

Adding Reviewers & Editorial Board

Adding Reviewers / Editorial Board

Reviewers / editorial board members can be imported as a group with the help of Customer Support; alternatively, they can be added manually.

In order to add manually, follow these steps:

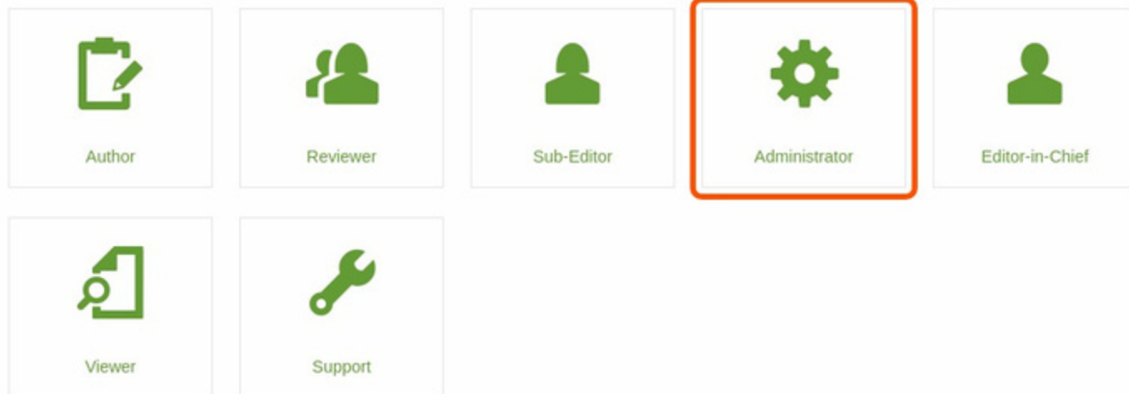
'Admin' / 'Configure Manager'

Select the role with this gear wheel icon to access the 'Configure' section.

(If you need access to this role, contact support@manuscriptmanager.com)

YOUR JOURNAL

Welcome *Jane Simmons* - please select your role



The screenshot displays a user interface for selecting a role. At the top, it says "YOUR JOURNAL" and "Welcome Jane Simmons - please select your role". Below this, there are seven role selection cards arranged in two rows. The first row contains: Author (pencil icon), Reviewer (two people icon), Sub-Editor (person icon), Administrator (gear icon, highlighted with a red border), and Editor-in-Chief (person icon). The second row contains: Viewer (magnifying glass icon) and Support (wrench icon). A vertical "Help Center" button is visible on the right side of the interface.



Company
About
Offices
Contact



Support
Contact



Session

'CONFIGURE'

Select 'CONFIGURE' at the admin dashboard

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE]

CONFIGURE

SEARCH

DASHBOARD

PROFILE

[SIGN OUT]

DASHBOARD

To do

- 9 new submissions
- 0 resubmissions
- 0 restart suspended submissions

Overdue

- 9 Administrator new submissions
- 3 Editor-in-Chief select Sub-Editor
- 8 Sub-Editor selects Reviewers
- 1 overdue review
- 11 overdue manuscripts

Monitor

27 all in review

- 1 suspended
- 4 new with Editor-in-Chief
- 9 Sub-Editor inviting reviewers
- 2 with external reviewers
- 1 Sub-Editor recommendation
- 1 Editor-in-Chief decision

