

## Editorial Manager: Tools for finding reviewers outside journal database

Last Update 06/06/19

### 0.1 Introduction

From the main menu, access the paper for which you wish to find reviewers. 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)

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
<a href="#">View Submission</a> <a href="#">Duplicate Submission Check (0%)</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Classifications</a> <a href="#">Unassign Editor</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Invite Reviewers</a> <a href="#">Solicit Commentary</a> <a href="#">Set Final Disposition</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Similar Articles in Scopus</a> <a href="#">Scopus Author Search</a> <a href="#">PubMed Search by Author and Title</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a>	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 Corresponding Author Search
3. Similar Articles in MEDLINE
4. PubMed search by Author and Title

These search options are detailed further in this guide.

There is also access to a standalone Find Reviewers tool available via the 'Invite Reviewers' page. Please skip to section for more information on using this tool.

**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**

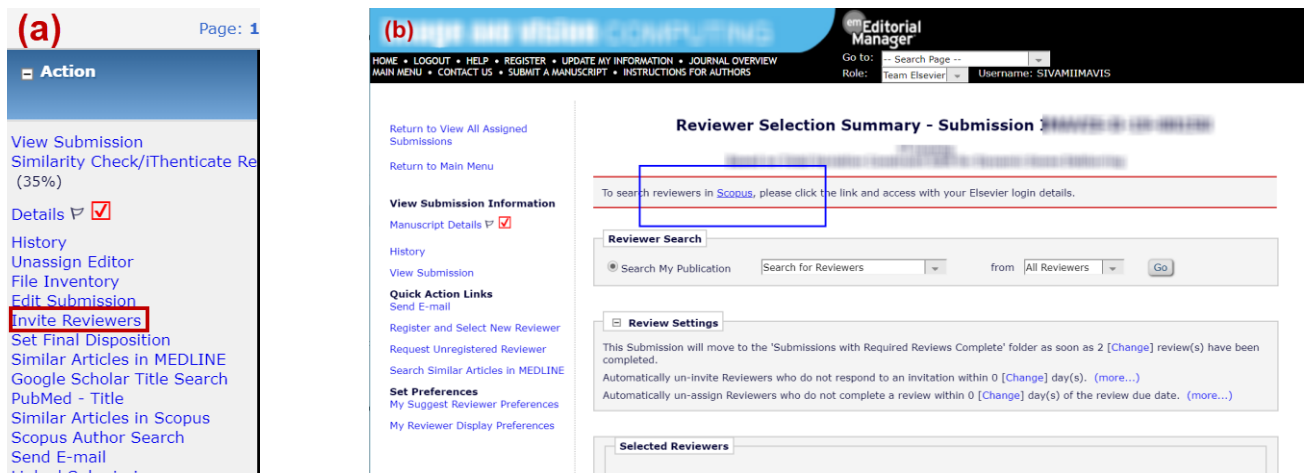
**Contents:** This page lists all submissions that have been assigned to an Editor, for which the Editor's decision has not yet been made. This includes submissions with invited Reviewers, submissions out for review, which have a subordinate Editor's decision but not a decision from the top Editor in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

Page: 1 of 1 (2 total submissions)

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
<a href="#">View Submission</a> <a href="#">Duplicate Submission Check (0%)</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Classifications</a> <a href="#">Unassign Editor</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Invite Reviewers</a> <a href="#">Solicit Commentary</a> <a href="#">Set Final Disposition</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Similar Articles in Scopus</a> <a href="#">Scopus Author Search</a> <a href="#">PubMed Search by Author and Title</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a>	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 invite them. You will need to copy the email address from one of the search tools where available. There is also a direct link to 'Scopus' from this page (b) if you wish to initiate a search directly from the 'Invite Reviewers' page; again you would need to copy the email address from Scopus.



