

Publishing Services from MDPI

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MDPI offers services to support academic journal publishers of all sizes, including publishers with a single journal, university presses, or larger enterprises. By partnering with us, publishers can take advantage of simple, rapid, scalable procedures and intuitive software that will take attention away from procedural details and free up time to focus on journal development and content.

What we offer

As one of the most experienced open access publishers, we have developed streamlined and efficient processes to run journals with low overheads, while completing each step quickly and providing editors with complete control.

We strive to be

Efficient: Fast acceptance to publication times, all information is managed from one piece of software: Susy.

Scalable: Our services can be used by publishers of all sizes, including those with a single journal, university presses, or larger enterprises.

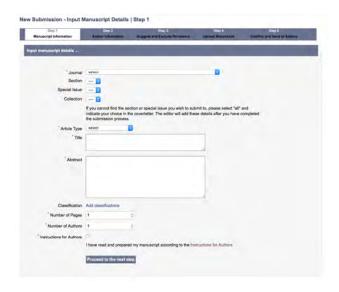
Intuitive: We strive to make the interface both highly functional and user-friendly. Authors and editors can quickly learn to use the interface, even if they have never encountered it before.

Customizable: Do you want to handle English editing or XML conversion yourself? Using our API, you can send and receive papers at various stages of the editorial and production cycles. We offer tailored services based on your needs.

Cost effective: Submissions systems can be a large outlay for any publisher. Our simple, straightforward service, includes technical support and is competitively priced to ease the burden.

Susy: A Complete Submission System

Susy is the submission system behind MDPI's 150 journals. It is a comprehensive, web-based software that allows editors to handle all aspects of publication, from initial submission to publication, including invoicing of peer-review, production, and open access APCs. Communication with reviewers, authors and editors is built-in. Susy can be used to manage open access or subscription journals.



The Process

Susy handles the complete editorial process, including:

- article submission
- peer review and editorial decisions
- author revision and resubmission
- · invoicing of article processing charges
- production: All processes from acceptance to final publication
- different levels of access for staff members, including editorial board members, handling editors, managing editors and company managers.

Submission

Authors submit using an intuitive, guided form. The information required from authors can be customized, depending on the journal's needs.

Submissions can be made after a short sign-up process. Any author can view the paper once they have registered with the email address used on the submission form.

Peer Review and Editorial Decisions

When a paper is first submitted, a pre-peer-review request can be made to an editorial board member to check the paper's suitability.

The handling editor can manage the entire peer review process from inside Susy. Invitation and reminder emails use templates that can be modified before being sent. Responses are visible directly from Susy, in addition to email alerts.

Authors receive revision requests directly from Susy and upload their revised versions to the link provided in the email. Handling editors receive notifications of any changes made by the authors.

For decision requests, editors can see all review reports and author responses on a single page, along with links to previous article versions and a form to upload their final recommendations.

User Roles

Authors

Susy places and emphasis on user-friendliness, so even authors unfamiliar with the software find it easy to use and intuitive. Submitting a paper is straightforward and authors can track the progress of their paper at any time. All interactions with the editorial office, including receiving review reports and uploading revised versions, are done via Susy, with the editorial office receiving notification at each step.

Handling editor (assistant editor)

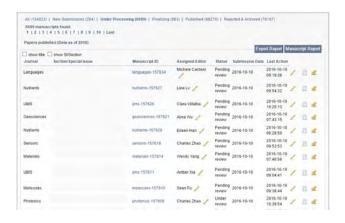
Handling editors can control all aspects of manuscript processing. Susy incorporates searching for and inviting reviewers as well as all correspondence with authors. Email templates are included, but can be modified before being sent to give the optimum balance between automation and manual input.

Academic editor (decision-maker)

Susy allows for Editors-in-Chief, Guest Editors, or Editorial Board Members to make final acceptance decisions on a paper. They are sent an email notification with a link directly to the decision page. All information about the manuscript is provided in a convenient format on a single webpage. The content can be downloaded to be viewed offline. The decision is entered on the same page, along with feedback for the authors and handling editor.

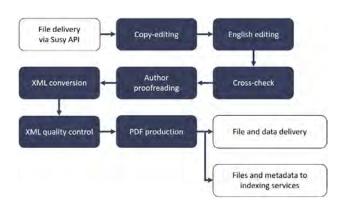
Managing Editor

The managing editor maintains an overview of all submitted papers and can pass them on to handling editors with a single click. They have additional function to handling editors to enable manuscripts to be moved to any stage of the publication process, offering full flexibility.