Graphs

No data found for this graph

Choose report

Manuscript overview

Start date

2019-01-01

End date

2019-01-28

Go

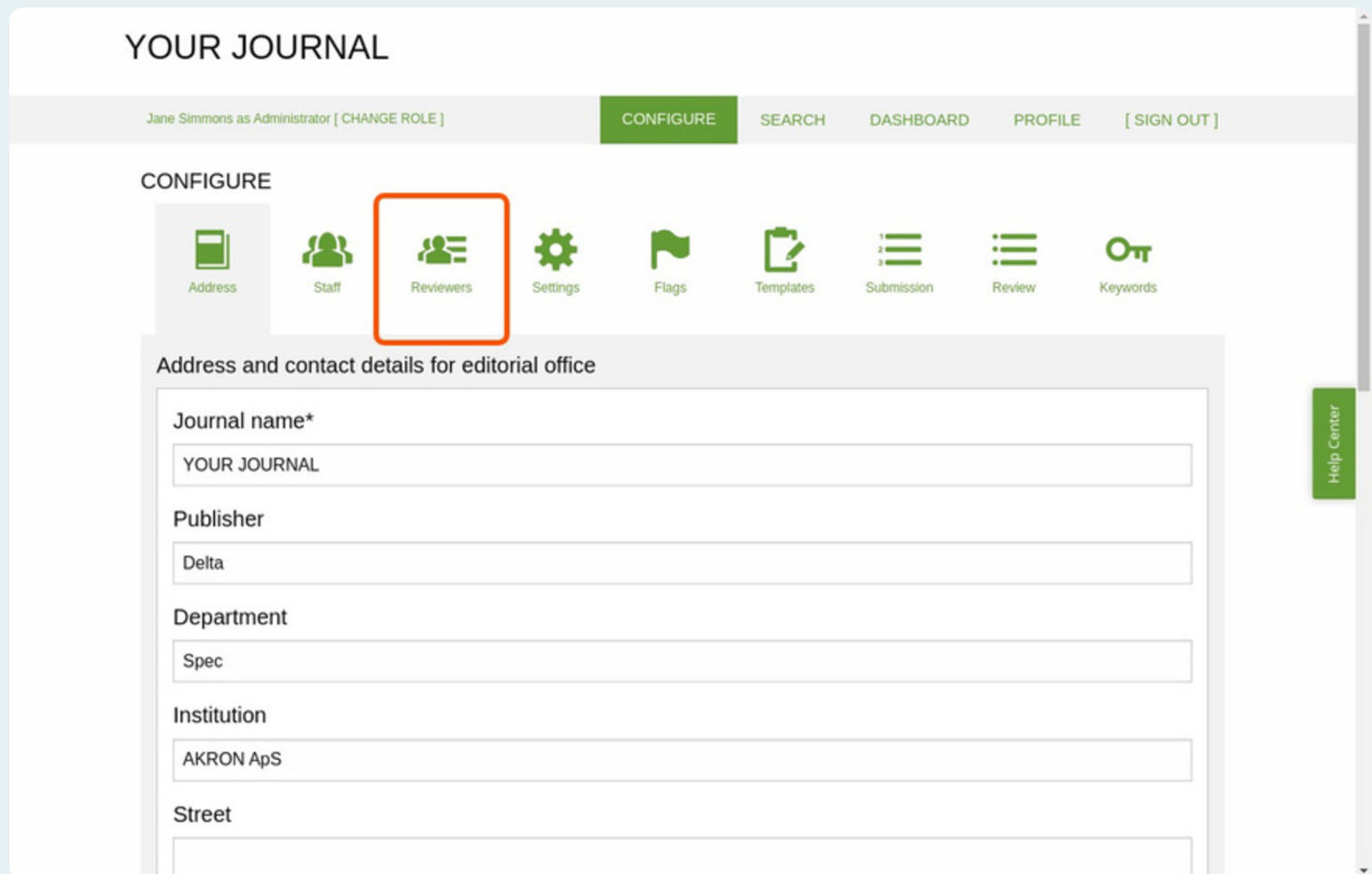
0 Manuscripts (unique submissions)



Help Center

Select, 'Reviewers'

In the configure section, select, 'Reviewers'



The screenshot displays the 'YOUR JOURNAL' configuration interface. At the top, the user is identified as 'Jane Simmons as Administrator [CHANGE ROLE]'. Navigation options include 'CONFIGURE' (highlighted in green), 'SEARCH', 'DASHBOARD', 'PROFILE', and '[SIGN OUT]'. Below the navigation bar, a 'CONFIGURE' section contains several icons: Address, Staff, Reviewers (highlighted with a red box), Settings, Flags, Templates, Submission, Review, and Keywords. The 'Reviewers' icon is a green square with three stylized human figures. Below the navigation bar, the main content area is titled 'Address and contact details for editorial office'. It contains several input fields: 'Journal name*' (filled with 'YOUR JOURNAL'), 'Publisher' (filled with 'Delta'), 'Department' (filled with 'Spec'), 'Institution' (filled with 'AKRON ApS'), and 'Street' (empty). A vertical 'Help Center' button is located on the right side of the page.

