

Finding Reviewers: tools available in Editorial Manager

Last Update 2nd 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:

Editorial Manager™

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Go to: -- Search Page --
Role: Managing Editor Username: mary

Important Message: Site under development. Do not use for live manuscript submission.

Quicklinks

View All Assigned Submissions - mary mary

Contents: This page lists all submissions that have been assigned to an Editor, for which the Editor's decision has not yet been made. This includes submissions with invited Reviewers, submissions out for review, which have a subordinate Editor's decision but not a decision from the top Editor in the decision-making chain.

Page: 1 of 1 (2 total submissions) 1

Action	Manuscript Number	Article Type	Section Category	Article Title	Editor Decision	Author Name	Initial Date Submitted	Status Date	Current Status	Editor with Current Responsibility	Review Status
View Submission Duplicate Submission Check (0%) Details History Classifications Unassign Editor File Inventory Edit Submission Invite Reviewers Solicit Commentary Set Final Disposition Similar Articles in MEDLINE Similar Articles in Scopus Scopus Author Search PubMed Search by Author and Title Send E-mail Linked Submissions	ELSTRAINER14-D-19-00002	Original Study	Clinical Section	Test Submission for training purposes		mary mary	Feb 27, 2019	Feb 27, 2019	With Editor	Serena Walker	

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.

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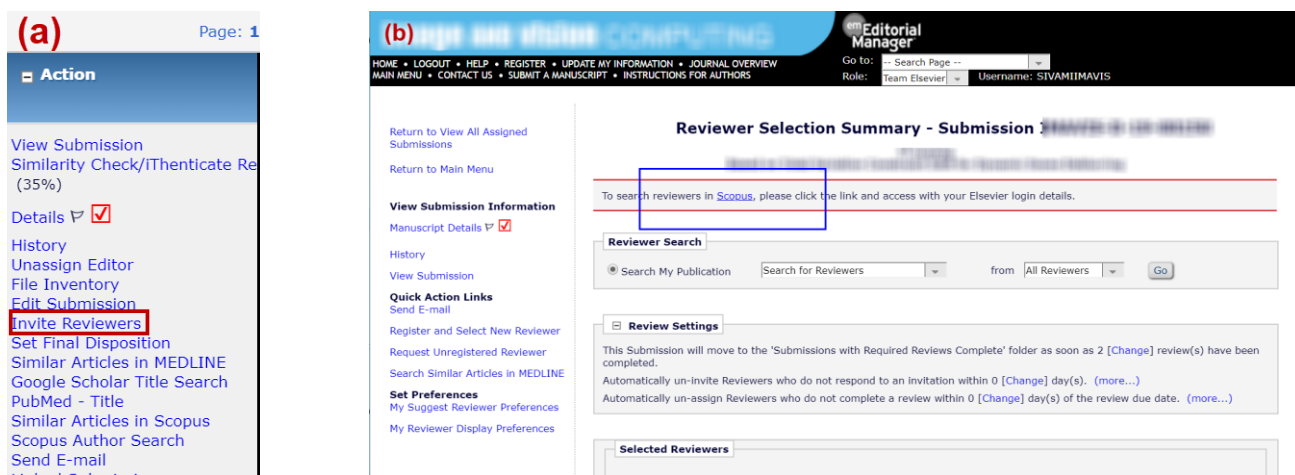
Contents: This page lists all submissions that have been assigned to an Editor, for which the Editor's decision has not yet been made. This includes submissions with invited Reviewers, submissions out for review, which have a subordinate Editor's decision but not a decision from the top Editor in the decision-making chain.

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Action	Manuscript Number	Article Type	Section Category	Article Title	Editor Decision	Author Name	Initial Date Submitted	Status Date	Current Status	Editor with Current Responsibility	Review Status
View Submission Duplicate Submission Check (0%) Details History Classifications Unassign Editor File Inventory Edit Submission Invite Reviewers Solicit Commentary Set Final Disposition Similar Articles in MEDLINE Similar Articles in Scopus Scopus Author Search PubMed Search by Author and Title Send E-mail Linked Submissions	ELSTRAINER14-D-19-00002	Original Study	Clinical Section	Test Submission for training purposes		mary mary	Feb 27, 2019	Feb 27, 2019	With Editor	Serena Walker	

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'

- Insert Special Character

E-mail Address *

E-mail address is missing.

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com)

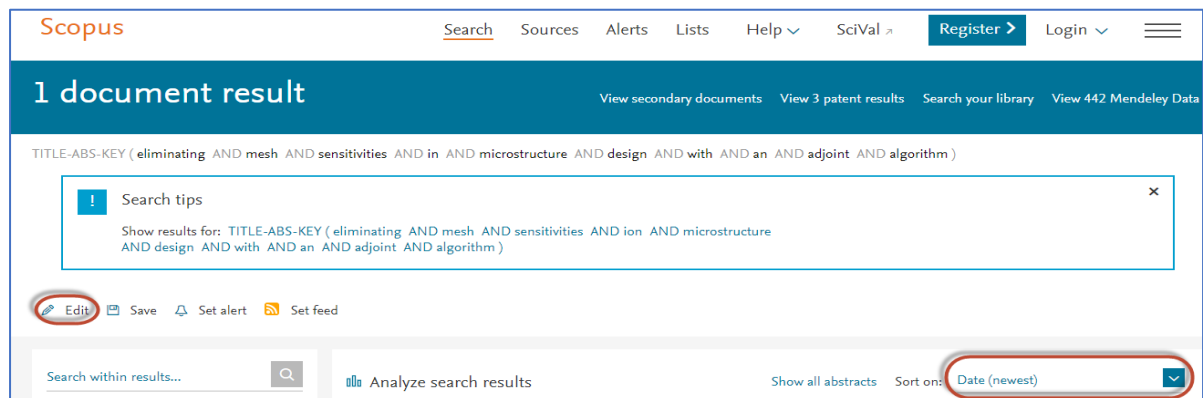
Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read More.](#)

