Finding Reviewers: tools available in Editorial Manager

Last Update 2\textsuperscript{nd} April 2019: CM

0.1 Introduction

From the main menu, access the paper you wish to find reviewers for. The paper will display in a grid with an ‘Action’ column on the far left:

In the Action list, you will see several search tools (highlighted in yellow below):

1. Similar Articles in Scopus
2. Scopus Author Search
3. Similar Articles in MEDLINE
4. PubMed search by Author and Title

These search options are detailed further in this guide.
0.2 Inviting Reviewers Using the ‘Invite Reviewer’ Page

In the action list, you will also see the link to ‘Invite Reviewers’ (a). This is the link to the page you will need to use once you have used the search tools to find a potential reviewer and you would like to go on and invite them. You will need to copy the email address from one of the search tools. There is also a direct link to Scopus from this page (b) if you wish to initiate a search directly from there.

Once you have the email address of the reviewer you wish to invite, if they are not yet registered with your journal (this will be the case if you have found them via a method other than the journal’s reviewer database), you will need to follow these steps:

- Initiate a Reviewer Search from the Invite Reviewer / Reviewer Selection Summary page

- Scroll to the bottom of the next page and select ‘Register and Select New Reviewer’
Paste their email address and click ‘proceed’. This will take you through the proxy registration process.

Once you have searched for the first reviewer using Scopus, you will be able to keep the Scopus window open and then copy and paste the author email addresses into the Invite Reviewers page quickly.

If you would like to invite reviewers using the journal’s reviewer database, please refer to the help material available here in the Editor Quick Guide to EM.

03. Search Tools Available in EM

1. Similar Articles in Scopus

Scopus is the world's largest abstract and citation database of peer-reviewed research literature. Search will run on the key words of the submission and results open as a new window.

The results will display the document title, authors, year of publication, source and number of citations. You can expand and view the abstract, full text and view at Publisher site, provided you have access to the platform (example below is an Elsevier publication).

- Click on ‘Similar Articles in Scopus’ search (left box)
- Click on the title of the submission (middle box)
- The author's name appears with a mail icon (right box)
You also have the option to edit the search criteria using the edit fields on the left side of the screen, as well as sorting the results in different ways.

Clicking on ‘Full Text’ will open a new tab, bringing you to the relevant platform (Science Direct in this case). The full paper will be visible, along with the corresponding author name (circled in red below). Next to the name is an envelope icon and this will give you the email address of the author. You can copy and paste this email address into the reviewer invitation page in Editorial Manager.

Clicking on the envelope icon will open details about the author, including their email address, affiliation, h-index and number of citations. From here you can copy the email address and move back to Editorial Manager to invite that person as a reviewer.

Additional video tutorial available here.
2. **Scopus Author Search**

   This performs a search on the first initial AND last name (red box) of all the corresponding authors of the submission and finds papers with authorship details that match. You can then refine the results (blue box) by a variety of criteria including date, subject areas, affiliation, country and language. You can edit the search for an author with the First, last name Affiliation OR by ORCID #.

To investigate an author further, you can click on their name in the Authors column (yellow box) and this will show you their personal author statistics.
3. **Similar Article in Medline**

This search uses the title of the submission and searches for other submissions with any of those words in the title. Matches are displayed in bold text.
4. PubMed – Title Search

PubMed (or PubMed/MEDLINE) is a free digital database of journal citations and abstracts in the fields of medicine, nursing, dentistry, veterinary medicine, the health care system, and preclinical sciences. PubMed provides access only to citation information (i.e., title, author, journal, volume, issue, pages), an abstract (if available in English) and Keyword.

PubMed does not display the full text of articles but includes links to full-text articles on Elsevier sites (e.g., ScienceDirect and HealthAdvance which may charge for access) and elsewhere.

PubMed searches with the keyword for example “neural networks” it list all the articles which has the same word in all the titles. You can find the author email address by selecting author information, then copy and use the email address to invite them to the review via Editorial Manager.