

Editor Adds Reviewer to Database

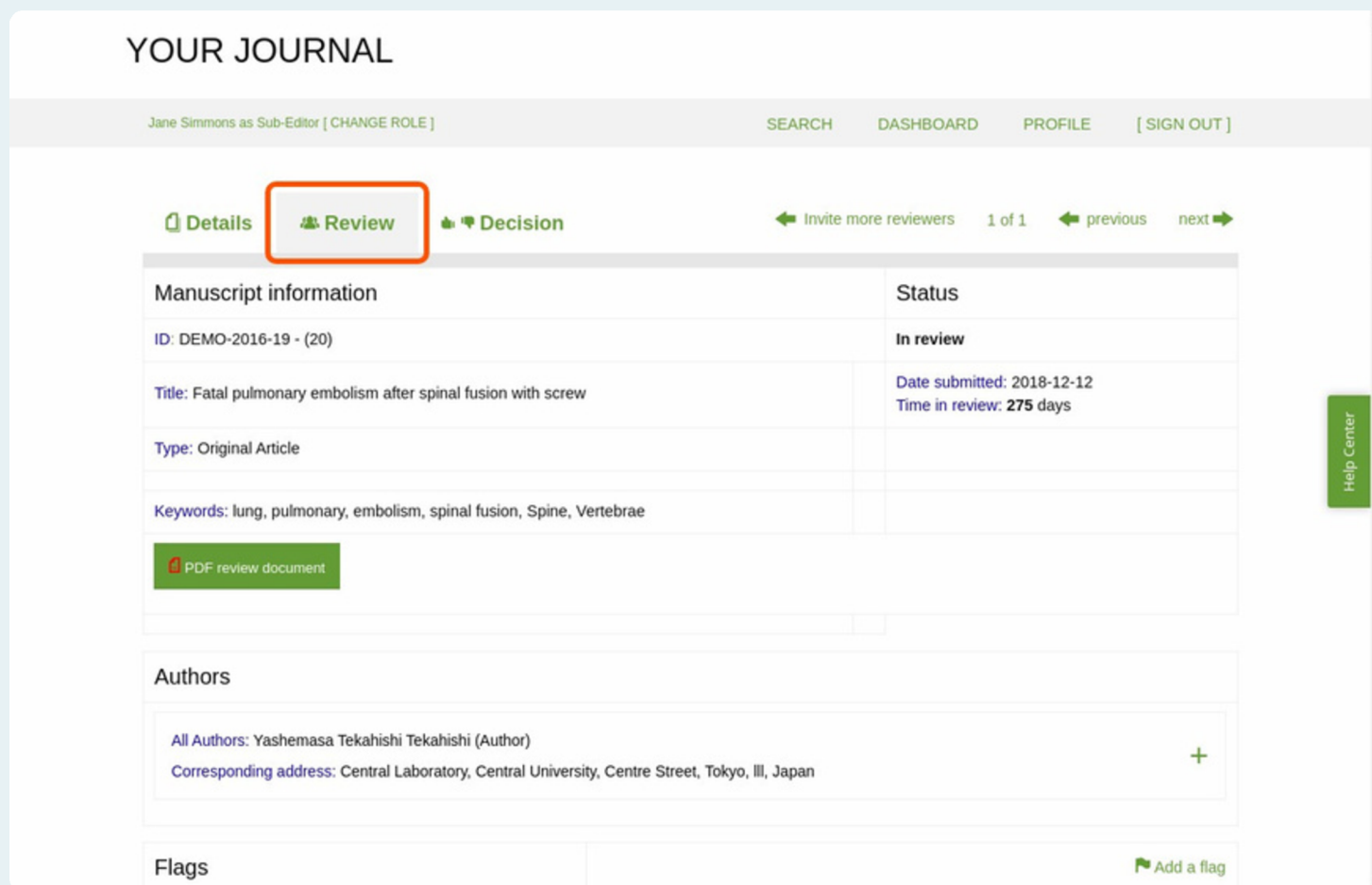
Adding a reviewer

An editor will often want to add a reviewer for a particular manuscript that is not found with a 'Search for reviewer' in the database.

This guide will show how this is done.

'Review' tab

Here, on the 'Review' tab, the editor scrolls down...



