

EVISE

User Guide – Editor

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Introduction

EVISE is an Internet-based journal tool that can be accessed from anywhere in the world and works on multiple platforms. For more information, [click here](#).

Overview of Editor Role

As an Editor, you can do the following (settings may differ per journal):

- Receive manuscripts submitted by authors either directly or assigned to you by journal staff
- Coordinate the review process
- Accept, request revisions, or reject manuscripts
- Communicate these decisions to the Author

*Do not click the **'Back'** or **'Forward'** button on your browser at any time while logged into EVISE. If you do so, you will be logged out and have to log back in, potentially losing any unsaved work.

Login and Registration

Register in EVISE

Please Note: You cannot register using an email address already present in EVISE. If you attempt to do so the system will flag this as an error and will provide you with advice on how to proceed.

To register for the EVISE website, take the steps listed below.

- Navigate to the EVISE website
- On the right hand side of the screen, enter your email address in the **E-Mail** and **Re-Enter E-Mail** fields.
- Click the **'Continue'** button.

EVISE Login Page

Help | Contact Us EVISE*

Already have an account? Please login.

E-mail:*

Password:*

Login Forgot Password?

Need to create an account? Please register.

E-mail:*

Re-enter E-mail:*

Continue

- Enter a Password, select a Security Question and provide an Answer, enter Contact Information and any Additional Information, including linking your ORCID and entering personal keywords. All mandatory fields are indicated with an asterisk (*).

Account Information

E-mail:* *****@gmail.com

Password:*

Verify Password:*

Security Question:* -- Please Select --

Answer:*

Password Policy

- * Password must not be longer than 12 character(s).
- * Password must be at least 7 character(s) long.
- * Password must contain at least 1 numeric character(s).

Contact Information

Title:* -- Please Select --

Given/First Name:* e.g. Paul or Ahmed

Family/Last Name:*

Address Is for:* -- Please Select --

Address:*

Address Line2:* (optional)

Country:* -- Please Select --

State/Province:* (optional)

City:*

ZIP Code/Postal Code:*

Telephone Number:*

- To link your ORCID ID to your EVISE account, take the following steps:

- Click the '**Link to ORCID**' link. This will open a new browser window on the ORCID website.
- You will be asked to enter your ORCID username and password if you already have an ORCID account, or you can register for an ORCID if you do not.
- ORCID will then ask for your permission to share your ORCID with EES.
- If you agree, your ORCID will be linked.

*For more information about ORCID, please visit their website: [ORCID](#).

- Check the relevant tick boxes to indicate which types of communications you would like to receive from us and/or the societies whose journals we publish.
- Check the tick box to indicate that you have read and understood the Registered User Agreement.
- Click the '**Register**' button.

Additional Personal Information

ORCID provides a unique identifier that is open and community based. Please click on the 'Link to ORCID' link below to be sent to the ORCID website where you can give permission to share your ID with us.

ORCID: [Link to ORCID](#)

Personal Keywords: Personal Keywords should be separated by comma.

Communication Preferences

Please tick the relevant boxes below to indicate which types of communications you would like to receive from us and/or the societies whose journals we publish.

Journal announcements including 'Calls for papers' and invitations to review manuscript submissions.

Invitations to relevant events, conferences, webinars and workshops.

Special offers from Elsevier and its affiliates concerning relevant products and services.

I have read and understood the [Registered User Agreement](#), and agree to be bound by all of its terms.

After an account has been created, you will be directed to a confirmation screen and an email will also be sent to you confirming your registration.

How to log into EVISE

For details on how to locate your journal's EVISE site [Click Here](#).

If you are already registered for EVISE, take the steps listed below.

- Enter your **E-mail** and **Password** in the boxes provided.
- Click the '**Login**' button or hit Enter on your keyboard.

EVISE Login Page

Help | Contact Us EVISE*

EVISE*

Already have an account? Please login.

E-mail:*

Password:*

Login [Forgot Password?](#)

Need to create an account? Please register.

E-mail:*

Re-enter E-mail:*

Continue

Forgotten EVISE Password

For details on how to locate your journal's EVISE site [Click Here](#).

If you have already registered but have forgotten your EVISE password, please follow the steps below to reset it.

- Click the 'Forgot Password?' link.

EVISE Login Page

Help | Contact Us EVISE*

EVISE*

Already have an account? Please login.

E-mail:*

Password:*

Login [Forgot Password?](#)

Need to create an account? Please register.

E-mail:*

Re-enter E-mail:*

Continue

- Enter your E-mail and click the 'Continue' button.

EVISE*

Forgot Password?

If you have forgotten your Password, you must reset it.
To reset your password, please enter the email address for your account.

E-mail:

[Continue](#) [Cancel](#)

- Answer the security question and click the 'Continue' button.

EVISE*

Forgot Password?

Please answer the following security question to reset your password.

What is your favourite model of car?

Answer:

 [i](#)

[Continue](#) [Cancel](#)

- Enter a new password in the **New Password** field, ensuring that it meets the password requirements.
- Next, enter the same password in the **Verify Password** field. The password entered in both fields must be identical.
- Click the '**Confirm**' button.

Reset Password

Please enter your new Password below.

After you click the Confirm button below, you will be asked to login to EVISE with your new Password.

New Password:

Verify Password:

Confirm Cancel

Password Policy

- * Password must not be longer than 12 character(s).
- * Password must be at least 7 character(s) long.
- * Password must contain at least 1 numeric character(s).
- * Password must not be one of 3 previous passwords.

If you have followed the password rules and the password is identical in both fields, you will see a confirmation screen, and be redirected to the EVISE login page.

Login to EVISE with your email address and new password.

Receiving a Manuscript Assignment

Based on your Editor role and the journal editorial workflow, new manuscripts are assigned to you in one of two ways:

- Manual assignment by Editorial Office/Editor in Chief, Journal Manager/journal staff member
- Direct assignment based on author selection during the submission process, or based on assignment rules related to the submission Section / Category or Region of Origin

In either case, you will receive notification of a new assignment by e-mail, including the link to login to the journal.

New Assignments

The system defaults to show you all submissions assigned to you with a status of **With Editor**, indicating it is a new submission.

