

## Setting Reviewer Preferences

The first time you go into the Invite Reviewers section of Editorial Manager, you should take a moment to set your reviewer preferences along the left side of the screen.

[Return to New Editor Assignments](#)

[Return to Main Menu](#)

### View Submission Information

[Manuscript Details](#)  

[History](#)

[C](#)

[V](#)

[Q](#)

[S](#)

[C](#)

[S](#)

[Register and Select New Reviewer](#)

[Request Unregister Reviewer](#)

### Set Preferences

[My Suggest Reviewer Preferences](#)

[My Reviewer Display Preferences](#)

**Set your preferences once (in the first paper you are inviting reviewers for) and the system will remember them.**



On the “My Suggest Reviewer Preferences” page, you are able to tell Editorial Manager to exclude people from the same institution and/or same city as **the corresponding author**. You can also filter out anyone that does not have any matches to the classification matches.

## My Suggest Reviewer Preferences

### Exclude the following from the list:

People from the same institution

People from the same city

People with unavailable dates within the next  days

People with more than  pending reviews

People with fewer than  matches to manuscript classifications

### Sort the Candidate Reviewer list in order of importance by:

Number of matches to manuscript classifications

Number of pending reviews

Board membership

Average number of days reviews are outstanding

Date last review completed

Average Review Rating (Highest Ratings listed first)

Total Number of Completed Reviews (Highest number displayed first)

The second section sets up how you want the results to be sorted - Enter numbers 1 – 7 in the boxes next to the criteria to indicate rank order of importance. Click Update Order when complete. Click Submit to save your changes.

The My Reviewer Display Preferences page contains two sections. In the first section, use the radio button to select the option for how classifications are displayed: 1. Show only Classification matches with manuscript. 2. Suppress Classifications. 3. Show all Personal Classifications for the Reviewer candidate.

In the second section, define how system should sort results list: Enter numbers 1 – 5 in the boxes next to the criteria to indicate rank order of importance. Click Update Order when complete.

## My Reviewer Display Preferences

### Classifications

Please choose how you would like Classifications to be displayed on the Reviewer Selection results pages. This setting applies to all Reviewer search modes, except for Search by Personal Classifications.

- Show only Classification matches with manuscript
- Suppress Classifications
- Show all Personal Classifications for the Reviewer candidate

### Sort the Candidate Reviewer list in order of importance by:

You may also choose how the Candidate Reviewer lists are sorted. This sort preference applies to all Reviewer search modes, except for Suggest Reviewers, which has its own separate set of preferences.

- Number of Matches to Manuscript Classifications (Most matches displayed first)
- Ascending Reviewer Name
- Average Review Rating (Highest Ratings listed first)
- Total Number of Completed Reviews (Highest number displayed first)
- Board Membership (Board Members listed first)

Update Order

Cancel

Submit