

# Searching for, Selecting and Inviting reviewers

## Selecting and inviting reviewers

Reviewers are usually searched for, selected and invited by a member of the the editorial staff.

## Sub-editor role








In this guide we will see how an editor would do this.

We will act as the Associate Editor or Sub-editor.

### YOUR JOURNAL

Welcome *Jane Simmons* - please select your role

The screenshot shows a user selection interface with seven role options arranged in two rows. The 'Sub-Editor' role is highlighted with a red border. The roles and their corresponding icons are: Author (notepad and pencil), Reviewer (two people), Sub-Editor (single person), Administrator (gear), Editor-in-Chief (single person), Viewer (magnifying glass over document), and Support (wrench).

 Author	 Reviewer	 Sub-Editor	 Administrator	 Editor-in-Chief
 Viewer	 Support			

Need a hand?



Company  
About  
Offices  
Contact



Support  
ASK A QUESTION



Session  
Jane Simmons  
Role: Sub-Editor  
[ Sign out ]

# Newly assigned

By clicking, 'newly assigned' manuscripts in the 'to do' on the left side of the dashboard...

## YOUR JOURNAL

Jane Simmons as Sub-Editor [ CHANGE ROLE ]

SEARCH

DASHBOARD

PROFILE

[ SIGN OUT ]

### DASHBOARD

#### To do list

1 newly assigned to you

0 ready for decision/recommendation

#### Manuscripts in review

0 in review

### Graphs

#### Choose report

Manuscript overview

#### Start date

2018-01-01

#### End date

2018-12-18

Go

26 Manuscripts (unique submissions)



Highcharts.com

Need a hand?

# 'View details'

The expanded list of new submissions is opened.

Clicking, 'View details' here will bring the editor to the 'Details' tab of the manuscript.

The screenshot displays a web interface for a journal's submission management system. At the top, the user is identified as 'Jane Simmons as Sub-Editor' with a '[ CHANGE ROLE ]' link. Navigation links for 'SEARCH', 'DASHBOARD', 'PROFILE', and '[ SIGN OUT ]' are visible. The main section is titled 'YOUR JOURNAL' and shows 'Newly assigned to you - 1 manuscripts'. A single manuscript entry is listed with the following details:

<b>DEMO-2016-19 - (20)</b> <b>Fatal pulmonary embolism after spinal fusion with screw</b> Type: Original Article Yashemasa Tekahishi Tekahishi (Author) Submitted: 2018-12-12	Administrator: Jane Simmons Editor-in-Chief: Jane Simmons Sub-Editor: Jane Simmons 6 days in review 0 days with Editor-in-Chief 0 days with Sub-Editor	With editor	<a href="#">View details</a>
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Below the manuscript list, it states 'Showing 1 of 1 total records'. A 'Help topics for this page' section contains a link to 'Help topic 1: Manuscript list'. The footer contains navigation links for 'Company' (About, Offices, Contact), 'Support' (ASK A QUESTION), and 'Session' (Jane Simmons, Role: Sub-Editor, [ Sign out ]). A vertical sidebar on the right contains the text 'Need a hand?'.

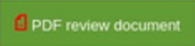

# 'Details' tab

All of the manuscript metadata and original files are stored here.

## YOUR JOURNAL

Jane Simmons as Sub-Editor [ CHANGE ROLE ]      SEARCH    DASHBOARD    PROFILE    [ SIGN OUT ]

**Details**   Review   Decision   ← newly assigned to you   1 of 1   ← previous   next →

Manuscript information	Status
ID: DEMO-2016-19 - (20)	<b>Sub-Editor selecting reviewers</b>
Title: Fatal pulmonary embolism after spinal fusion with screw	Date submitted: 2018-12-12 Time in review: 6 days
Type: Original Article	
Keywords: lung, pulmonary, embolism, spinal fusion, Spine, Vertebrae	
 PDF review document	
<b>Authors</b>	
All Authors: Yashemasa Tekahishi Tekahishi (Author) <span style="float: right;">+</span>	
Corresponding address: Central Laboratory, Central University, Centre Street, Tokyo, Ill, Japan	
<b>Flags</b>	 Add a flag


Need a hand?