The My Assignments page displays a list of submissions assigned to you in a grid format. For each submission the following information is available:

- Actions options
- Manuscript number
- A link to the manuscript overview page via the manuscript title

- The name of the corresponding author
- Status
- Version
- Version Number
- Type of article
- Target Decision Date
- Status Date
- Days at Status
- Days remaining to make a decision
- Number of Reviews completed
- Region of Origin
- Section/Category

Journal of Physics

Home My Profile My Assignments My Reviewer Overview Go To Scopus

Welcome to EVISE, Elsevier's new journal editorial system. If needed, our support team is standing by to offer help as you become familiar with EVISE. Please click on the "Help" link to contact this team via phone, chat or email.

All (26) Under Review (5) Declined to Revise (0) Accepted (4)
 With Journal (0) Ready for Decision (0) Resubmission Requested (0) Rejected (1)
 With Editor (7) Revision Requested (1) Under Resubmission (0) Withdrawn (0)
 Reviewer Invited (7) Under Revision (0) Declined to Resubmit (0) Sent to Production (1)

With Editor

View Export To Excel View Full Screen

Actions	Manuscript Number	Revision	Manuscript Title	Corresponding Author	Assigned To	Days At Status	Initial Submission Date	Target Decision Date	Days Remaining	Reviews Completed
Please Select Go	JOP_2014_31	Original	Digital Soil Assessments and Beyond	Bon Scott	Lee Shew...	52	20/Feb/2014	21/May/2014	38	0

Columns Hidden 3

Using the 'Actions' drop down menu on the submission grid, you can select accept/reject/request a revision on the submission, send the manuscript back to the Author for correction, withdraw the submission or remove the submission.

From the **'My Assignments'** default page you can access submissions assigned to you that are at other statuses, e.g. Under Review, Revision Requested or Accepted, by clicking on the status listed above the 'With Editor' grid. The number of submissions at each status is displayed next to the status.

All (26)	Under Review (5)	Declined to Revise (0)	Accepted (4)
With Journal (0)	Ready for Decision (0)	Resubmission Requested (0)	Rejected (1)
With Editor (7)	Revision Requested (1)	Under Resubmission (0)	Withdrawn (0)
Reviewer Invited (7)	Under Revision (0)	Declined to Resubmit (0)	Sent to Production (1)

Clicking on the **manuscript title** of a submission in **'My Assignments'** allows you to access the manuscript overview page, where you can view the details of the manuscript.

Manuscript Overview

The top left of the manuscript overview page consists of key identifying information about the manuscript, including:

- Manuscript number, version number and article type
- Title
- Corresponding author
- Status information

In the center of the overview page is a link to view the manuscript PDF, as well as details of co-Authors, the Abstract, Keywords, Highlights (if available), Additional Information and References. Click 'Edit' to make changes to the Abstract or Keywords.

JOP_2014_31 - Original V0 - Full Length Article
Digital Soil Assessments and Beyond
 Bon Scott windmill, ICELAND.
 Status: **With Editor (52 days)** - Submitted: 20/Feb/2014 - Target decision date: 21/May/2014

Overview Reviewers Reviews Decision

Files Messages Checks History

View Manuscript as PDF PII Number: S7896-9-98745(14)20033- Invite Reviewers

Other Authors [Show details](#)
 Arwen Undomiel, Cpt Caverne.

Abstract [Edit](#)

Assumedly, few people would be able to read this book from cover to cover in one day. The 7 book is inspiring and the majority of the papers are novel and useful for researchers interested in 8 pedometrics and mapping. The first volume of Proceedings of the Global Workshop on DSM 9 (Lagacherie et al., 2007) was an extensive volume of more than six hundred pages that included 10 42 papers. About half of these papers were seminal for various branches of DSM, a new 11 developing business. The other half presented attempts to apply the new technology in practical 12 studies. Thus, the first book was a manifesto and a giant leap for DSM. The second book of 13 proceedings (Hartemink et al., 2008) included 35 papers.

Keywords
 pedometrics; conference proceedings; methodology

Highlights
 blabla highlights blabla

Additional Information [View](#)

References [View](#)

Other Actions
 Select an action

Editorial Notes Production Notes

Please enter your editorial notes in the box below.

At the top right are links to the submission Files, Messages, Checks and History.

- The **Files** screen displays the source files uploaded by the Author. On this screen, the Editor can edit the File Category, download the manuscript files, and upload and save new/additional files.

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Overview Reviewers Reviews Decision

Files Messages Checks History

[Upload File](#)

Revision	Version	File Name	File Category	Description	Name	Role	Action
Original	V0	MS-8.pdf	Manuscript		Bon Scott	Author	Download
Original	V0	Cover letter.docx	Cover Letter		Bon Scott	Author	Download
Original	V0	This is a figure.docx	Figure		Bon Scott	Author	Download
Original	V0	Fifth.jpg	Figure		Bon Scott	Author	Download

- The **Messages** screen displays all e-mails related to the submission. Click the *subject line* to review the correspondence. Use **Compose Email** to draft and send an ad hoc e-mail.

JOP_2014_31 - Original V0 - Full Length Article
Digital Soil Assessments and Beyond
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Overview Reviewers Reviews Decision

Files Messages Checks History

Compose Email

Revision	Subject	Correspondence Date	Status	Sender	Recipient
Original	Adding ORCID to Co-Authored Submission	20/Feb/2014 05:45	Notification	System	Cpt Caverne
Original	New submission JOP_2014_31 assigned to you	20/Feb/2014 05:38	Notification	System	Lee Shewook

- The **Checks** screen displays the results of the automated plagiarism check. The plagiarism check is configured by Article Type. On submission of a manuscript by the author, the manuscript PDF is automatically submitted to the iThenticate system. This PDF is compared against a database of sources, including published articles submitted to [CrossCheck](#). A **similarity report** is generated that details the similarities between the manuscript submitted and the available published articles.

The default similarity report view gives the percentage of the text of the manuscript which has overlap with one or more published articles. Figures and equations cannot be checked at present. The percentage value should be taken as a general guide, a high % does not necessarily indicate plagiarized text; it could, for example, be legitimate citation and bibliography. (Excluding these from the report will usually reduce the % figure given).