'Reviewers'

On the 'Reviewers' page, administrators have quick access to various lists of reviewers.

It is also here that they can add a reviewer or editorial board member.

Add Reviewer / review board

In order to add a reviewer or review board member manually, simply click the button.

Address Staff **Reviewers** Settings Flags Templates Submission Review Keywords

Reviewers

24 Reviewers in the database

Reviewers and review board members are usually external academics who are invited to review. They do not have responsibilities for selecting or inviting others.

[Get excel file](#)

List 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 Å Ö Ü

[Add Reviewer/review board member](#)

Select a title for this role

Reviewer

Board	Name	Email	Last signed in		
	Amory Arthur (Dr)	aa@hsah.org.ilx	Never signed in	Edit	Remove

Help Center

Basic profile info

The information form then opens, allowing the essential details of the new profile to be added.

Review board status

Be sure to select the appropriate button to denote the status of the reviewer added.

Middle name(s)

Last name*

Adid

Email*

hasad@ee.rr.vv

Country*

Review board status

Review board member (frequent reviewer)

Ordinary reviewer

Save

Note: All users are requested to complete their profile and affiliation details when first contacted.

Help Center



Company
About
Offices
Contact



Support
ASK A QUESTION



Session
Jane Simmons
Role: Administrator
[Sign out]

Then, 'Save'

Middle name(s)

Last name*

Email*

Country*

Review board status

- Review board member (frequent reviewer)
- Ordinary reviewer

Save

Note: All users are requested to complete their profile and affiliation details when first contacted.

Help Center



Company

About
Offices
Contact



Support

ASK A QUESTION



Session

Jane Simmons
Role: Administrator
[Sign out]

Confirmation

The system then confirms that the profile has been added.

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE]

CONFIGURE

SEARCH

DASHBOARD

PROFILE

[SIGN OUT]

CONFIGURE



Address



Staff



Reviewers



Settings



Flags



Templates



Submission



Review



Keywords

Add Reviewer

Hasan Adid is added to the database.

Add another

Help Center



Company

About
Offices
Contact



Support

ASK A QUESTION



Session

Jane Simmons
Role: Administrator
[Sign out]

Add another

At this point, another reviewer profile can be added via the, 'Add another' shortcut.

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE] **CONFIGURE** SEARCH DASHBOARD PROFILE [SIGN OUT]

CONFIGURE

- Address
- Staff
- Reviewers**
- Settings
- Flags
- Templates
- Submission
- Review
- Keywords

Add Reviewer

Hasan Adid is added to the database.

Add another

Help Center

Company
About
Offices
Contact

Support
ASK A QUESTION

Session
Jane Simmons
Role: Administrator
[Sign out]

'Reviewers'

Or, the administrator can check the 'Reviewers' page to verify that the new profile is listed.

The screenshot displays the 'YOUR JOURNAL' administrative interface. At the top, the user is identified as 'Jane Simmons as Administrator [CHANGE ROLE]'. The main navigation bar includes 'CONFIGURE', 'SEARCH', 'DASHBOARD', 'PROFILE', and '[SIGN OUT]'. The 'CONFIGURE' section contains several icons: Address, Staff, Reviewers (highlighted with a red box), Settings, Flags, Templates, Submission, Review, and Keywords. Below this, the 'Add Reviewer' section shows a green notification box stating 'Hasan Adid is added to the database.' and an 'Add another' button. The footer contains three columns: 'Company' (About, Offices, Contact), 'Support' (ASK A QUESTION), and 'Session' (Jane Simmons, Role: Administrator, [Sign out]). A 'Help Center' button is visible on the right side.

