

Quick Guide: Inviting Reviewers

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

The screenshot shows the 'Review Coordinator Main Menu' on the left. On the right, there is a 'Submissions With:' table, a search bar, and an 'Editor 'To-Do' List'.

Submissions With:				
0 Reviews Complete	1 Reviews Complete	2 Reviews Complete	3 Reviews Complete	4 Reviews Complete
1	0	0	0	0

Search: Search Submissions | Search People

Editor 'To-Do' List

- My Pending Assignments (1)
 - New Assignments (1)** (indicated by a red arrow)
 - Submissions with Required Reviews Complete (0)
 - Submissions Requiring Additional Reviewers (0)
 - Submissions with One or More Late Reviews (0)
- Reviews in Progress (0)
 - Reviewers Invited - No Response (0)
 - Submissions Under Review (0)

2. Under **Action Links**, click **Details** to view Abstract and article notes:

The screenshot shows the 'Contents' section with a table of submissions. The 'Action Links' dropdown menu is open, showing options like 'View Submission Details', 'Initiate Discussion', and 'Invite Reviewers'.

Contents: These are submissions that have been Assigned to the Editor. They require one of the Decision. Use the up/down arrows to change the sort order.

Page: 1 of 1 (1 total submissions)

Action	Manuscript Number	Article Type	Article Title
View Submission Details	19-00064	Submission	Urban Passenger's Mode Choice Behavior Based on Trip Purpose

Editor Main Menu

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

The screenshot shows the 'Contents' section with a table of submissions. The 'Action Links' dropdown menu is open, and 'Invite Reviewers' is highlighted.

Contents: These are submissions that have been Assigned to the Editor. They require one of the Decision. Use the up/down arrows to change the sort order.

Page: 1 of 1 (1 total submissions)

Action	Manuscript Number	Article Type	Article Title
Invite Reviewers	19-00064	Submission	Urban Passenger's Mode Choice Behavior Based on Trip Purpose

Editor Main Menu

4. To Search by Reviewer Pool, hit the **GO** button:

Reviewer Selection Summary - Submission [REDACTED]

To begin, hit Go below. For help, click [here](#).

Reviewer Search

Search My Publication

Search for Reviewers

from

All Reviewers

Go

Review Settings

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 3 [Change] review(s) have been completed.

Automatically un-invite Reviewers who do not respond to an invitation within 3 [Change] day(s). (more...)

Automatically un-select Reviewers who do not complete a review within 9 [Change] day(s) of the review due date. (more...)

5. To pull up a reviewer pool, select **PERSONAL KEYWORDS** as the criterion:

Search for Reviewers

Help with Searching [Insert Special Character](#)

Criterion	Is/Is not	Selector	Value
Last Name	is	Begins With	
Department	is	Begins With	
Institution	is	Begins With	
City	is	Begins With	
State	is	Begins With	
Country	is	Begins With	
People Notes	is	Begins With	
People Flag Name	is	Begins With	
Personal Classifications			
Personal Keywords			
Secondary Last Name			
Secondary First Name			

6. Type **Committee Code** and hit **Search**:

Search for Reviewers

Help with Searching [Insert Special Character](#)

Criterion	Is/Is not	Selector	Value
Personal Keywords 1	is	Contains	AP025 2
Last Name	is	Begins With	
Last Name	is	Begins With	

7. The people in the reviewer pool 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.

Reviewers to Invite

Name	Letter	Due
[REDACTED] (Reviewer)	Reviewer Invitation Customize	07/3



You can customize a letter or send the default

[Change Selections](#)

[Cancel](#) [Confirm Selections and Proceed](#)

Searching by Committee Code and Classifications

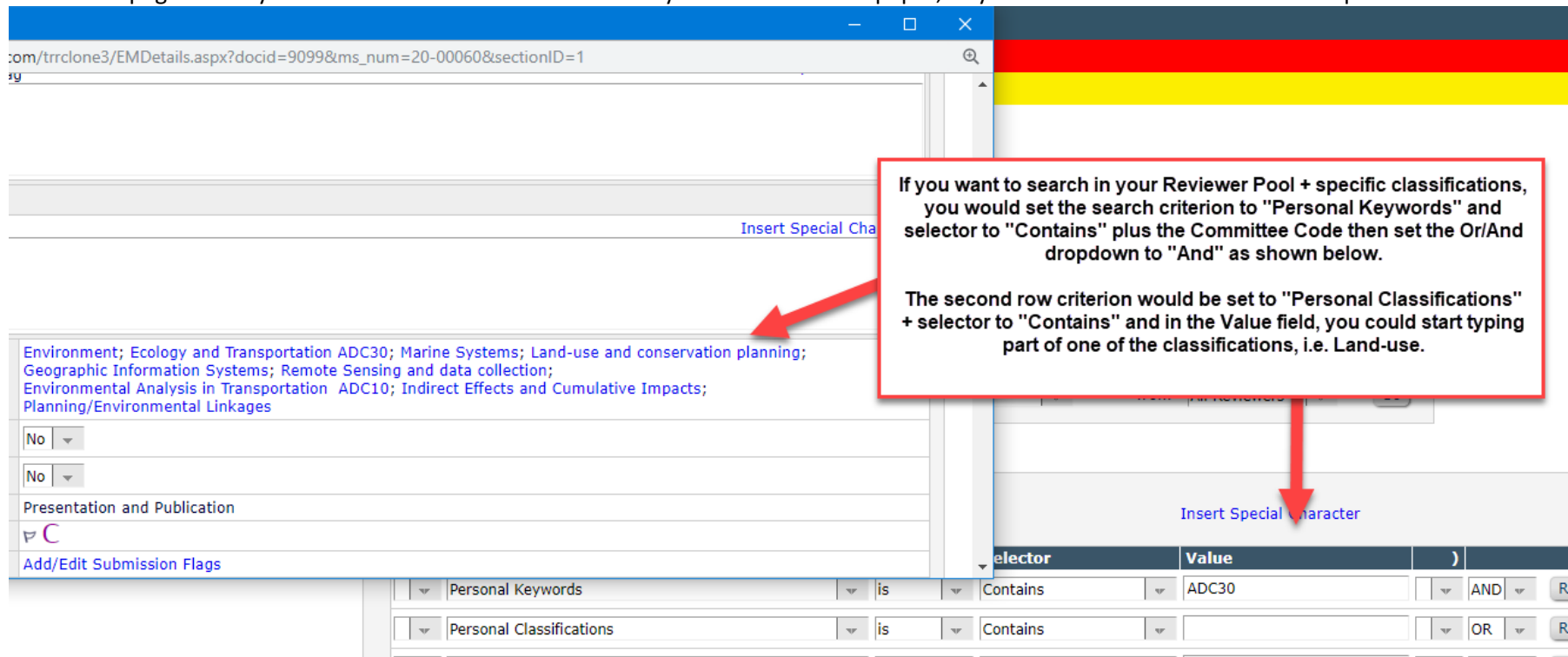
After Step 4 above, on the Search for Reviewer All Reviewer page, you can open the Manuscript Details window.

