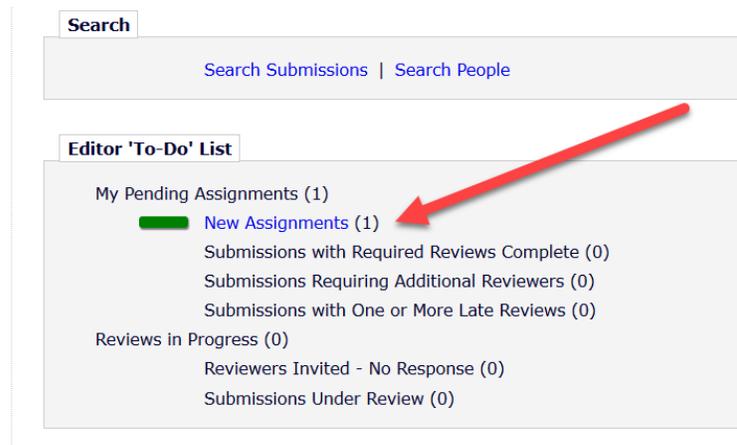
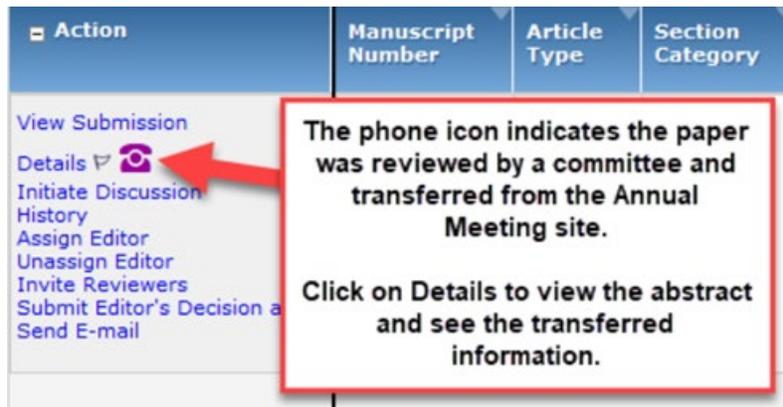


# Quick Guide: Inviting Reviewers

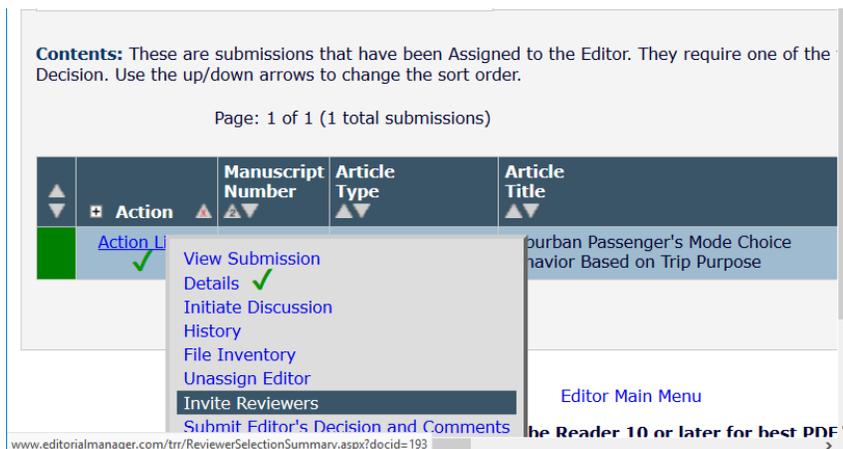
1. Log into [Editorial Manager](#) and select **Main Menu** in the top left corner. Click on **New Assignments**



2. Under **Action Links**, click **Details** to view Abstract and article notes; if you see the purple telephone icon, click **View Transferred Information** to see the committee reviews:



3. When you are ready to look for reviewers, select **Invite Reviewers** from **Action Links**:



#### 4. Select **Suggest Reviewers** and hit the **GO** button in the Reviewer Search area:

**Reviewer Search**

Search My Publication Suggest Reviewers

- Suggest Reviewers
- Search for Reviewers
- Search by Classification Matches
- Search by Personal Classifications
- Suggest Reviewers

**Review Settings**

This Submission will move to been completed.

Automatically un-invite Reviewers who do not respond to an invitation within [ ] days

Automatically un-assign Reviewers who do not complete a review within 0 [ ] days

**Reviewer Search**

Search My Publication Search for Reviewers from All Reviewers Go

This dropdown shows the options for searching for reviewers. We recommend using "**Suggest Reviewers**" once you've set your reviewer preferences.

**Search for Reviewers** is a general search - allowing you to search by various criteria, including Last Name or Email Address.

**Search by Classification Matches** will show you reviewers that match the classifications chosen by the authors for the papers.

