In this newsletter you will find more information about some recently implemented features. It also includes a ‘Did You Know?’ section, which we hope you will find useful. As always, if you have any questions, or feedback, please feel free to contact us.

**New Style Manuscript Overview Tables**

On more and more pages, the overview table may look slightly different than you were used to before:

This new page style allows you to customize the overview even further: The settings symbol (⚙️, above the manuscript table on the right) allows you to make changes to the various columns that are displayed on the page: simply tick/untick checkboxes as appropriate and click on ‘Submit’ to save your changes. You can also change the order of the columns: hover with your mouse over the column header you want to relocate until you see a drag-and-drop symbol (🗑️). Then press and hold your mouse button, and simultaneously move your mouse to the left or right to move that column to another location in the overview. The name of the column you are relocating will be shown in yellow and arrows indicate where the column will be placed when you release your mouse button.

If you prefer the old-style overview, simply click on the toggle symbol (↔️) at the top left.

**Option to Log on with ORCID Access Codes**

ORCID (Open Researcher and Contributor ID) is an initiative that allows researchers to obtain a unique personal identifier code that can be used to link their publications unequivocally to their person. This way, you can avoid confusion as to whether or not a publication is indeed yours or someone else’s. For more information on ORCID, see [http://orcid.org/](http://orcid.org/).

If you wish, you can log into EM using your ORCID access codes. To do so, click on the green ORCID ‘iD’ symbol in the login box.
If you do not have an ORCID iD yet: Create an ORCID iD via the Register link and on the next page, enter the requested information and click on ‘Authorize’:

![Image of ORCID registration process]

If you already have an ORCID iD: Enter your ORCID access codes and click on ‘Authorize’:

![Image of ORCID login process]

After authorization on the ORCID page, you will be led back to Editorial Manager, where you should then log in with your Editorial Manager login codes (in order to connect your ORCID iD with your Editorial Manager account):
NOTES:

➢ This only needs to be set up once. Next time you log in, simply click on the ORCID iD symbol, fill out your ORCID access codes and ‘Authorize’ to access EM.

➢ Should you by any chance be logged in as an Author by default, click on the Update My Information link at the very top of the EM page and change your ‘Default Login Role’ to your editorial role in the drop down menu and click on ‘Submit’ at the bottom of the page. Next time, the system will log you in as an editor.

➢ To switch to your editorial main menu without logging out and logging in anew, open the ‘Role’ drop down menu to the right of the Journal Title at the very top of the page and select your editorial role.

### Changes to Register New User Page

When you register new users, the Register New User link now leads you to a slightly different page than before. You can enter all the required information on the same page. If you wish to provide more than just the required information, click on the ‘+’ symbols to get access to more fields. When done, click on ‘Register User and Send Letter’ if you want to send the user a letter with his/her access codes (letter is editable). Otherwise click on ‘Register User and Do NOT Send Letter’, in which case the user is registered without further notification.

### Did You Know?

**ORCID**

The number of ORCID users has meanwhile accumulated 2 million users. ORCID is currently working on allowing its users to sign in with their institutional access codes and has recently come to an agreement with SURF to make the ORCID registry available via SURFconext. Click [here](#) for more details.

**Online Support Page**

On our dedicated EM Support page on brill.com (click [here](#) to view) you can find video tutorials, FAQs as well as extensive manuals for authors, reviewers and editors. The manuals have all been updated recently.

**Contact Us**

Our EM Support team will be happy to respond to any questions you may have relating to Editorial Manager. You may contact us at [EM@brill.com](mailto:EM@brill.com). Please be so kind as to include the title of the journal or the journal acronym in your email for easy reference. When asking for changes in the configuration, please be aware that changes to the configuration can only be implemented if approved by the main decision-taking editor (usually this is the Editor-in-Chief). If there is more than 1 of these editors who have the final say, they need to be in agreement with any changes to be made.