Once you have the email address of the reviewer you wish to invite, if they are not yet registered with your journal (this may 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:

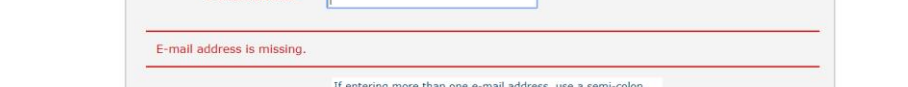
- Initiate a 'Reviewer Search' from the 'Invite Reviewer / Reviewer Selection Summary' page



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

Clear Search

Register and Select New Reviewer  
My Suggest Reviewer Preferences  
Editor Main Menu

- 
- 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.](#)
- 
- 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 author email addresses into the ‘Invite Reviewers’ page quickly

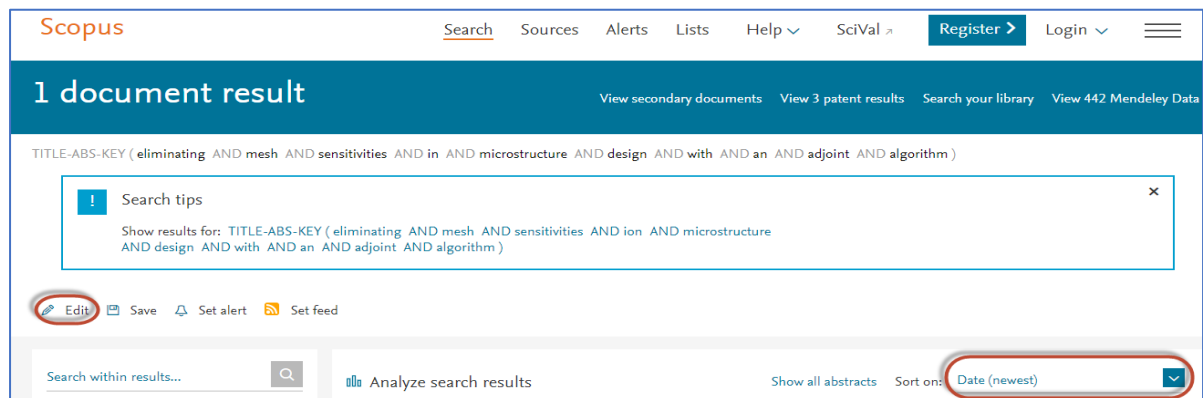
### 03. Search Tools Available in EM

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

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

- [illegible]

You also have the option to edit the search criteria using the edit fields on the left side of the screen, as well as to sort the results in different ways.



Clicking on 'Full Text' will open a new tab, bringing you to the relevant platform (ScienceDirect in this case). If you have access to this platform (and for ScienceDirect you will have), the full paper will be visible, along with the corresponding author name (circled in red below).

Next to the name is an envelope icon. Clicking on the envelope icon will display details about the author, including their email address, affiliation, h-index and number of citations. From here you can copy the email address and navigate back to Editorial Manager to invite that person as a reviewer (see section 0.2 above)

[Additional video tutorial available here.](#)



We have arranged a special permission for our Editors to be able to see the existing email address for authors on their author profile page. The requirement is that the Editor is logged into Scopus with the Elsevier Profile account that is entitled to have full access to ScienceDirect and Scopus.

To investigate any of the listed authors of a published article further, you can click on their name in the 'Authors' column (yellow box):

TITLE-ABS-KEY (adf)

Edit Save Set alert Set feed

Search within results...

Analyze search results

Refine results

Limit to Exclude

Access type

Open Access (1,827)

Other (7,208)

Year

2019 (138)

2018 (534)

Document title

1 The other side of the coin: Functional and structural versatility of ADF/cofilins

Authors

Hild, G., Kalmár, L., Kardos, R., Nyitrai, M., Bugyi, B.

View abstract Full Text View at Publisher Related documents

2 Expression and identification of the ADF-linker-3-1E gene of Eimeria acervulina of chicken

Yuelan, Z., Yiwei, L., Liyuan, L., (...), Yongzhan, B., Jianhua, Q.

View abstract Full Text View at Publisher Related documents

This will display their 'Author details' page which besides the citation statistics and articles published, also shows the e-mail address

Author details

Hild, Gábor

Pécsi Tudományegyetem, Pécs, Hungary

Author ID: [redacted]

E-mail: gabor.hild@pe.hu

Other name formats: Hild, G., Hild, Gábor, Hild, Gábor

Subject area: Biochemistry, Genetics and Molecular Biology, Medicine, Chemistry, Physics and Astronomy, Health Professions, Neuroscience, Agricultural and Biological Sciences, Chemical Engineering

Document and citation trends:

Documents

Citations

Years

2009

2019

Follow this Author

View potential author matches

h-index: 16

Documents by author: 35

Total citations: 585 by 326 documents

Print Email

View h-graph

Analyze author output

View citation overview

From here you can copy the email address and navigate back to Editorial Manager to invite that person as a reviewer (see section 0.2 above)

## 2. Scopus – Corresponding Author Search

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

This performs a search on the last name AND first initial (red box) of the corresponding author 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, ORCID, country and language.