The screenshot displays the 'YOUR JOURNAL' interface. At the top, it shows the user 'Jane Simmons as Sub-Editor [CHANGE ROLE]' and navigation links for 'SEARCH', 'DASHBOARD', 'PROFILE', and '[SIGN OUT]'. Below this, there are three tabs: 'Details', 'Review' (highlighted with a red box), and 'Decision'. To the right of the tabs are navigation options: '← Invite more reviewers', '1 of 1', '← previous', and 'next →'. The main content area is divided into two columns: 'Manuscript information' and 'Status'. The 'Manuscript information' column contains fields for 'ID: DEMO-2016-19 - (20)', 'Title: Fatal pulmonary embolism after spinal fusion with screw', 'Type: Original Article', and 'Keywords: lung, pulmonary, embolism, spinal fusion, Spine, Vertebrae'. There is a green button labeled 'PDF review document'. The 'Status' column shows 'In review', 'Date submitted: 2018-12-12', and 'Time in review: 275 days'. Below the manuscript information is an 'Authors' section with 'All Authors: Yashemasa Tekahishi Tekahishi (Author)' and 'Corresponding address: Central Laboratory, Central University, Centre Street, Tokyo, Ill, Japan'. At the bottom, there is a 'Flags' section with an 'Add a flag' button. A vertical 'Help Center' button is visible on the right side of the interface.

YOUR JOURNAL

Jane Simmons as Sub-Editor [CHANGE ROLE]

SEARCH DASHBOARD PROFILE [SIGN OUT]

Details **Review** Decision

← Invite more reviewers 1 of 1 ← previous next →

Manuscript information	Status
ID: DEMO-2016-19 - (20)	In review
Title: Fatal pulmonary embolism after spinal fusion with screw	Date submitted: 2018-12-12 Time in review: 275 days
Type: Original Article	
Keywords: lung, pulmonary, embolism, spinal fusion, Spine, Vertebrae	
PDF review document	

Authors

All Authors: Yashemasa Tekahishi Tekahishi (Author) +






Corresponding address: Central Laboratory, Central University, Centre Street, Tokyo, Ill, Japan



Flags [Add a flag](#)

Help Center

Search for a reviewer

...and clicks, "Search for a reviewer"

4 ▾		Keighley Luke (Dr) Carolina Medical Department Carolina Hospital Keighley.l@carolina.usa United States	Invite	 Invite
5 ▾		Kramnik Vladimir (Prof) Russian Institute Moscow Hospital kramnik.v@rcu.ruz Russia	Invite	 Invite
				 Invite all

Marked up documents for authors

Add a marked-up review document for the authors



Reviewer invitation strategy

Automatic review cancel is **on**

Automatic invitation is **on**

Read more



Search

Editors can search for a reviewer via the various categories/ parameters/ also Pub Med and Google Scholar at the bottom of the page.

Here we will display a search for a reviewer by 'Last name'

Reviewer suggestions from the database

[See suggestions](#) +

Search for reviewer by category

Select a search group:
 Reviewers only include authors

Name, affiliation or expertise
First name, Last name, Institution, Expertise

Expertise keyword

Acute lymphocytic leukemia
Acute myelocytic leukemia (AML)
Adjuvant treatment
Adolescent

Reviewer groups

List reviewers by last name

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Å Æ Ø Ä

Ö Ü

List all members of the review board

[more search options](#) +

Nothing found

If the reviewer is not found...

Date: 2018-07-03 13:56:47	Submit No.:1	Note: ...	By: Barrett, Sid	+
Date: 2018-07-03 13:56:57	Submit No.:1	Note: ...	By: Barrett, Sid	+
Date: 2018-07-03 13:59:08	Submit No.:1	Note: ...	By: Barrett, Sid	+

Editorial Staff

Administrator: Jane Simmons Assigned: 2018-12-12	Editor-in-Chief: Jane Simmons Assigned: 2018-12-18	Sub-Editor: Jane Simmons Assigned: 2019-01-07
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Nothing found for search

[Search again](#)

[Add a reviewer to database](#)

