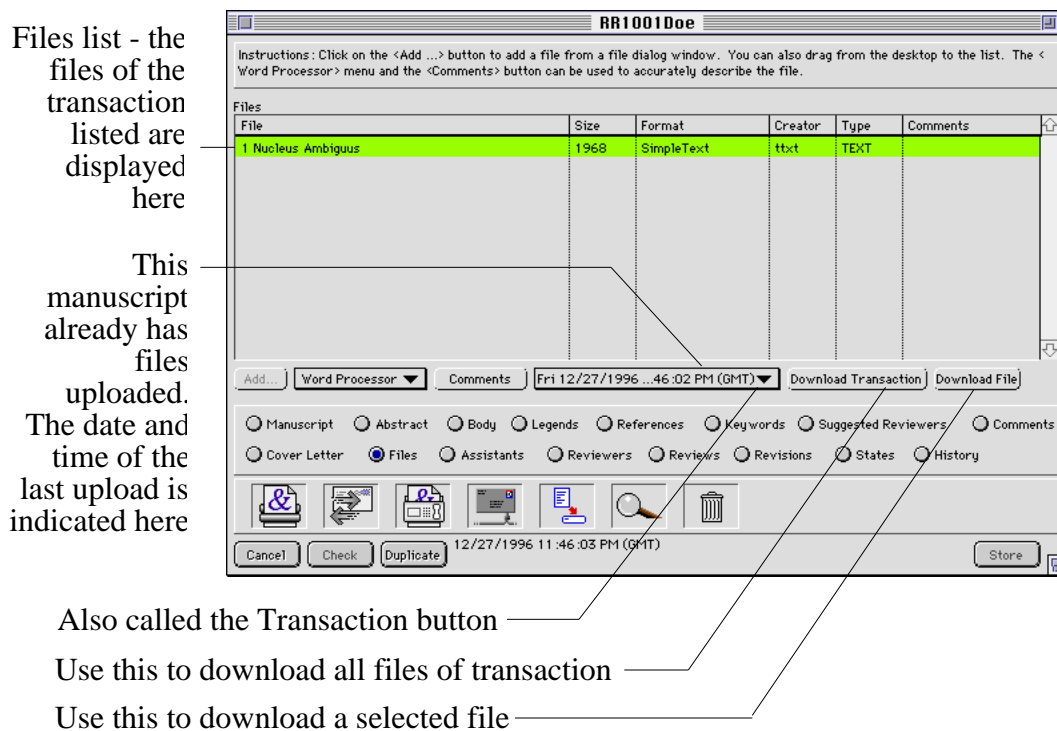
Figure 5.43

All of the files associated with this last transaction are listed in the **Files list**. Presssing on the **Download Transaction button** retrieves all of the files. They are all downloaded together. Presssing on the **Download File button** retrieves the selected file.

View Older Files - If there are other older transactions, press and hold on the **Transaction button** to see other dates and times (Figure 5.44). The selected transaction displays its files in the **Files list**. Presssing on the **Download Transaction button** or the **Download File button** retrieves the file(s).
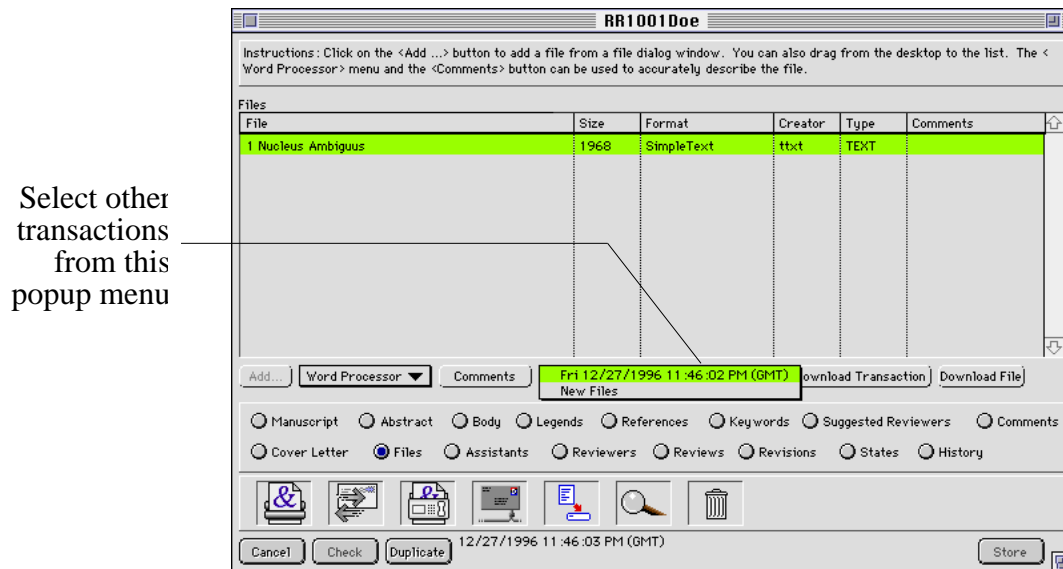
Figure 5.44

Downloading Files - Pressing the **Download Transaction button** or the **Download File button** retrieves the file(s). A file dialog opens requesting the name and location of a folder to store all of the files (Figure 5.45). The default name is the date and time in a short format.
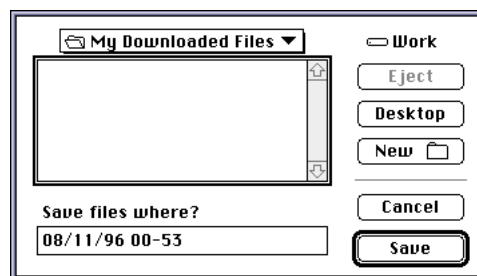
Figure 5.45

Enter in New Files - New files are uploaded for this manuscript by

creating a new transaction. Press and hold on the **Transaction button** and select **New Files** (Figure 5.46).

To create a new transaction for new files to upload for this manucript, select New Files from this popup menu
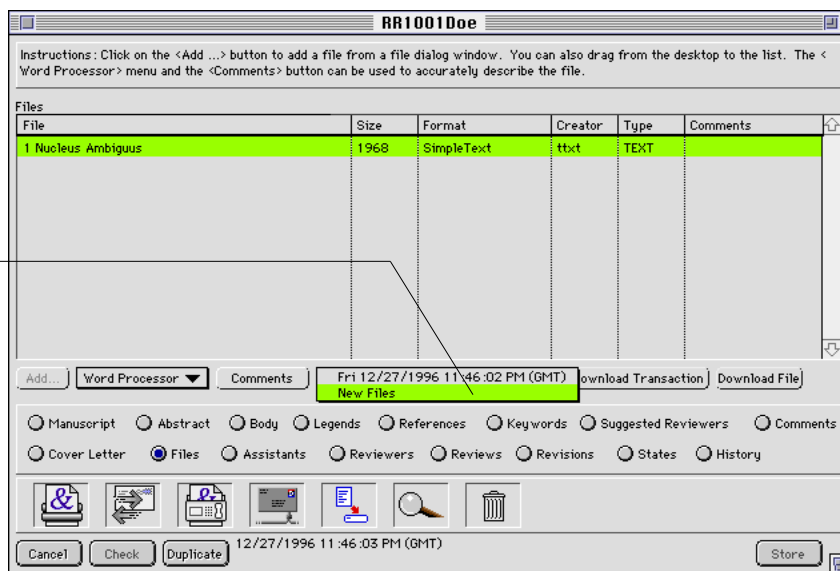
Figure 5.46

This clears the Files list for the adding of new files (Figure 5.47).

The Files list
clears for a new
transaction of new
files to upload for
this manuscript
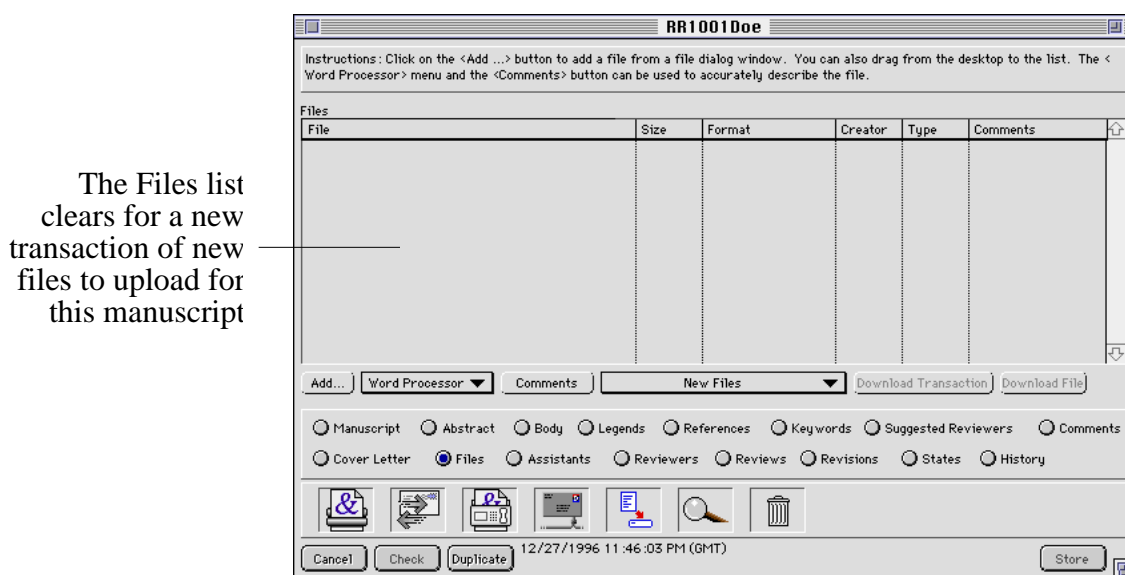
Figure 5.47

Files are added by **dragging** them from the desktop to the field or by pressing on the **Add...** button.

Dragging from the Desktop

1. Select all the files from the Finder

2. Press and hold the mouse button down on one of the selected files

3. Without releasing the mouse, drag with the mouse the entire selection to the field labelled **Files** (Figure 5.48)
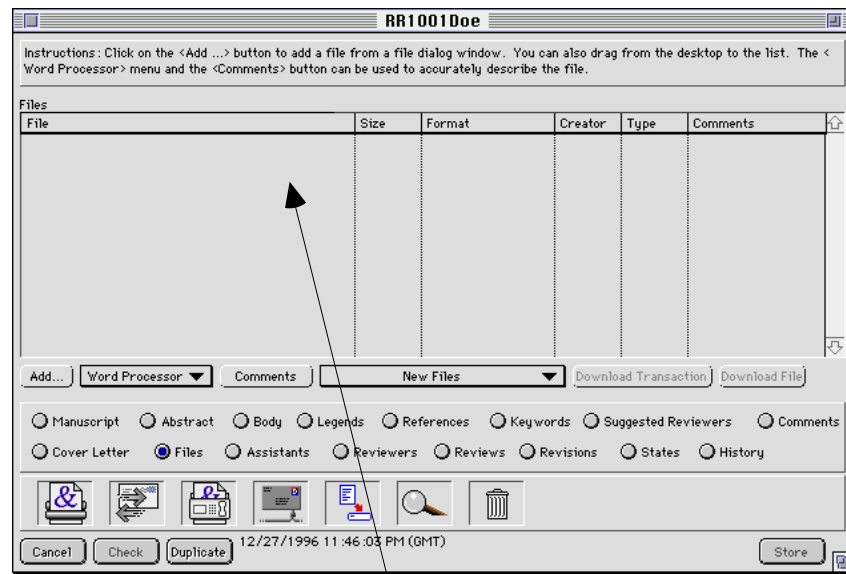
Drag Files from
Desktop to Window

Figure 5.48

Tip: You can drag folders or disks into this files field in the manuscript window, but only files are added to the list. Folders and drives are ignored.

When you release the mouse button, all of the selected files are added to the manuscript object (Figure 5.49).

This file was
dragged in from
the Desktop

.
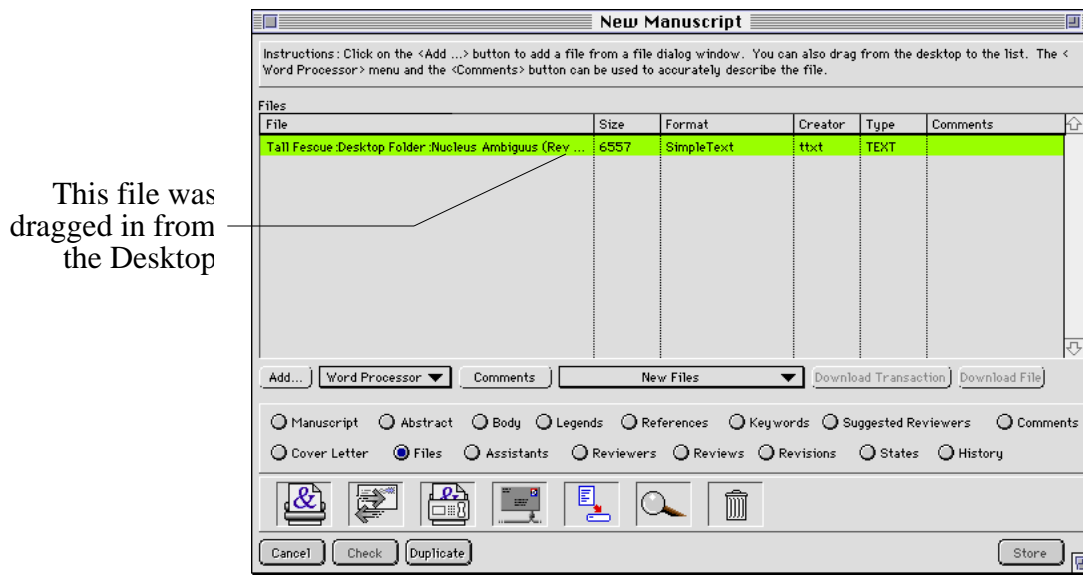
Figure 5.49

Using the Add button

1. Press on the **Add...** button

2. A file dialog opens requesting the manuscript file to attach (Figure 5.50)

3. Select the file

4. Press the **Open button.** The single file is added to the list of files in this manuscript.
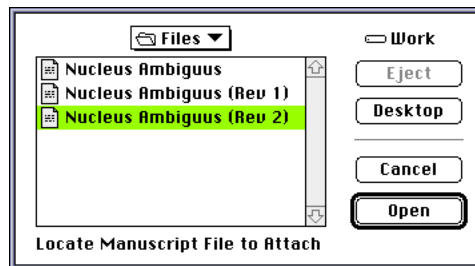
Figure 5.50

The location of all files are stored in the manuscript object. Therefore, the original files must remain in their current location until the manuscript is stored in the database. The process of storing the manuscipt to the database copies each file to the database.

Format - As files are being added, their file creator and type are checked against some known word processing and graphics programs. The Format column may automatically reflect the proper information. This information may also be manually selected.

1. Select one or more of the files

2. Press and hold on the button labelled *Word Processor* to display a popup menu (Figure 5.51)

3. Select the application that matches the selected files. The selection is added to each file selected and displays in the **Format** column. Note that many authoring programs besides word processors are listed.

Format of the files
attached to this
manuscript

Some popular
software
applications
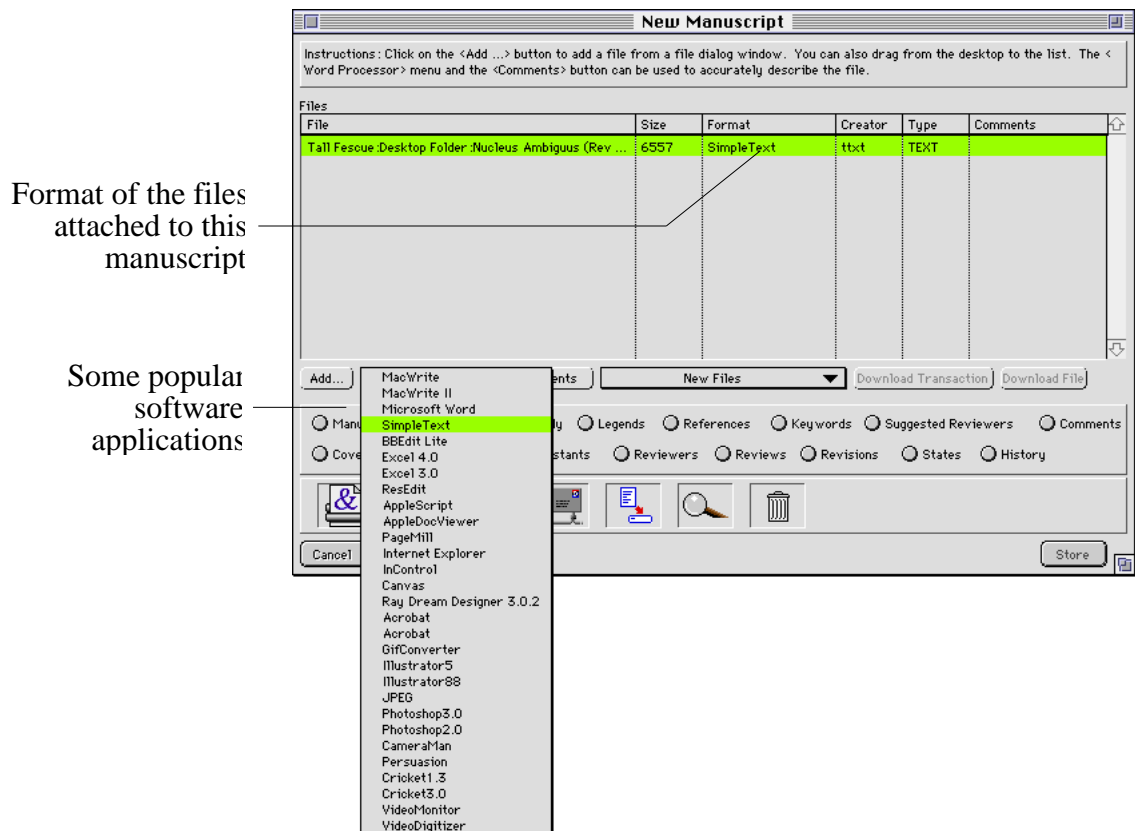
Figure 5.51

Comments - Select one or more of the files. Press on the button labelled *Comments.* A dialog opens for any comment (Figure 5.52).
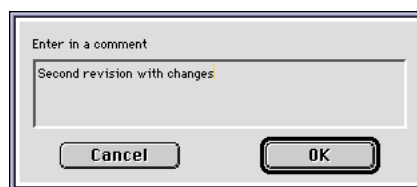
Figure 5.52

The comment is added to each file selected and displays in the **Comments** column (Figure 5.53).