Manuscript Details   Register and Select New Revi


Search Type
Publication


Allows you to look at the Details page and see the Classifications the author selected for their paper.

The Details page allows you to see the classifications selected by the author for the paper, so you can select one to use to search personal classifications as well.





Environment; Ecology and Transportation ADC30; Marine Systems; Land-use and conservation planning; Geographic Information Systems; Remote Sensing and data collection; Environmental Analysis in Transportation ADC10; Indirect Effects and Cumulative Impacts; Planning/Environmental Linkages

No 

No 

Presentation and Publication

Add/Edit Submission Flags

Insert Special Character

Selector	Value	AND/OR	R
Personal Keywords	is Contains ADC30	AND	R
Personal Classifications	is Contains	OR	R

If you want to search in your Reviewer Pool + specific classifications, you would set the search criterion to "Personal Keywords" and selector to "Contains" plus the Committee Code then set the Or/And dropdown to "And" as shown below.

The second row criterion would be set to "Personal Classifications" + selector to "Contains" and in the Value field, you could start typing part of one of the classifications, i.e. Land-use.

Search for Reviewers

[Help with Searching](#)

[Insert Special Character](#)

(Criterion	Is/Is not	Selector	Value)		
<input type="checkbox"/>	Personal Keywords 1	is	Contains	ADC30 2	<input type="checkbox"/>	AND	<input type="button" value="Remove"/>
<input type="checkbox"/>	Personal Classifications 3	is	Contains	Land-use 4	<input type="checkbox"/>	OR	<input type="button" value="Remove"/>
<input type="checkbox"/>	Last Name	is	Begins With		<input type="checkbox"/>	OR	<input type="button" value="Remove"/>
<input type="checkbox"/>	Last Name	is	Begins With		<input type="checkbox"/>	OR	<input type="button" value="Remove"/>
<input type="checkbox"/>	Last Name	is	Begins With		<input type="checkbox"/>	OR	<input type="button" value="Remove"/>
<input type="checkbox"/>	Last Name	is	Begins With		<input type="checkbox"/>		<input type="button" value="Remove"/>

5

Select a checkbox by each person you wish to select as a Reviewer ([more...](#)).

Page: 1 of 1 (4 total Reviewers)

Reviewer Name	Board Member	Classifications	Reviewer (Agreed)
<p>The system pulls all of the people with reviewer roles that are currently in the ADC30 reviewer pool and have selected "Land-use and conservation planning" as a classification.</p>	No	7 Class match with MS <ul style="list-style-type: none">* Environment* Environmental Analysis in Transportation ADC10* Indirect Effects and Cumulative Impacts* Planning/Environmental Linkages* Ecology and Transportation ADC30* Marine SystemsLand-use and conservation planning	Reviews Complete Un-assigning Terminating Agreeing Last Review Last Review Last Review Avg Days Manuscript Avg Review
<p>The classifications column shows how many matches a reviewer has with the paper (MS) and lists all of the matches.</p>	No	6 Class match with MS <ul style="list-style-type: none">* Environment* Environmental Analysis in Transportation ADC10* Indirect Effects and Cumulative Impacts* Ecology and Transportation ADC30* Land-use and conservation planning* Remote Sensing and data collection	Reviews Complete Un-assigning Agreeing Terminating Agreeing Last Review

Proceed to Step 7 above to finish inviting reviewers.

Selecting Alternate Reviewers (optional)

Select As		Reviewer Name	Board Member	Classifications	Reviewer Statistics (Agreed Invitations)		Inv
Inv.	Alt.				Reviews in Progress:	Completed Reviews:	
<input type="checkbox"/>	<input type="checkbox"/>	M. [Redacted] State University	No		0	0	Dat
					0	0	Out
					0	0	Agr
					0	0	Dec
					-	-	Un-
					-	-	Ter
					-	-	Tot
					0	0	
					0	0.0	
Inv.	Alt.	M. [Redacted] (Reviewer)	No		0	0	Dat
<input type="checkbox"/>	<input type="checkbox"/>	Un			0	0	Out
					0	0	Agr
					0	0	Dec
					-	-	Un-

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.