# PDF

Here the manuscript PDF file can be opened to get an idea of the manuscript content.

Jane Simmons as Sub-Editor [ CHANGE ROLE ]      SEARCH      DASHBOARD      PROFILE      [ SIGN OUT ]


Details      Review      Decision      ← newly assigned to you      1 of 1      ← previous      next →

Manuscript information	Status
ID: DEMO-2016-19 - (20)	<b>Sub-Editor selecting reviewers</b>
Title: Fatal pulmonary embolism after spinal fusion with screw	Date submitted: 2018-12-12 Time in review: 6 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

 Review for special issue

Notes ➤ Add a note

Need a hand?

# Agree or Decline

Then the sub-editor can either agree or decline to take responsibility for the manuscript.

The screenshot shows a web interface for manuscript review. At the top, there is a section titled "Add document to similarity report" with a text input field and a "Submit file" button. Below this is a "Take action" section with two buttons: "Decline to review" (with a green circle and a diagonal line) and "Agree and Continue" (with a green circle and a play button). The "Agree and Continue" button is highlighted with a red border. To the right of the "Take action" section is a vertical button labeled "Need a hand?". Below the "Take action" section is a "Help topics for this page" section with two links: "Help topic: manuscript documents" and "Help topic: Video files", each with a plus sign. At the bottom is a green footer bar with three columns: "Company" (with a house icon and links for "About", "Offices", "Contact"), "Support" (with a headset icon and a link for "ASK A QUESTION"), and "Session" (with a person icon and text for "Jane Simmons", "Role: Sub-Editor", and "[ Sign out ]").

# 'Review' tab

If the editor accepts, the review tab opens to facilitate the next steps.

The editor can then either move on with the review process or make a decision.

The screenshot shows a web interface for managing a journal. At the top, it says "YOUR JOURNAL". Below that, there's a navigation bar with "Jane Simmons as Sub-Editor [ CHANGE ROLE ]", "SEARCH", "DASHBOARD", "PROFILE", and "[ SIGN OUT ]". The main content area has three tabs: "Details", "Review" (highlighted with a red box), and "Decision". To the right of the tabs, there's a navigation bar with "← newly assigned to you", "1 of 1", "← previous", and "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: 6 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

Need a hand?

## 'Decision' tab

If this manuscript is not to be sent to external review, the 'Decision' tab should be clicked to open so that a decision can be made.

The screenshot displays a web interface for managing a journal manuscript. At the top, the user is identified as 'Jane Simmons as Sub-Editor [CHANGE ROLE]'. Navigation links include 'SEARCH', 'DASHBOARD', 'PROFILE', and '[SIGN OUT]'. The main content area features three tabs: 'Details', 'Review', and 'Decision', with the 'Decision' tab highlighted by an orange box. Navigation controls show 'newly assigned to you', '1 of 1', 'previous', and 'next'. The manuscript information is presented in a table with two columns: 'Manuscript information' and 'Status'. The 'Manuscript information' column contains the ID 'DEMO-2016-19 - (20)', the title 'Fatal pulmonary embolism after spinal fusion with screw', the type 'Original Article', and keywords 'lung, pulmonary, embolism, spinal fusion, Spine, Vertebrae'. A 'PDF review document' link is also visible. The 'Status' column shows 'In review', 'Date submitted: 2018-12-12', and 'Time in review: 6 days'. Below the table, the 'Authors' section lists 'All Authors: Yashemasa Tekahishi Tekahishi (Author)' and the 'Corresponding address: Central Laboratory, Central University, Centre Street, Tokyo, Ill, Japan'. A 'Flags' section at the bottom includes an 'Add a flag' button. A vertical green button on the right side of the page reads 'Need a hand?'.