#### 5a. Searching by **Suggest Reviewers** function:

What you selected when you set up your reviewer preferences ([guide available here](#)) determines how the system ranks reviewers that it shows you. For this example, our preferences exclude reviewers from the same institution and city as the **corresponding author** of the paper. We have also opted to exclude people that already have more than 2 pending reviews in the system.

This screen displays all of the possible reviewers, depending on what you set as your ranking in My Suggest Reviewer Preferences. This example has the classification matches with the paper as the most important, so the higher number of matches a person has, the higher in the list they are.

Page: 1 of 187 (1865 total Reviewers) 1 2 3 4 5 6 7 8 9

Select As		Reviewer Name	Board Member	Classifications
Inv.	Alt.			
<input type="checkbox"/>	<input type="checkbox"/>	[Blurred]	No	<b>22 Class match with MS</b> * Administration and Management * Transportation Asset Management ABC40 Asset Management Innovation and Strategy ABC10 Asset Management Planning and Forecasting Policy Resilience and Sustainability A0020 Asset Management Transit Management and Performance AP010 Asset Management Public Transportation Pavement Management Systems AFD10 Bridges and Other Structures Maintenance, Preservation and Evaluation Transportation Asset Management ABC40 Pavement Management Systems AFD10

Placing a checkmark in the Inv. column marks that reviewer as someone to invite as a "Primary" reviewer for the paper.

The Alt. column is to designate an "Alternate" reviewer - someone that the system will automatically send an invitation to if a Primary reviewer declines or does not respond to the invitation within 10 days.

These columns show you the statistics for the reviewer, which can be useful in making decisions on who to invite.

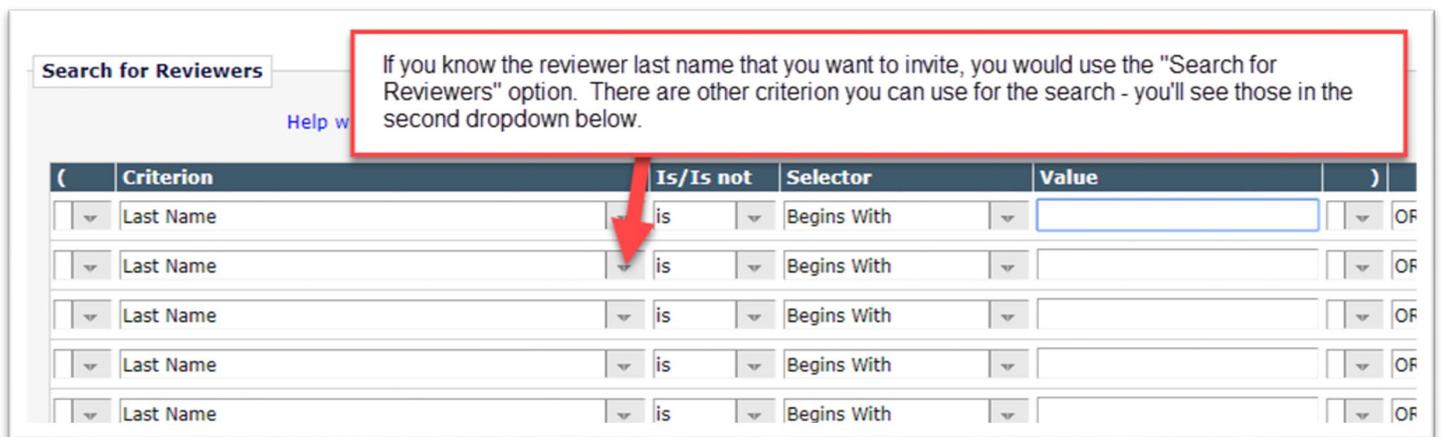
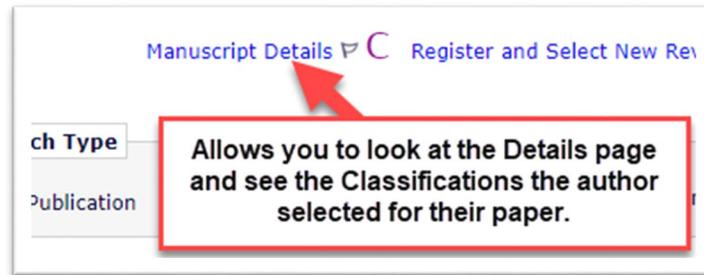
Select how many results you want to see per page. The default is 10, but you can go up to 100.

display 10 results per page.