Comments of
the files
attached to this
manuscript

Figure 5.53

Deleting Files

1. Select the files from the *Files* list (Figure 5.54)

2. To select more than one file, hold down the **SHIFT** key while pressing the mouse button on each file

3. Hit the **Delete** key. All selected files are deleted

4. Or drag the selected files to the **Trash Button** of this window. All selected files are deleted

Select and press
Delete Key to
remove files from
this list or drag
selected files to
the Trash button

```
┌──────────────────────── New Manuscript ────────────────────────┐
│ Instructions: Click on the <Add ...> button to add a file from a file dialog window. You can also drag from the desktop to the list. The < │
│ Word Processor> menu and the <Comments> button can be used to accurately describe the file. │
│ Files                                                                      │
│ File                                    │ Size │ Format     │ Creator │ Type │ Comments        │ │
│ Tall Fescue:Desktop Folder:Nucleus Ambiguus (Rev ... │ 6557 │ SimpleText │ ttxt │ TEXT │ Second revision wi... │ │
│                                                                            │
│                                                                            │
│ Add... │ Word Processor ▼ │ Comments │ New Files ▼ │ Download Transaction │ Download File │
│ ○ Manuscript  ○ Abstract  ○ Body  ○ Legends  ○ References  ○ Keywords  ○ Suggested Reviewers  ○ Comments │
│ ○ Cover Letter  ● Files  ○ Assistants  ○ Reviewers  ○ Reviews  ○ Revisions  ○ States  ○ History │
│                                                                            │
│  [&]  [→]  [📠]  [💻]  [📋]  [🔍]  [🗑]                                      │
│ │Cancel│ │Check│ │Duplicate│                                      │Store│ │
└────────────────────────────────────────────────────────────────┘
```
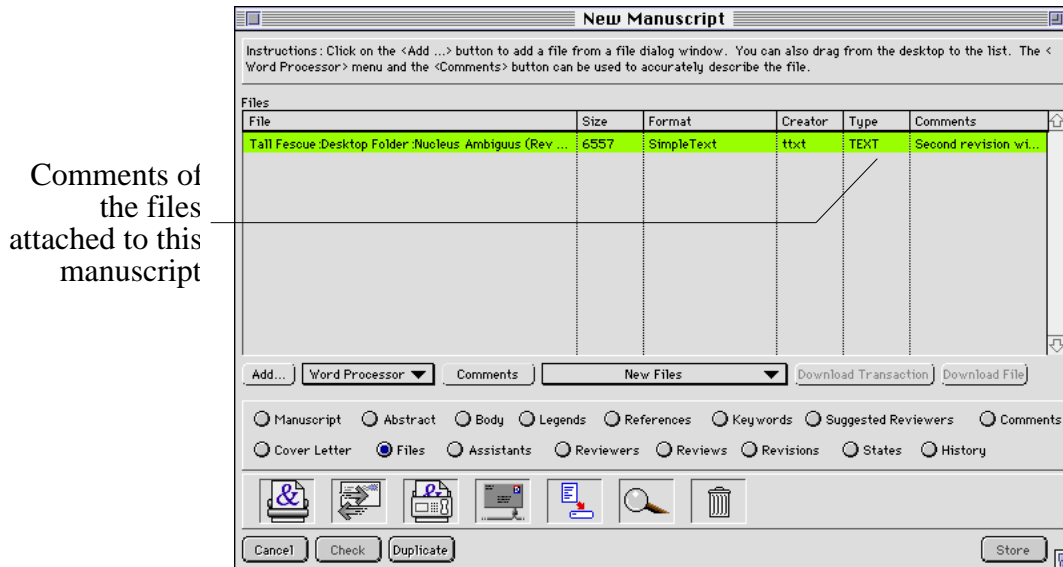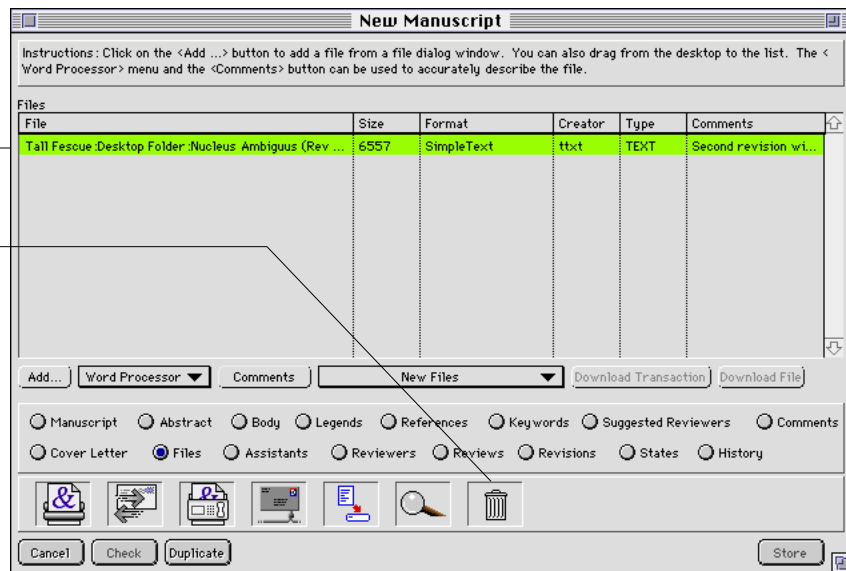
Figure 5.54

Alert: This does not delete the actual file from your disk. It only removes
the link of the file from this manuscript

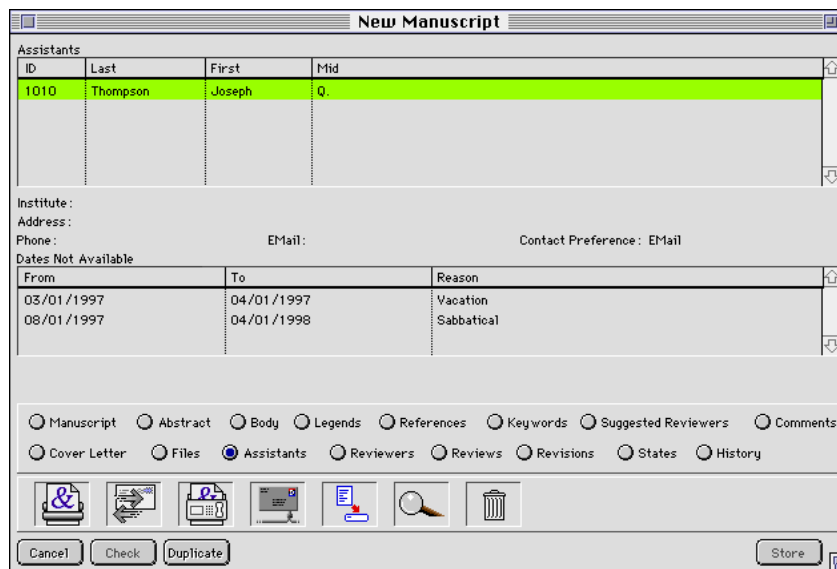**Assistants** - The window is displayed in Figure 5.55.

Figure 5.55

One assistant is already added to this window, and there are two sets of dates that this person is not available. To add new assistants, drag and drop people objects from any List Window of people into the **Assistants Field**. If you select an individual assistant in this field, a summary of their information appears listing the address, the phone numbers, EMail, contact preference, and the dates not available. To delete existing assistants from this list, select them and press the **Delete key**, or drag the selected assistants to the Trash ICON.

A person must be an assistant before he or she can be added to this window. If the person being added is not an assistance, a window displays an error (Figure 5.56).
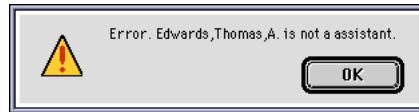
Error. Edwards,Thomas,A. is not a assistant.

OK

Figure 5.56

The person object information window can be opened and the problem corrected by adding an assistant role to this person.

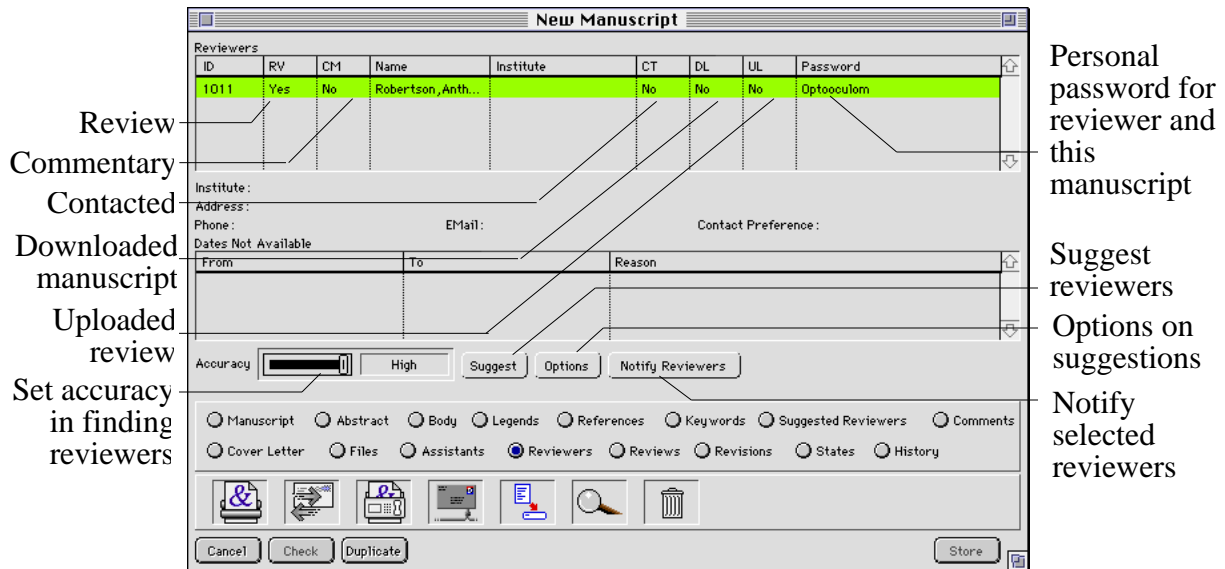**Reviewers** - The window is displayed in Figure 5.57.

Figure 5.57

One Reviewer is already added to this window, with no sets of dates that this person is not available. To add new Reviewers, drag and drop people objects from any List Window of people into the **Reviewers Field**. If you select an individual Reviewer in this field, a summary of their information appears listing the address, the phone numbers, EMail, contact preference, and the dates not available. To delete existing Reviewers from this list, select them and press the **Delete key**, or drag the selected Reviewers to the Trash ICON.

Conditions of Being a Reviewer

1. A person must be a Reviewer before he can be added to this window. If the person being added is not a Reviewer, or is a Reviewer but is not a Reviewer for the journal of this manuscript, a window displays an error (Figure 5.58).
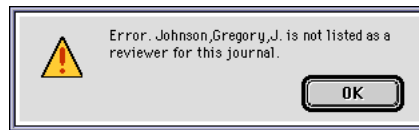
Figure 5.58

The person object information window can be opened and the problem corrected by adding a Reviewer role to this person, or making this person a Reviewer of this journal.

2. If the person being added is an Author of this manuscript, a window displays an error (Figure 5.59).

Figure 5.59

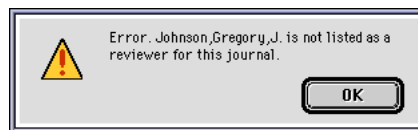3. If the person being added is a Reviewer of this journal, but his permission to review currently on this journal has been inactivated by the Editor, a window displays an error (Figure 5.60).
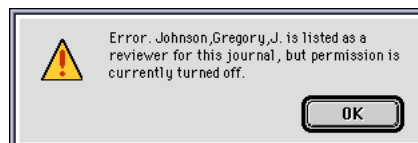
Figure 5.60

4. If the person being added is affiliated with the same institute as one of the Authors, a window opens to warn of this error (Figure 5.61).

Warning. Johnson,Gregory,J. institute is the same as one or more of the authors on this manuscript. Accept anyway?

No   Yes
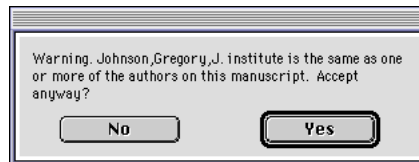
Figure 5.61

If the **No button** is pressed, this person is not accepted as a Reviewer. If the **Yes button** is pressed, this person is accepted as a Reviewer, overriding the warning.

Suggesting Reviewers - SMART can suggest Reviewers automatically by analyzing the keywords or the manuscript and the profiles of the active Reviewers for the journal of this manuscript. An **accuracy slider** sets the amount of accuracy in matching Reviewers with this manuscript. The criteria used are:

High	keywords and competencies checked	case sensitive
Medium-High	keywords and competencies checked	case insensitive
Medium	keywords only checked	case sensitive
Low-Medium	keywords only checked	case insensitive
Low	competencies only checked	case insensitive

Sliding the bar left and right alters the accuracy and shows the current value in the field to its right.

Pressing on the **Options button** opens a window with an option to ignore or respect the dates that a person is not available (Figure 5.62).
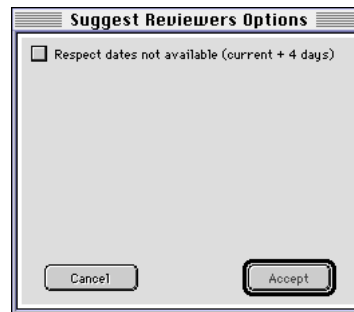

Figure 5.62

Selecting Respect dates not available (current + 4 days) modifies the Reviewer suggestion algorithm to exclude any Reviewers who have dates when they are not available anything from the current date + 4 days. In other words, the Reviewers must be free for the next 5 days (including today). This is basically one week's window in which to be eligible as a Reviewer.

Passwords for Reviewers - each Reviewer is assigned a random password when he is added to the Reviewer's list. The password and the manuscript ID is conveyed to the Reviewer when notified. The password selected can be changed by holding down the Option key when double-clicking on a Reviewer in the Reviewer's list. Several conditions are checked before the password should be safely changed.

- If the Reviewer has already been contacted and notified of the current password, a warning is raised stating that changing the

password may prevent him from downloading the manuscript.

.

• If the Reviewer has already uploaded his review, a warning is raised stating that changing the password has no affect. The Reviewer cannot download the manuscript again.

• If the Reviewer has already downloaded his manuscript to review, a warning is raised stating that changing the password may prevent him from uploading his review. The password is needed to both download the manuscript and upload the review. If he is not notified of the change in the password, SMART does not accept his review.

If all conditions are satisfied, or you elect to ignore the warnings, a window opens to change the password (Figure 5.63).

Figure 5.63

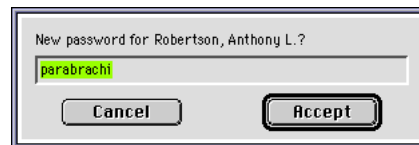The password may contain spaces or other typeable characters. However, font, size, and style are not checked. Pressing the **Accept button** stores the changes in the manuscript object for the selected Reviewer. However, the changes do not get stored in the database until the manuscript is explicitly stored by pressing the **Store button**.

Notifying Reviewers - selected Reviewers may be notified automatically

by pressing the **Notify button**. If the manuscript has been edited or if the manuscript is new, a window opens stating that the manuscript needs to be stored before the Reviewers can be notified (Figure 5.64),
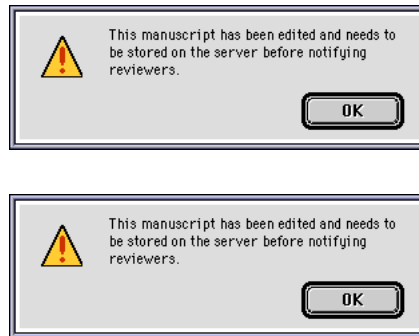

Figure 5.64

The process of notification sends a message to each selected Reviewer via his contact preference.

A reviewer may be asked to write a review, or a commentary, or both. Click on the column labelled **RV (Review)** or **CM (Commentary)** to toggle the request on and off for the selected reviewer.

Status of Reviewers - the status of each Reviewer in the review cycle is indicated with a **Yes** or **No** in the **CT** (Reviewer was contacted), **DL** (Reviewer downloaded the manuscript), or **UL** (Reviewer uploaded his review) columns. If a Reviewer does not upload the review automatically using SMART Reviewer, SMART Editor may be used to manually enter in the review. In that case, UL shows Yes.

Use the status information to help determine when a review is completed. The **Reviews** can then be read by pressing on the **Review button** in the display button pane and the manuscript entered into the next phase of the

review cycle.

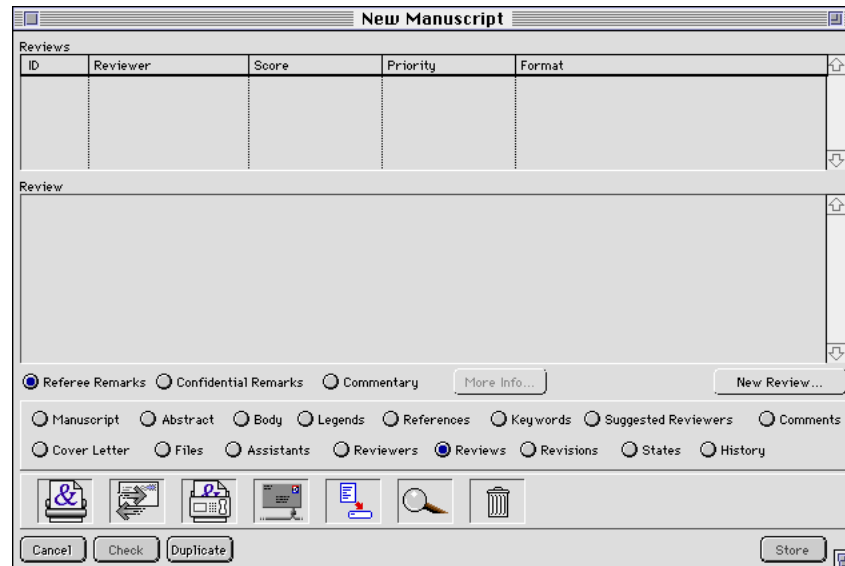**Reviews** - The window is displayed in Figure 5.65.

Figure 5.65

Reviews may be uploaded automatically using the SMART Reviewer application. The Reviewer generally does this when the review is complete. On the **Reviewers display**, his status would then show **UL** (uploaded review) as **Yes**. If so, the review itself is listed on this **Reviews display**, and may be viewed and edited.