YOUR JOURNAL

Jane Simmons as Sub-Editor [CHANGE ROLE]    SEARCH    DASHBOARD    PROFILE    [SIGN OUT]

Details    Review    **Decision**

← newly assigned to you    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: 6 days
Type: Original Article	
Keywords: lung, pulmonary, embolism, spinal fusion, Spine, Vertebrae	
<a href="#">PDF review document</a>	

Authors

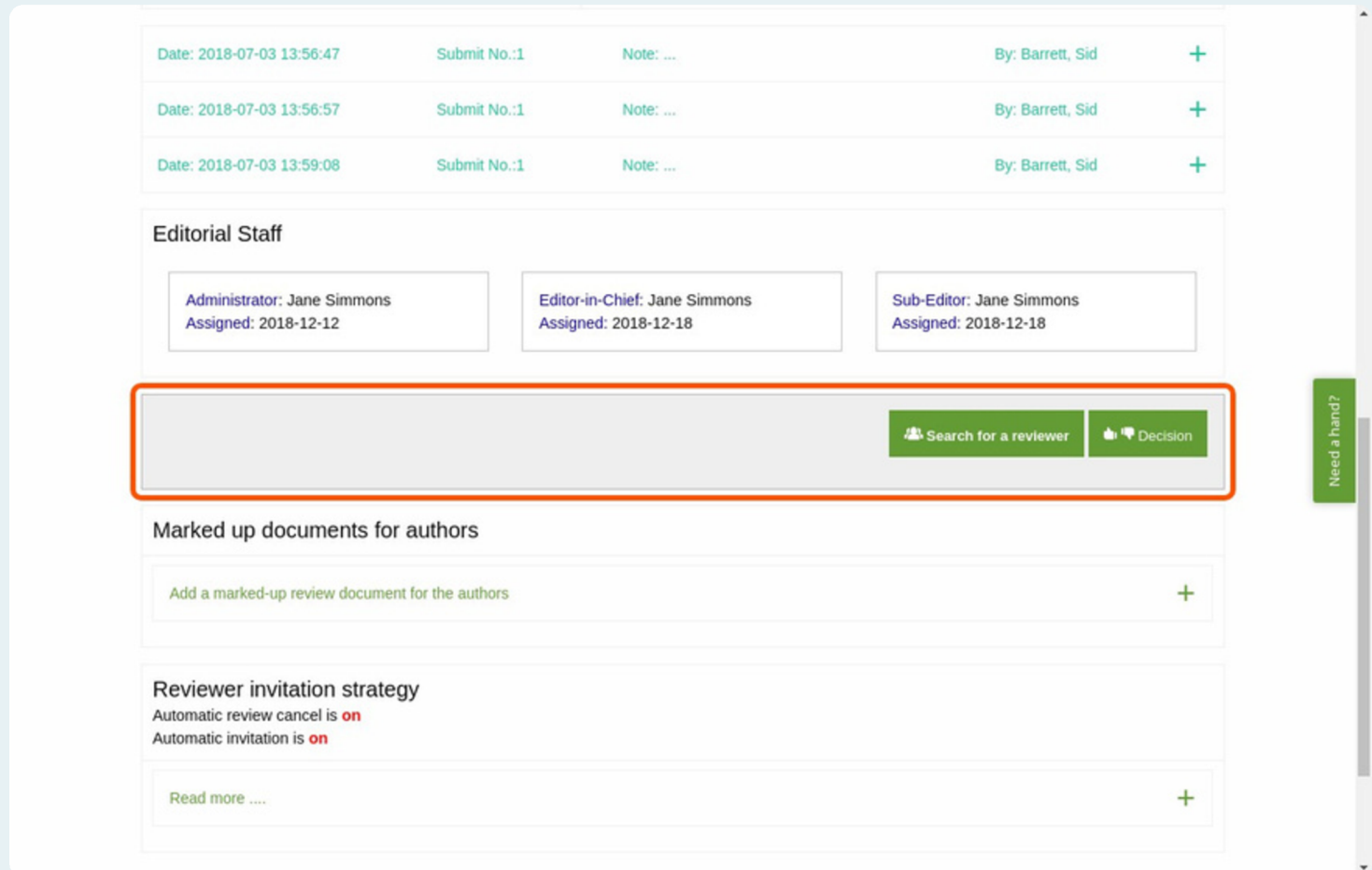
All Authors: Yashemasa Tekahishi Tekahishi (Author) +  
Corresponding address: Central Laboratory, Central University, Centre Street, Tokyo, Ill, Japan

Flags [Add a flag](#)

Need a hand?