For more information on the similarity score, see [CrossCheck Plagiarism Screening: Understanding the Similarity Score](#).

- The **History** screen displays the status, dates and EVISE accounts/roles associated with each status.

Beneath this are links to the available **Actions** for the submission, as well as the Editorial Notes and Production Notes fields. The primary action, based on submission status, is prominently displayed. Other actions can be selected from a drop-down menu.

JOP_2014_31 - Original V0 - Full Length Article
Digital Soil Assessments and Beyond
 Bon Scott windmill, ICELAND.
 Status: **With Editor (52 days)** - Submitted: 20/Feb/2014 - Target decision date: 21/May/2014

Overview Reviewers Reviews Decision

Files Messages Checks History

View Manuscript as PDF PII Number: S7896-9-98745(14)20033

Invite Reviewers

Other Actions
 Select an action Go

Other Authors Show details
 Arwen Undomiel, Cpt Caverne.

Abstract
 Assumedly, few people would be able to read this book from cover to cover in one day. The 7 book is inspiring and the majority of the papers are novel and useful for researchers interested in 8 pedometrics and mapping. The first volume of Proceedings of the Global Workshop on DSM 9 (Lagacherie et al., 2007) was an extensive volume of more than six hundred pages that included 10 42 papers. About half of these papers were seminal for various branches of DSM, a new 11 developing business. The other half presented attempts to apply the new technology in practical 12 studies. Thus, the first book was a manifesto and a giant leap for DSM. The second book of 13 proceedings (Hartemink et al., 2008) included 35 papers.

Keywords
 pedometrics; conference proceedings; methodology

Highlights
 blabla highlights blabla

Additional Information View

References View

Editorial Notes Production Notes

Please enter your editorial notes in the box below.

In addition to the overview, each submission also has tabs related to specific tasks:

- **Reviewers:** here the Editor can **Search and Invite Reviewers, Manager Reviewers** (including remind and uninvite) and define the **number of reviews required**. For more information on managing peer review, see '[Select and Invite Reviewers](#)' below.

Jack Hill Kerala, Addr21, INDIA.
 Status: **Under Review (3 days)** - Submitted: 10/Apr/2014 - Target decision date: 09/Jul/2014

Overview Reviewers Reviews Decision

Files Messages Checks History

Search and Invite Reviewers **Manage Reviewers**

Search for Reviewers in: Journal Reviewer List | Find Reviewers Tool (Scopus) | Evisé

Reviews required: 2 Change

Potential Reviewers found in Scopus via the Find Reviewers tool may be pasted into the box below so you can then add them to the Reviewer list for this submission. Only first name, last name and email address will be added.

Add To List

- **Reviews:** here the Editor can view submitted reviews and review files, and add his or her own comments. From this screen the Editor can also Make a Decision, Send the submission Back to the Author, Remove or Withdraw the submission. For more information, see '[View Submitted Reviews](#)' below.

Status: Under Review (53 days) - Submitted: 19/Feb/2014 - Target decision date: 20/May/2014

Overview Reviewers **Reviews** Decision

Files Messages Checks History

Revision	Name	Overall Recommendation
Original	John Smith	Accept As Is

Add My Comments

Make Decision

Other Actions

Select an action

Name: John Smith
Revision: Original

Reviewer Comments Annotations

Comments to Author:

Comments to Editor:

Review Files

1-s2.0-S0019103514000372-main.pdf

- **Decision:** here the Editor can consolidate review feedback, submit the preferred decision and notify the author. For more information, see [`Making a Decision`](#) below.

Reference Linking

EVISE checks the references provided by the author during submission. They are categorized as **Linked References** or **Unresolved References**. The results of the reference checking process can be found by taking the following steps:

- From any submission status page, click the title of the desired submission.
- On the Overview page, click **`View`** in the **`References`** tab.
- **Linked References** have been validated and are linked to the abstract and full text online. Access to full articles depends on your permission to view content at the specific publisher's website.
- **Unresolved References** have not been found during the reference checking process. This may include content too old to be cited online, or an invalid reference.

Additional Information View

References Hide

Total: 14
 Linked References 14 [[via CrossRef (14)] [via PubMed (14)]
 Unresolved References 0 [[Unknown References(0)] [Not Linked (0)]

Linked References

1. Joosting AC, Head B, Bynoe ML, Tyrrell DA. Production of common colds in human volunteers by influenza C virus. Br Med J. 1968 Oct 19;4(5624):153-4. Matched ISSN : 0007-1447 (View via PubMed) (View via CrossRef) Linked
2. Matsuzaki Y, Katsushima N, Nagai Y, Shoji M, Itagaki T, Sakamoto M, Kitaoka S, Mizuta K, Nishimura H. Clinical features of influenza C virus infection in children. J Infect Dis. 2006 May 1;193(9):1229-35. Epub 2006 Mar 31. Matched ISSN : 0022-1899 (View via PubMed) (View via CrossRef) Linked
3. Peng G, Hongo S, Kimura H, Muraki Y, Sugawara K, Kitame F, Numazaki Y, Suzuki H, Nakamura K. Frequent occurrence of genetic reassortment between influenza C virus strains in nature. J Gen Virol. 1996 Jul;77 (Pt 7):1489-92. Matched ISSN : 0022-1317 (View via PubMed) (View via CrossRef) Linked
4. Matsuzaki Y, Mizuta K, Sugawara K, Tsuchiya E, Muraki Y, Hongo S, Suzuki H, Nishimura H. Frequent reassortment among influenza C viruses. J Virol. 2003 Jan;77(2):871-81. Matched ISSN : 0022-538X (View via PubMed) (View via CrossRef) Linked
5. Peng G, Hongo S, Muraki Y, Sugawara K, Nishimura H, Kitame F, Nakamura K. Genetic reassortment of influenza C viruses in man. J Gen Virol. 1994 Dec;75 (Pt 12):3619-22. Matched ISSN : 0022-1317 (View via PubMed) (View via CrossRef) Linked
6. Tada Y, Hongo S, Muraki Y, Sugawara K, Kitame F, Nakamura K. Evolutionary analysis of influenza C virus M genes. Virus Genes. 1997;15(1):53-9. Matched ISSN : 0920-8569 (View via PubMed) (View via CrossRef) Linked

Managing Peer Review

Select and Invite Reviewers

From the manuscript overview page of a selected submission, click the '**Invite Reviewers**' button or the '**Reviewers**' tab to access the **Reviewers** page. Here you can:

- Find and invite reviewers, set up alternate Reviewers, customize Reviewer invitation e-mails on the **Search and Invite Reviewers** screen.
- Uninvite Reviewers, send reminders, change the review due date on the **Manage Reviewers** screen.

