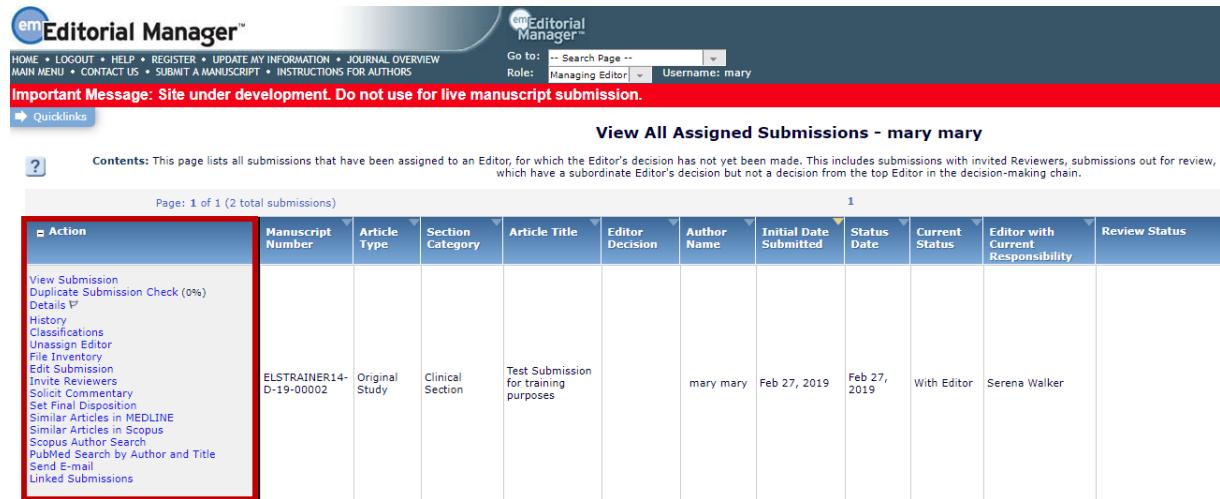


Editorial Manager: Tools for finding reviewers outside journal database

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:



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 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.



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 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.

(a) Action List: Shows a list of actions for a submission, including 'Invite Reviewers' which is highlighted with a red box.

(b) Reviewer Selection Summary - Submission: A screenshot of the 'Editorial Manager' software interface. It shows a search bar for 'Search for Reviewers' and a 'Go' button. Below the search bar, there are sections for 'Review Settings' and 'Selected Reviewers'. A red box highlights the 'Search for Reviewers' input field.

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:

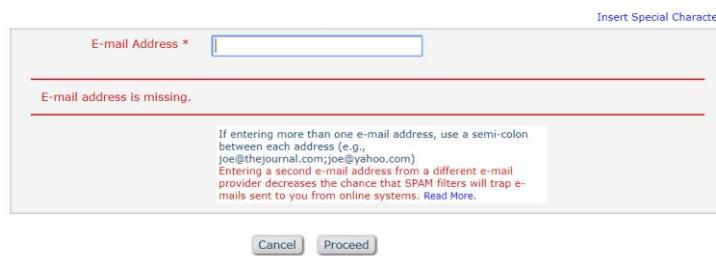
- Initiate a 'Reviewer Search' from the 'Invite Reviewer / Reviewer Selection Summary' page

A screenshot of the 'Reviewer Search' interface. It shows a search bar with 'Search for Reviewers' and a 'Go' button, which is circled in red.

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

A screenshot of the 'Register and Select New Reviewer' search interface. It shows a search form with four rows for 'Last Name' and dropdown menus for 'Is' and 'Begins With'. Below the search form are 'Clear' and 'Search' buttons. A red circle highlights the 'Register and Select New Reviewer' link at the bottom of the page.

- 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 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

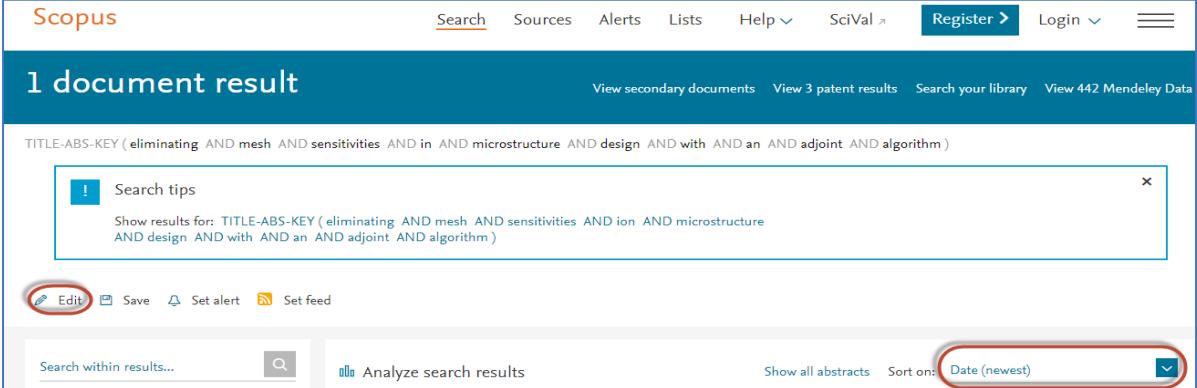
1. Scopus – Similar Article Search

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.