## 'Search for a reviewer'

However, if it is time to search for reviewers for this manuscript, the editor should scroll down the page to click this button.



The screenshot displays a journal submission interface. At the top, there is a table with three rows of submission data:

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	+

Below the table is the 'Editorial Staff' section, which includes three roles:

- Administrator: Jane Simmons  
Assigned: 2018-12-12
- Editor-in-Chief: Jane Simmons  
Assigned: 2018-12-18
- Sub-Editor: Jane Simmons  
Assigned: 2018-12-18

A red box highlights a grey bar containing two green buttons: 'Search for a reviewer' and 'Decision'. To the right of this bar is a vertical green button labeled 'Need a hand?'. Below the highlighted bar are three sections:

- 'Marked up documents for authors' with a button 'Add a marked-up review document for the authors' and a '+' icon.
- 'Reviewer invitation strategy' with the text 'Automatic review cancel is on' and 'Automatic invitation is on', and a 'Read more ....' button with a '+' icon.

## Search opens

This opens the search screen where reviewers can be searched for in different ways:

- via automatic suggestions from the database (for well-established journals with large databases)
- by chosen category
- in Google Scholar, Pub Med
- by any other integrated service for which the journal might have a subscription (see Configure>Integrations)

## Database suggestions

At the top of the page, the built-in 'Suggestions from the database' can be opened by clicking the '+'.  
This works well for established journals with large databases.

View reviewers selected for these authors

### Search for reviewer by category

**Select a search group:**  
 Reviewers only  include authors

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

**Expertise keyword**

- Acute lymphocytic leukemia
- Acute myelocytic leukemia (AML)
- Adjuvant treatment
- Adolescents

**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

Search

Cancel

Need a hand?

## Search by category/ parameter

Just below, editors can search the journal database for a reviewer via the various categories/parameters listed: name, email, expertise keyword, etc.

Found **9** reviewers with matching expertise keywords [View reviewers with matching expertise](#)

Found **7** reviewers who have reviewed or been selected to review similar/related manuscripts [View reviewers of related manuscripts](#)

Found **0** reviewers who have previously been selected to review manuscripts by these authors [View reviewers selected for these authors](#)

**Search for reviewer by category**

Select a search group:  
 Reviewers only  include authors

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

Expertise keyword

- Acute lymphocytic leukemia
- Acute myelocytic leukemia (AML)
- Adjuvant treatment
- Adolescents

[Need a hand?](#)

# Pub Med/ Google Scholar

Further down on the page, there are links to search in Pub Med and Google Scholar.

## 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

Search

Cancel

## External reviewer sources

[Search pub med](#)

[Search google scholar](#)

Need a hand?

## 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 ....

+

## Find reviewers via keywords

For our example, we will use the automatic suggestions from the database and open the list of 9 suggested reviewers found via an expertise keywords match.

Date: 2018-07-03 13:59:06    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: 2018-12-18
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### Automatic reviewer suggestions from the database

Read more .... +

**Found 9 reviewers with matching expertise keywords**

[View reviewers with matching expertise](#)

**Found 7 reviewers who have reviewed or been selected to review similar/related manuscripts**

[View reviewers of related manuscripts](#)

**Found 0 reviewers who have previously been selected to review manuscripts by these authors**

[View reviewers selected for these authors](#)

### Search for reviewer by category


Select a search group:

Need a hand?

# Search results

No matter which search function is used, clicking will open the search results list.

## Notes

 Add a note

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: 2018-12-18

## Found for search

Click the check boxes of the reviewers who you would like to add to the review list for this manuscript.