Entering in New Reviews or Commentaries - reviews or commentaries may also be entered manually using this application. Both are handled in a similar manner as when using SMART Reviewer.   Pressing the **New Review... button** checks first if there are any Reviewers for this manuscript. A review or commentary is always attached to a Reviewer, and if there are no Reviewers assigned, an error window opens (Figure 5.66).
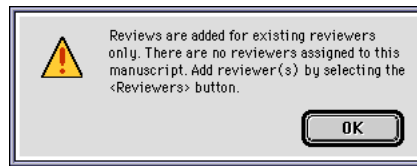
Figure 5.66

If there are Reviewers, a window opens to select the Reviewer to attach to this this new review/commentary (Figure 5.67).
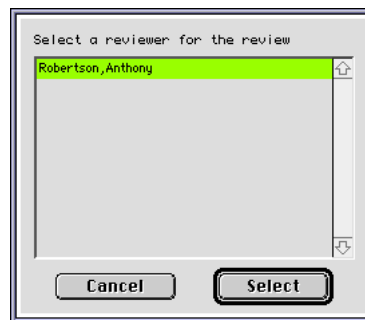

Figure 5.67

In this manuscript, Anthony Robertson is an assigned Reviewer. He is selected as the Reviewer for this new review/commentary.   If a review/commentary is already stored for this Reviewer, a window opens asking if a new one should be stored with the Reviewer (Figure 5.68).
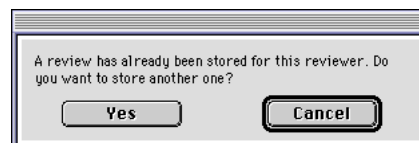
Figure 5.68

Pressing the **Yes button** on this window or the **Select button** on the previous window if the Reviewer does not have a manuscript opens a review window (Figure 5.69).
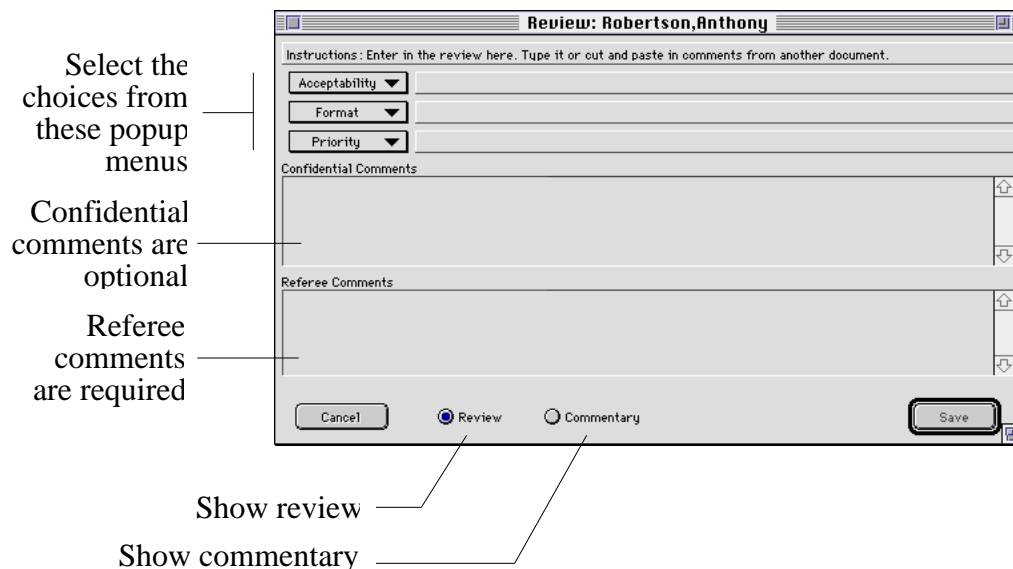
Figure 5.69

Either a *Review* or a *Commentary* may be entered by selected the **Review** or **Commentary** button.

Review - Selections need to be made on the **Acceptability**, the **Format**, and the **Priority** of the manuscipt. The **referee comments** should be entered. The **confidential comments** to the Editor are optional.

Press and hold on the **Acceptability button** to display a popup menu (Figure 5.70). Choose the appropriate selection.

Enter the acceptability
with this popup menu
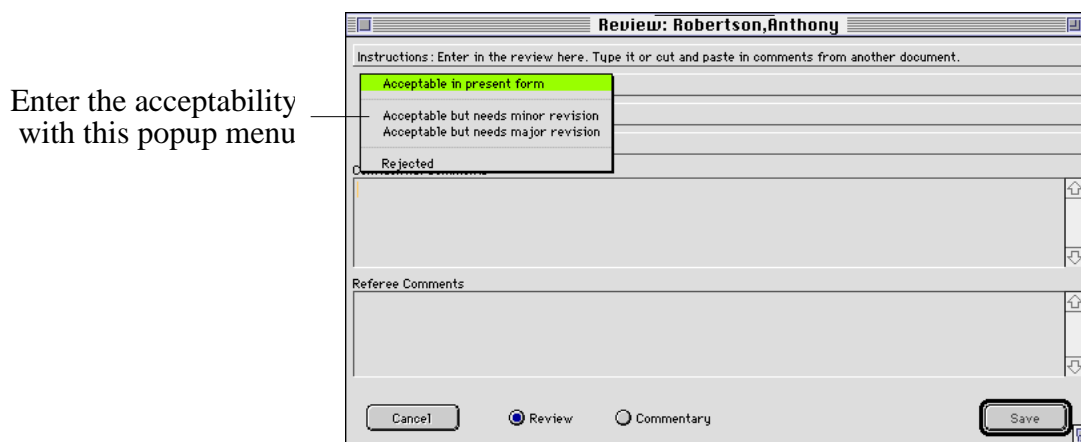
Figure 5.70

Press and hold on the **Format button** to display a popup menu (Figure 5.71).

Choose the appropriate selection.

Enter the format with
this popup menu
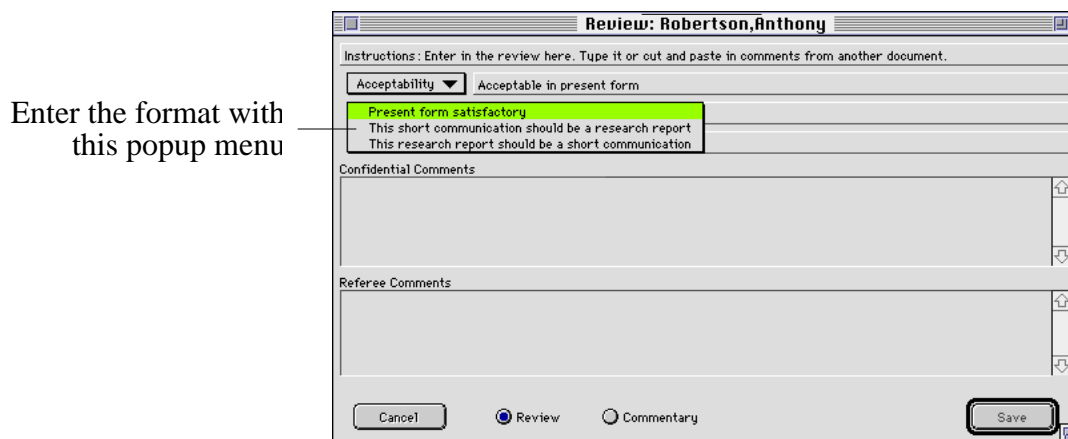
Figure 5.71

Press and hold on the **Priority button** to display a popup menu (Figure 5.72).

Choose the appropriate selection.

Enter the priority with
this popup menu
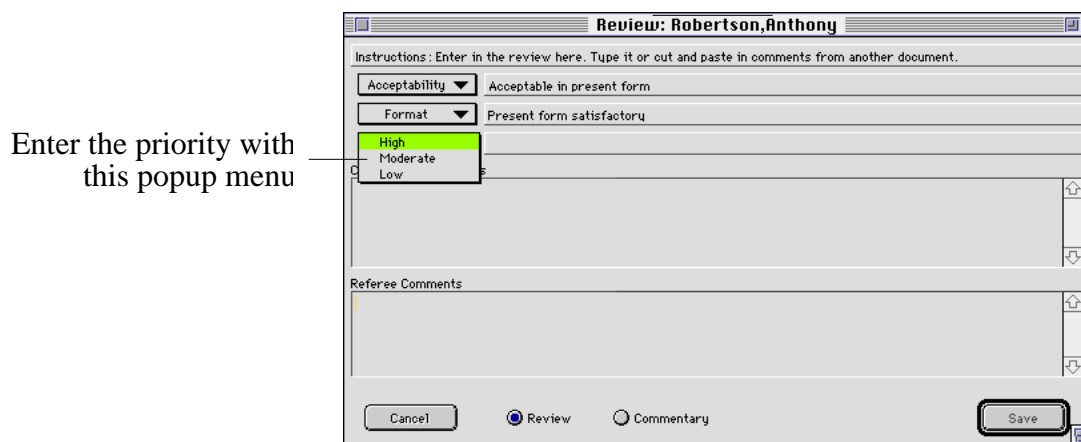
Figure 5.72

Complete the review by entering in the **confidential** and **referee** comments (Figure 5.73). Only the referee comments are conveyed to the Author.
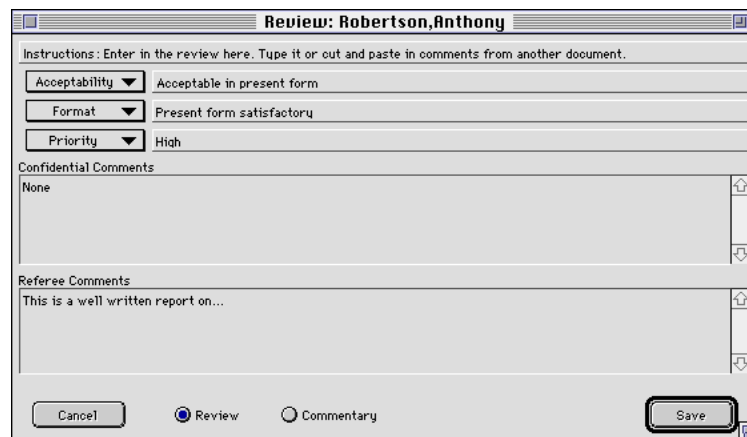
Figure 5.73

Commentary - Enter in the commentary for the manuscript in the commentary field (Figure 5.74).
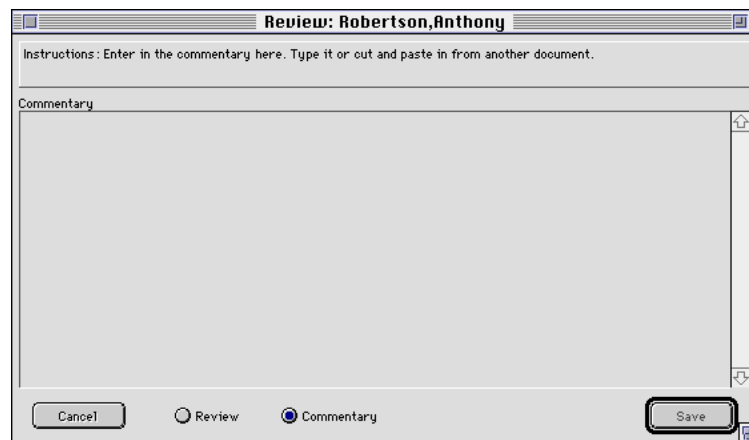
Figure 5.74

Pressing the **Save button** saves the review and/or commentary to the manuscript and updates the Reviews display (Figure 5.75). This display is the same if the Reviewer uploaded the review and/or commentary automatically.
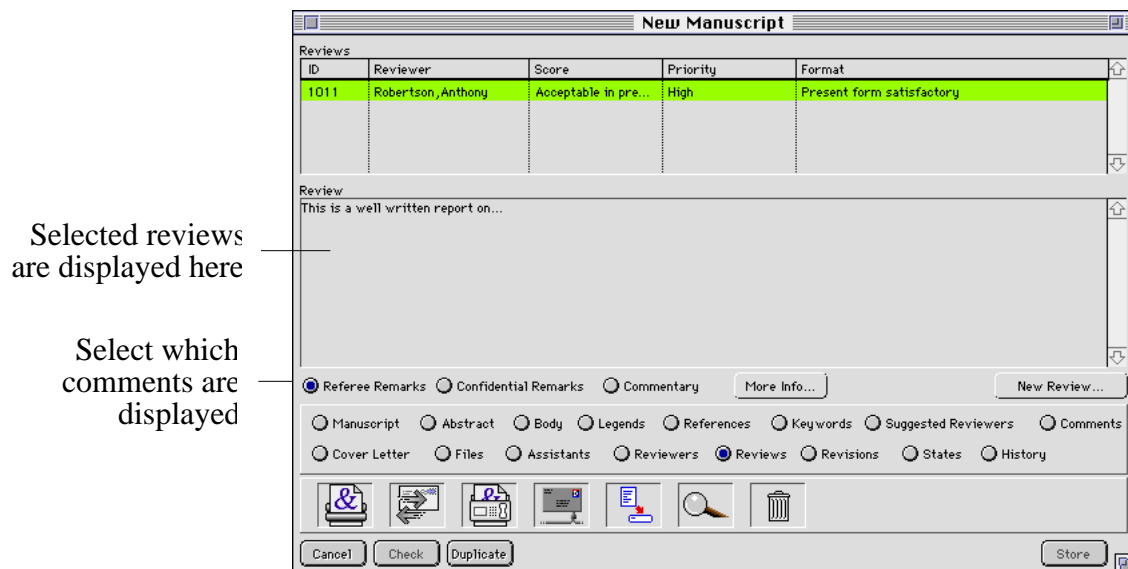
Figure 5.75

Selecting a review displays the review comments in the **Review field**. Selecting **Referee Remarks**, **Confidential Remarks**, or **Commentary** changes the displayed comments. The Review field is enabled for writing so the text can be copied or dragged and dropped into another application or the desktop. However, any changes made here to the text is not saved to the manuscript.

Reviews cannot be deleted. Once entered, they remain for the life of the manuscript. Changes to the review should be entered as a new review.

States - The window is displayed in Figure 5.76.

Enter comments for selected states

Press here to enter in a new state

Select this if authors of this manuscript should be permitted to view the states

Select this if the reviewers of this manuscript should be permitted to view the states

Figure 5.76

State information is entered in manually. Pressing on the **Add New State button** pops up a menu of all states available for a manuscript (Figure 5.77).

Figure 5.77

The new state displays in the State Items field. The **date**, the **person** who selected the state, the **state**, and optional **comments** are displayed for each state. To enter in a comment, select the **state** and press the **Comments button** to open a comment window (Figure 5.78.

Figure 5.78

Selecting **Allow authors to view state** sends information on the states to the Authors when they check the progress of this manuscript's review cycle using SMART Submitter. However, only certain states with predefined

remarks are returned to the Author. The following are the only states that the Author sees, and the remark that is returned.

- **Accepted** - "Manuscript has been accepted"
- **Accepted pending revision** - "Manuscript has been accepted pending revision"
- **Rejected** - "Manuscript has been rejected"
- **Requires revision** - "Manuscript requires revision"

Selecting **Allow Reviewers to view state** sends information on the states to the Reviewers. This feature is currently not supported.

History - The window is displayed in Figure 5.79.
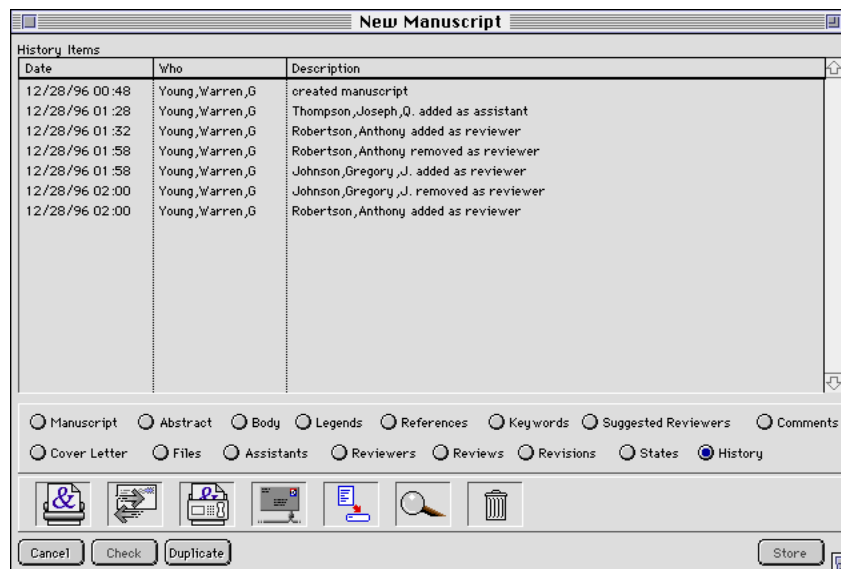
Figure 5.79

The history covers as much of the transactions that have to do with this manuscript. The date, who performed the transaction, a description is stored for each entry.

Opening a Manuscript

Manuscripts saved to the document may be reopened for browsing or for additional editing.
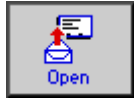
Press on the **Open** button after selecting a manuscript in the document window. Or you can **double-click** on the selected manuscript in the document window. Select multiple manuscripts by holding down the **Shift key** when you select each object in the list. A manuscript window opens for each selected manucript object.

The object is retrieved from one of two locations depending on whether the manuscript was previously stored in the database and has an ID number.

Stored in Database - if the manuscript was previous stored in the database and has an ID number, it is retrieved from the database. An online connection must be present. If not, your name and password is required to log into the server.

Stored in document - if the manuscript was not stored in the database, and only saved in the document, it is retrieved from the document. The manuscript may be edited and saved back to the document, or stored in the database..

Deleting a Manuscript

Manuscripts saved to the document may be deleted from the document. Deletion of the manuscript does not delete it from the database if the manuscript had been stored to the database. This only removes the link from the document.

Press on the **Delete** button after selecting a manuscript in the document window. You can also press the **Delete** key on the keyboard. Select multiple manuscripts by holding down the **Shift key** when you select each object in the list. A confirmation dialog appears Figure 5.80.
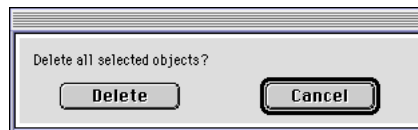
Figure 5.80

This action can be undone by selecting **Undo Delete Objects** in the **Edit Menu** (Figure 5.81). The manuscript is listed again in the document window.
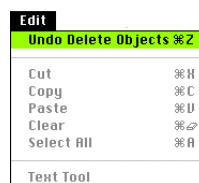
Figure 5.81

The undo of the deletion itself can also be undone, known as an redo. Select **Redo Delete Objects** in the **Edit Menu** (Figure 5.82). The manuscript is again deleted from the document.
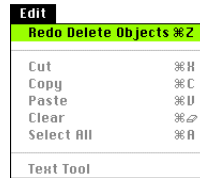
Figure 5.82

Printing a Manuscript

A manuscript can be printed at any time, whether it has been been stored in the document or saved to the database.