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).

- Click on 'Similar Articles in Scopus' (left box).
- Click on the 'Title' of the submission (middle box).
- The corresponding author's name appears with a mail icon (right box).
- 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).**

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.



The screenshot shows the Scopus search results page for a query related to 'eliminating mesh sensitivities microstructure design adjoint algorithm'. A search tip box is displayed, and the 'Sort on' dropdown is circled in red, showing 'Date (newest)' as the selected option.

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)**

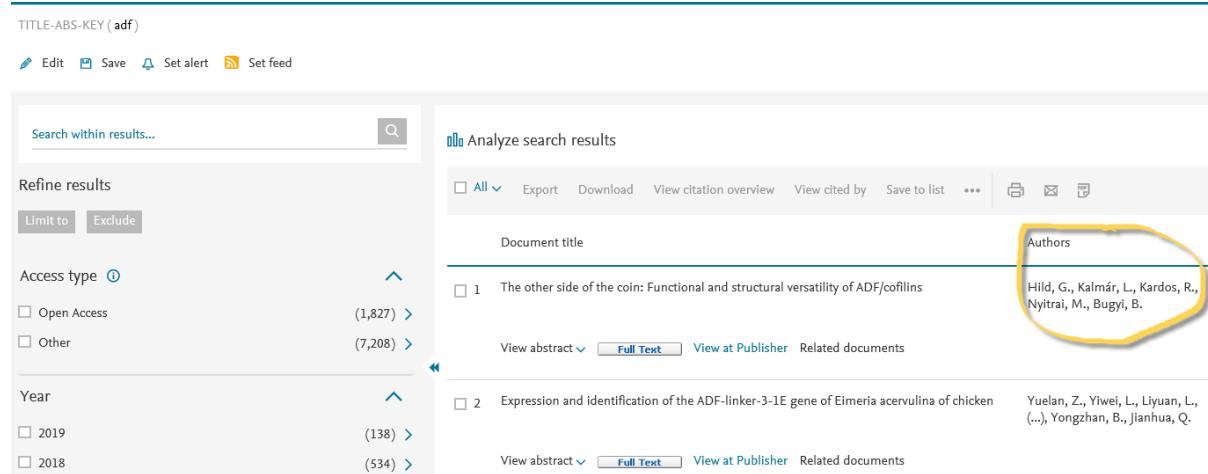
[Additional video tutorial available here.](#)



The screenshot shows the ScienceDirect article page for a paper in Volume 154, February 2019, Pages 22-29. A red circle highlights the envelope icon next to the author's name. A red arrow points to the 'Show more' button at the bottom of the page, which is also circled in red.

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):



The screenshot shows a Scopus search results page. On the left, there are filters for 'Refine results' (Access type: Open Access (1,827), Other (7,208)), 'Year' (2019 (138), 2018 (534)), and 'Search within results...' input. The main area displays two articles. The first article's details are: Document title 'The other side of the coin: Functional and structural versatility of ADF/cofilins', Authors 'Hild, G., Kalmár, L., Kardos, R., Nyitrai, M., Bugyi, B.'. The second article's details are: Document title 'Expression and identification of the ADF-linker-3-1E gene of *Emmeria acervulina* of chicken', Authors 'Yuelan, Z., Yiwei, L., Liyuan, L., (...), Yongzhan, B., Jianhua, Q.'. A yellow box highlights the 'Authors' column for the second article.