Name	Expertise	Review History	Select
<b>Gardner, Danny (Mr)</b>  Switzerland d.gardner@karger.xx	Ear, Head, Knee, Organs, Pancreas, Spine, , Project Management, Publishing  Notes:	Currently reviewing: 1 Search pub med Search google scholar	<input type="checkbox"/>
<b>Harikrishna, Pentala (Prof)</b> Okanawi Institute Tokyo University Japan Harikrishna.p@tokyouni.jpz	Calf, Finger, Hawkin's sign, Head, Heart, Knee, Lower Limb, Nerve, Organs, Renal Failure, Shoulder, Spine, Stirrup bone, Upper Limb, , Oncology, AML, Lymphoma  Notes:	Search pub med Search google scholar	<input type="checkbox"/>
<b>Macdonald, Liz (Dr)</b> Scottish Department of Medicine	Cartilage, Cruciate ligament, Digestive track, Ear, Hawkin's sign, Heart, Nerve, Cervical Dystonia, Dystonia, Spina base, Vestibular, Muscle, Spasticity	Search pub med Search google scholar	<input type="checkbox"/>

Need a hand?

# 'Review History'

Editors can examine the information on the list and click links to pub med and google scholar from the 'Review history' column to learn more.

Date: 2018-07-03 13:59:06      SUBMIT NO.: 1      NOTE: ...      By: Barlett, Stu      T

## Editorial Staff

Administrator: Jane Simmons  
Assigned: 2018-12-12

Editor-in-Chief: Jane Simmons  
Assigned: 2018-12-18

Sub-Editor: Jane Simmons  
Assigned: 2018-12-18

## Found for search

Click the check boxes of the reviewers who you would like to add to the review list for this manuscript.

Name	Expertise	Review History	Select
<b>Gardner, Danny (Mr)</b>  Switzerland d.gardner@karger.xx	Ear, Head, Knee, Organs, Pancreas, Spine, , Project Management, Publishing  Notes:	<b>Currently reviewing: 1</b> <a href="#">Search pub med</a> <a href="#">Search google scholar</a>	<input type="checkbox"/>
<b>Harikrishna, Pentala (Prof)</b> Okanawi Institute Tokyo University Japan Harikrishna.p@tokyouni.jpz	Calf, Finger, Hawkin's sign, Head, Heart, Knee, Lower Limb, Nerve, Organs, Renal Failure, Shoulder, Spine, Stirrup bone, Upper Limb, , Oncology, AML, Lymphoma  Notes:	<a href="#">Search pub med</a> <a href="#">Search google scholar</a>	<input type="checkbox"/>
<b>Macdonald, Liz (Dr)</b> Scottish Department of Medicine DZU University United Kingdom l.macdonald@scot.org.uk	Cartilage, Cruciate ligament, Digestive track, Ear, Hawkin's sign, Heart, Nerve, Organs, Patella, Peri-cardiar, Stirrup bone, Vertebrae, , Vitamin B toxicity  Notes:	<a href="#">Search pub med</a> <a href="#">Search google scholar</a>	<input type="checkbox"/>
<b>Kelly, Michael (Dr)</b> Odonata Research Lab Applied Waterways Denmark	Digestive track, Ear, Finger, Hand, Head, Pancreas, Spine, Stirrup bone, Upper Limb, Vertebrae, , Odonata  Notes:	<a href="#">Search pub med</a> <a href="#">Search google scholar</a>	<input type="checkbox"/>

Need a hand?

# 'Search again'

If no reviewers are suitable, a new search can be initiated.

Yashemasa.Tekahishi@jpu.jpz			
<b>Keighley, Luke (Dr)</b> Carolina Medical Department Carolina Hospital United States Keighley.l@carolina.usa	Heart, Nerve, Organs, Ovaries, Peri-cardiar, Reproductive, Spine, Testis, Vertebrae, , Population studies, rat models, clinical trials  Notes:	Search pub med Search google scholar	<input type="checkbox"/>
<b>Kramnik, Vladimir (Prof)</b> Russian Institute Moscow Hospital Russia kramnik.v@rcu.ruz	Digestive track, Heart, Nerve, Organs, Pancreas, Peri-cardiar, Renal Failure, Spine, Vertebrae, , Quality of Life  Notes:	Search pub med Search google scholar	<input type="checkbox"/>

[Add selected to reviewer list](#)

[Search again](#)

[Add new 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**

[Read more ....](#) +

Need a hand?

## Add new reviewer to database

Alternatively, editors can click to add a reviewer who does not turn up in a search.

A form will open, prompting the editor to add email address and the basic contact information for the reviewer.