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Digital Soil Assessments and Beyond
 Bon Scott windmill, ICELAND.
 Status: With Editor (52 days) - Submitted: 20/Feb/2014 - Target decision date: 21/May/2014

Overview **Reviewers** Reviews Decision Files Messages Checks History

View Manuscript as PDF PII Number: S7896-9-98745(14)20033- **Invite Reviewers**

Other Authors Show details
 Arwen Undomiel, Cpt Caverne.

Other Actions
 Select an action Go

There are three options available to find Reviewers:

- 1) **Journal Reviewer List:** Find/select a reviewer from the existing Journal Reviewer List, i.e. the list of reviewers who have previously reviewed for the journal.

- 2) **Find Reviewers Tool (Scopus)**: Search published articles on Scopus for potential Reviewers. Reviewers can be found via a topic search or name search.
- 3) **Ewise**: Search for a reviewer in the Ewise user database. You can also add a new reviewer who is not yet in Ewise.

Note: To can change the number of required reviews, click '**Change**' beside the default number of reviews.

Overview | Reviewers | Reviews | Decision

Files | Messages | Checks | History

Search and Invite Reviewers | Manage Reviewers

Search for Reviewers in: [Journal Reviewer List](#) | [Find Reviewers Tool \(Scopus\)](#) | [Ewise](#)

Reviews required: 2 [Change](#)

Potential Reviewers found in Scopus via the Find Reviewers tool may be pasted into the box below so you can then add them to the Reviewer list for this submission. Only first name, last name and email address will be added.

[Add To List](#)

To add a Reviewer from the **Journal Reviewer List**:

- Click the Journal Reviewer List link to load the list of journal Reviewers.
- Search the list by entering a keyword above any of the fields or use a **%** before your keyword search to create a wildcard search. Click 'Enter' on your keyboard.
- The review statistics are displayed for Reviewers returned in the search results list.
- Select a Reviewer from the search results list by ticking the box in the **Selected** column beside the Reviewer name.
- Click '**Add to List**' to add the selected Reviewer to the list of Reviewer candidates.

To find Reviewers using the **Find Reviewers Tool**:

- Click the 'Find Reviewers Tool (Scopus)' link.
- The **Find Reviewers Tool** opens in a new browser window.

Find Reviewers

What do you think of the Find Reviewers tool? [Online Survey](#) Powered by **Scopus®**

Topic search | Name search

Keywords Published since 2008

Search on review articles only

Only on articles published in

[Search](#)

My candidates | Conflict of interest | Help

[Copy All](#) [Clear list](#)

[+Add](#) Search for reviewers, add them to this list and copy their information to EES/EWISE.

About Scopus | Tutorial & Customer Support

ELSEVIER

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- To search for Reviewers by **Topic**, enter a keyword from the submission or another search term in the Keywords field.
 - Click the '**Search**' button. The results matching your search criteria are displayed.
 - Click the '**+Add**' button to add the reviewer to the '**My Candidates**' list.

Find Reviewers What do you think of the Find Reviewers tool? [Online Survey](#) Powered by Scopus®

Topic search | Name search

Keywords
Heart Attack Published since 2008

Search on review articles only
 Only on articles published in <Enter Journal name>

Search

My candidates | Conflict of interest | Help

[Copy All](#) [Clear list](#)

Diener, Hans Christoph W (h-index 68, matches 45) [Remove](#) [Copy](#)
diener@uni-duisburg-essen.de

Rothwell, Peter Malcolm (h-index 50, matches 36) [Remove](#) [Copy](#)
peter.rothwell@cneuro.ox.ac.uk

Search result for: "Heart Attack", published since 2008

159 candidates (showing 1 - 10) Go to page 1 of 16 **Go** Next >

Name	Matches	Affiliation	City	Country
+Add Diener, Hans Christoph W (h-index: 68)	45	Universitäts Klinikum Essen und Medizinische Fakultät	Essen	Germany
+Add Rothwell, Peter Malcolm (h-index: 50)	36	John Radcliffe Hospital	Oxford	United Kingdom
+Add Lip, Gregory YH H Lip (h-index: 57)	30	City Hospital in Birmingham	Birmingham	United Kingdom

- To search by **Name**, click the '**Name Search**' tab and enter a combination of Surname, First Name/initials, and/or Affiliation.
 - Click the '**Search**' button. The results matching your search criteria are displayed.
 - Click the '**+Add**' button to add the reviewer to the '**My Candidates**' list.

Find Reviewers What do you think of the Find Reviewers tool? [Online Survey](#) Powered by Scopus®

Topic search | **Name search**

Surname
Smith

First name / initials
John

Affiliation
Only highest level affiliation

Jakob
Ja*ob
Forrester
Forr*

Search

My candidates | Conflict of interest | Help

Copy All | Clear list

A.S. Smith, John (h-index 0) Remove
Copy

Ashley-Smith, John (h-index 0) Remove
Copy

Search result for: "Smith" "John"

540 candidates (showing 1 - 10) Go to page 1 of 54 Go Next >

Name	Publications	Affiliation	City	Country
+ Add A.S. Smith, John (h-index: 0)	1	University of London	London	United Kingdom
+ Add Ashley-Smith, John (h-index: 0)	4	University of Cambridge	Cambridge	United Kingdom
+ Add Barrie-Smith, John (h-index: 1)	2	Protean Electric Ltd	Farnham	United Kingdom

- Click the '**Copy All**' icon at the top of the **My Candidates** list.