Press on the **Print** button after selecting a manuscript in the document window. Select multiple manuscripts by holding down the **Shift key** when you select each object in the list. If a printer is selected, a summary of the manuscript object is printed. This function does not print the contents of the attached files. It only prints the information that is entered with SMART. Figure 5.83 shows an example of a print report.

```
ID: 1001
Created: Thu 12/27/1996 11:46:03 PM (GMT)

Title: The cytoarchitectonics of the Nucleus Ambiguous in the rat
Authors: Doe,John,E.
Corresponding Author: Edwards, Thomas, A., White, Robert, G.
Journal: BRAIN RESEARCH INTERACTIVE
Theme: Spinal cord and brainstem: anatomy
Notification: EMail
Paper Format: Research Articles
Keywords: Cytoarchitecture, Brainstem, Circuit
Abstract: None
Body: None
Figure legends: None
References: None
```

Figure 5.83

Storing a Manuscript

The manuscript object is ready to store in the database when the **Store** button is enabled. **Store Manuscript** from the **Manuscripts Menu** can also be selected (Figure 5.84). This menu item is enabled only when the manuscript is ready to be stored.
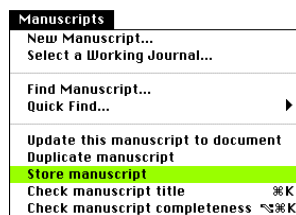
Figure 5.84

If there is no active connection to the server, a login window appears asking for your login name and password (Figure 5.85).
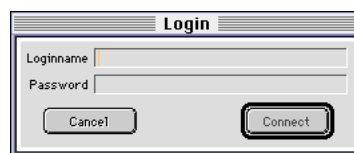
Figure 5.85

If the network configuration is incorrect, or if there is any problem in using the network or accessing the server, an error message appears.

Figure 5.85

The storing process cannot be interrupted once it begins. The **progress bar** and **progress field** is in use on the progress window. Depending on the type of connection you have to the Internet, the size of the files, and the activity at the SMART server, storing can take anywhere from seconds to minutes. The *progress field* shows the amount of data remaining to be sent, especially the size of the files if files are being uploaded.

Tip: If the progress window is behind the other windows, you won't be able to see the messages. Move the preogress window to expose the progress bar and message field.

If there is any error by the server, or a network interruption after the transmission has started, an error message appears (Figure 5.86).
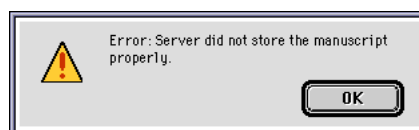
Figure 5.86

If this happens, try again later. If it continues, please contact **Technical Support**.

When the manuscript object has been successfully sent to the server, the document window updates (Figure 5.87). If the manuscript is new, a new manuscript ID is assigned by the server.
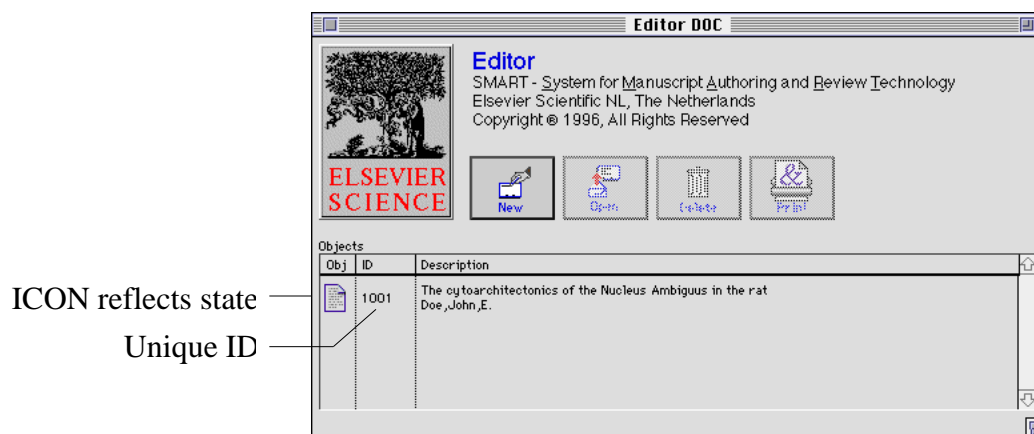
Figure 5.87

The manuscript shows the *ID* in the ID column, and the Obj column displays an ICON that represents the state of the manuscript.

SHOW ICONS

Chapter 6
Retrieving Data from the Database

This chapter will show you how to use data from the database. You will learn how to search for them with a find dialog, and how to retrieve them by using various windows, how to store them back into the database when they are modified, and how to save them to the document.

- Going Online
- Finding Objects
- Retrieving Objects
- Storing Objects
- Saving Objects to the Document

Going Online
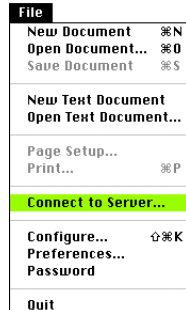
A login name and password is needed to log into the database server. If login access is required for any of the commands in SMART, the login window appears. Select **Connect to Server...** in the **File Menu** to connect to the server directly (Figure 6.1).
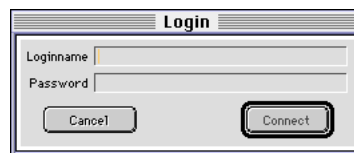
Figure 6.1

When both the login name and the password are entered, the **Connect button** is enabled. Pressing Connect begins the login process. If the network configuration is incorrect, or if there is any problem in using the network or accessing the server, an error message appears.
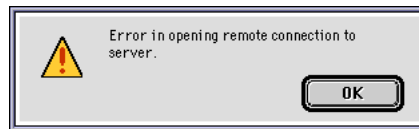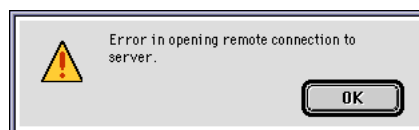
Figure 6.1

The login process cannot be interrupted once it begins. The **progress bar** and **progress field** is in use on the progress window. The *progress field* shows the login process phases. If the login name and password are accepted by the server, the progress window shows status information (Figure 6.2).
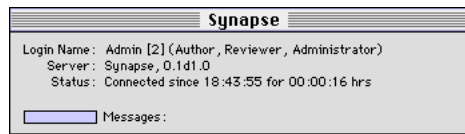
Figure 6.2

The login name also shows the roles that the login user has. In Figure 6.2, the login name is **Admin**, and the roles associated with this person are as **Author**, **Reviewer**, and **administrator**.

Select **Disconnect from Server...** of the **File Menu** to disconnect the current connection to the server. A confirmation window appears (Figure 6.3).

Figure 6.3

Pressing the **OK button** starts the disconnect process. Administrators remotely logged into the server, or the administrator of the server can also log this account out manually. In most cases, a message window warns of either an immediate disconnect or the remaining time of connection.

Finding Objects

There are two basic classes of objects that are subject to **Find** commands - manuscripts and people. People are searched completely through the database, covering all journals supported by SMART. This eliminates redundancy of people among manuscripts. Manuscripts, however, are organized by journal, and one **working journal** needs to be specified before any searching can be conducted on manuscript objects.

The Working Journal - to work with manuscripts, the scope of the database needs to be narrowed to one working journal. The second menu item in the **Manuscripts Menu** shows the default journal configured into SMART (Figure 6.4). In this case, **Brain Research** is the working journal.
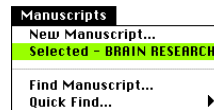
Figure 6.4

If there is no default journal, the menu item is labelled **Select a Working Journal** (Figure 6.5).
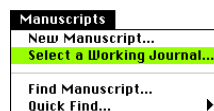
Figure 6.5

Selecting this menu item opens a window listing all of the supported

journals. Select the desired working journal. Figure 6.6 shows that only
Brain Research is supported in this configuration of SMART.
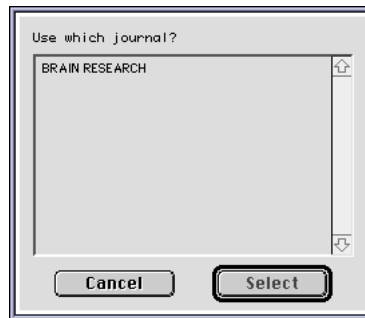
Figure 6.6

A new working journal may be selected at any time by selecting this menu
item, even if there is a working journal currently selected. The current
selection is always reflected in the label of this menu item.
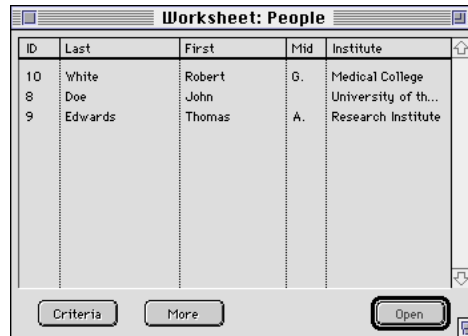
Finding People by Quick Find - Select **Quick Find...** in the **Users Menu**
pops up two additional choices to find all Reviewers or all Authors in the
database (Figure 6.7).

Figure 6.7

The results are listed in a window named **Worksheet: People** (Figure 6.8).
Up to 100 people are returned by a Quick Find search. If more people are

needed, use the general Find commands (see later in this chapter).

Figure 6.8

Pressing the **Criteria button** displays the criteria used to find the results listed in this window (Figure 6.9).
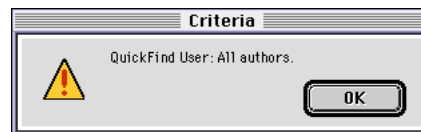
Figure 6.9

The initial format for this window shows the shortened or abbreviated listing of the people. Only four fields listing the ID, the last name, first name, middle name, and institute are available. Pressing the **More button** expands the detail to show more columns on each person. The window should be made wider to show the extra columns of information (Figure 6.10).

Extra detail when the
More button is pressed

Figure 6.10

Objects in the list may be selected. The **Open button** is enabled and
pressing it retrieves each person object from the database and opens it into
a separate window showing all the detail on each person. The information
in that window can be edited and stored back into the database.

Finding People by the Find Command - a more generalized method to
locate people in the database is to use the **Find User** command. Select
Find User... from the **Users Menu** (Figure 6.11).

Figure 6.11

A **Find Person window** opens (Figure 6.12). Use this window to enter in
all search strings and search criteria. Any number of find windows may

be opened simultaneously.

Show additional
search fields ─────┐

Press here to
get another
search criteria ──────

Select to open
each in a
window

Search Field
Search Method
Search String

Search
result limit

Boolean mode
of searching
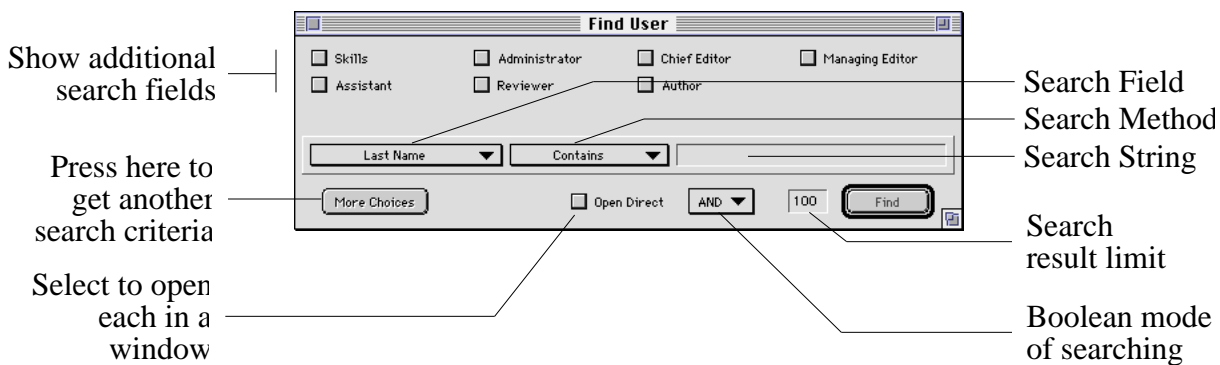
Figure 6.12

The default search field in the find window is **Last Name**, and the default
search method is **Contains**. Enter in a string to search in the **Search
String field**, and press the Find button to start the search process. All
objects in the people database containing the string is returned in a window
list.

Pressing on the **Search Field button** pops up a menu to select the appropriate
field. Some of the basic choices are shown in Figure 6.13. These are the
basic attributes of a person object. The current selection is grayed out. In
this case, **Last Name** is not available in the menu because it is the current
selection of this search field button.
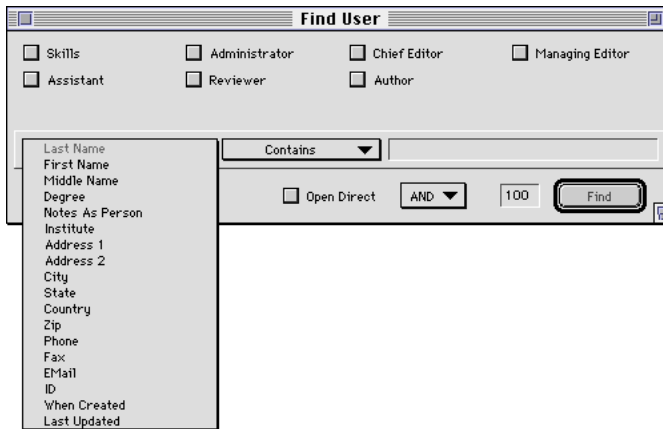
Figure 6.13

Pressing on the **Search Method button** pops up a menu from to select the appropriate method of searching the search field. The methods vary with the data type of the search field. For example, if the search field is **Last Name**, the search methods are based on the last name data type as a string. The methods for a string are shown in Figure 6.14.
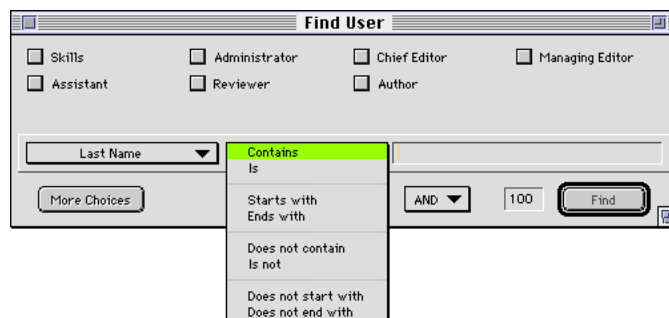
Figure 6.14

Similarly, searching on the **When Created date** shows methods appropriate for searching on dates (Figure 6.15).
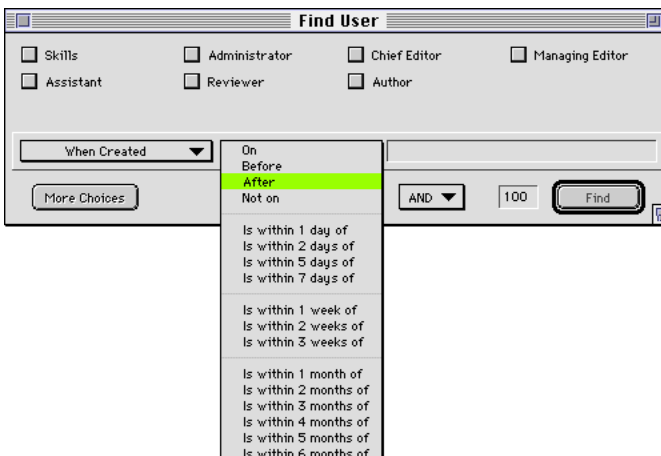
Figure 6.15

Some search fields and methods do not require the search string. For example, Figure 6.16 shows the field as **Internet Access**. The methods are **Yes** and **No**. The search string field is hidden from the find window. Selecting either one is sufficient as the proper criteria.

Figure 6.16

There are several data types. Each type has its own list of search methods. The fields, their types, and the methods are listed in the appendix.

The objects found may be opened directly into a separate person window by selecting the **Open Direct button**. Use this only if the number of objects expected is very small, such as from a direct match of strings, or

from a search on the unique number ID.

The number of objects returned can be limited by entering in a number in the **Search Result Limit Field**. The upper limit on this is 999 objects.

Selecting each **Additional Search Fields** adds more search fields to the search field lists that pop up when you press on the **Search Field button**. For example, selecting **Skills** adds the following new search fields (Figure 6.17).
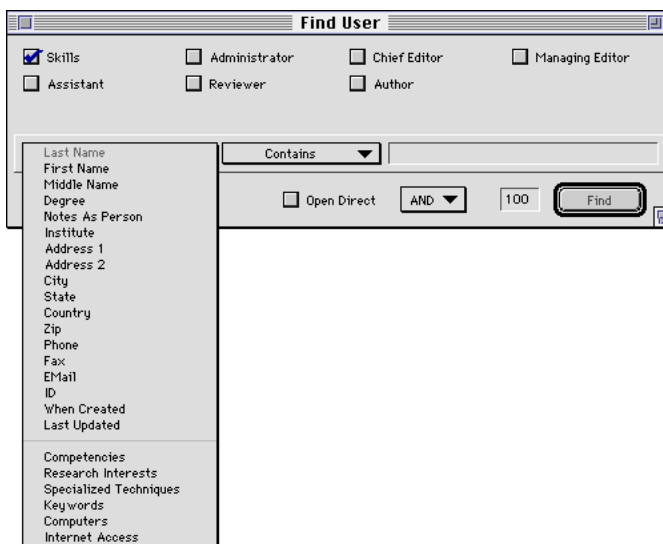
Figure 6.17

The number of Additional Search Fields in the find window vary with the login privileges that are active at the time of login. For example, Figure 6.18 shows the find window as it appears when either there is no active connection to the server, or when the Editor logs in.

Figure 6.18

Pressing the **More Choices button** expands the window and adds another set of search criteria (Figure 6.19).

Figure 6.19

The second search field value is not be the same as the first one. It is the first free search field value not currently displayed in the window. Since **Last Name** is in the first set, **First Name** is chosen for the second set. These selections may be altered at any time by again pressing on the search field button to pop up a menu from which to choose another value. Each menu shows only the valid items that can be chosen. Figure 6.20 shows the choices available if either search field button is pressed.
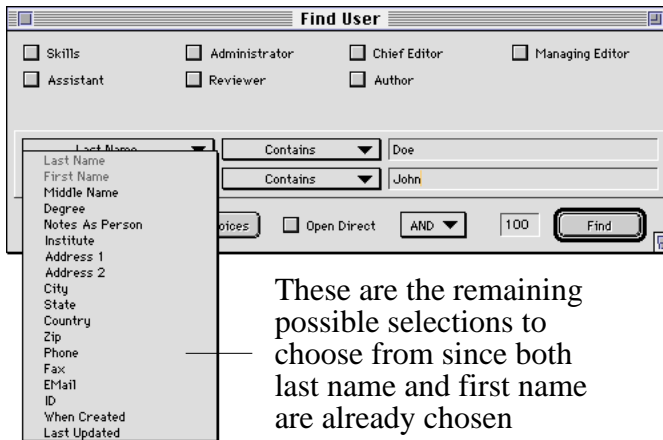
Figure 6.20

Both **Last Name** and **First Name** are not available since they are currently selected as search field criteria. **Doe** is entered for the last name string, and **John** is entered for the first name string. Both search methods are **Contains**. The results returned is a single person object for **John Doe** (Figure 6.21).
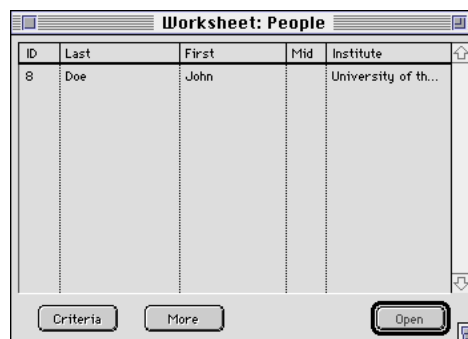
Figure 6.21

Note that a new button named **Less Choices** appears in the find window when more than one criteria set appears. Pressing this button removes the last criteria set until there is again only one showing on the find window.