Marked up documents for authors

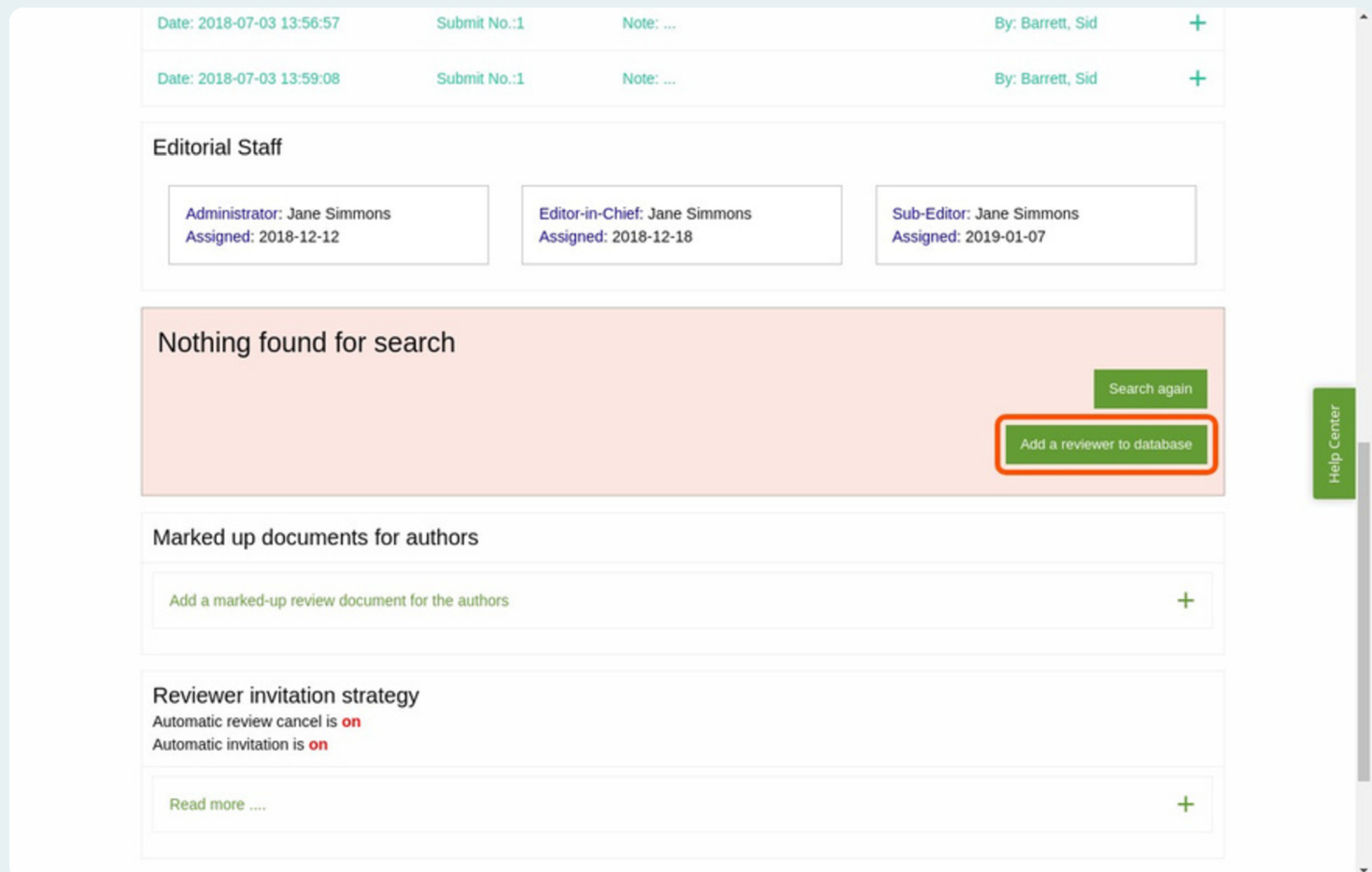
Add a marked-up review document for the authors +

Reviewer invitation strategy

Automatic review cancel is **on**
Automatic invitation is **on**

Add a reviewer

...the option appears to add a reviewer to the database








The screenshot displays a web interface with several sections. At the top, there are two rows of data, each with a date (2018-07-03 13:56:57 and 2018-07-03 13:59:08), a submit number (1), a note, and a user name (Barrett, Sid). Below this is an 'Editorial Staff' section with three boxes: 'Administrator: Jane Simmons Assigned: 2018-12-12', 'Editor-in-Chief: Jane Simmons Assigned: 2018-12-18', and 'Sub-Editor: Jane Simmons Assigned: 2019-01-07'. A large pink box contains the text 'Nothing found for search' and two buttons: 'Search again' and 'Add a reviewer to database'. The 'Add a reviewer to database' button is highlighted with a red rectangle. Below this is a 'Marked up documents for authors' section with a button 'Add a marked-up review document for the authors'. The final section is 'Reviewer invitation strategy' with the text 'Automatic review cancel is on' and 'Automatic invitation is on', and a 'Read more' button. A vertical 'Help Center' button is on the right side.

Add reviewer form

The 'Add reviewer' form then appears at the bottom of the 'Review' tab page...

Add reviewer info

On the form, the editor can now provide the information necessary to add the reviewer to the database.