My candidates | Conflict of interest | Help

Copy All | Clear list

A.S. Smith, John (h-index 0) Remove
Copy

Ashley-Smith, John (h-index 0) Remove
Copy

- Copy the entire text on the pop up.
- Close the Find Reviewers Tool.
- Paste the copied information from the **Find Reviewers Tool** into the space provided in the Evise Reviewers page.
- Click the '**Add to List**' button to add your selected reviewers to the list of Reviewer candidates.
- You may receive a warning that some of the copied information will be ignored. EVISE only requires a name and email address and will disregard the rest.

To find Reviewers in **Evise** or add a new Reviewer:

- Click the '**Evise**' link.

- Enter the **First Name**, **Last Name**, and **Email ID** of a registered user or new Reviewer in the fields provided.
- Click the '**Search in EVISE**' button.
- Any matching user registered in Evise will be listed in the text box. Or the new reviewer will be listed there.
- Click the required Reviewer name from the text box.
- Click the '**Add**' button to add the Reviewer to the Reviewer candidate list.

Add New Reviewer [Close]

This tool allows you to search for a reviewer in Evise. But you can also add a new reviewer that isn't in Evise yet.

First Name: * John

Last Name: * Smith

Email Id: * JohnSmith@EVISE.com

Search in EVISE

In order to add a reviewer, please select one of the names in the results list and click the 'Add' button that will appear.

John.Smith (JohnSmith@EVISE.com)

Add Cancel

The selected Reviewers you have identified using any of the options above are listed in the Reviewer candidate list, with relevant review statistics.

Identify each Reviewer candidate as a **Reviewer** or **Alternate** in the Reviewer Role field.

Click '**Customize**' in the Letter field to customize the letter text for individual Reviewers.

To remove a Reviewer from the selected Reviewers list, click the corresponding checkbox in the '**(De)Select**' column for the specified Reviewer and then click the trash icon.

Click '**Save**' below the Reviewer list table to save your selections and/or customizations.

Overview **Reviewers** Reviews

Files Messages History

Search and Invite Reviewers Manage Reviewers

Search for Reviewers in: Journal Reviewer List | Find Reviewers Tool (Scopus) | Evisse Reviews required: 2 Change

Potential Reviewers found in Scopus via the Find Reviewers tool may be pasted into the box below so you can then add them to the Reviewer list for this submission. Only first name, last name and email address will be added.

Add To List

View >> > View Full Screen

(De)Select	Status	Reviewer Name	Email Address	Institution	Country	Letter	Reviewer Role	# Reviews In Progress	Date Last Review Completed	Date Last Assigned
<input checked="" type="checkbox"/>	Selected	Robert Modlin	RModlin@mednet.ucla.edu		UNITED STATES	Customize	Alternate 1	0		
<input type="checkbox"/>	Selected	Robert Wilkinson	r.j.wilkinson@imperial.ac.uk	Wellcome Trust ...	UNITED KINGDOM	Customize	Alternate 2	0	29/Aug/2013	29/J
<input type="checkbox"/>	Selected	Steffen Stenger	steffen.stenger@uniklinik- ulm.de	Medical Microbio...	GERMANY	Customize	Alternate 3	0	11/Feb/2011	10/F

Columns Hidden 18

Save **Invite**

To invite Reviewers, individually or in bulk,

- Click the checkbox in the '**(De)Select**' column for the Reviewer(s) you wish to invite.
- Click the '**Invite**' button.

Manage Reviewers

From the manuscript overview page of a selected submission, click the '**Invite Reviewers**' button or the '**Reviewers**' tab to access the **Reviewers** page. Click the '**Manage Reviewers**' tab. From this screen you can view reviewers' progress, uninvite reviewers, send reminders and change the review due date.

For each Reviewer you can see details of the date invited, review task status, due date, number of reminders sent and the date the last reminder was sent.

To **send a reminder** to a Reviewer or Reviewers who have not responded to the reviewer invitation, or who have not completed their reviewer assignment,

- Click the checkbox in the '**(De)Select**' column for the Reviewer(s) you wish to remind.
- Click the '**Remind selected**' button at the bottom of the screen.

To **un-invite** a Reviewer or Reviewers,

- Click the checkbox in the **'(De)Select'** column for the Reviewer(s) you wish to un-invite.
- Click the **'Uninvite selected'** link at the bottom of the screen.

Overview **Reviewers** Reviews Files Messages History

Search and Invite Reviewers **Manage Reviewers**

View > View Full Screen

<input type="checkbox"/> (De)Select	Reviewer Name	Date Invited	Status	Days at Status	Status Date	Response/ Review Due Date	# Reminders Sent	Last Reminder Sent Date	Change Due Date
<input type="checkbox"/>	Laurent Maveyraud	25/Feb/2014	Completed	48	27/Feb/2014	18/Mar/2014	0		
<input type="checkbox"/>	Sang Nae Cho	21/Feb/2014	Invited	54	21/Feb/2014	14/Mar/2014	3	04/Apr/2014	
<input type="checkbox"/>	SANG NAE CHO	21/Feb/2014	Invited	54	21/Feb/2014	14/Mar/2014	3	04/Apr/2014	
<input type="checkbox"/>	Christophe Guilhot	21/Feb/2014	Declined	51	24/Feb/2014	14/Mar/2014	0		
<input type="checkbox"/>	Jelle Thole	21/Feb/2014	Invited	54	21/Feb/2014	14/Mar/2014	3	04/Apr/2014	
<input type="checkbox"/>	Lionel Mourey	24/Feb/2014	Declined	50	25/Feb/2014	17/Mar/2014	0		

Columns Hidden 1

Remind selected Uninvite selected

Click on the **'Change Due Date'** link to set a new due date for a Reviewer who has agreed to Review.

Overview **Reviewers** Reviews Decision Files Messages Checks History

Search and Invite Reviewers **Manage Reviewers**

View > Export To Excel View Full Screen

<input type="checkbox"/> (De)Select	Reviewer Name	Date Invited	Status	Days at Status	Status Date	Response/ Review Due Date	# Reminders Sent	Last Reminder Sent Date	Change Due Date
<input type="checkbox"/>	Lisa R	16/Apr/2014	Agreed	0	16/Apr/2014	30/Apr/2014	0		Change Due Date

View Submitted Reviews and Add Review Comments

In the **'Reviews'** screen you can view submitted reviews and add your own feedback comments on the submission.

A summary of **submitted reviews** is displayed to the left of the screen.