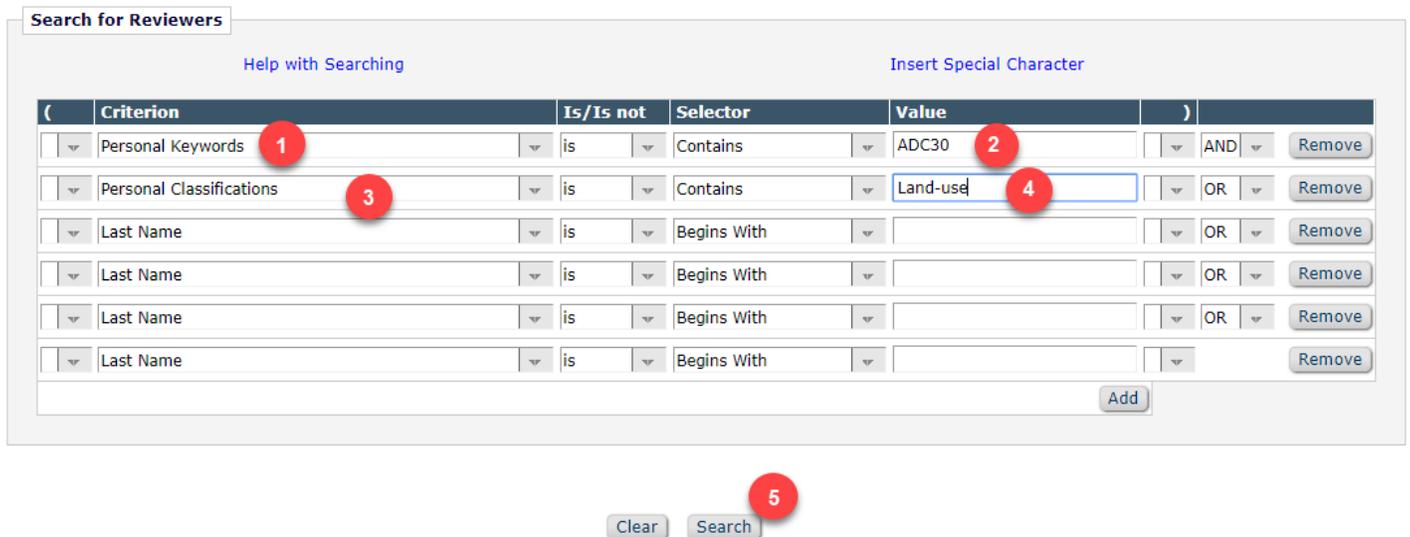
Reviewer Statistics (Agreed Invitations)		Invitation Statistics	
Reviews in Progress:	0	Date Last Invited:	-
Completed Reviews:	0	Outstanding Invitations:	0
Un-assigned After Agreeing:	0	Agreed:	0
Terminated After Agreeing:	0	Declined:	0

## 5b. Searching for Specific Reviewers:

At the top of any Reviewer Search screen, you can open the Manuscript Details window. This is more useful when just using the “Search for Reviewers” option.



On this screen, you can also set up Boolean style searches, as shown below:



This example brings up anyone that is associated with the ADC30 committee and that has selected the Personal Classification “Land-Use and conservation planning”

The reviewer results will display. Unfortunately the statistics cannot be collapsed at this point. Select the reviewers you want to invite and hit **Proceed**. Customize or send invitation.

You can place checkmarks beside reviewers on different pages to invite them. When you are ready to send out the invitations, scroll to the bottom of the page and press "Proceed"

Cancel Proceed

Reviewers to Invite

Name	Letter	Days to Review	Do Not Invite
[Name] (Reviewer)	Reviewer Invitation Customize	16	<input type="checkbox"/>
[Name] (Reviewer)	Reviewer Invitation Customize	16	<input type="checkbox"/>
[Name] (Reviewer)	Reviewer Invitation Customize	16	<input type="checkbox"/>

This shows the number of days a reviewer has to accept and complete their review. The count starts from when they are invited.

You can customize the invitation to each reviewer by pressing "Customize" under the letter dropdown shown above. Otherwise, you will use the default invitation letter.

Change Selections

Cancel Confirm Selections and Proceed

Press when ready to send the letters.

### Selecting Alternate Reviewers (optional)

Select As	Reviewer Name	Board Member	Classifications	Reviewer Statistics (Agreed Invitations)
Inv.	Alt.			
<input type="checkbox"/>	<input type="checkbox"/>	[Name]	No	Reviews in Progress: Completed Reviews: Un-assigned After Agreeing: Terminated After Agreeing: Last Review Agreed:
Inv.	Alt.	[Name] (Reviewer)	No	Reviews in Progress: Completed Reviews: Un-assigned After Agreeing: Terminated After Agreeing: Last Review Agreed:

You can select alternate reviewers to contact if your first selections decline to review. Reviewers with the 'Alternate' box checked will be contacted by the system when one of the primary reviewers declines. The system will keep contacting alternates until your requested number of reviewers have accepted.