Cancel

Proceed

-
- The screenshot displays the Scopus search results page. On the left, a vertical menu lists various actions: View Submission, Duplicate Submission Check (0%), Details, History, Classifications, Unassign Editor, File Inventory, Edit Submission, Invite Reviewers, Solicit Commentary, Set Final Disposition, Similar Articles in MEDLINE, Similar Articles in Scopus (highlighted with a red box), Scopus Author Search, PubMed Search by Author and Title, Send E-mail, and Linked Submissions. The main content area shows search results for 'Eliminating mesh sensitivities in microstructure design with an adjoint algorithm'. The first result is highlighted with a red box. Below the title, it shows 'Cited by: 0' and buttons for 'View abstract', 'Full Text', and 'View at'. A secondary toolbar at the top right includes 'Show all abstracts', 'Sort on: Date (newest)', and a dropdown arrow. A third toolbar below the first result includes 'All', 'Export', 'Download', 'View citation overview', 'View cited by', 'Add to List', and icons for printing, email, and a document. A fourth toolbar at the bottom right includes 'Back to results', '1 of 1', 'Export', 'Download', 'Print', 'E-mail', 'Save to PDF', 'Add to List', and 'More'. A fifth toolbar below the second result includes 'Full Text', 'Copac', and 'Biosis' (with a red 'X' over it). The article title 'Eliminating mesh sensitivities in microstructure design with an adjoint algorithm' is highlighted with a yellow box. Below the title, the author 'Hossein, H.' is listed with a red box around the 'E' in 'Hossein'. The journal information 'Mechanical Engineering, Adaptive Tech., Barking, 16-24-2021, United States' is visible at the bottom.

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 #.

Scopus

Search Sources Alerts Lists Help v SciVal v Publisher/Patron v

20,355 document results

View secondary documents View 4331 patent results Search your library View 25857 Mendeley Data

AUTHOR-NAME (m AND mary)

Edit Save Set alert Set feed

Search within results...

Refine results

Limit to Exclude

Access type

☐ Open Access (3,788)

☐ Other (16,567)

Year

☐ 2019 (285)

Analyze search results

Show all abstracts Sort on: Date (newest)

All v Export Download View citation overview View cited by Save to list

	Document title	Authors	Year	Source	Cited by
<input type="checkbox"/> 1	TNF- α activation by Ca^{2+} triggers plasma membrane expansion and directs H_2O_2 trafficking	Stranges, C., Fera, M., Pereira, F.M., (...) Collins, W.B., Ingemann, S.	2019	Scientific Reports 9(1), 2019	0
View abstract v Full Text View at Publisher Related documents					
<input type="checkbox"/> 2	Development and validation of whole genome-wide and gene-microsatellite markers in oil palm (<i>Elaeis guineensis</i> Jacq.) from microsatellite database (Oyadoko)	Salgado-Salvo, E., Wang, H., (...) Salvo, S., (...) Anliya, A., ...	2019	Scientific Reports 9(1), 2019	0

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

Scopus

Search Sources Alerts Lists Help v SciVal v Publisher/Patron v

Author details

About Scopus Author Identifier

Print Email

Follow this Author

View potential author matches

UK's Cancer Institute, London, United Kingdom

Author ID: 1234567890

Other name formats:

Subject area: Medicine Biochemistry, Genetics and Molecular Biology Immunology and Microbiology Multidisciplinary

Document and citation trends:

Year	Documents	Citations
2011	1	0
2012	2	10
2013	1	15
2014	0	12
2015	0	14
2016	0	16
2017	0	20
2018	0	22
2019	1	5


Is this you?

h -index: 3 View h -graph


Documents by author: 5 Analyze author output

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.

Your UltraMed Query: "Test Submission for training purposes"

RESULT SET: 200 documents displayed out of 475610 documents found

New Search

Page: 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - Next 20

#	Relevance	Abstract included	Select all		View-Export-Email selected
1	69%	Yes	<input type="checkbox"/>	View	Find authors Related titles
2	69%	Yes	<input type="checkbox"/>	View	Find authors Related titles
3	65%	Yes	<input type="checkbox"/>	View	Find authors Related titles
4	64%	Yes	<input type="checkbox"/>	View	Find authors Related titles
5	63%	Yes	<input type="checkbox"/>	View	Find authors Related titles

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

The screenshot shows a PubMed article page for a study on SA4Ag vaccine. Annotations include:

- Citation details**: Points to the top section of the article, including the title, authors, and publication information.
- Link to Elsevier**: Points to the 'Full text links' section, which includes a link to Elsevier's linking hub.
- Title and Authors**: Points to the title and author information at the top of the article.
- Abstract**: Points to the abstract text, which includes background, methods, results, and conclusions.
- PubMed ID number and Article status**: Points to the PMID (28143674) and the article status (Published - in process).

The article title is "SA4Ag, a 4-antigen Staphylococcus aureus vaccine, rapidly induces high levels of protective antibodies in healthy adults". The authors are "M. J. ... et al.". The PMID is 28143674. The article status is "Published - in process".

S.

[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.

The screenshot shows a PubMed article page for a study on SA4Ag vaccine. The 'Author information' section is highlighted, showing the author's name and electronic address. The 'Full text links' section is also highlighted, showing links to Elsevier's linking hub. The article title is "SA4Ag, a 4-antigen Staphylococcus aureus vaccine, rapidly induces high levels of protective antibodies in healthy adults". The authors are "M. J. ... et al.". The PMID is 28143674. The article status is "Published - in process".