For revised submissions, this is also the screen where the **Author Response** to Reviewer feedback can be viewed.

TUBE_2014_2 - **Revision 2** v0 - Original Article

A Multicenter study of Cross-Priming Amplification for Tuberculosis Diagnosis at peripheral level in China

Yanlin Zhao No.155 ChangBai Road, Changping District, CHINA.

Status: **With Editor (0 days)** - Submitted: 03/Jan/2014 - Target decision date: 03/Apr/2014

Overview Reviewers **Reviews**

Files Messages History

Revision	Name	Overall Recommendation
Original	Thomas Shinnick	Minor Revisions Needed
Original	Christopher Gilpin	Minor Revisions Needed

View Author Response

When Reviews have been submitted for a submissions:

- Click on a Reviewer **name** to see that Reviewer's submitted review.
- Click the '**Reviewer Comments**' tab to view the Comments to Author and Comments to Editor from the Reviewer.
- Click the '**Annotations**' tab to view any annotations to the manuscript saved by the Reviewer.
- Click the link(s) under '**Review Files**' to view any file(s) uploaded by a Reviewer.

To the right are links to **Add** your own **Comments** on the submission and to **Make a Decision**. There is also a menu where you can select other actions: Send the submission Back to the Author, Remove or Withdraw the submission.

Status: **Under Review (53 days)** - Submitted: 19/Feb/2014 - Target decision date: 20/May/2014

Overview Reviewers **Reviews** Decision

Files Messages Checks History

Revision	Name	Overall Recommendation
Original	John Smith	Accept As Is

Add My Comments

Make Decision

Other Actions

Select an action

Name: John Smith

Revision: Original

Reviewer Comments **Annotations**

Comments to Author:

A delightful story

Comments to Editor:

I strongly recommend this is accepted as is

Review Files

[1-s2.0-S0019103514000372-main.pdf](#)

To add your own manuscript review comments,

- Click the '**Add My Comments**' button on the '**Reviews**' screen.
- Enter your comments to the Author in the text field provided and '**Save**'.
- If appropriate, enter any confidential comments for the Managing Editor / Editor-in-Chief in the 'Comments to editor' text field and click '**Save**'.

To upload any files you wish to include with your feedback to the Author,

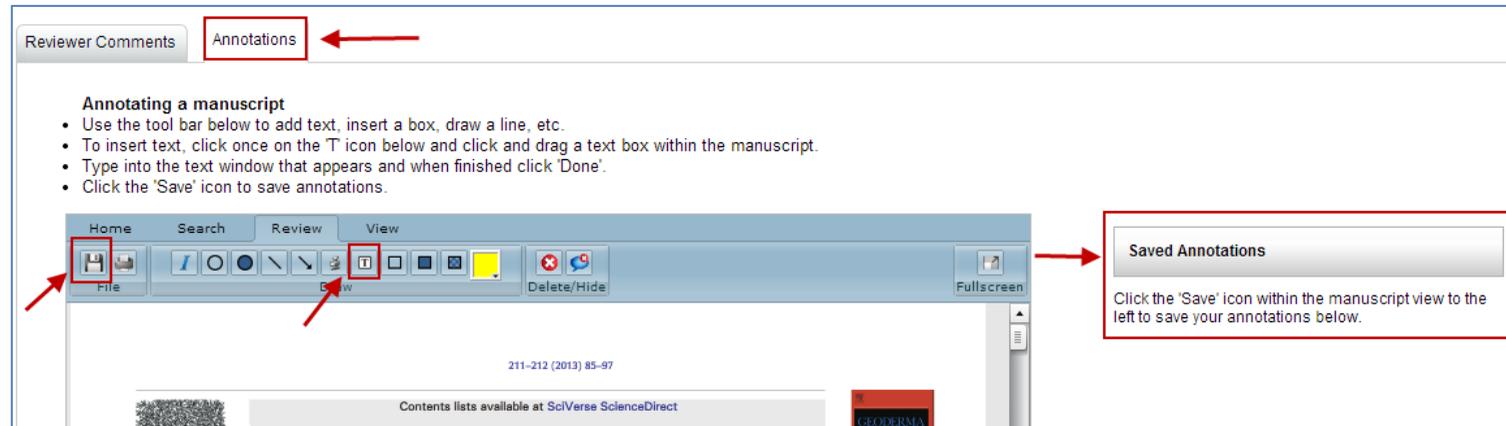
- Click on the '**Upload files**' link under '**Review Files**'.
- Select the file(s) to be uploaded from your computer or mobile device.

The screenshot displays the 'Reviewer Comments' section of a manuscript review interface. At the top, there are two tabs: 'Reviewer Comments' (active) and 'Annotations'. Below the tabs, there are two main text input areas. The first is labeled 'Comments to Author:' and the second is labeled 'Comments to Editor:'. Each text area has a 'Save' button to its left. Above each text area is a rich text editor toolbar with options for font, size, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and insert image. To the right of the text areas is a 'Review Files' section with an 'Upload files' link. Red arrows point to the 'Save' buttons for both comment sections and the 'Upload files' link.

To annotate the manuscript, click the '**Annotations**' tab.

- Navigate to a relevant section of the paper that you wish to annotate and click the 'Textbox' icon indicated by a capital 'T' in the middle of the toolbar.
- Using your mouse, create a textbox on the manuscript and type your annotations in the text field that appears below.
- Click the '**Save**' icon, located in the **File** toolbar in the upper left hand portion of the manuscript display.

- Click the '**Save Annotations**' button on the pop up window that appears.
- Click the '**OK**' button.
- Your annotations are displayed under '**Saved Annotations**' at the right of the screen.



Please Note: If you do not '**Save**' your annotations and comments before completing your review, your feedback will not be saved. Similarly you must '**Save**' any edits you make to reviewers' comments or annotations.