Scopus

[Search](#)
[Sources](#)
[Alerts](#)
[Lists](#)
[Help](#)
[SciVal](#)
[Full text / Reports](#)

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
 [Export](#)
[Download](#)
[View citation overview](#)
[View cited by](#)
[Save to list](#)

	Document title	Authors	Year	Source	Cited by
1	TRIM21 <sup>hi</sup> activation by Ca <sup>2+</sup> triggers plasma membrane expansion and directs M2 <sup>hi</sup> trafficking	Mingos, C., Hsu, W., Rostov, N.M., Li, J., Collins, W.A., Hingorani, D.	2019	Scientific Reports: 9(1):219	0
<a href="#">View abstract</a> <a href="#">Full Text</a> <a href="#">View at Publisher</a> <a href="#">Related documents</a>					
2	Development and validation of whole genome with and gene microsatellite markers in oil palm (Elaeis guineensis Jacq.)	Adzima-Taha, E., Wan Han, H., Taha, S., Li, J., Rostov, N.	2019	Scientific Reports: 9(1):1088	0

To investigate any of the listed authors further, you can click on their name in the 'Authors' column (yellow box) to display their 'Author details' page and displays their author statistics.

We have arranged a special permission for our Editors to be able to see the existing email address for authors on their author profile page. The requirement is that the Editor is logged into Scopus with the Elsevier Profile account that is entitled to have full access to ScienceDirect and Scopus.


You could also perform a new author search by using the 'Search' button on the top tab and then entering any author details you wish to search on.

The email address can be copied and pasted into EM (see section 0.2).

### 3. MEDLINE – Similar Article Search


MEDLINE contains journal citations and abstracts for biomedical literature from around the world.

This search uses the words in 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: " HUGHES T,VERONIS G,WOOTTON KP,JOEL ENGLAND R,FAN S"

RESULT SET:200 documents displayed out of 745 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	100%	Yes	<input type="checkbox"/>	<a href="#">View</a>	<b>Hughes T, Veronis G, Wootton KP, et al.</b>				<a href="#">Find authors</a> <a href="#">Related titles</a>
					Method for computationally efficient design of dielectric laser accelerator structures. Opt Express (United States), Jun 26 2017, 25(13) p15414-15427				
2	20%	Yes	<input type="checkbox"/>	<a href="#">View</a>	<b>Jie Z, Xie Z, Zhao X, et al.</b>				<a href="#">Find authors</a> <a href="#">Related titles</a>
					Glabridin inhibits osteosarcoma migration and invasion via blocking the p38- and JNK-mediated CREB-AP1 complexes formation. J Cell Physiol (United States), Apr 2019, 234(4) p4167-4178				
3	20%	Yes	<input type="checkbox"/>	<a href="#">View</a>	<b>Fan S, Huang Z, Zhang Y, et al.</b>				<a href="#">Find authors</a> <a href="#">Related titles</a>
					Magnetic chitosan-hydroxyapatite composite microspheres: Preparation, characterization, and application for the adsorption of phenolic substances. Bioresour Technol (England), Feb 2019, 274 p48-55				
4	20%	Yes	<input type="checkbox"/>	<a href="#">View</a>	<b>Fu Q, Wang T, Liang Y, et al.</b>				<a href="#">Find authors</a> <a href="#">Related titles</a>
					Auditory Deficits in Patients With Mild and Moderate Obstructive Sleep Apnea Syndrome: A Speech Syllable Evoked Auditory Brainstem Response Study. Clin Exp Otorhinolaryngol (Korea (south)), Feb 2019, 12(1) p58-65				
5	20%	Yes	<input type="checkbox"/>	<a href="#">View</a>	<b>Gu M, Zhao P, Zhang S, et al.</b>				<a href="#">Find authors</a> <a href="#">Related titles</a>
					Betulinic acid alleviates endoplasmic reticulum stress-mediated NAFLD through activation of FXR in mice [epub ahead of print] [Record Supplied By Publisher]				

#### 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 to citation information (i.e., title, author, journal, volume, issue, pages), an abstract (if available in English) and Keywords.