Carolina Medical Department Carolina Hospital United States Keighley.l@carolina.usa	Population studies, rat models, clinical trials  Notes:	Search google scholar	<input type="checkbox"/>
<b>Kramnik, Vladimir (Prof)</b> Russian Institute Moscow Hospital Russia kramnik.v@rcu.ruz	Digestive track, Heart, Nerve, Organs, Pancreas, Peri-cardiar, Renal Failure, Spine, Vertebrae, , Quality of Life  Notes:	Search pub med Search google scholar	<input type="checkbox"/>

[Add selected to reviewer list](#)

[Search again](#)

[Add new 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**

[Read more ....](#) +

Need a hand?

# Tick box

If apt reviewers are found, they can be selected by ticking the boxes.

The screenshot shows a web browser window with the URL <https://www.manuscriptmanager.net/sLib/v4/review.php#SelectList>. The page displays a list of potential reviewers with the following columns: Reviewer Name and Contact Info, Expertise/Notes, Search Options, and a selection column with a tick box.

Reviewer Name and Contact Info	Expertise/Notes	Search Options	Selection
<b>Edwards, Sophie (Dr)</b> University department University Hospital Azerbaijan s.edwards@spro.az	Achilles tendon, Cartilage, Digestive track, Hand, Head, Knee, Lower Limb, Organs, Peri-cardial, Spine, Upper Limb, Vertebrae, . Notes:	Reply pending: 1 Search pub med Search google scholar	<input type="checkbox"/>
<b>Tekahishi, Yashemasa Tekahishi (Dr)</b> Central Laboratory Central University Japan Yashemasa.Tekahishi@pu.jpz	Achilles tendon, Cartilage, Cruciate ligament, Knee, Nerve, Pancreas, Patella, Renal Failure, Spine, Vertebrae, ., Kindney transplantation Notes:	Search pub med Search google scholar	Author! <input type="checkbox"/>
<b>Keighley, Luke (Dr)</b> Carolina Medical Department Carolina Hospital United States Keighley.lj@carolina.usa	Heart, Nerve, Organs, Ovaries, Peri-cardial, Reproductive, Spine, Testis, Vertebrae, ., Population studies, rat models, clinical trials Notes:	Search pub med Search google scholar	<input checked="" type="checkbox"/>
<b>Kramnik, Vladimir (Prof)</b> Russian Institute Moscow Hospital Russia kramnik.v@rcu.ruz	Digestive track, Heart, Nerve, Organs, Pancreas, Peri-cardial, Renal Failure, Spine, Vertebrae, ., Quality of Life Notes:	Search pub med Search google scholar	<input checked="" type="checkbox"/>

Buttons at the bottom of the list:

- Add selected to reviewer list
- Search again
- Add new reviewer to database

A vertical green button on the right side of the page says "Need a hand?".

# Add selected to review list

They can then be added to the potential list of reviewers for this manuscript by clicking, 'Add selected to reviewer list'

The screenshot shows a web browser window with the URL <https://www.manuscriptmanager.net/sLib/v4/review.php#SelectList>. The page displays a table of potential reviewers with columns for reviewer information, notes, and search options. A red box highlights the 'Add selected to reviewer list' button at the bottom right of the table.

Reviewer Information	Notes	Search Options	Selection
<b>Edwards, Sophie (Dr)</b> University department University Hospital Azerbaijan s.edwards@spro.az	Achilles tendon, Cartilage, Digestive track, Hand, Head, Knee, Lower Limb, Organs, Peri-cardiar, Spine, Upper Limb, Vertebrae, .  Notes:	Reply pending: 1 Search pub med Search google scholar	<input type="checkbox"/>
<b>Tekahishi, Yashemasa Tekahishi (Dr)</b> Central Laboratory Central University Japan Yashemasa.Tekahishi@pu.jpz	Achilles tendon, Cartilage, Cruciate ligament, Knee, Nerve, Pancreas, Patella, Renal Failure, Spine, Vertebrae, , Kindney transplantation  Notes:	Search pub med Search google scholar	Author! <input type="checkbox"/>
<b>Keighley, Luka (Dr)</b> Carolina Medical Department Carolina Hospital United States Keighley.l@carolina.usa	Heart, Nerve, Organs, Ovaries, Peri-cardiar, Reproductive, Spine, Testis, Vertebrae, , Population studies, rat models, clinical trials  Notes:	Search pub med Search google scholar	<input checked="" type="checkbox"/>
<b>Kramnik, Vladimir (Prof)</b> Russian Institute Moscow Hospital Russia kramnik.v@rcu.ruz	Digestive track, Heart, Nerve, Organs, Pancreas, Peri-cardiar, Renal Failure, Spine, Vertebrae, , Quality of Life  Notes:	Search pub med Search google scholar	<input checked="" type="checkbox"/>