Production Services: From Acceptance to Publication

Susy incorporates the full production process. To support your journal, some or all of these steps can be handled by MDPI staff. We offer services ranging from completing production tasks yourself and managing them with Susy to a fully managed production process: taking papers accepted for publication and returning a formatted PDF, along with other file types and details of the production procedures. Steps in the process are as follows:



Completion times are within 7 days (excluding author proofreading) and we offer a 6 day per week service. All steps will be handled by our production staff, with a combined experience of over 75,000 manuscripts. The main feature of the service we provide is high speed combined with quality and precision, delivered through optimized processes on a single platform. Additional features include:

- Production from Microsoft Word or LaTeX.
- 99.9% accuracy of XML files and 99% accuracy in PDF files.
- Fully PubMed compliant XML and figure editing.
- Professional language editing by native English speakers.
- Full access to the Susy submission website to track your articles.

The process is customizable and you can opt to use only some of the services, for example we can design a workflow that comprises XML conversion and English editing while the rest is handled elsewhere.

Production Steps

Copy-editing and editorial cross-check

Our team of professional copy-editors ensure that accepted manuscripts comply with the style of your journal. Articles in Microsoft Word or LaTeX format can be edited. Copy-editing occurs twice in the process: Before XML conversion, to make sure that symbols and text-specific formats are correct, and that elements, such as titles have the correct mark-up; and again on the final PDF to determine the final position of elements, including figures, tables and line breaks.

English editing

MDPI has a network of native English-speaking editors to perform English editing on accepted manuscripts. Editing covers general text and grammar use and commonly used terms. We typically take a light-touch approach, to keep the author's voice as much as possible, but please contact us if you have specific requests.

Author proofreading

Proofreading prior to publication is performed on the edited Word or LaTeX version of the manuscript, so authors can directly make the changes they want to see. MDPI can arrange for proof-reading to be carried out using emails containing your journal or publisher branding.

XML conversion

MDPI offers a competitive service for XML conversion with high levels of accuracy and short completion times. Extensible markup language, XML, is the standard, machine-readable format used in scholarly publishing, including by indexes such as PubMed and Web of Science. To convert your files to XML, MDPI has a team of experienced XML editors. We use advanced software tools built by our in-house IT team to produce standard, PubMed compliant XML files. Our semi-automated processes and quality checking procedures ensure that we can handle large volumes of work in a short space of time.

We work to high standards and achieve over 99.99% accuracy. Both Microsoft Word and LaTeX files can be processed and are other formats can be considered on request. All output files conform to the NLM Journal Publishing DTD v2.3 tag suite and are suitable for submission to PubMed.

Output formats

XML can form the basis for several output formats, including PDF, HTML, LaTeX, and Epub. Semi-automated processes developed by our in-house team ensure a high

quality final product, whatever format you choose.

PDF files undergo additional copy-editing to ensure full compliance with the journal's editorial style.

Data delivery

A number of different outputs can be delivered alongside the final versions of files. These can be retrieved via Susy's API. If you have a specific need not already covered, please get in touch with us.

Delivery to indexing databases

MDPI regularly delivers content to all of the main scholarly databases and a large number of field-specific indexes, including PubMed, Web of Science, Scopus, Crossref and DOAJ. Delivery for your journal can be handled either as soon as production is complete, or on a scheduled date.



Managed Journals

MDPI can manage your open access journal on your behalf. We will provide a dedicated Managing Editor as a single point of contact and, depending on the size of the journal, Assistant Editors as support. Our staff will handle all administrative aspects of the journal, including contact with authors and reviewers, marketing, and invoicing. By selecting the Editor-in-Chief and keeping in contact with the Managing Editor, you can set the direction of the journal and maintain oversight.



Scilit: A Powerful Database

Scilit is a comprehensive database of over 80 million scholarly articles. It can be searched directly from ▶ www.scilit.net and supports a number of functions for publishers and authors:



Scitations

Keep authors informed about papers in your journal that cite their work. The Scitations function sends an email to authors of cited papers informing them about the new publication. The function reads the bibliography of a published article and identifies the corresponding author of cited papers. If a record and email address are found in Scilit, the author of the cited paper is notified by email.

Reviewer search

Put in a few keywords and the Scilit search engine will retrieve a list of potential reviewers, along with their contact details and titles of papers they have published. These can be incorporated directly into Susy or your own submission system to be invited as reviewers.

Reviewer blast (conflict of interest checker)

Editors want to avoid inviting reviewers that have a conflict of interest with authors. Scilit can perform an automatic check based on author names and/or email addresses, and return a percentage match. By linking to the original publication, editors can verify the full details for themselves. In Susy, reviewers with a potential conflict of interest are highlighted in red.

Scifeed

Authors can stay up-to-date with latest research from all publishers by using customized searches. They receive daily or weekly notifications of papers that match their criteria as soon as it is added to Scilit, often within hours of publication.

Contact

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