

Inviting Reviewers

1. Log into Editorial Manager as an Editor. Click on New Assignments on your Main Menu.

Editor 'To-Do' List
My Pending Assignments (1)
 [New Assignments \(1\)](#) ←
 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 the Abstract, classifications and other submission notes.

Page: 1 of 1

Action	Manuscript Number
View Submission Details ←	TRBAM-23-0
History	
File Inventory	
Assign Editor	
Unassign Editor	
Invite Reviewers	
Submit Editor's Decision and Comments	
Send E-mail	

3. Click Invite Reviewers under Action Links when you are ready to look for reviewers.

Action	Manuscript Number
View Submission Details ✓	TRBAM-23-0530
History	
File Inventory	
Assign Editor	
Unassign Editor	
Invite Reviewers ←	
Submit Editor's Decision and Comments	
Send E-mail	

4. To search by reviewer pool, select Personal Keywords as the criterion.

Search Type

[My Publication](#) Personal Classifications Suggest Reviewers Classification Matches

Criterion: Last Name (dropdown menu open showing options: Last Name, First Name, E-mail Address, Position, Department, Institution, City, State, Country or Region, People Flag Name, Personal Classifications, **Personal Keywords**, Secondary Last Name, Secondary First Name)

Is/Is not: is

Selector: Begins With

Value: [Empty text box]

Buttons: Add Search Option +, Search

Message: There are currently no Reviewers Invited in the list.

5. Type the Committee Code under Value and then press Search.

Search Type

[My Publication](#) Personal Classifications Suggest Reviewers Classification Matches

Criterion: Personal Keywords

Is/Is not: is

Selector: Contains

Value: AR070 (indicated by a purple arrow)

Buttons: Add Search Option +, Search

6. The people in the reviewer pool will display. Place a check in the box labeled "Inv." next to each reviewer you wish to invite to review the paper. Checking the box under "Alt." will have the system note them as an alternate reviewer in case an invited reviewer declines to review.

Select As		Reviewer Name	Board Member	Classifications
Inv.	Alt.			
<input type="checkbox"/>	<input type="checkbox"/>	(Reviewer)	No	
<input type="checkbox"/>	<input type="checkbox"/>	(Reviewer)	No	5 Class match with MS * Rail * Rail Safety AR070 * Human Factors * Human Factors in Crashes * Railroad Simulators

7. If a reviewer has classification matches with the paper, that will show up in the Classifications column, as seen above. Once you have selected the reviews you want to invite, scroll to the bottom of the screen and press Proceed.

Reviewers to Invite			
Name	Letter	Due Date	Do Not Invite
E [redacted] (Reviewer)	Reviewer Invitation Customize	04/27/2023 (mm/dd/yyyy)	<input type="checkbox"/>
[redacted] (Reviewer)	Reviewer Invitation Customize	04/27/2023 (mm/dd/yyyy)	<input type="checkbox"/>
F [redacted] (Reviewer)	Reviewer Invitation Customize	04/27/2023 (mm/dd/yyyy)	<input type="checkbox"/>

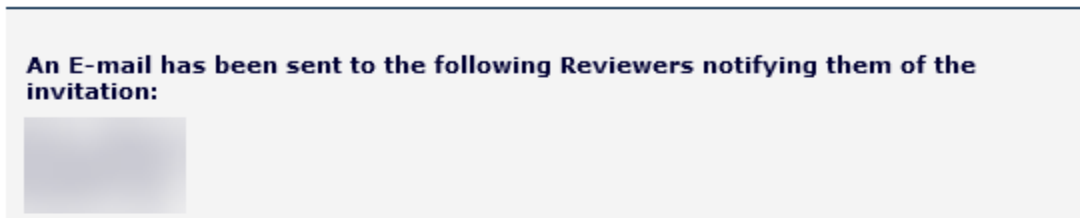
[Change Selections](#)

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

8. You can customize the invitation letter by pressing customize (you'll have to do this for each individual letter) or just send the default letter.

You can also update the due date for the review if needed. If you see that it does not indicate September 15, please change it on this screen under the Due Date column.

Press "Confirm Selections and Proceed"



- [Send E-mail](#)
- [Reviewer Selection Summary](#)
- [Back to New Assignments](#)
- [Editor Main Menu](#)

You'll receive confirmation that the reviewers have been invited. Selecting "Back to New Assignments" will take you back to your list of papers to continue inviting reviewers.

Searching by Committee Code and Classifications

On the Invite Reviewers screen, you can open the Manuscript Details window to view the classifications selected by the author.

Invite Reviewers Menu

Review Settings - [Edit](#)

Required Reviews - 2

Uninvite After - 0 days

Unassign After - 0 days

View Submission Information

[Manuscript Details](#) 

[History](#)

Quick Action Links

[Submit Editor's Decision and Comments](#)

[Send E-mail](#)

[Register and Select New Reviewer](#)

[Request Unregistered Reviewer](#)

Set Preferences

[My Suggest Reviewer Preferences](#)

[My Reviewer Display Preferences](#)

[unreadable]	[unreadable]
Classifications:	Rail; Rail Safety AR070; Human Factors; Human Factors in Crashes; Railroad Simulators
Article Type:	Presentation and Publication

To search in a Reviewer Pool with specific classifications, you want to set the search criterion to “Personal Keywords” and the selector to “Contains” plus the Committee Code and then press the “Add Search Option+ button” in the lower right corner, then set the Or/And dropdown to “And” – as shown below.

Search Type

My Publication Personal Classifications Suggest Reviewers Classification Matches

Criterion	Is/Is not	Selector	Value	
Personal Keywords	is	Contains	AR070	AND
Personal Classifications	is	Contains		

[Add Search Option +](#)

Search

The second row criterion would then be set to “Personal Classifications” and the selector to “Contains” and in the Value field, you would enter part or all of one of the classifications that you want to search under, i.e. “Human Factors in Crashes”. Press Search.

Select As		Reviewer Name	Board Member	Classifications
Inv.	Alt.			
<input type="checkbox"/>	<input type="checkbox"/>		No	5 Class match with MS <ul style="list-style-type: none">* Rail* Rail Safety AR070* Human Factors* Human Factors in Crashes* Railroad Simulators
Inv.	Alt.		No	5 Class match with MS <ul style="list-style-type: none">* Rail* Rail Safety AR070* Human Factors* Human Factors in Crashes* Railroad Simulators

The system will pull all of the people with reviewer roles that are currently in the reviewer pool (AR070 for this example) and have selected “Human Factors in Crashes” as a personal classification.

The Classifications column shows how many matches a reviewer has with the paper (MS) and lists all of the matches.

From here, you would proceed to Step 7 above to finish inviting reviewers.