List by last name

Back at the 'Reviewers' page, alphabetical selection generates a list of reviewers whose last name begins with 'A'.

The screenshot shows the 'Reviewers' management interface. At the top, there is a navigation bar with icons for Address, Staff, Reviewers (active), Settings, Flags, Templates, Submission, Review, and Keywords. Below the navigation bar, the 'Reviewers' section displays '25 Reviewers in the database' and a 'Get excel file' button. A red box highlights the 'List by last name' filter section, which includes a radio button for 'A' and a row of letters from A to Z, along with special characters like Å, Æ, Ø, Å, Ö, and Ü. An 'Add Reviewer/review board member' button is located to the right of the filter. Below the filter, there is a dropdown menu for 'Select a title for this role' with 'Reviewer' selected. At the bottom, a table lists reviewers with columns for Board, Name, Email, Last signed in, and action buttons (Edit, Remove).

Board	Name	Email	Last signed in		
	Adid Hasan (Prof.)	hasad@ee.rr.vv	Never signed in	Edit	Remove
	Amory Arthur (Dr)	aa@hsah.org.ilx	Never signed in	Edit	Remove

Profile listed

And the new reviewer profile appears listed.

List 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

[Add Reviewer/review board member](#)

Select a title for this role

Reviewer

Board	Name	Email	Last signed in		
	Adid Hasan (Prof.)	hasad@ee.rr.vv	Never signed in	Edit	Remove
	Amory Arthur (Dr)	aa@hsah.org.ilx	Never signed in	Edit	Remove

Help topics for this page

[Help topic: Reviewers](#)



Company

About
Offices
Contact



Support

[ASK A QUESTION](#)



Session

Jane Simmons
Role: Administrator
[\[Sign out \]](#)

Help Center





'Edit'

Profile details can be edited or additional profile information can be added via the 'Edit' button.

List 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

Add Reviewer/review board member

Select a title for this role
Reviewer

Board	Name	Email	Last signed in		
	Adid Hasan (Prof.)	hasad@ee.rr.w	Never signed in		
	Amory Arthur (Dr)	aa@hsah.org.ilx	Never signed in		

Help topics for this page
Help topic: Reviewers +

Help Center



Company
About
Offices
Contact



Support
ASK A QUESTION



Session
Jane Simmons
Role: Administrator
[Sign out]

'Remove'

A profile can also be removed.

Note:

'Remove,' will remove the listing from the 'Reviewers' page, though the profile will remain in the database.

List 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 Å Ö Ü
Add Reviewer/review board member

Select a title for this role
Reviewer

Board	Name	Email	Last signed in		
	Adid Hasan (Prof.)	hasad@ee.rr.w	Never signed in	Edit	Remove
	Amory Arthur (Dr)	aa@hsah.org.ilx	Never signed in	Edit	Remove

Help topics for this page
Help topic: Reviewers +

Help Center

Company
About
Offices
Contact

Support
ASK A QUESTION

Session
Jane Simmons
Role: Administrator
[Sign out]

Continue adding

Continue to add reviewer/ editorial board member profiles in the same way.

Address Staff **Reviewers** Settings Flags Templates Submission Review Keywords

Reviewers

25 Reviewers in the database

Reviewers and review board members are usually external academics who are invited to review. They do not have responsibilities for selecting or inviting others.

[Get excel file](#)

List 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 Å Ö Ü

[Add Reviewer/review board member](#)

Select a title for this role

Reviewer

Board	Name	Email	Last signed in		
	Adid Hasan (Prof.)	hasad@ee.rr.vv	Never signed in	Edit	Remove
	Amory Arthur (Dr)	aa@hsah.org.ilx	Never signed in	Edit	Remove

Help Center

Updates

Adding, editing and removing reviewer and editorial board members can continue to be done manually as needed from the, 'Reviewers' page.