Buttons at the bottom of the page: Search again, Add new reviewer to database, Add selected to reviewer list (highlighted with a red box).

# Reviewers

This brings us back to the 'Review' tab for the manuscript, in the 'Reviewers' section with the list of selected reviewers below.

**NOTES** ADD A NOTE



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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**Reviewers**

2 Number reviews required to make a decision/recommendation

Order	Name	Status	Action
1	<b>Harikrishna Pentala (Prof)</b> Okanawi Institute Tokyo University Harikrishna.p@tokyouni.jpz Japan	Invite	 Invite
2	<b>Kelly Michael (Dr)</b> Odonata Research Lab Applied Waterways mjkelly62@gmail.com	Invite	 Invite

Need a hand?

# Invite individually or as a group

Here selected reviewers can be invited both individually and as a group.

Invite icons are in the 'Action' column.

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

### Reviewers








2 ▾ Number reviews required to make a decision/recommendation

Order	Name	Status	Action
1 ▾	 <b>Harikrishna Pentala (Prof)</b> Okanawi Institute Tokyo University Harikrishna.p@tokyouni.jpz Japan	Invite	 Invite
2 ▾	 <b>Kelly Michael (Dr)</b> Odonata Research Lab Applied Waterways mjkelly62@gmail.com Denmark	Invite	 Invite
3 ▾	 <b>Jonsson Edmund (Dr)</b> The Institute Malmo University e.jonsson@malmo.sez Sweden	Invite	 Invite

Need a hand?

# Invite all

Selected reviewers can be invited all at once by clicking, the 'Invite all' icon.

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
				 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**

Need a hand?

# Invite individually

Alternatively, reviewers can be invited individually by clicking the envelope icon in the action column.









Administrator: Jane Simmons  
Assigned: 2018-12-12

Editor-in-Chief: Jane Simmons  
Assigned: 2018-12-18

Sub-Editor: Jane Simmons  
Assigned: 2019-01-07

## Reviewers

2 ▾ Number reviews required to make a decision/recommendation

Order		Name	Status	Action
1 ▾		<b>Harikrishna Pentala (Prof)</b> Okanawi Institute Tokyo University Harikrishna.p@tokyouni.jpz Japan	Invite	 Invite
2 ▾		<b>Kelly Michael (Dr)</b> Odonata Research Lab Applied Waterways mjkelly62@gmail.com Denmark	Invite	 Invite
3 ▾		<b>Jonsson Edmund (Dr)</b> The Institute Malmo University e.jonsson@malmo.sez Sweden	Invite	 Invite
4 ▾		<b>Keighley Luke (Dr)</b> Carolina Medical Department Carolina Hospital Keighley.l@carolina.usa	Invite	 Invite

Need a hand?

## Additional features

Note:

If your journal has turned 'On' the automatic invitation feature, it is important to list top priority reviewers at the top of the list.

After ordering your list, invite the first reviewer at the top.

After the first reviewer is invited, the system will take over the invitation process.

The screenshot displays a web interface for managing reviewer invitations. At the top, a table lists reviewers, with one entry for 'kramnik.v@rcu.ruz' from 'Russia' and an 'Invite' button. Below the table are two buttons: 'Search for a reviewer' and 'Decision'. A section titled 'Marked up documents for authors' contains a button to 'Add a marked-up review document for the authors'. The 'Reviewer invitation strategy' section shows 'Automatic review cancel' and 'Automatic invitation is on', with the word 'on' circled in red. A 'Read more ....' link is also present. At the bottom, a navigation bar includes 'newly assigned to you', '1 of 1', 'previous', and 'next'. A green sidebar on the right says 'Need a hand?'. The footer contains three columns: 'Company' (About, Offices, Contact), 'Support' (ASK A QUESTION), and 'Session' (Jane Simmons, Role: Sub-Editor, [ Sign out ]).