Pressing on the button labelled **AND** pops up a menu that shows two choices - **AND** and **OR**. This selects the boolean mode of searching when there are more than one set of ctiteria. For example, if **Last Name** contains **Doe**, and **Institute** contains **University**, a search by AND returns only people whose name is *Doe* from any *University*. If the search is by OR, all people named *Doe* and all people with the word *University* in the name of their institute are returned.

Finding Manuscripts by Quick Find - Select **Quick Find...** in the **Manuscripts Menu** pops up additional choices to find manuscripts in the database (Figure 6.22). Most of these Quick Find choices are based on the states that a manuscript goes through during its life cycle.
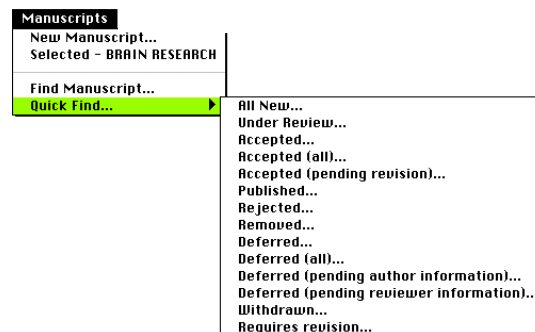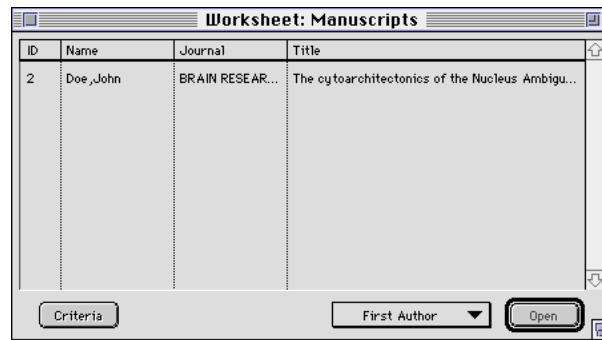
Figure 6.22

The results are listed in a window named **Worksheet: Manuscripts** (Figure 6.23). Up to 100 manuscripts are returned by a Quick Find search. If more manuscripts are needed, use the general Find commands (see later in this chapter).

Figure 6.23

Pressing the **Criteria button** displays the criteria used to find the results
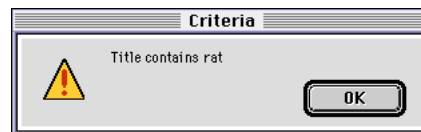
Figure 6.23

Pressing the button labelled **First Author** displays two choices to change the display order - by first Author, or by Corresponding Author.

Objects in the list may be selected. The **Open button** is enabled and pressing it retrieves each manuscript object from the database and opens it into a separate window showing all the detail on each manuscript. The information in that window can be edited and stored back into the database.

Most of the Quick Find commands are based on matching the states of the manuscript. However, for All New and Under Review, special consideration is given to the Reviewer selection and status.

  • **All New** - returns all new manuscripts where no Reviewers have

been selected

- **Under Review** - returns all manuscripts where Reviewers have been selected. At least one Reviewer must have been contacted or at least one Reviewer must have downloaded a manuscript to begin a review process. Only one is required for the contact because not all Reviewers may be contected electronically

Finding Manuscripts by the Find Command - a more generalized method to locate manuscripts in the database is to use the **Find Manuscript** command.   Select **Find Manuscript...** from the **Manuscripts Menu** (Figure 6.24).
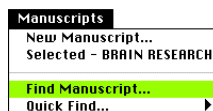
Figure 6.24

A **Find Manuscript window** opens (Figure 6.25). Use this window to enter in all search strings and search criteria. Any number of find windows may be opened simultaneously.
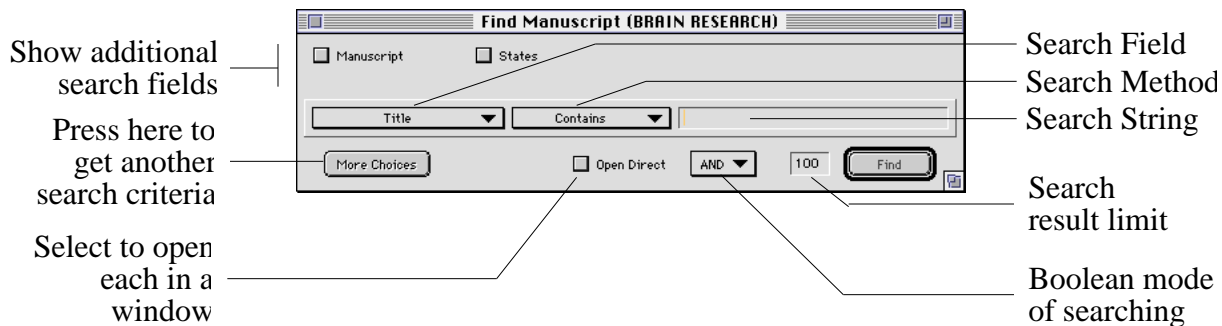
Figure 6.25

The default search field in the find window is **Title**, and the default search method is **Contains**. Enter in a string to search in the **Search String field**, and press the Find button to start the search process. All objects in the manuscript database containing the string is returned in a window list.

Pressing on the **Search Field button** pops up a menu from to select the appropriate field. Some of the basic choices are shown in Figure 6.26. These are the basic attributes of a manuscript object. The current selection is grayed out. In this case, **Title** is not available in the menu because it is the current selection of this search field button.
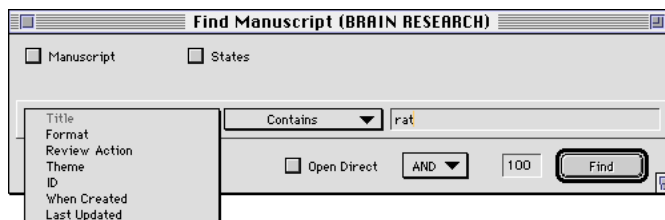
Figure 6.26

Pressing on the **Search Method button** pops up a menu from to select the

appropriate method of searching the search field. The methods vary with the data type of the search field. For example, if the search field is **Title**, the search methods are based on the title data type as a string. The methods for a string are shown in Figure 6.27.
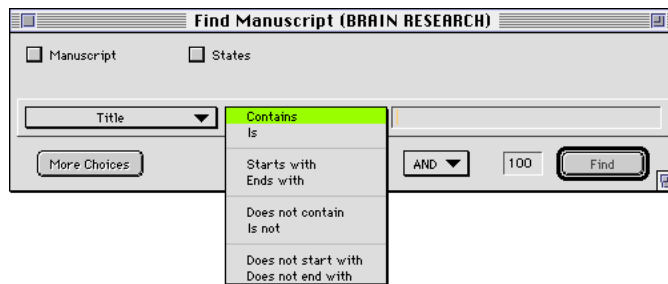
Figure 6.27

Similarly, searching on the **When Created date** shows methods appropriate for searching on dates (Figure 6.28).
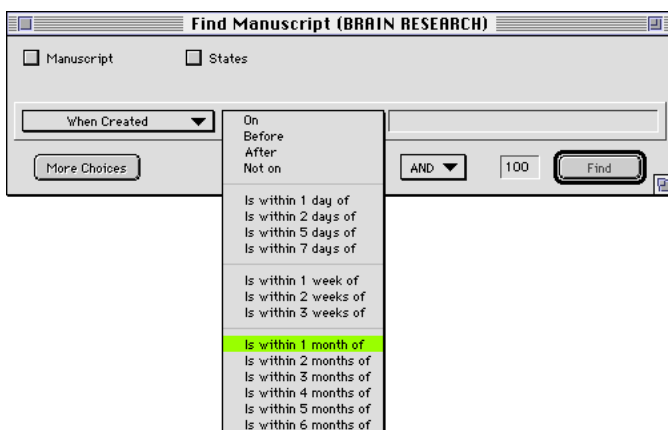
Figure 6.28

Some search fields and methods do not require the search string. For

example, Figure 6.29 shows the field as **Format**. The methods are all of the paper formats configured into SMART. The search string field is hidden from the find window. Selecting either one is sufficient as the proper criteria.
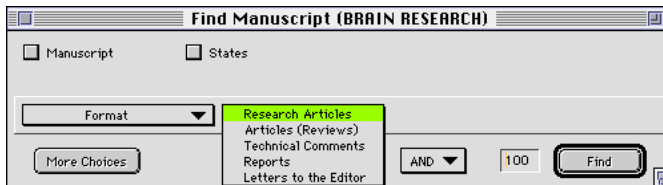
Figure 6.29

There are several data types. Each type has its own list of search methods. The fields, their types, and the methods are listed in the appendix.

The objects found may be opened directly into a separate manuscript window by selecting the **Open Direct button**. Use this only if the number of objects expected is very small, such as from a direct match of strings, or from a search on the unique number ID.

The number of objects returned can be limited by entering in a number in the **Search Result Limit Field**. The upper limit on this is 999 objects.

Selecting each **Additional Search Fields** adds more search fields to the search field lists that pop up when you press on the **Search Field button**. For example, selecting **Manuscript** and **States** adds the following new search fields (Figure 6.30).
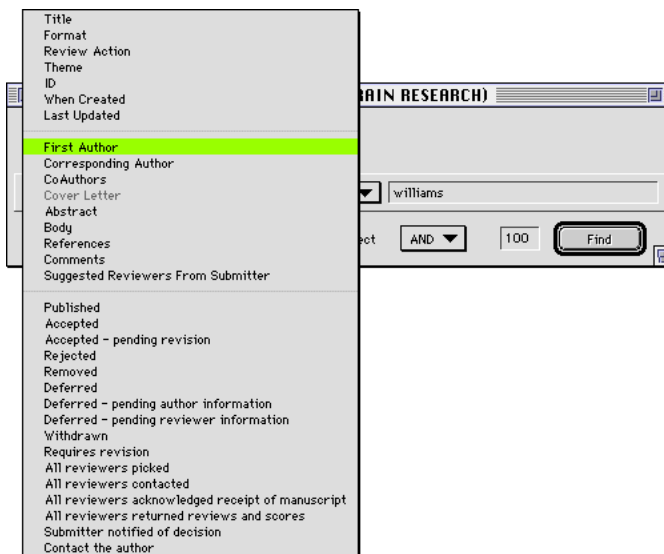
Figure 6.30

Unlike the people find window, the number of Additional Search Fields in the manuscript find window does not vary with the login privileges. All parts of the manuscript may be freely searched by any login access account.

Pressing the **More Choices button** expands the window and adds another set of search criteria (Figure 6.31).
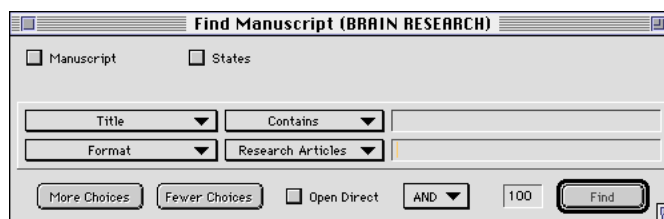
Figure 6.31

The second search field value is not be the same as the first one. It is the first free search field value not currently displayed in the window. Since

Title is in the first set, **Format** is chosen for the second set.   These selections may be altered at any time by again pressing on the search field button to pop up a menu from which to choose another value. Each menu shows only the valid items that can be chosen. Figure 6.32 shows the choices available if either search field button is pressed.
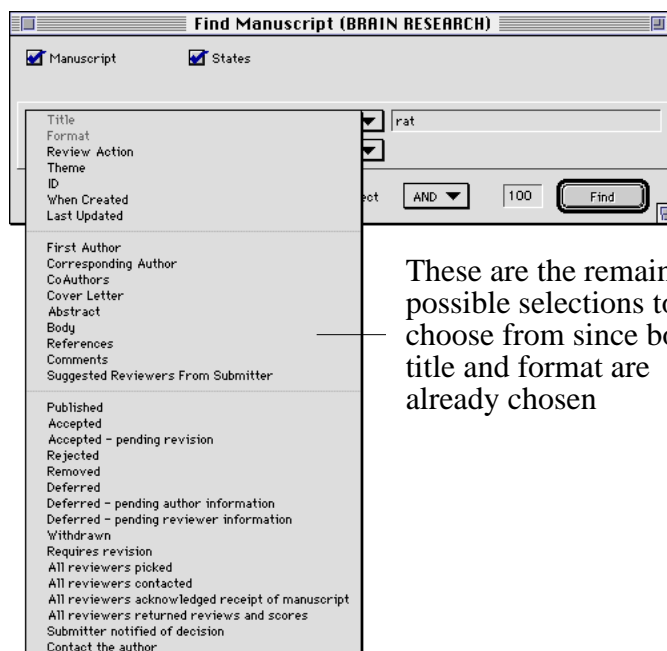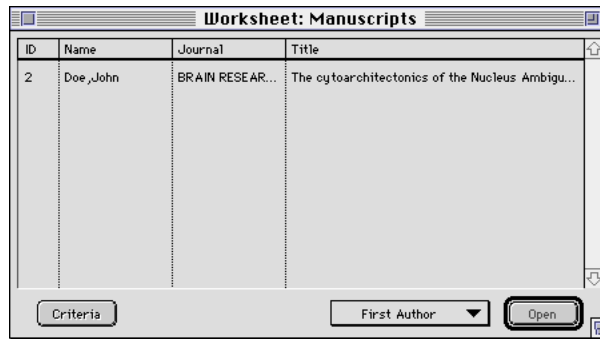
Figure 6.32

Both **Title** and **Format** are not available since they are currently selected as search field criteria. The word **rat** is entered for the title string, and **Research Articles** is selected for the format. The results returned is a single manuscript object for **The Cytoarchitectonics of the Nucleus Ambiguus in the Rat** (Figure 6.33).

Figure 6.33

Note that a new button named **Less Choices** appears in the find window when more than one criteria set appears. Pressing this button removes the last criteria set until there is again only one showing on the find window.

Pressing on the button labelled **AND** pops up a menu that shows two choices - **AND** and **OR**. This selects the boolean mode of searching when there are more than one set of ctiteria. For example, if **Title** contains **rat**, and **Format** is **Research Article**, a search by AND returns only manuscripts whose title has the word *rat* and are *research articles*. If the search is by OR, all manuscripts with the word *rat* in the title and all *research articles* are returned.

Retrieving Objects

There are two basic classes of database objects: manuscripts and people. Manuscripts are usually identified throughout SMART with their titles. People are usually identified by their full names. Double-clicking on any object identification generally opens a full object window for either the mansucript or the people. Windows and fields listing these database objects are:

Worksheet: People and Worksheet: Manuscripts - as discussed in the section on Finding Objects, these windows display the result of searching for objects in the database. Figure 6.34 shows a typical listing of people. **Double-clicking** on any selection set of people, or pressing the **Open button** opens a full person window on each object.

Double-click or press
Open to open directly
into person window
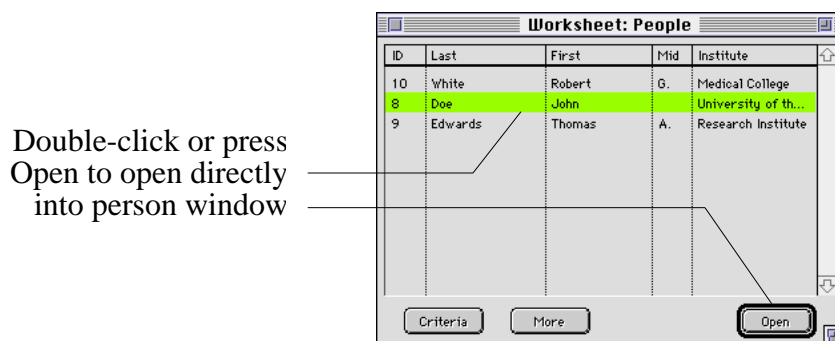
Figure 6.34

Other windows similar to these worksheet windows are the windows listing the manuscripts of Authors, and the manuscripts of Reviewers. Both of these are retrieved with the manuscript window under Authors and Reviewers.

Manuscript Window - throughout the manuscript window are listings of people objects. **Double-clicking** on them, or selecting them and dragging and dropping them on the **Full Info button** opens a full person window on each object. Figure 6.35 shows a manuscript window with John Doe selected. Any of the Authors may be opened directly from this manuscript window. Likewise, assistants and Reviewers may also be directly opened from their displays in this manuscript window.

Any author may
be opened
directly into a
person window

Other people are
listed under
Assistants and
Reviewers
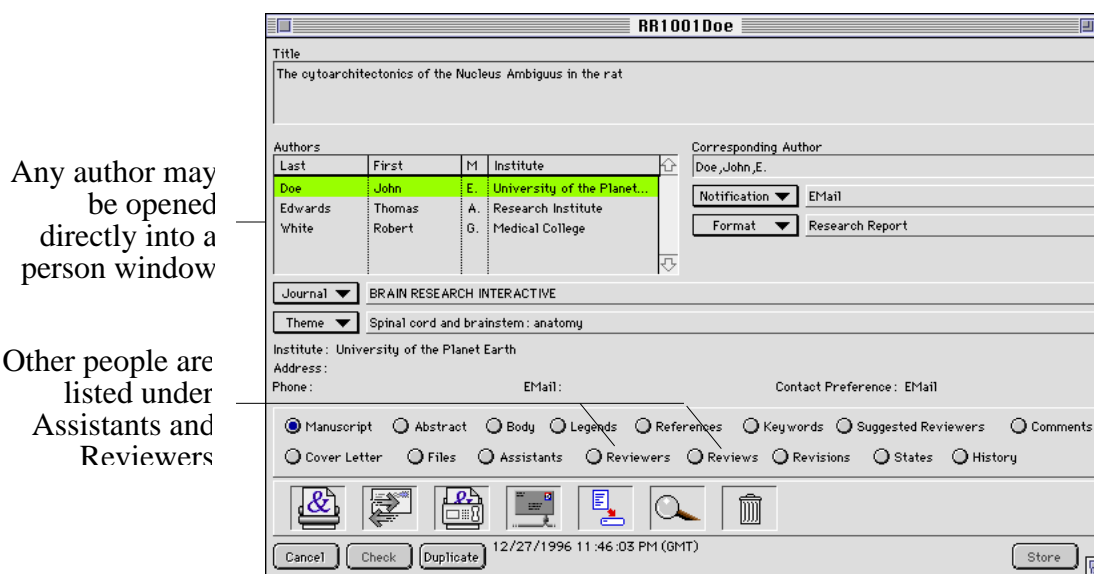
Figure 6.35

Document Window - all objects listed in the Object List of the document window are either manuscripts or people objects. **Double-clicking** on them or selecting and pressing the **Open button** opens each into a full object window.