Making a Decision

When the required number of reviews has been submitted, you will receive an e-mail notification from Evisetool. When you are ready to submit your decision:

- Locate the submission from the **Ready for Decision** link near the top of the **My Assignments** page.
- Click the **Manuscript Title** of the selected submission.
- Click on the '**Decision**' tab or click on the '**Make a Decision**' tab in the '**Reviews**' page.
- On the '**Decision**' page you can again view and edit the comments and annotations submitted by the Reviewers and any comments or annotations of your own.
- Click the '**Start over and Reconsolidate**' link to clear any edits you make to the comments and start again.
- Tick the check box beside the relevant Reviewer's name to ensure the comments are included in the decision letter to the Author.
- Remember to '**Save**' any changes.
- On the right hand side of the screen you can rate each review.
- When you are ready to submit your decision, click on the relevant decision term at the right of the screen: Accept, Reject or Revise.
 - For revisions, enter a *Revision Due Date* by selecting the date from the calendar or typing the date into the field provided (e.g. '11-5-2014').

JCAA_2014_31 - Original V0 - Full Length Article

A study for heavy oil hydroprocessing catalysts at bench-scale reactors

John O'Brien 9 Oakwood View, IRELAND.
 Status: **Ready for Decision (6 days)** - Submitted: 17/Apr/2014 - Target decision date: 16/Jul/2014

Overview Reviewers Reviews **Decision** Files Messages Checks History

Revision	Name	Overall Recommendation
Original	Jason Barnes	Minor Revisions Needed

Accept
Reject
Revise

Other Actions
Select an action Go

Start over and Reconsolidate

Reviewer Comments Annotations

Comments to Author:
 To include the comments to the author of the reviewers in your decision letter, please tick the relevant check boxes. You may edit the comments and save them before you send the decision letter to the author.

REVIEWER - Jason Barnes

Font 2
 B / U \subscript \superscript S

This is a nice paper describing a novel procedure but it does need some minor changes as outlined below:

1. Shorten the abstract and include some additional findings in it to make it more interesting
2. In the introduction please include references to the work of Smith et al (Harvard) who have made significant contributions to this area of

Save

Rating
 Reviewer: Mr Jason Barnes
 Rate Review: 1
 Rate 1 - 100 (1 Low, 100 High)

Review Files
[1-s2.0-S0019103514000372-main.pdf](#)

- Rate the submission by moving the slider to a number from 0 to 100 (Optional).
- Click the '**Save Decision**' button to save the decision and/or:
- Click the '**Compose Email**' button to notify the author of the decision.

Make Decision [X]

Decision Term: Major Revisions Needed

Revision Due Date: 11/1/2013

Save Decision Compose Message

Overall Manuscript Rating
 Rate 1 - 100 (1 Low, 100 High)
 0

- The decision letter configured for the journal is displayed. This can be edited, or sent without further changes.

To: Jack Hill

Subject: Your Manuscript MtN test 3 has been accepted

Font 2

Ref: JCAA_2013_667

Title: MtN test 3

Journal of Chemistry And Applications

Dear Mr Hill,

I am pleased to inform you that your paper MtN test 3 has been accepted for publication in Journal of Chemistry And Applications

Send Cancel

- Click the '**Send**' button.
- When the decision has been submitted, the submission is accessible from the appropriate link in the '**My Assignment**' screen.

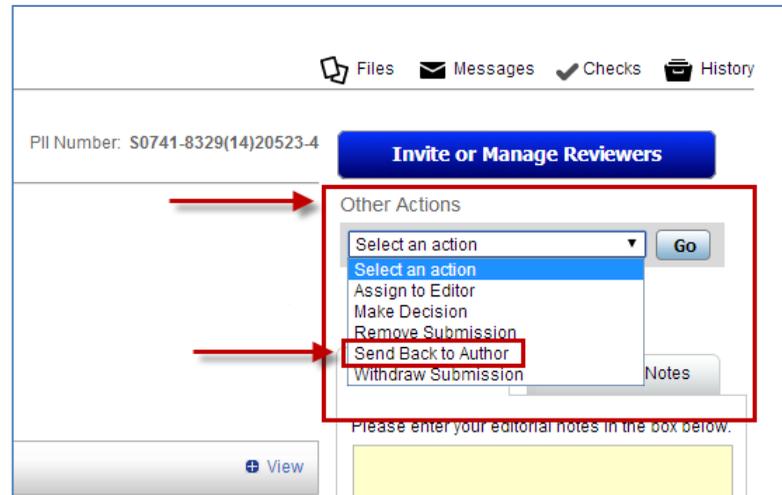
All (26)	Under Review (5)	Declined to Revise (0)	Accepted (4)
With Journal (0)	Ready for Decision (0)	Resubmission Requested (0)	Rejected (1)
With Editor (7)	Revision Requested (1)	Under Resubmission (0)	Withdrawn (0)
Reviewer Invited (7)	Under Revision (0)	Declined to Resubmit (0)	Sent to Production (1)

Send back to Author

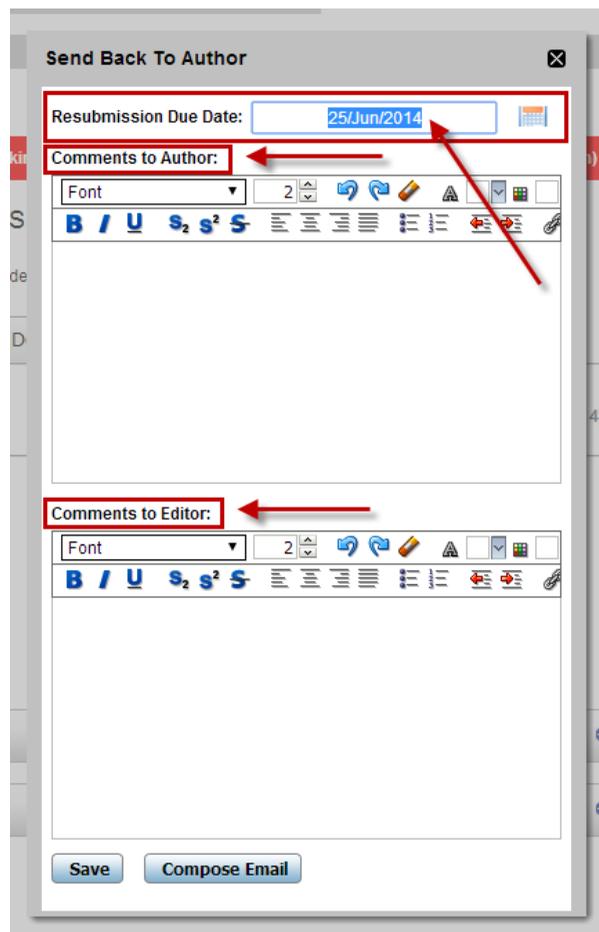
To send a submission back to the Author:

- Locate the submission from the **My Assignments** tab near the top of the page.

