


RMTS v2 - PROFESSIONAL MANUSCRIPT TRACKING FOR PEER - REVIEWED JOURNALS

RCP Consultants, Ltd., Dales, Didcot, Oxfordshire, 1995

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RMTS este un produs software care indeplinește două funcții: cea de bază de date pentru informațiile referitoare la manuscrisele (și la autorii lor) ce vor apărea într-o revista și cea de sistem mobil ce reține toate stadiile prin care trece un manuscris oarecare în procesul de publicare.

 RMTS carries out two functions: it acts as a database program storing information on manuscripts and people associated with the journal; and as a workflow management system, tracking the progress of each manuscript through the peer-review process.

There are two main types of record that RMTS stores information on: *Manuscripts*, *People* (information on each is entered) and *Transactions* (used to control workflow in RMTS but their details are always entered from an associated Manuscript or Person record).

Information on each manuscript is stored in a manuscript record. The information stored falls into three broad areas: general information (that is entered on the database as the manuscript is received at the editorial office, covering bibliographical details, administrative details, keywords, etc.); workflow information (showing details of every transaction that the manuscript has gone through);

production information entered once the review process is complete. Through five separate windows, there appear: details, keywords windows; Transactions and Event history windows and a Production window.

The information stored on a transaction includes: associated manuscript details, general information and scheduling information.

There are two types of transactions: those for which no reply is expected, and those requiring a reply.

Each role defines a particular function that a person carries out within the context of the journal. The default roles include: Author, Correspondent, and Referee.

People and *Manuscripts* can be linked in two ways:

1. *People* can be associated with *Manuscripts* directly as authors or as the main correspondent of the manuscript, two special *Roles* that RMTS recognises:

2. *People* and *Manuscripts* can also be

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linked through the use of *Transactions*, this is the mechanism by which RMTS tracks the transfer of the manuscript to a particular person.

Once data on a particular manuscript has been entered into the database, and assigned to people through transactions, most of the standard correspondence related to the peer-review process can be automated through the use of the various output methods available with RMTS. The output facilities can also be used to obtain statistical information regarding the performance of many aspects of the journal.

RMTS provides a variety of outputs and reports. In order to automate the running of the editorial office, the mail-merge output facility should be used to link RMTS directory to your word processor or spreadsheet. Using mail-merge, a word

processor can import RMTS files to automatically generate acknowledgements, requests to review, or reminder letters to accompany any transaction.

The RMTS V3 evaluation system for Windows should consist of the following items: a brief guide and four 3,5" diskettes. The evaluation software is a fully-functional version of RMTS; the only limitation is that the evaluation system cannot be used to create more than 50 Manuscript records and 100 People records.

The Guide consists of the following sections: Installation, Introduction, Step-by-step guides; Merge Field Listings and Conversion. RMTS is supplied with a comprehensive on-line help facility containing nearly all of the information from the full, printed version of the user manual required to get you started with RMTS.



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