4		Carolina Medical Department Carolina Hospital Keighley.I@carolina.usa United States		 Invite
5		Kramnik Vladimir (Prof) Russian Institute Moscow Hospital kramnik.v@rcu.ruz Russia	Invite	 Invite
				 Invite all

Add reviewer (if not found)

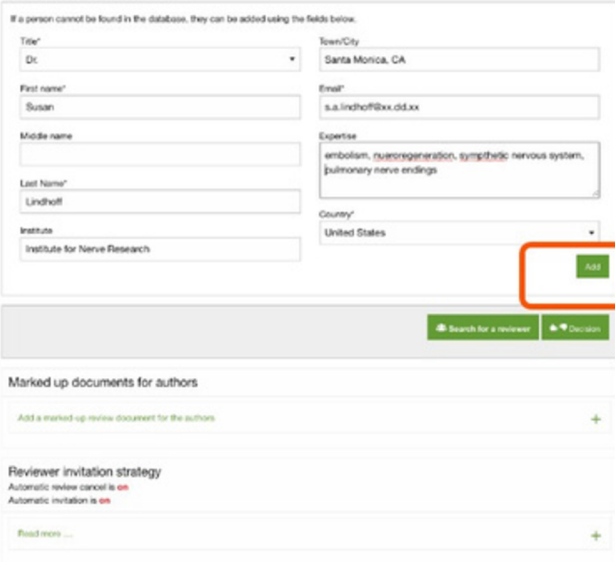
If a person cannot be found in the database, they can be added using the fields below.

Title*	Town/City
Dr. ▾	Santa Monica, CA
First name*	Email*
Susan	s.a.lindhoff@xx.dd.xx
Middle name	Expertise
A.	
Last Name*	Country*
Lindhoff	
Institute	
Institute for Nerve Research	

[Add](#)

Click 'Add'

When the form is complete, the editor clicks to 'Add' this reviewer



The screenshot shows a web form titled "Add reviewer (if not found)". The form contains several input fields for reviewer information:

- Title: Dr. (dropdown)
- Town/City: Santa Monica, CA
- First name: Susan
- Email: s.s.lindhoff@xxx.dd.xx
- Middle name: (empty)
- Expertise: embolism, neuroregeneration, sympathetic nervous system, pulmonary nerve endings
- Last Name: Lindhoff
- Country: United States (dropdown)
- Institute: Institute for Nerve Research

A green "Add" button is highlighted with a red rectangle. Below the form are two buttons: "Search for a reviewer" and "Decision".

Below the form, there are two sections:

- Marked up documents for authors**: A section with a plus sign and the text "Add a marked up review document for the authors".
- Reviewer invitation strategy**: A section with the text "Automatic review cancel is on" and "Automatic invitation is on", followed by a "Read more ..." link.










At the bottom of the form, there are navigation links: "Invite more reviewers", "1 of 1", "Previous", and "Next".

Reviewers list

The editor can now scroll down to see the reviewer has been added to the 'Reviewers' list

Reviewer added

The new reviewer has been added here...

3 ▾		Jonsson Edmund (Dr) The Institute Malmo University e.jonsson@malmo.sez Sweden	Invite	 Invite
4 ▾		Keighley Luke (Dr) Carolina Medical Department Carolina Hospital Keighley.l@carolina.usa United States	Invite	 Invite
5 ▾		Kramnik Vladimir (Prof) Russian Institute Moscow Hospital kramnik.v@rcu.ruz Russia	Invite	 Invite
6 ▾		Lindhoff Susan (Dr.) Institute for Nerve Research s.a.lindhoff@xx.dd.xx United States	Invite	 Invite
				 Invite all

 Search for a reviewer

 Decision









Marked up documents for authors


Add a marked-up review document for the authors



Invite

...and is now available to be invited

3		The Institute Malmo University e.jonsson@malmo.sez Sweden		 Invite
4		Keighley Luke (Dr) Carolina Medical Department Carolina Hospital Keighley.l@carolina.usa United States	Invite	 Invite
5		Kramnik Vladimir (Prof) Russian Institute Moscow Hospital kramnik.v@rcu.ruz Russia	Invite	 Invite
6		Lindhoff Susan (Dr.) Institute for Nerve Research s.a.lindhoff@xx.dd.xx United States	Invite	 Invite
				 Invite all

 Search for a reviewer

 Decision

Marked up documents for authors






Add a marked-up review document for the authors



Help Center

Search for a reviewer

Searching before adding a reviewer prevents the accumulation of multiple profiles for a single user and ultimately improves journal efficiency.

5 ▾		Kramnik Vladimir (Prof) Russian Institute Moscow Hospital kramnik.v@rcu.ruz Russia	Invite	 Invite
6 ▾		Lindhoff Susan (Dr.) Institute for Nerve Research s.a.lindhoff@xx.dd.xx United States	Invite	 Invite
				 Invite all

[Search for a reviewer](#) [Decision](#)

Marked up documents for authors

Add a marked-up review document for the authors [+](#)

Reviewer invitation strategy
Automatic review cancel is **on**
Automatic invitation is **on**

Read more [+](#)