

## Selecting and Inviting Reviewers

In many workflows, editors select reviewers and then invite them. After a reviewer accepts an invitation, the manuscript is placed in their Reviewer Center.

### **How to access the Action tab for Selecting and Inviting a Reviewer**

ACTIONS	NOTES
1. Log in to Manuscript Central by entering your User ID and Password.	Your password is case-sensitive.
2. At the Welcome page, click the link to access your editor center.	Your editor center Dashboard page opens.
3. The Lists section contains the tasks you need to perform. Access the Reviewer Selection task in one of two ways:  Clicking the number next to the task name brings you directly to the Action tab for the first manuscript needing action.  Clicking the task name itself allows you to view all manuscripts in that queue. Clicking <input checked="" type="checkbox"/> in the Take Action column for a manuscript takes you to its Action tab.	You are at the Action tab for the manuscript.





**Associate Editor Lists**

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

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- 3** [Awaiting Reviewer Selection](#)
- 0** Awaiting Reviewer Invitation
- 0** Overdue Reviewer Response
- 0** Awaiting Reviewer Assignment
- 1** [Awaiting Reviewer Scores](#)
- 0** Overdue Reviews
- 0** Awaiting AE Decision

## How to Select and Invite a Reviewer

ACTIONS	NOTES
<p>4. The first action tab is for selecting the reviewer. Search for reviewers using one of the several methods on the page (types of methods are configured by the journal). Or, you may add a new reviewer through the Create New Reviewer Account section on the page.</p> <p>In the search results, click  to view the details of a reviewer's history analysis.</p>	<ul style="list-style-type: none"> <li>-Use an author's preferred reviewers</li> <li>-Quick search by first or last name</li> <li>-Related papers search</li> <li>-Reviewer auto-suggest (based on keywords/attributes)</li> <li>-Advanced search</li> </ul>
<p>5. Once you have selected the reviewer, the action tab changes to the invitation task. Click  Invite.</p> <p>Make any changes or attach files to the email, then click  Save and Send.</p>	<p>An editable invitation email opens.</p> <p>The email invitation is sent to the reviewer.</p>
<p>If your workflow is configured so that you create the list and another person sends the invitation:</p> <p>Click  Send List to forward the completed list to the next person in the workflow.</p>	

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<p>6. Reviewer responses:</p> <ul style="list-style-type: none"> <li>-If automated links are contained in the email invitation, reviewers can respond by clicking the appropriate link. This automates the process of sending the secondary email.</li> <li>-If a reviewer responds to you by email, select from the Response dropdown list.</li> </ul>	<p>Once a reviewer accepts the invitation, another email is sent containing the information the reviewer needs in order to review the manuscript.</p> <p>An editable email displays for sending.</p>
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2 / 3

**Action tab** → AE Select Reviewers

♦ **T1-2005-02-OA-0016** Submitted: 16-Feb-2005; Last Updated: 06-Jun-2005; 119 days in review

♦ ScholarOne Test Please Ignore

♦ *blinded*

♦ **AE Select Reviewers**  
0 invited; 0 agreed; 0 declined; 0 returned

AE: [Editor, Emily](#)  
 EIC: [Chief, Charles D. Gubbins](#)  
 ADM: [Lahue, Diane](#)

HTML
PDF Reduced Res
PDF Full Res
Original Files
Abstract
External Searches

Reviewer List					Progress	
Order	Name	Status	History	Remove	# reviews required to make decision	
<input checked="" type="checkbox"/> Save					# selected	0

2 / 3

**Action tab** → AE Invite Reviewers

♦ **T1-2005-02-0A-0016** Submitted: 16-Feb-2005; Last Updated: 06-Jun-2005; 119 days in review  
 ♦ ScholarOne Test Please Ignore  
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 ♦ AE Invite Reviewers  
   0 invited; 0 agreed; 0 declined; 0 returned

AE: [Editor, Emily](#)  
 EIC: [Chief, Charles D. Gubbins](#)  
 ADM: [Lahue, Diane](#)

HTML  PDF Reduced Res  PDF Full Res  Original Files  Abstract  External Searches

Reviewer List					Progress	
Order	Name	Status	History	Remove	# reviews required to make decision	
1	<a href="#">Smith, Kevin</a>	<input checked="" type="checkbox"/> Invite	Selected: 15 Jun 2005 <a href="#">view full history</a>	<input type="checkbox"/>	# selected	1 ✓
					# invited	0

Reviewer List				
Order	Name	Status	History	Remove
2	<a href="#">Smith, Kevin</a> <a href="#">proxy</a>	Invited Response: <input type="text" value="Select..."/> <input checked="" type="checkbox"/> Save	Invited: 02 Nov 2005 <a href="#">view full history</a>	<input type="checkbox"/>
<input type="text" value="Select..."/> Agreed Declined Late Response Unavailable No Response				
<input checked="" type="checkbox"/> Save				

### About the Progress Indicator

Throughout the process of assigning reviewers, the progress indicator shows you exactly what is required for task completion and which steps have been completed. Typically, the number of reviews required to make a decision is an editable field.

Progress	
# reviews required to make decision	<input type="text" value="2"/>
# selected	2 ✓
# invited	1
# agreed	0
# returned	0
<input checked="" type="checkbox"/> Save	