**Link to Elsevier:** links to linkinghub, from where the user is directed to ScienceDirect, HealthConnect and other Elsevier platforms

**Citation details**

**Title and Authors**

**Abstract**

**PubMed ID number and Article status**

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

PubMed searches with the keywords, for example “neural networks”, and lists all the articles which have one of more the same words in their titles. You can find the author email address by selecting ‘Author information’. From here you can copy the email address and navigate back to Editorial Manager to invite that person as a reviewer (see section 0.2 above).

**Full text links**

**Author information**

**Full text links**



## 5. Find Reviewer Tool access for Editors

There is a standalone version of the Find Reviewer tool available to editors via the 'Invite Reviewers' page. The link is at the top of the page or accessed via the following link:

URL: <https://ees.elsevier.com/find-reviewers>

1. Editors can log in via their Elsevier Profile: fill in User Name / Password and click on 'Login'

The screenshot shows the 'Elsevier Find Reviewers' login page. At the top, there's a navigation bar with 'Elsevier Editorial SystemTM' and 'How can users select or change...'. Below this is a menu with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main heading is 'Elsevier Find Reviewers' with a 'log in' link. A red banner at the bottom states 'This site is for searching reviewers with the Find Reviewers tool.' The login form is titled 'Please Enter the Following' and includes fields for 'Username:' and 'Password:', followed by a 'Login' button. A link for 'Insert Special Character' is also present. The footer mentions 'Software Copyright © 2019 Aries Systems Corporation.'

2. Click on the 'Search for and Find Reviewers' Link to access the tool.

The screenshot shows the 'Find Reviewers' search interface, powered by Scopus. It features a search bar at the top with a 'Search...' button. Below the search bar, there are tabs for 'Scopus Topic', 'Author', 'My candidates', 'Conflict of interest', and 'Help'. The 'Scopus Topic' tab is active, showing a search form with fields for 'Keywords' and 'Published since' (set to 2014). The form includes instructions: 'Please add quotes around words that must appear together in order to have their intended meaning e.g. "compound interest"'. There are radio buttons for 'AND' and 'OR' (selected), and checkboxes for 'Search on review articles only' and 'Only on articles published in'. A 'Search' button is at the bottom right. The 'My candidates' tab is also visible, showing a list of candidates with an 'Add' button circled in green. The footer contains links for 'About Scopus', 'Tutorial & Customer Support', 'Terms and Conditions', and 'Privacy policy', along with the Elsevier logo and copyright information.

3. The Conflict of interest feature is available via the tab on the right side

https://findreviewers.elsevier.com/?new=1

Elsevier Editorial System... How can users select or ... Elsevier Editorial System NS Supporting STMJ NS Rollout Search for and Find R... How can users select or ... Else

File Edit View Favorites Tools Help

Convert Select

## FR Find Reviewers Powered by Scopus®

Scopus Topic **Author**

Surname  First name / initials

Affiliation  Jakob  
Ja\*ob  
Forrester  
Forr\*

Only highest level affiliation

Search

My candidates **Conflict of interest** Help

**Author** You can indicate the authors of your manuscript

☒ Possible conflicts of interest will be flagged

Turn on Conflict of interest

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4. Authors of the manuscript can be searched and then ticked to be included in the Conflict of interest calculation when doing keyword searches. Adding the corresponding author will usually be sufficient, or one author per affiliation.

https://findreviewers.elsevier.com/index.cfm?pagenr=2&sort=name&dir=asc

Elsevier Editorial Syst... How can users select ... Elsevier Editorial Syst... NS Supporting STMJ NS Rollout Search for and Fin... Scopus - Document ... How can users select... Els

File Edit View Favorites Tools Help

Convert Select

## FR Find Reviewers Powered by Scopus®

Scopus Topic **Author**

Surname  First name / initials

Affiliation  Jakob  
Ja\*ob  
Forrester  
Forr\*

Only highest level affiliation

Search

My candidates **Conflict of interest** Help

Authors of manuscript to find conflict of interest ☒ Clear list ☒ Turn off

Becke, [redacted] ☒ Remove

Search result for: "becke" "a"

Note: It is important that you validate the result to ensure it is a good match to the paper before inviting the reviewer.