# Invite

For our example, we will click here to invite only Prof. Pentula

Administrator: Jane Simmons  
Assigned: 2018-12-12

Editor-in-Chief: Jane Simmons  
Assigned: 2018-12-18

Sub-Editor: Jane Simmons  
Assigned: 2019-01-07

### Reviewers

2 ▾ Number reviews required to make a decision/recommendation

Order		Name	Status	Action
1 ▾		<b>Harikrishna Pentala (Prof)</b> Okanawi Institute Tokyo University Harikrishna.p@tokyouni.jpz Japan	Invite	Invite
2 ▾		<b>Kelly Michael (Dr)</b> Odonata Research Lab Applied Waterways mjkelly62@gmail.com Denmark	Invite	Invite
3 ▾		<b>Jonsson Edmund (Dr)</b> The Institute Malmo University e.jonsson@malmo.sez Sweden	Invite	Invite
4 ▾		<b>Keighley Luke (Dr)</b> Carolina Medical Department Carolina Hospital Keighlevl@carolina.usa	Invite	Invite

Need a hand?

## Email invitation template

Upon clicking to invite, the email invitation template opens. Here the template is merged with the relevant manuscript and reviewer details.

## Personalise text

The standard text can now be personalised (if desired) before dispatching the email invitation.

TO: Pentala Harikrishna

Harikrishna.p@tokyouni.jpz

CC:

BCC:

Title:

Reviewer Invitation (first manuscript submission)

Message:

Manuscript: DEMO-2016-19 - (20) - Fatal pulmonary embolism after spinal fusion with screw

Authors: Yashemasa Tekahishi Tekahishi (Author)

Date submitted: 2018-12-12

Dear Prof Harikrishna

The above manuscript has been submitted to the YOUR JOURNAL. Given your expertise in this field, I am kindly asking if you would be willing to review this manuscript.

It is the policy of the journal to ensure that the submission process is quick and efficient and, therefore, we schedule only 14 days for the reviewing process. If you agree to review this manuscript, we assume that you accept this condition and have the available time to complete the task within the stipulated time. It would greatly assist us if you could respond as soon as possible.

Please click the link below and then agree or decline to review this manuscript. If you decline, you will have the opportunity to suggest another potential reviewer.

Need a hand?

## Save and send

Then the, 'Save and send' button can be clicked to send the invitation.

Manuscript: DEMO-2016-19 - (20) - Fatal pulmonary embolism after spinal fusion with screw  
Authors: Yashemasa Tekahishi Tekahishi (Author)  
Date submitted: 2018-12-12

Dear Prof Harikrishna

The above manuscript has been submitted to the YOUR JOURNAL. Given your expertise in this field, I am kindly asking if you would be willing to review this manuscript.

It is the policy of the journal to ensure that the submission process is quick and efficient and, therefore, we schedule only 14 days for the reviewing process. If you agree to review this manuscript, we assume that you accept this condition and have the available time to complete the task within the stipulated time. It would greatly assist us if you could respond as soon as possible.

Please click the link below and then agree or decline to review this manuscript. If you decline, you will have the opportunity to suggest another potential reviewer.

Save and send email

Cancel email

Choose File No file chosen

Attach file

Need a hand?

## Invitation sent

A confirmation box appears when the email has been sent.

### YOUR JOURNAL

Jane Simmons as Sub-Editor [ CHANGE ROLE ]

SEARCH

DASHBOARD

PROFILE

[ SIGN OUT ]

Email sent to: Harikrishna.p@tokyouni.jpz

Continue

## Moving on...

More reviewers can now be invited individually by clicking the, 'Review' tab to go through the same process.

Alternatively, the editor can move on to other tasks using the next/previous arrows at the top to look at the next manuscript in the cue; or returning to the 'Dashboard' via the top menu bar.