- Click the **Manuscript Title** of the selected submission.
- In the '**Overview**' tab, select '**Send Back to Author**' from the '**Other Actions**' drop down list.
- Click '**Go**'.



- Enter a **Resubmission Due Date** by selecting the date from the calendar or typing the date into the provided field (e.g. '24 May 2014').



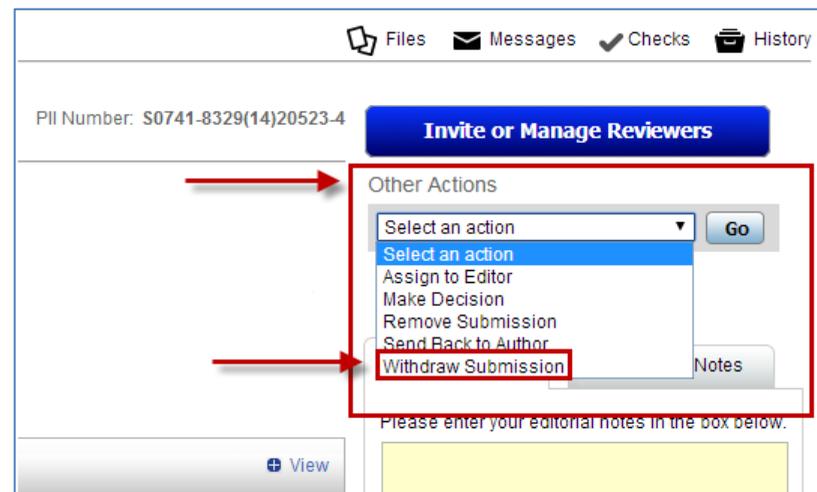
- Enter comments to the author and, if appropriate, comments to the Editor-in-Chief / Managing Editor in the text boxes provided. Comments to the author will be included in the email to the author.
- Click **'Save'** then **'Compose Email'**.
- The Send Back to Author letter configured for the journal is displayed. This can be edited, or sent without further changes.
- Click **'Send'**.

Withdraw Submission

You can withdraw any submission assigned to you.

To withdraw a submission:

- Locate the submission from the **My Assignments** tab near the top of the page.
- Click the **Manuscript Title** of the selected submission.
- In the **'Overview'** tab, select **'Withdraw Submission'** from the **'Other Actions'** drop down list.
- Click **'Go'**.



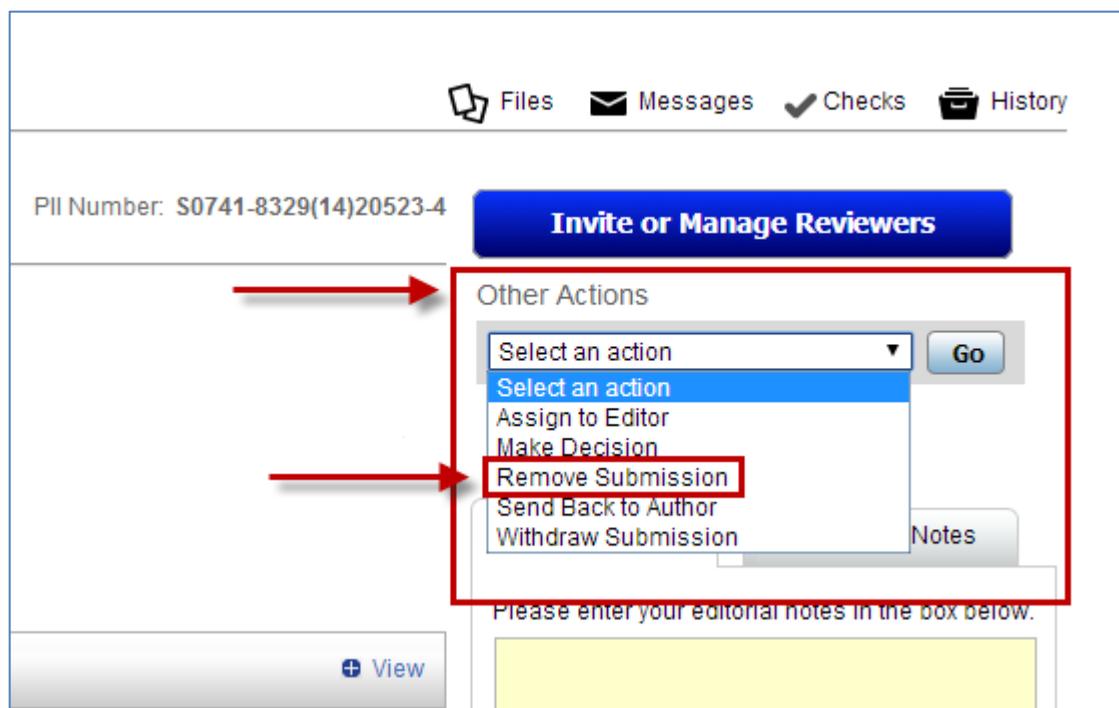
- The Withdraw Submission letter configured for the journal is displayed. This can be edited, or sent without further changes.
- Click **'Send'**.

Remove Submission

You can remove any manuscript submitted to the journal if you feel it is inappropriate (e.g. The Author has made a duplicate submission in error).

To remove a submission:

- Locate the submission from the **My Assignments** tab near the top of the page.
- Click the **Manuscript Title** of the selected submission.
- In the '**Overview**' tab, select '**Remove Submission**' from the '**Other Actions**' drop down list.
- Click '**Go**'.



- The Remove Submission letter configured for the journal is displayed. This can be edited, or sent without further changes.
- Click '**Send**'.

Please Note: A removed submission is removed from EVISE entirely. Make sure that the submission should be removed before exercising this option.

A submission cannot be removed:

- If it is already accepted, rejected, or withdrawn.
- If the submission is with an Author (Revision or Resubmission Requested).