If the object is stored in the database, the database object opens. An active connection to the server is required. Otherwise, the object as represented when last edited opens. This does not require an active connection to the

server.

The database objects are called complete objects since they have a unique ID and are stored for all users to access. The document objects are called incomplete because they are local to the document, lack a unique ID, and are not yet accessible by other network users.

Each object in the document window has a specific ICON that symbolizes its state and type (Figure 6.36):

 A complete manuscript

 A complete person

 An incomplete manuscript

 An incomplete person
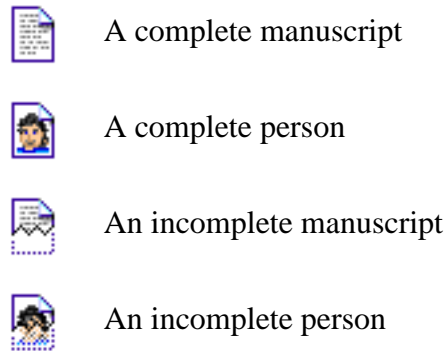
Figure 6.36

The ICONs are in the leftmost column of a document window (Figure 6.37). Note that the IDs of the incomplete objects are None.
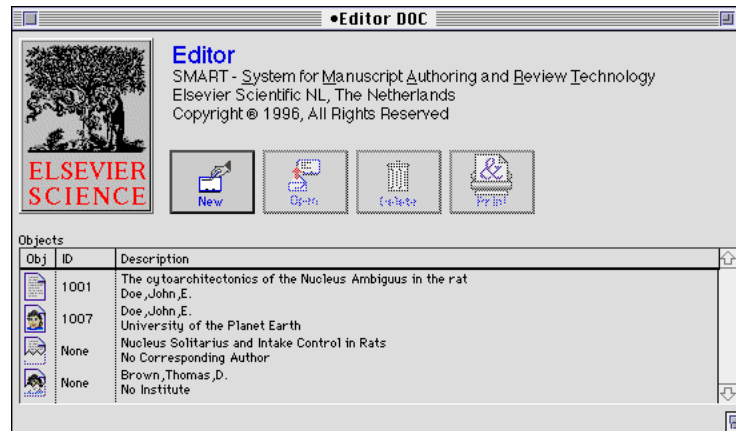
Figure 6.37

Storing Objects

Whenever the manuscript window or a person window is edited, the **Store button** on the bottom right corner is enabled. Pressing on this button stores the object of the window into the database. Menu items are also available, and are labelled **Store Manucript** in the **Manuscript Menu** and **Store Person** in the **Users Menu**.

Once the object is stored, the **Store button** is disabled until more editing occurs on the object.

Open windows reflecting any part of the object that is edited updates when the object is stored. For example, if the name of the first Author of a manuscript changes from **John Doe** to **Johan Doe** by using the person window, the opened manuscript window shows the changes to the name when the person is stored (Figure 6.38).
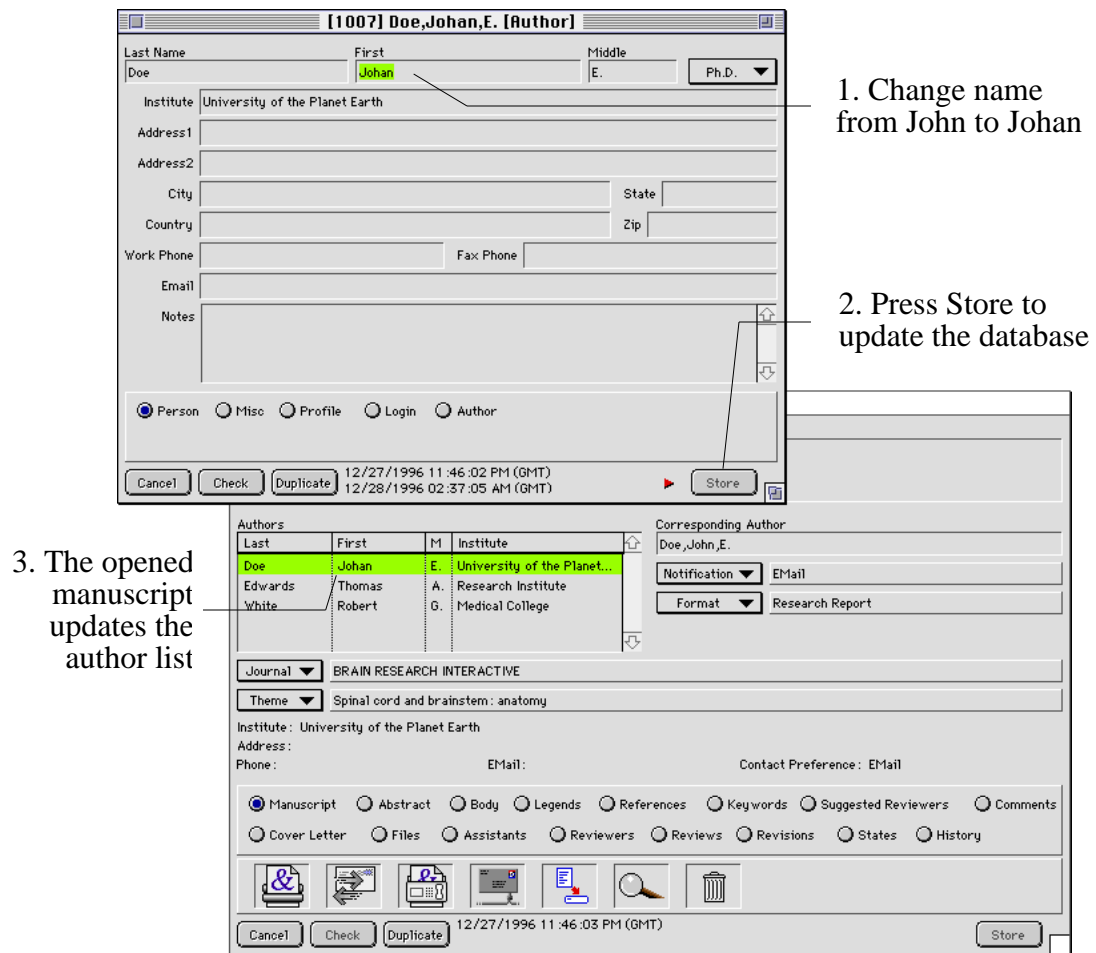
Figure 6.38

Saving Objects to the Document

Any manuscript or person object retrieved from the database can be saved to the document. This preserves a **link** to the database that may be activated by **double-clicking** on it in the document window, or selecting the object and pressing the **Open button**.

Storing a modified object to the database automatically saves the object into the document. The link is made automatically and can be used to conveniently retrieve the database object at a later time.

Whenever a manuscript or a person window is edited, and the window is closed, an option to save the object to the database appears (Figure 6.39). Pressing on the **Don't Save button** discards any changes.
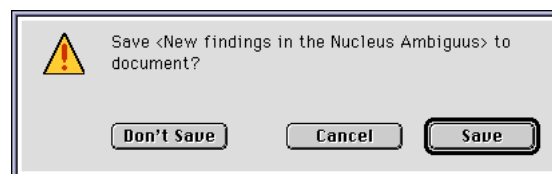
Figure 6.39

Objects are saved to the document manually by dragging and dropping them from any object listing to the document window. For example, Figure 6.40 shows a Worksheet of People objects opened. Dragging the people from that listing to the document window saves them into the document.
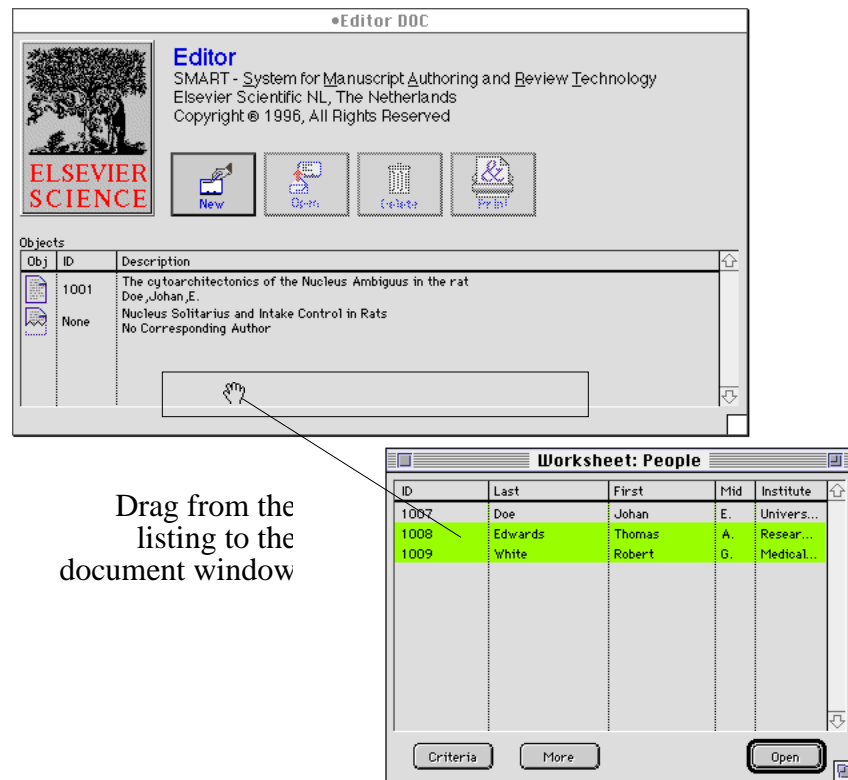
Figure 6.40

The result of this particular object drop is in Figure 6.41.
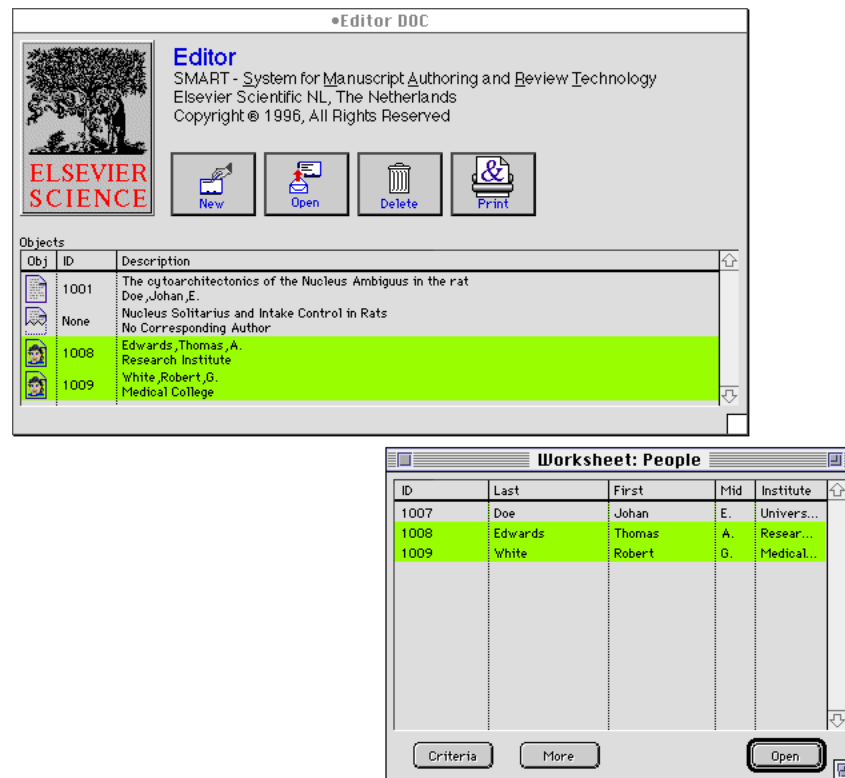
Figure 6.41

The ICONs representing the other two Authors are complete person objects since these objects originated from the database.

Objects can be dragged and dropped across document windows. A new document may be opened, and objects from an existing one dragged into it. Each complete object references the same unique object in the database.

Chapter 7
Communications

This chapter will show you how to use the communications facilities of SMART.

- Chatting with Others
- Sending Messages
- Sending an EMail
- Sending a Fax

Chatting with Others

SMART supports a full featured chat utility available to all logged in users (not including those using SMART Submitter or SMART Reviewer). Chatting includes:

- • Full duplex keyboard entry of discussions among chatting members
- • Up to 256 members per chat group
- • Up to 256 channels of chatting
- • Private messaging directly with chat members
- • Synthesized speech for incoming chat messages
- • Unlimited size transcripts for each chat session
- • All chat sessions run asynchronously in the background
- • Chatting is separate from the server

Chatting can be used to promote group activities among Editors, even if they are physically separate because the Internet connects all remote users. Figure 7.1 shows the basic char window.

Participants and their status are listed here

Select this to hear the incoming messages

Ring users
Invite users to chat
Send message
Disconnect users

Enter message to send to chat members here

The transcript of the entire chat session is here

Select up to 256 channels to chat on

Figure 7.1

Comm
Questionnaire...

Check messages
New message
Autocheck messages
Set time for autocheck...
✓ New Message Alert

Online users...
Chat with others...

New EMail window...
New FAX window...

✓ Receive chat requests
✓ Receive messages

Chat Window - Selecting **Chat with others...** from the **Comm Menu** opens this window. The channel used for the window is the first available channel from 1 to 256. Opening another chat window uses the next available channel. The channel may be changed by pressing on the channel pop up button for a menu of the available channels. Changing channels while a chat session is in progress does not automatically change the channels for the participants. If changing a channel during a chat session is required, notifiy the participants before changing the channels by using the **Message... button**.

Inviting Participants - Pressing the **Invite... button** opens up a window listing all online users to the server (Figure 7.2). If there is no active connection to the server, a login window appears asking for your login name and password.

Currently logged in user

Online Users	
ID	Name
2	Robertson, Anthony, L.
3	Johnson, Gregory, J.

Send Message...   Chat...
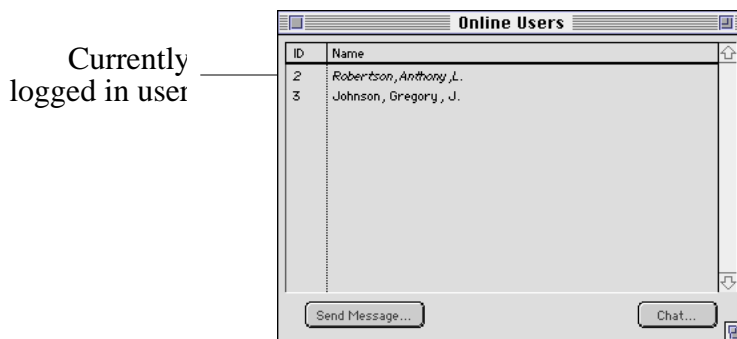
Figure 7.2

The currently logged in user is displayed in italics. All others are in a normal font style. Select the users to participate by pressing on each

name. To select more than one, hold down the **Shift key** while selecting
each name. Pressing on the **Chat... button** transfers the selected users to
the chat window as participants (Figure 7.3).
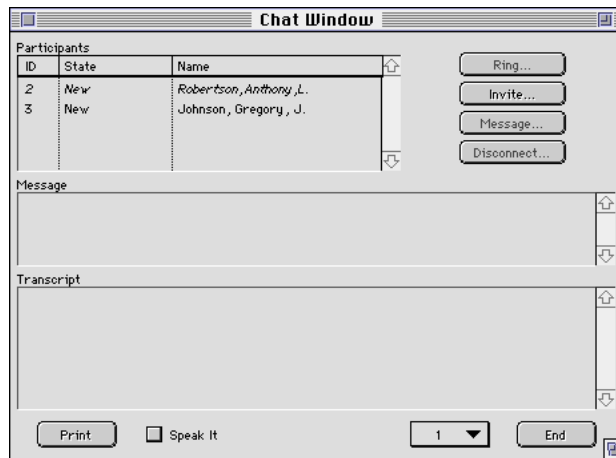
Figure 7.3

Each participant indicates a state that may be one of:

> • **New** - starting up state for new participants
> • **Contacted** - the participant is selected for a chat request
> • **Requested** - the participant was invited to chat
> • **Chatting** - the participant accepted the invitation and is chatting
> • **ChatOff** - the participant has turned off chat requests
> • **Denied** - the participant has elected not to participate
> • **Disconnected** - the participant has quit his chat session
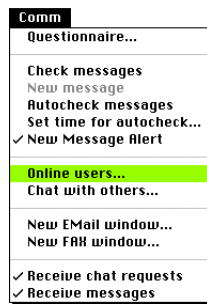
An alternative method to get participants into a chat window is to select **Online users...** from the **Comm Menu**. This opens up the same Online Users window as in Figure 7.3. Selecting the users and pressing the **Chat... button** in this case opens a new Chat Window with a new channel and transfers the selected users to the chat window as participants.
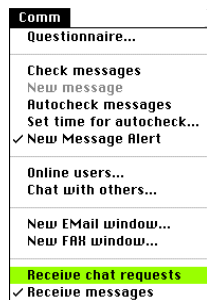
Ringing Participants - Once the chat window is opened with participants, selected participants are ringed. Select each participant to ring. To select more than one, hold down the **Shift key** while selecting each name. The **Ring... button** is enabled. Pressing the **Ring... button** communicates with each selected participant ane begins the chat request process. If the recipient has **Receive Chat Requests** turned off, nothing happens on his machine. An automatic reply is sent back to the requester of the chat indicating that chatting is off for that person (Figure 7.4).
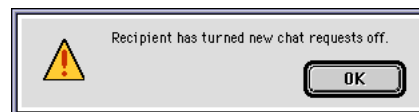
Figure 7.4

If **Receive Chat Requests** is on for the recipient, the recipient hears an audible ring on his computer. An alert similar to Figure 7.5 appears on his computer monitor.
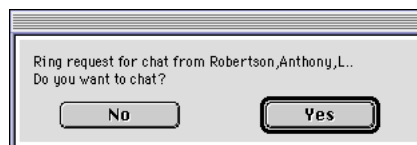
Figure 7.5

Pressing the **Yes button** opens the chat window if one can be found with the same channel. If not, a new chat window opens. The state for the participient shows as **Chatting** on both computers (Figure 7.6).

