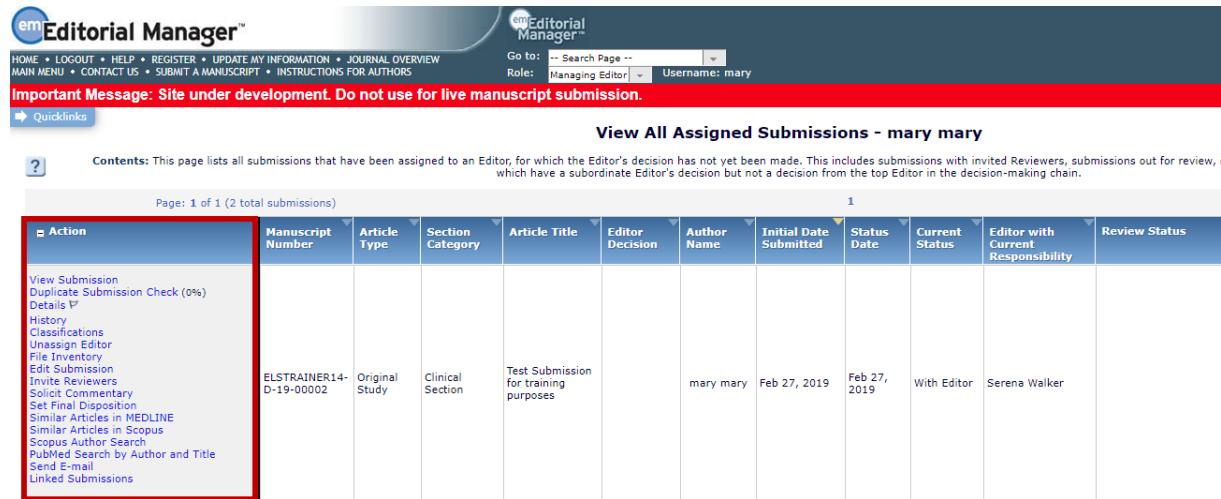


Finding Reviewers: tools available in Editorial Manager

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:



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-19-0002	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.



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-19-0002	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.

The image shows two screenshots of a journal management system. Screenshot (a) on the left is the 'Action' page for a submission, showing a list of options including 'Invite Reviewers'. Screenshot (b) on the right is the 'Reviewer Selection Summary - Submission' page, which includes a search bar for 'Search for Reviewers' and a 'Go' button. A red box highlights the 'Search for Reviewers' input field, and a red circle highlights the 'Go' button.

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

The image shows the 'Reviewer Search' section of the 'Reviewer Selection Summary' page. It features a search bar with 'Search for Reviewers' and a 'Go' button, which is circled in red. Below the search bar are four search criteria boxes, each with 'Last Name' and 'Begins With' dropdowns, separated by 'OR' buttons and a 'Remove' button. A red circle highlights the 'Go' button.

- Scroll to the bottom of the next page and select 'Register and Select New Reviewer'

The image shows the 'Register and Select New Reviewer' section of the 'Reviewer Selection Summary' page. It includes a 'Clear' button, a 'Search' button, and a list of search criteria boxes. Below these is a red circle highlighting the 'Register and Select New Reviewer' link. At the bottom of the page, there are links for 'My Suggest Reviewer Preferences' and 'Editor Main Menu'.

- Paste their email address and click 'proceed'. This will take you through the proxy registration process

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 emails sent to you from online systems. [Read More](#).

Cancel Proceed

- 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)

Action

Analyze search results

Show all abstracts Sort on: Date (newest)

All Export Download View citation overview View cited by Add to List ...