19 candidates (showing 11 - 19) < Previous | Go to page 2 of 2 Go

Name	Author	Publications	Affiliation	City	Country
+Add Becke, [redacted]	<input type="checkbox"/>	1			
+Add Becke, [redacted]	<input type="checkbox"/>	9	Otto von Guericke University of Magdeburg	Magdeburg	Germany
+Add Becke, [redacted]	<input type="checkbox"/>	3	Fachvereinigung Deutscher Betonfertigteilebau	Bonn	Germany
+Add Becke, [redacted]	<input type="checkbox"/>	1	Universitat Potsdam	Potsdam	Germany
+Add Becke, [redacted]	<input checked="" type="checkbox"/>	84	Dalhousie University	Halifax	Canada

- A keyword search will flag potential reviewers at same institute or having published with the selected author. Hoovering over the exclamation mark will inform which Conflict of interest is present with that potential reviewer.

**FR Find Reviewers** Powered by **Scopus®**

**Scopus Topic** **Author**

**Keywords**  **Published since**

Please add quotes around words that must appear together in order to have their intended meaning e.g. "compound interest"

☒ AND ☐ OR

☐ 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.

Search result for: "electron localisation", published since 2014  
Note: It is important that you validate the result to ensure it is a good match to the paper before inviting the reviewer.

160 candidates (showing 121 - 130)

Name	Author	Matches	Affiliation	City	Country
<b>+ Add</b> <b>Stinville</b> , [redacted] (h-index: 14)	<input type="checkbox"/>	11	University of California, Santa Barbara	Santa Barbara	United States
<b>+ Add</b> <b>Egger</b> , [redacted] (h-index: 32)	<input type="checkbox"/>	5	Université de Neuchâtel, Institut de Physique	Neuchâtel	Switzerland
<b>+ Add</b> <b>Oliver</b> , [redacted] (h-index: 31)	<input type="checkbox"/>	6	University of Cambridge	Cambridge	United Kingdom
<b>+ Add</b> <b>Aguado</b> , [redacted] (h-index: 9)	<input type="checkbox"/>	6	Instituto de Investigación en Discapacidades Neurológicas	Albacete	Spain

- Potential reviewer details can then be copied to the 'Invite Reviewers' page in EM and invite accordingly.

**FR Find Reviewers** Powered by **Scopus®**

**Scopus Topic** **Author**

**Keywords**  **Published since**

Please add quotes around words that must appear together in order to have their intended meaning e.g. "compound interest"

☒ AND ☐ OR

☐ Search on review articles only

☐ Only on articles published in  **Search**

**My candidates** **Conflict of interest** **Help**

**Copy All** **Clear list**

**Oliver**, [redacted] (h-index: 31), matches 6) **Remove** **Copy**

**Egger**, [redacted] (h-index: 32), matches 5) **Remove** **Copy**

Search result for: "electron localisation", published since 2014  
Note: It is important that you validate the result to ensure it is a good match to the paper before inviting the reviewer.

160 candidates (showing 121 - 130)

Name	Author	Matches	Affiliation	City	Country
<b>+ Add</b> <b>Stinville</b> , [redacted] (h-index: 14)	<input type="checkbox"/>	11	University of California, Santa Barbara	Santa Barbara	United States
<b>+ Add</b> <b>Egger</b> , [redacted] (h-index: 32)	<input type="checkbox"/>	5	Université de Neuchâtel, Institut de Physique	Neuchâtel	Switzerland
<b>+ Add</b> <b>Oliver</b> , [redacted] (h-index: 31)	<input type="checkbox"/>	6	University of Cambridge	Cambridge	United Kingdom
<b>+ Add</b> <b>Aguado</b> , [redacted] (h-index: 9)	<input type="checkbox"/>	6	Instituto de Investigación en Discapacidades Neurológicas	Albacete	Spain

6.