This participant has accepted the request to chat

Enter message here and press ENTER or RETURN
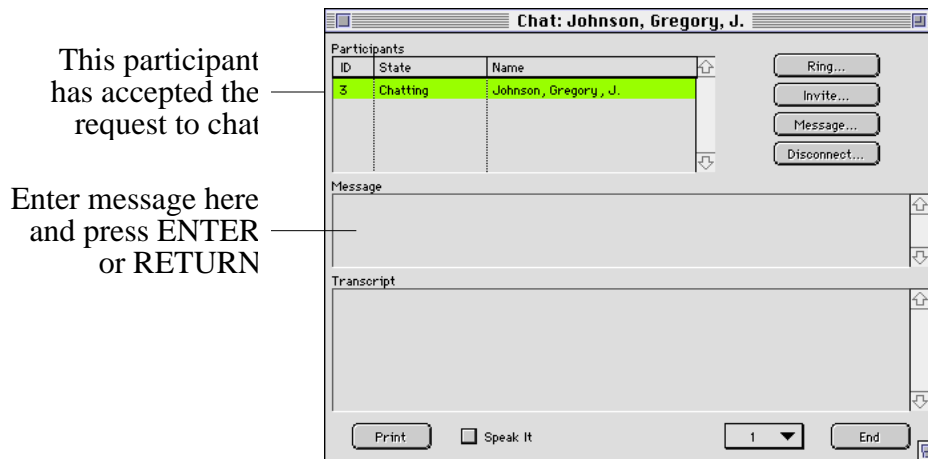
Figure 7.6

Chatting with Participants - All messages are entered in the **Message field**. Pressing **ENTER** or **RETURN** sends the message to all participants that are in a state of Chatting. Both you and the participants sees the message in the **Transcript field**, preceded by your user name. An example of this transaction is in Figure 7.7.
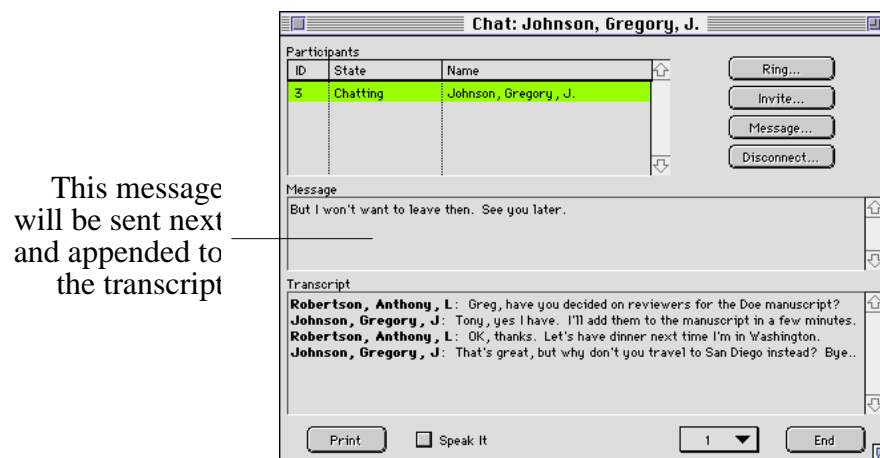
Figure 7.7

The transcript is read from top to bottom and scrolls automatically when new messages are added. Pressing the **Print button** prints the current contents of the transcript. Selecting **Speak It** turns on speech synthesis for incoming messages. Use this when you need to perform other work on the computer, but also need to keep the chat window active. When new messages are received by the chat window, they are spoken to you, even if the window is obscured by other windows in the foreground.

Sending A Message - Pressing the **Message... button** opens a window to enter in any message (Figure 7.8). The message is sent to all selected participants. This message is private and is not included in the transcript. This is useful when there is a group chat session but you need to make a remark separately to one or more of the participants.
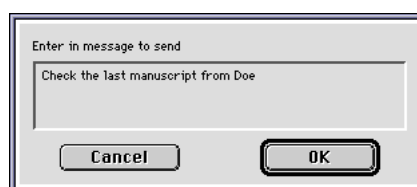
Figure 7.8

Messages may also be sent from the **Online Users Window**. Selecting users and pressing the **Send Message... button** also opens the same window to enter a message. A message appearing on the recipient's computer resembles Figure 7.9.
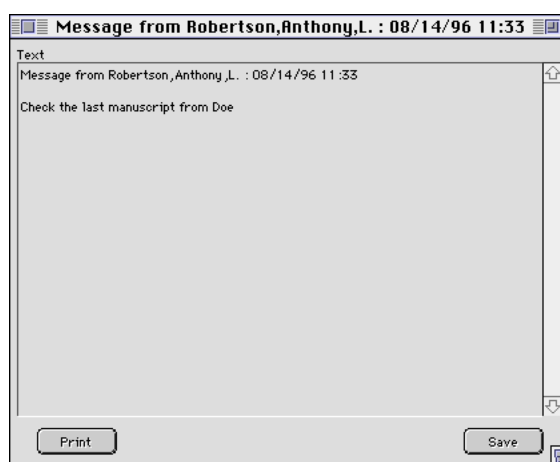
Figure 7.9
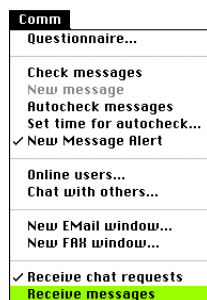
Messages may be blocked by turning off **Receive messages** in the **Comm Menu**. When Receive Messages is off, no messages are received and the sender sees a message alerting him that receipt of messages is currently turned off.

Disconnecting Participants - Pressing the **Disconnect... button** disconnects selected participants from this current chat session. The selected participants show a state of **Disconnected**. Other participants are not affected. When a participant has been disconnected, that participant may be selected again and invited to participant by pressing on the **Ring... button**.

Sending Messages

SMART has a full messaging system shared among all connected users.
The messages are similar to other EMail type systems where there is a
single recipient, with optional carbon copies going to other recipients.
The messages can be replied to, redirected, or forwarded to other users.
Messages are stored on the server and may be listed by selecting **Check
messages** from the **Comm Menu**. A **Message List Window** opens
(Figure 7.10).
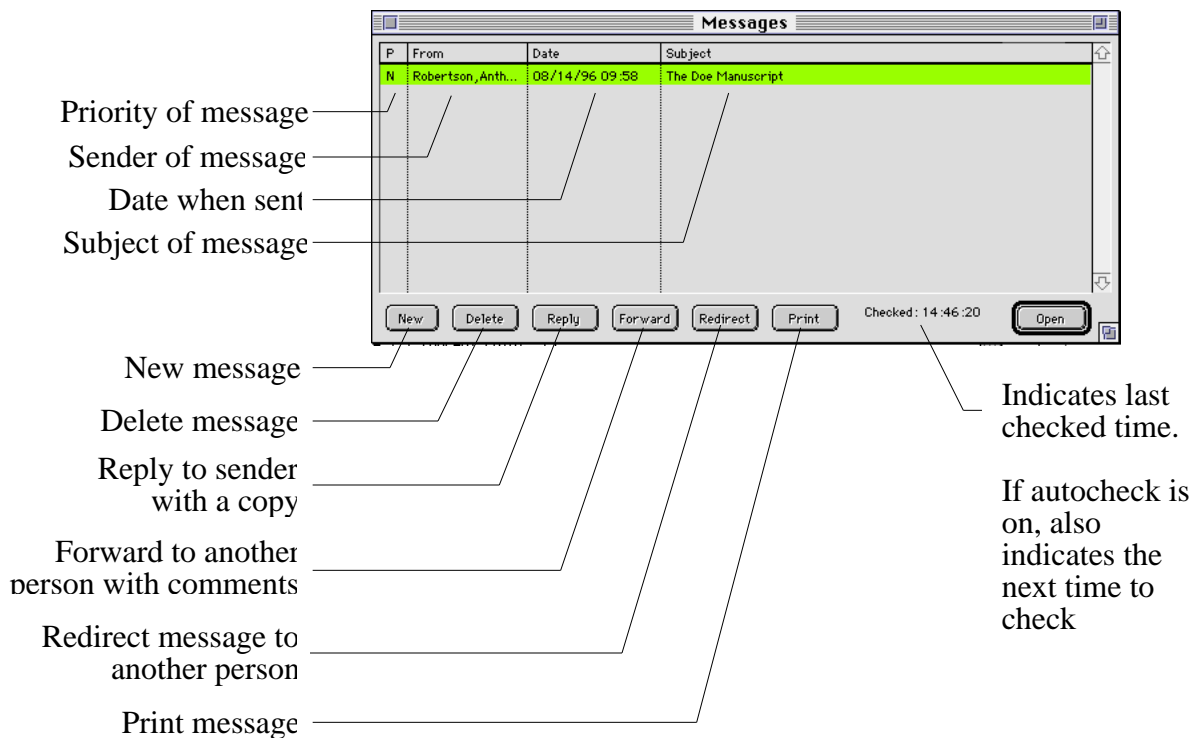
Figure 7.10

All of the messages in your account are listed in this window. Each
message has a priority attached to it . The priority is assigned by the

sender of the message. Default priority is **Normal** and ranges from **highest** to **lowest**. The control buttons at the bottom of the window control actions on selected messages.

- **New** - creates a new message window

- **Delete** - deletes all selected messages. Pressing the Delete key performs the same action

- **Reply** - copies each selected message into a new message window with the sender as the recipient. Each line of the body of the message is prepended with the > character to distinquish it from new comments entered by the sender. The title is prepended with **Re:** to indicate that this is not the original message

- **Forward** - copies each selected message into a new message window but leaves the To field of the recipient empty. A new user is dragged into this field as the recipient. Each line of the body of the message is prepended with the > character to distinquish it from new comments entered by the sender. The title is prepended with **Re:** to indicate that this is not the original message

- **Redirect** - copies each selected message into a new message window but leaves the To field of the recipient empty. A new user is dragged into this field as the recipient. The body of the message is copied exactly as it appears in the original. The title is prepended with **Re:** to indicate that this is not the original message

- **Print** - prints selected messages to the chosen printer

New Message - a new message window appears. The **To: field** and **CC: field** are initially empty. To add a person as a recipient, drag and drop from a window listing that person to the **To: field**. The full name of the person shows in the field. Multiple people may be dragged and dropped into the **CC: field**. Edit the **subject** and enter the **message**. Pressing the **Priority button** pops up a menu with different levels of priority. These do not change the delivery of the message. They only serve as visible flags for the messages. Pressing the **Send button** sends this message to the recipients.
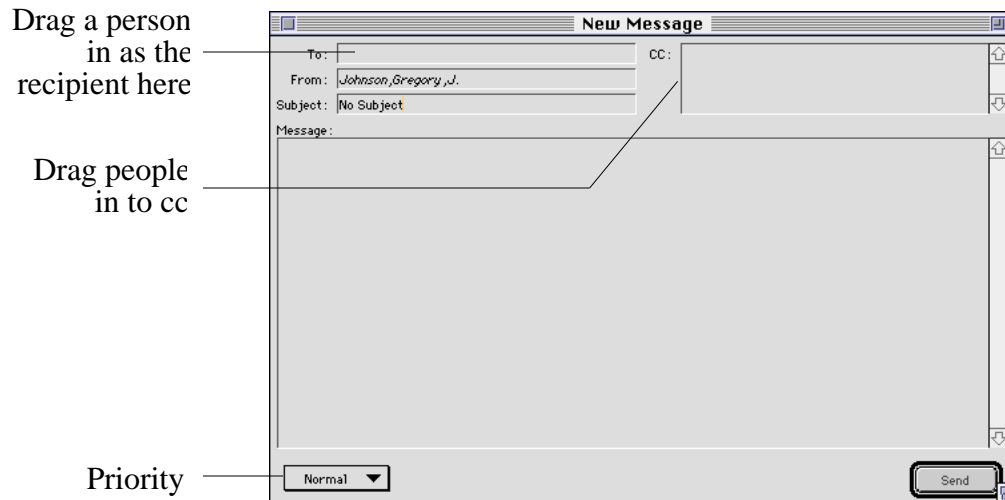
Figure 7.10

To **delete** people in the CC: field, select and press the **Delete key**.

Only those people with login privileges can be sent messages. For example, Authors and Reviewers cannot be sent messages. If a person needs a message, his roles need to include one with login privileges. The minimum role for a person with login privileges is an **assistant**.

Comm
Questionnaire...

Check messages
New message
Autocheck messages
Set time for autocheck...
✓ New Message Alert

Online users...
Chat with others...

New EMail window...
New FAX window...

✓ Receive chat requests
✓ Receive messages
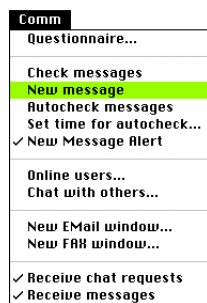
In addition to the New button in the Message List Window, a new Message Window can also be opened by selecting **New Message** in the **Comm Menu**. The Messaage List Window does not have to be opened to use this manu item.

Delete Message - selected messages may be deleted from the message list by pressing the **Delete button** or by pressing the **Delete key**. A confirmation opens and pressing the Delete button deletes the messages (Figure 7.11). This action cannot be undone.

Delete all selected messages?
[Delete]   [Cancel]

Figure 7.11

Reply to Message - a new message window appears. The **To: field** contains the original sender of the message. The **CC: field** is initially empty. Multiple people from a window listing those people may be dragged and dropped into the **CC: field**. The subject is the original subject with the word **Re:** prepended. Edit the **subject** if necessary. Each line of the message has the **>** character prepended. This indicates to the recipients which part of the message was copied, and which part is new. Add new lines to the message anywhere in the **Message field**. Pressing the **Priority button** pops up a menu with different levels of priority. These do not change the delivery of the message. They only serve as visible flags for the messages. Pressing the **Send button** sends this message to the recipients.

The original
sender is
copied here

Drag people
in to cc

The original
message is
copied and
lines labelled

Priority
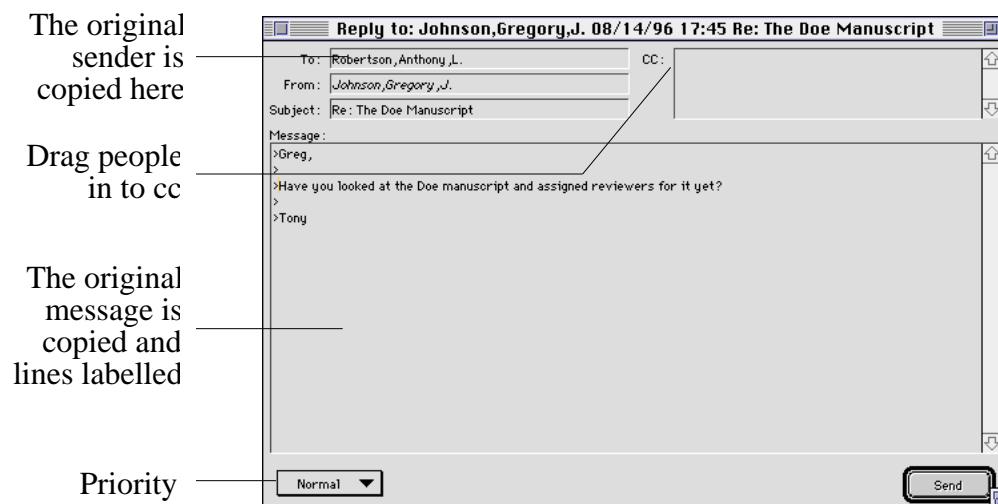
Figure 7.11

To **delete** people in the CC: field, select and press the **Delete key**.

Only those people with login privileges can be sent messages. For example, Authors and Reviewers cannot be sent messages. If a person needs a message, his roles need to include one with login privileges. The minimum role for a person with login privileges is an **assistant**.

Forward a Message - This is similar to the **Reply** function with the exception that the **To: field** is empty. The format of the title and message are the same.

The recipient remains empty

Drag people in to cc

The original message is copied and lines labelled

Priority

```
┌─────────────────────────────────────────────────────────┐
│ ▤▤          New Message                               ▣▤│
│ ┌──────────────────────────────────┐ CC: ┌──────────┐ ⇧│
│    To: │                          │       │          │   │
│  From: │Johnson,Gregory,J.        │       │          │   │
│ Subject: │Re: The Doe Manuscript │       └──────────┘ ⇩│
│ Message:                                                 │
│ >Greg,                                                 ⇧│
│ >                                                        │
│ >Have you looked at the Doe manuscript and assigned reviewers for it yet? │
│ >                                                        │
│ >Tony                                                    │
│                                                          │
│                                                          │
│                                                        ⇩│
│ ┌─────────┐                              ┌──────┐       │
│ │ Normal ▼│                              │ Send │       │
│ └─────────┘                              └──────┘       │
└─────────────────────────────────────────────────────────┘
```
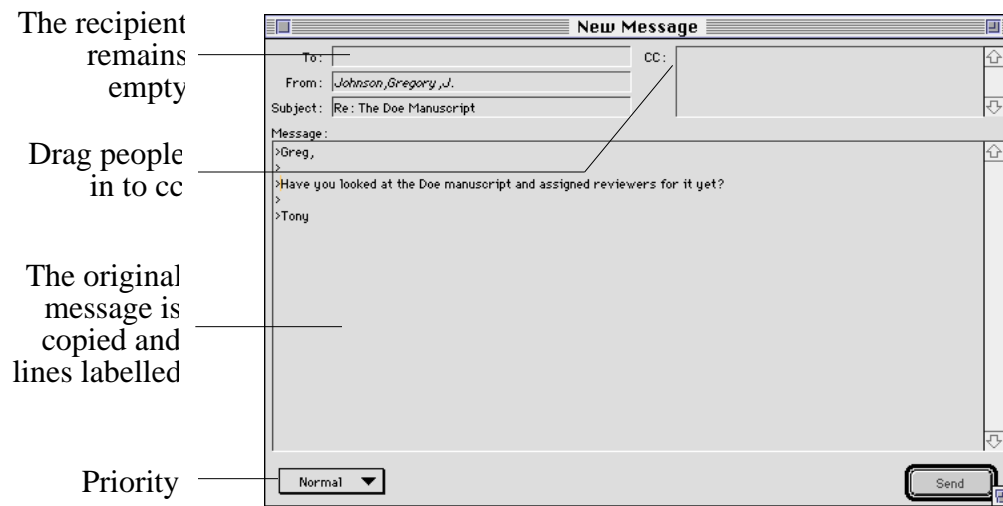
Figure 7.11

Redirect a Message - This is similar to the Forward function with the exceptions that the **To: field** is empty and the message is the same as the original.

The recipient remains empty

Drag people in to cc

The format of the message is the same as the original

Priority

```
┌─────────────────────────────────────────────────────────┐
│ ▤▤          New Message                               ▣▤│
│ ┌──────────────────────────────────┐ CC: ┌──────────┐ ⇧│
│    To: │                          │       │          │   │
│  From: │Johnson,Gregory,J.        │       │          │   │
│ Subject: │Re: The Doe Manuscript │       └──────────┘ ⇩│
│ Message:                                                 │
│ Greg,                                                  ⇧│
│                                                          │
│ Have you looked at the Doe manuscript and assigned reviewers for it yet? │
│                                                          │
│ Tony                                                     │
│                                                          │
│                                                        ⇩│
│ ┌─────────┐                              ┌──────┐       │
│ │ Normal ▼│                              │ Send │       │
│ └─────────┘                              └──────┘       │
└─────────────────────────────────────────────────────────┘
```

Print a Message - selected messages are printed to the chosen printer.