1 Eliminating mesh instabilities in microstructure design with an adjoint algorithm

Cited by: 0

View abstract Full Text View at

Full Text Copac DISCUS

Back to results 1 of 1

Export Download Print E-mail Save to PDF Add to List More

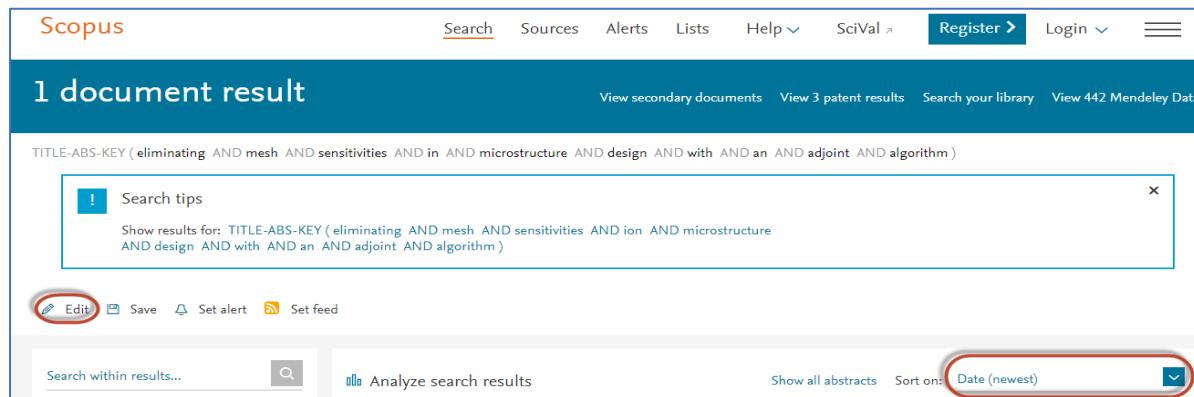
Full Text Copac DISCUS

Eliminating mesh instabilities in microstructure design with an adjoint algorithm

Hans J. Bremnes

Mathematical Engineering Institute, Skaraborg, SE-32641, Mjölby, Sweden

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



Scopus

Search Sources Alerts Lists Help SciVal Register > Login

1 document result

View secondary documents View 3 patent results Search your library View 442 Mendeley Data

TITLE-ABS-KEY (eliminating AND mesh AND sensitivities AND in AND microstructure AND design AND with AND an AND adjoint AND algorithm)

Search tips

Show results for: TITLE-ABS-KEY (eliminating AND mesh AND sensitivities AND ion AND microstructure AND design AND with AND an AND adjoint AND algorithm)

Edit Save Set alert Set feed

Search within results... Analyze search results Show all abstracts Sort on: Date (newest)

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.](#)



ScienceDirect

Download PDF Share Export

Outline Highlights Abstract Keywords

1. Introduction 2. Microstructure modeling 3. Design of microstructures 4. Examples 5. Conclusions Appendix A. Supplementary data Research Data References

Volume 154, February 2019, Pages 22-29

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Get rights and content

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

20,355 document results

AUTHOR-NAME (m AND mary)

Search Sources Alerts Lists Help SciVal

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

Edit Save Set alert Set feed

Search within results...

Analyze search results

Show all abstracts Sort on: Date (newest)

Refine results

Limit to Exclude

Access type (1)

- Open Access (3,788) >
- Other (16,567) >

Year

- 2019 (285) >

Document title

Authors

Year Source Cited by

1 THERPIL® activation by Ca²⁺ triggers plasma membrane reorganization and disrupts PI3K activity. (2019) [Full Text](#) [View at Publisher](#) [Related documents](#)

2 Development and validation of whole genome-wide and gene microsatellite markers in oil palm (Elaeis guineensis Jacq.) from [www.ncbi.nlm.nih.gov/GenBank/](#) (2019) [Full Text](#) [View at Publisher](#) [Related documents](#)

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

Author details

About Scopus Author Identifier

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Is this you?

h-index: 3 View h-graph

Documents by author 5 Analyze author output

2011 2019

Documents Citations

Other name formats:

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

Document and citation trends:

2011 2019

Years

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.

Knowledge Finder®

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

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5	63%	Yes	<input type="checkbox"/>	View	Test as a general guide to conferring and writing medical record review studies. <i>Am J Health Syst Pharm</i> (England). Dec 1 (2007). 74(11):g1055-1060	• 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 the following interface elements:

- Title and Authors:** The title of the article is displayed at the top.
- Abstract:** A detailed abstract of the study is provided below the title.
- PubMed ID number and Article status:** The PubMed ID (28143674) and status (PubMed - in process) are shown at the bottom of the abstract section.
- Citation details:** A box highlights the "Citation details" section at the top right of the page.
- Link to Elsevier:** A box highlights the "Link to Elsevier" link in the "Full text links" section, which is located in the top right corner of the page.

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 the following interface elements:

- Author information:** A yellow box highlights the "Author information" section, which includes the author's name and email address.
- Full text links:** A yellow box highlights the "Full text links" section, which includes a link to Elsevier.