



# Editorial Manager<sup>®</sup>

## Reviewer Checklist

- ✓ The system can be set up as “single-blind” or “double-blind” peer review business model.
- ✓ For journals using Open Peer Review workflows, Reviewer identifying information can be shared with Authors and other Reviewers.
- ✓ Users can register themselves on the system and indicate their willingness to be Reviewers, or can be registered by an Editor.
- ✓ Reviewers can be formally identified using ORCID and other identifiers (such as ISNI, Researcher ID, Scopus ID and PubMed ID). Reviewers can easily look up (“fetch”) their ORCID.
- ✓ Reviewers can use their ORCID username and password as a [Single Sign On](#) (SSO) option between different journals.
- ✓ Editorial Offices can define multiple Reviewer roles (e.g. Regular Reviewers and Biostatistical Reviewers) with different workflow parameters.
- ✓ Reviewers can be identified and selected from an External Reviewer Database (such as a third-party or in-house database), or via an integration with the Web of Science Reviewer Locator tool.
- ✓ Editors can be granted access to [detailed Reviewer statistics](#) when selecting Reviewers. Reviewers can view their performance statistics for each submission they reviewed.
- ✓ Editors can send a request to the Editorial Office to assign an unregistered Reviewer or can directly register and invite a new Reviewer.
- ✓ Reviewers can be categorized by publication-defined multi-level keywords defining their areas of expertise, enter their own into the system.
- ✓ Reviewers can identify their institutional affiliation from a standardized list of names via [Ringgold integration](#).
- ✓ Editorial Office can invite Reviewers to review a manuscript by email.
- ✓ The amount of information displayed to the Reviewer (e.g. abstract) before accepting the invitation is controlled by the Editorial Office.
- ✓ Reviewers can accept or decline a Reviewer invitation.
- ✓ Reviewers can be prompted to suggest alternate candidate Reviewers if they decline an assignment.
- ✓ Reviewers can accept assignment *and* view PDF in one click.
- ✓ Reviewers can respond to Reviewer assignments without needing to explicitly log into the system, by clicking on secure links embedded in emails sent to them by the publication.
- ✓ Reviewers see customized registration, login, and review instructions based on article type and Reviewer role.
- ✓ Reviewers who login through deep links can be exempted from normal registration questions, in order to expedite their login.
- ✓ Reviewers can submit their review online within the system via the Reviewer Form, which can be customized by the Editorial Office. Reviewers can proof and print their entire review before submission to the Editorial Office.
- ✓ Reviewers can save their review for later submission.
- ✓ Reviewers can request, and journals can optionally re-open, submitted reviews for further editing.
- ✓ Reviewers can select from a publication-defined list of decision recommendation terms.

- ✓ Reviewers can rate the manuscript.
- ✓ Reviewers can view their previously completed assignments.
- ✓ Reviewer does not have to download multiple PDFs for each item comprising a submission. Instead, the Reviewer has the convenience of downloading a single journal branded, [watermarked PDF](#).
- ✓ When reviewing a revised manuscript, Reviewers have access to prior revisions of the Author's manuscript, with revision number appended to the PDF file name to allow easier differentiation between versions.
- ✓ Reviewers can agree to transfer their identity and Reviewer comments if a rejected manuscript is transferred to another publication.
- ✓ Due dates and deadlines are visible to Reviewers on-screen and in email communications.
- ✓ [Reviewer reminder letters](#) can be sent to Reviewers before a review is due and/or when a review is late. All Reviewer letters can be customized "on-the-fly" by the Editorial Office, and include electronic calendar entries.
- ✓ Reviewers can receive automated reminders when they have partially completed a review without submitting.
- ✓ Reviewers can view the Author's response to their review, which is recorded by the system.
- ✓ Reviewers can indicate dates when they are not available.
- ✓ Reviewers can upload attachments with their recommendations, and can also be granted access to attachments uploaded by Authors, Editors, and other Reviewers as allowed by the Editorial Office.
- ✓ Reviewers can be invited to participate in a submission-specific [discussion forum](#) with Editors via an emailed deep link; visual prompts indicate unread posts.
- ✓ Reviewer's uploaded Word and PDF file properties are automatically sanitized to ensure Reviewer anonymity.
- ✓ Reviewers who login through deep links can be exempted from normal registration questions, in order to expedite their login.
- ✓ Reviewers can be granted access to search a variety of third-party bibliographic databases (such as PubMed, Google Scholar etc). Search queries can be configured to automatically use manuscript title, keywords or Author names as the search criteria.
- ✓ Reviewers have access to ad hoc emails sent to Editorial staff and are automatically recorded in the system. Editorial Offices can configure an unlimited number of [Reviewer ad hoc emails](#) that include merge fields to automatically import useful data such manuscript number and title.
- ✓ Reviewers can address ad hoc emails easily with email autofill.
- ✓ Reviewers can see Author bibliographies that have been automatically linked to PubMed and Crossref, and formatted to the publication's preferred style.
- ✓ Users can switch between Reviewer, Editor and Author roles without having to log out of the system.
- ✓ Reviewers can receive an Editor decision letter separate from the decision letter sent to the Author, and Author identifying information can be removed for "double-blind" workflows.
- ✓ Reviewers can be configured to receive a thank you letter following the Editor decision that includes publication-selected merge fields (such as the Editor's comments to the Author and the decision term). This functionality can be configured to exclude Author names for publications running a "double blind" workflow.
- ✓ Reviewers working on [linked submissions](#) can be given access to prior reviews on linked submissions.
- ✓ Reviewers can be given access to review predictive bibliometrics reports to gain insight into potential future citation patterns for manuscripts assigned to them.
- ✓ Reviewers can be given access to the [Similarity Check results](#) for the Author's manuscript.
- ✓ Reviewers are protected under the General Data Protection Regulation (GDPR) and can request anonymization of their user data.
- ✓ Reviewers can opt-in to automatic deposit of their review activity data to their [ORCID record](#) or to [Publons](#) to receive acknowledgement and recognition for their contributions.
- ✓ Reviewers can be granted access to results from integrated manuscript analysis services, as allowed by the Editorial Office.
- ✓ Reviewers can be granted access to view standard or "blinded" version of submitted conflict of interest disclosure reports from Authors housed within the integrated Convey database.
- ✓ Reviewers can access all of their prior correspondence history within the system.