Opening an Existing Message - **Double-clicking** on a message or selecting the message(s) and pressing the **Open button** on the **Message List Window** opens the message in a message window that is similar to the window for **Reply**, **Forward**, and **Redirect** (Figure 7.12).

Figure 7.12

This window has the basic control buttons appearing on the bottom. The Send button is not available. This window is read only because the **To: field**, **CC: field**, and **Priority popup button** cannot be altered. The **Subject** and **Message** fields are enabled so that these text may be copied or dragged and dropped to other locations. Refer to the sections above for details on the control buttons.

Comm
Questionnaire...

Check messages
New message
Autocheck messages
Set time for autocheck...
✓ New Message Alert

Online users...
Chat with others...

New EMail window...
New FAX window...

✓ Receive chat requests
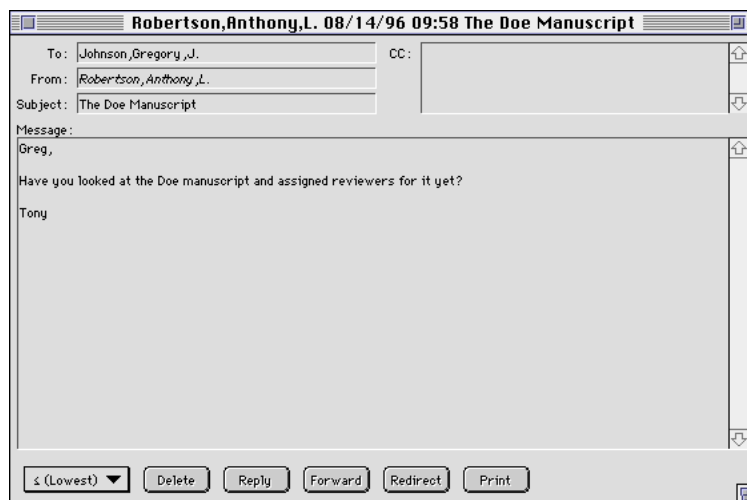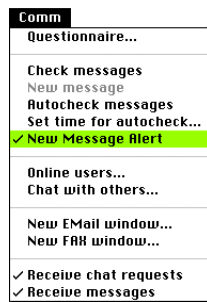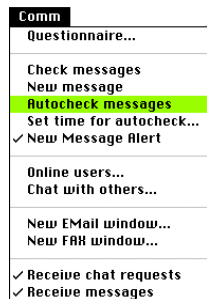✓ Receive messages

Automatic New Message Alerts - You may be alerted automatically of new messages by selecting New Message Alert in the Comm Menu. When this is on, an audible chime rings and a window appears immediately when there is a new message (Figure 7.13).

Figure 7.13

Comm
Questionnaire...

Check messages
New message
Autocheck messages
Set time for autocheck...
✓ New Message Alert

Online users...
Chat with others...

New EMail window...
New FAX window...

✓ Receive chat requests
✓ Receive messages

Autochecking Messages - messages can also be checked periodically by selecting **Autocheck Messages** in the **Comm Menu**. When this is on, the server is queried for messages. If there are messages, the Message List Window is opened automatically and the messages are updated. Checking messages does not interfere with any activity that might be occuring elsewhere either in SMART or on the computer. If the messages are manually checked, the time to check is reset. The time to check messages is displayed in the Message List Window (Figure 7.14).
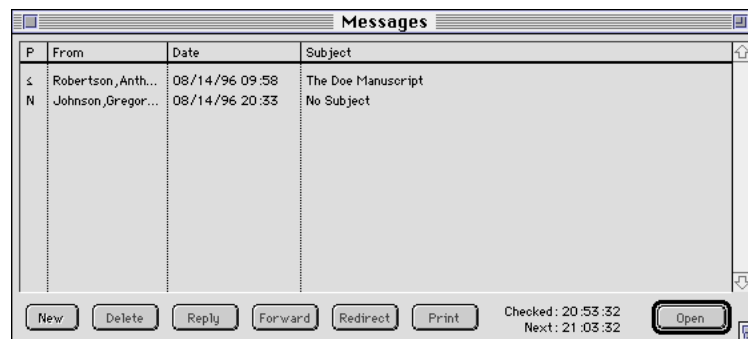
Time when last checked
and next check are here

Figure 7.14

Comm
Questionnaire...

Check messages
New message
Autocheck messages
Set time for autocheck...
✓ New Message Alert

Online users...
Chat with others...

New EMail window...
New FAX window...

✓ Receive chat requests
✓ Receive messages
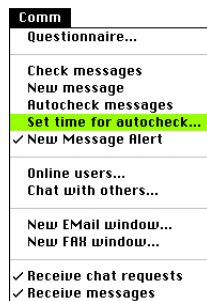
Setting Autocheck Time - The frequency of check is set by selecting **Set time for autocheck...** in the **Comm Menu**. A window opens to enter in the amount of time to expire between message checks (Figure 7.15).

Minutes between auto checks
10
Cancel   Accept

Figure 7.15

The time in minutes is entered and pressing the **Accept button** stores this for use. The default time is 10 minutes.
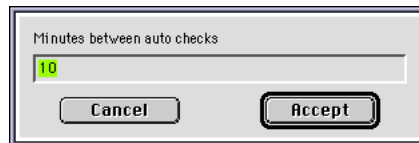
Sending an EMail

SMART can send EMail from the remote computer to another EMail destination. Previous chapters have discussed the use of EMail from within the manuscript windows. A basic EMail window can be opened at any time to manually enter in the recipient's EMail address.

Selecting **New EMail window...** in the **Comm Menu** opens a basic EMail window (Figure 7.16).
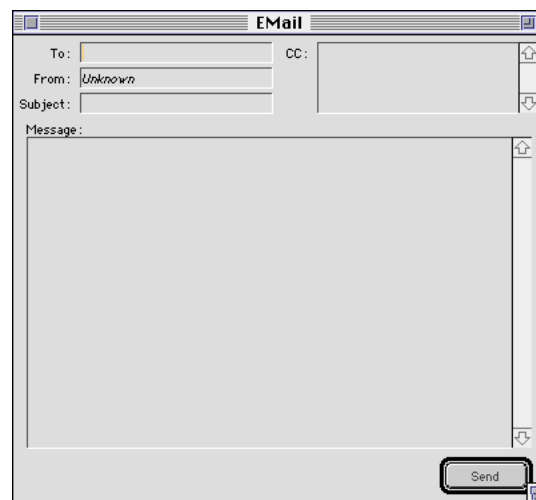
Figure 7.16

This window has nothing in the **To: field** and the **From: field** has **Unknown** in it. In this case, there is no active connection to the server. There is no information on any user and no information on the return EMail address.

Because an EMail is sent through the server and not directly to the target machine, a login session is required. If there is no active connection to the server when you press the **Send button**, a login window appears asking

for your login name and password. Your EMail address, if any, then
replaces the word **Unknown** in the EMail that is sent. If you do not have
an EMail address, an alert appears asking for you to enter in one. If an
address is not entered, the EMail cannot be sent.

Figure 7.16

Do not use this EMail for general purpose mail. There is no current way
to read POP mail from the POP servers. Furthermore, all mail is going
through the server because all transactions in SMART are logged. EMail
sent this way presumably is for SMART work.

Sending a FAX

SMART can send FAXes from the remote computer to a FAX machine. Previous chapters have discussed the use of FAXes from within the manuscript windows. A basic FAX window can be opened at any time to manually enter in the recipient's FAX number.

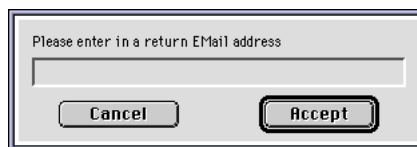Selecting **New FAX window...** in the **Comm Menu** opens a basic FAX window (Figure 7.17).
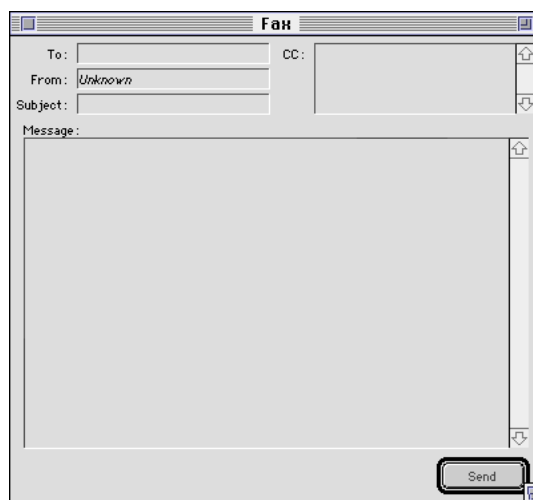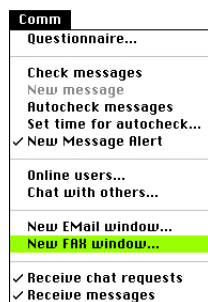
Figure 7.17

This window has nothing in the **To: field** and the **From: field** has **Unknown** in it. In this case, there is no active connection to the server. There is no information on any user and no information on the return FAX number.

Because a FAX is sent through the server and not directly to the FAXC machine, a login session is required. If there is no active connection to the server when you press the **Send button**, a login window appears asking

for your login name and password. Your FAX number, if any, then replaces the word **Unknown** in the FAX that is sent. If you do not have an FAX number, an alert appears asking for you to enter in one. If an number is not entered, the FAX cannot be sent.

Figure 7.17

Chapter 8
Statistics

This chapter will show you how to gather statistics remotely from the server.

- XXX
- XXX
- XXX
- XXX

Chapter 9
Administration

This chapter will show you administer the server.

- Notification Administrator
- Notification Editor

Appendix A - Certified Software Applications

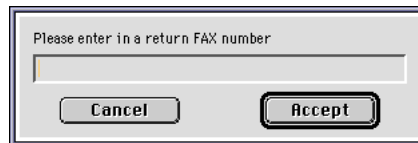SMART is not an *authoring* program. This means that the Author creates the content of the manuscript with other programs, and use SMART to *bind* them together into a manuscript object that is then transmitted over the Internet to the SMART system. Since the Reviewers and Editors of SMART require that they be able to open and view your files, certified software applications are below. The Author should make every effort to use one of more of these applications when authoring the manuscript. If this is not possible, the Author should comment heavily on the name and version of the program, the computer, and the version of the operating system in the Comments field of each file, or put this information in the Comments section of the manuscript object.

Word Processors: (Macintosh)

- Microsoft Word 3.0, 4.0, 5.0, 6.0
- WordPerfect 3.0
- PageMaker 5.0
- NisusWriter 4.0

Spreadsheets: (Macintosh)

- Excel 5.0
-

Graphics: (Macintosh)

- MacDraw II
- Canvas
- Photoshop

- Illustrator

- Freehand

Appendix B - Optimizing Memory

The documents are RAM based. Virtual memory, either Apple's virtual memory or Connectix's RAM Doubler, can be used with this application. However, neither is recommended. Apple's virtual memory mechanism is very inefficient. RAM Doubler works better but it too can cause noticeable delays when physical free RAM is low. Be sure that 32 bit addressing is on for the older Macintoshes, and that the Modern Memory Manager for PowerPCs is on.

To turn off virtual memory (Figure B1):

    1. Choose **Control Panels** from the **Apple** menu, then double-click **Memory**.

    2. Press on the **Off** button to turn off virtual memory.

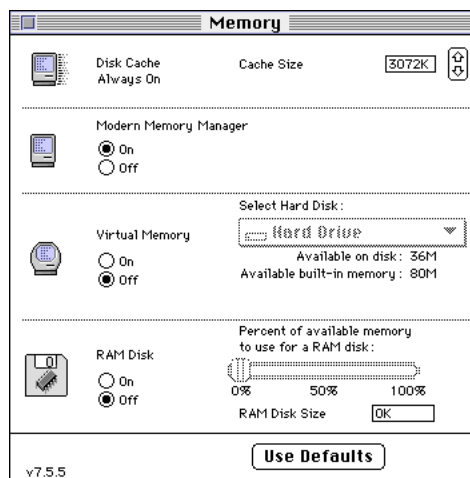   3. Choose **Restart** from the **Special** menu.

Figure B1

You should read the Appendix on **Optimizing Memory** to set the memory parameters for this application to the proper levels.

Appendix C - Networking Issues

This application uses the Internet and the TCP/IP protocol to communicate with the SMART server. The Macintosh computer must be capable of accessing the Internet, and must be able to run TCP/IP. On the Macintosh, TCP/IP is provided by using either MacTCP or Open Transport.

- The minimum version of MacTCP is 2.0.6
- The minimum version of Open Transport is 1.1

Apple's *AppleTalk Remote Access* (ARA) can also be used with either of the two IP enabling programs above to provide network access, but the transmission speeds are limited to the speed of the phone modem used to make the ARA connection.

IP Address and **Port number** must be configured. See the chapter on *The Basics* to see how to do this. The addresses and port number are:

Current IP Address of SMART Server (as of Jan 1, 1997):

- 192.26.252.151

Current Port Number of SMART Server (as of Jan 1, 1997):

- 7000

Appendix D - Useful Commercial Software

Connectix's **Speed Doubler** should be used on every PowerMacintosh because it replaces Apple's Motorol 680x0 emulator with a much better one. This application was written in QKS SmalltalkAgents, and only portions of it are in native PowerPC code. With **Speed Doubler**, throughput probably increases (as well as in many other commercial software applications) by at least two-fold.

Appendix E - Themes

The abbreviated list of themes is from the Society for NeuroSciences themes.

THEME A: DEVELOPMENT AND REGENERATION
Developmental genetics
Genesis of neurons and glia
Cell lineage and determination
Cell differentiation and migration
Pattern formation, compartments, and boundaries
Process outgrowth, growth cones, and sprouting
Axon guidance mechanisms and pathways
Formation and specificity of synapses
Neurotransmitter systems and channels
Neurotrophic factors: expression and regulation
Neurotrophic factors: biological effects
Neurotrophic factors: receptors and cellular mechanisms
Hormones and development
Nutritional and prenatal factors
Neuronal death
Glia and other non-neuronal cells
Motor systems
Sensory systems
Cerebral cortex and limbic system
Visual system
Regeneration
Transplantation
Aging process

THEME B: CELLULAR AND MOLECULAR BIOLOGY
Staining, tracing, and imaging techniques
Neuroglia and myelin
Membrane composition and cell-surface macromolecules
Cytoskeleton transport and membrane targeting
Blood-brain barrier
Gene structure and function: general

THEME C: EXCITABLE MEMBRANES AND SYNAPTIC TRANSMISSION
Presynaptic mechanisms
Mechanisms of neurotransmitter release
Postsynaptic mechanisms
Long-term potentiation: physiology
Long-term potentiation: pharmacology
Ligand-gated ion channels
Sodium channels
Calcium channel structure, function, and expression
Calcium channel physiology, pharmacology, and modulation

Potassium channel structure, function, and expression
Potassium channel physiology, pharmacology, and modulation
Other ion channels

THEME D: NEUROTRANSMITTERS, MODULATORS, TRANSPORTERS, AND RECEPTORS
Acetylcholine
Acetylcholine receptors: muscarinic
Acetylcholine receptors: nicotinic
Excitatory amino acids: excitotoxicity
Excitatory amino acids: anatomy and physiology
Excitatory amino acids: pharmacology
Excitatory amino acid receptors: structure, function and expression
Excitatory amino acid receptors: physiology, pharmacology and modulation
GABA receptors
GABA
Peptide receptor structure and function
Peptides: biosynthesis, metabolism, and biochemical characterization
Peptides: anatomy and physiology
Opioid receptors
Opioids: anatomy, physiology, and behaviour
Catecholamine receptors
Catecholamines
Serotonin receptors
Serotonin
Other neurotransmitters
Transmitters in invertebrates
Interactions between neurotransmitters
Uptake and transporters
Regional localization of receptors and transmitters
Second messengers and phosphorylation
Signal transduction: gene expression
Behavioural pharmacology
Receptor modulation, up- and down-regulation

THEME E: ENDOCRINE AND AUTONOMIC REGULATION
Hypothalamic-pituitary-adrenal regulation
Hypothalamic-pituitary-gonadal regulation
Osmotic and thermal regulation
Neuroendocrine regulation: other
Neural-immune interactions
Cardiovascular regulation
Gastrointestinal and urogenital regulation
Respiratory regulation

THEME F: SENSORY SYSTEMS
Somatic and visceral afferents
Spinal cord
Subcortical somatosensory pathways
Somatosensory cortex and thalamocortical relationships
Pain: pathways
Pain modulation: anatomy and physiology
Pain modulation: pharmacology

Retina and photoreceptors
Subcortical visual pathways
Visual cortex: striate
Visual cortex: extrastriate
Visual psychophysics and behaviour
Auditory, vestibular, and lateral line: periphery
Auditory systems: central physiology
Auditory systems: central anatomy
Olfactory senses
Gustatory senses
Invertebrate sensory systems

THEME G: MOTOR SYSTEMS AND SENSORIMOTOR INTEGRATION
Cortex
Basal ganglia
Thalamus
Cerebellum
Vestibular system
Oculomotor systems
Reflex function
Spinal cord and brainstem
Control of posture and movement
Circuitry and pattern generation
Invertebrate motor function
Muscle

THEME H: OTHER SYSTEMS OF THE CNS
Limbic system and hypothalamus
Association cortex and thalamocortical relations
Comparative neuroanatomy
Brain metabolism and blood flow

THEME I: NEURAL BASIS OF BEHAVIOUR
Cognition
Learning and memory;: systems and functions
Learning and memory: physiology
Learning and memory: pharmacology
Neural plasticity
Motivation and emotion
Biological rhythms and sleep
Neuroethology
Invertebrate learning and behaviour
Ingestive behaviours
Stress
Hormonal control of reproductive behaviour
Monoamines and behaviour
Neuropeptides and behaviour
Drugs of abuse: alcohol, barbiturates, and benzodiazepines
Drugs of abuse: amphetamine and other stimulants
Drugs of abuse: cocaine
Drugs of abuse: opioids and others
Psychopharmacological agents
Aging

THEME J: DISORDERS OF THE NERVOUS SYSTEM
Genetic models
Developmental disorders
Epilepsy: human studies and animal models
Epilepsy: basic mechanisms
Epilepsy: anti-convulsant drugs
Degenerative disease: Alzheimer's - beta amyloid
Degenerative disease: Alzheimer's - cognitive function
Degenerative disease: Alzheimer's - neuropharmacology and neurotransmitters
Degenerative disease: Alzheimer's - miscellaneous
Degenerative disease: Parkinson's
Degenerative disease: other
Ischemia
Trauma
Infectious diseases
Neuromuscular diseases
Neuropsychiatric disorders
Neurotoxicity
Neuro-oncology