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



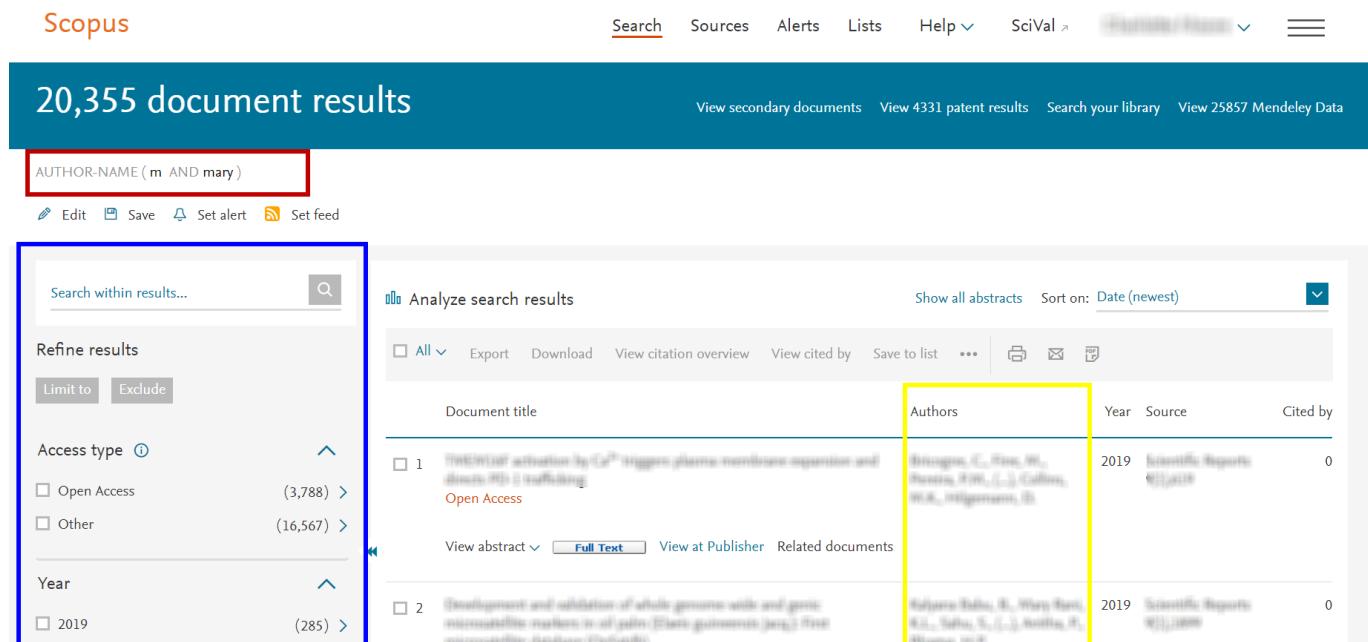
The screenshot shows the 'Author details' page for Hild, Gábor. The top navigation bar includes 'Print' and 'Email' buttons. The main content area shows the author's name, 'Pécs Tudományegyetem, Pecs, Hungary', 'Author ID: 20000000000000000000', 'E-mail: gabor.hild@pte.hu', and 'Other name formats: Hild, G., Hild, Gábor, Hild, Gábor'. Below this are 'Subject area' (Biochemistry, Genetics and Molecular Biology, Medicine, Chemistry, Physics and Astronomy, Health Professions, Neuroscience, Agricultural and Biological Sciences, Chemical Engineering) and 'Document and citation trends' (a line chart showing the number of documents and citations from 2009 to 2019). To the right, there are sections for 'h-index: 16', 'View h-graph', 'Documents by author: 35', 'Analyze author output', and 'Total citations: 585 by 326 documents'. A 'Follow this Author' button is also present.

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.



The screenshot shows the Scopus search interface. The search bar at the top contains the query 'AUTHOR-NAME (m AND mary)'. Below the search bar, there are buttons for 'Edit', 'Save', 'Set alert', and 'Set feed'. The main results area displays '20,355 document results'. The results are presented in a table with columns: Document title, Authors, Year, Source, and Cited by. The first result is highlighted with a yellow box. The 'Authors' column for this result lists 'Brieggo, C., Fissi, W., Sartori, R.M., ... (1), Callegari, M.R., ... (1), ...'. The 'Year' column shows '2019', and the 'Source' column shows 'Scientific Reports' with a DOI link. The 'Cited by' column shows '0'. The 'Document title' column for this result is partially visible as 'PREMolar activation by Ca²⁺ triggers plasma membrane depolarization and ...'. The 'View abstract' and 'Full Text' buttons are visible below the first result. The 'Refine results' sidebar on the left includes filters for 'Access type' (Open Access, Other), 'Year' (2019), and 'Limit to' and 'Exclude' buttons.

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.

Knowledge Finder®

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	View	Method for computationally efficient design of dielectric laser accelerator structures. Opt Express (United States), Jun 26 2017, 25(13) p15414-15427	Find authors Related titles
1	100%	Yes	<input type="checkbox"/>	View	Hughes T, Veronis G, Wootton KP, et al.	Find authors Related titles
2	20%	Yes	<input type="checkbox"/>	View	Jie Z, Xie Z, Zhao X, et al. 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	Find authors Related titles
3	20%	Yes	<input type="checkbox"/>	View	Fan S, Huang Z, Zhang Y, et al. Magnetic chitosan-hydroxyapatite composite microspheres: Preparation, characterization, and application for the adsorption of phenolic substances. Bioresour Technol (England), Feb 2019, 274 p48-55	Find authors Related titles
4	20%	Yes	<input type="checkbox"/>	View	Fu Q, Wang T, Liang Y, et al. 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	Find authors Related titles
5	20%	Yes	<input type="checkbox"/>	View	Gu M, Zhao P, Zhang S, et al. Betulinic acid alleviates endoplasmic reticulum stress-mediated NAFLD through activation of FXR in mice [epub ahead of print] [Record Supplied By Publisher]	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 to citation information (i.e., title, author, journal, volume, issue, pages), an abstract (if available in English) and Keywords.

Citation details

Title and Authors

Abstract

PubMed ID number and Article status

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

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 or 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).

Format: Abstract

Author information

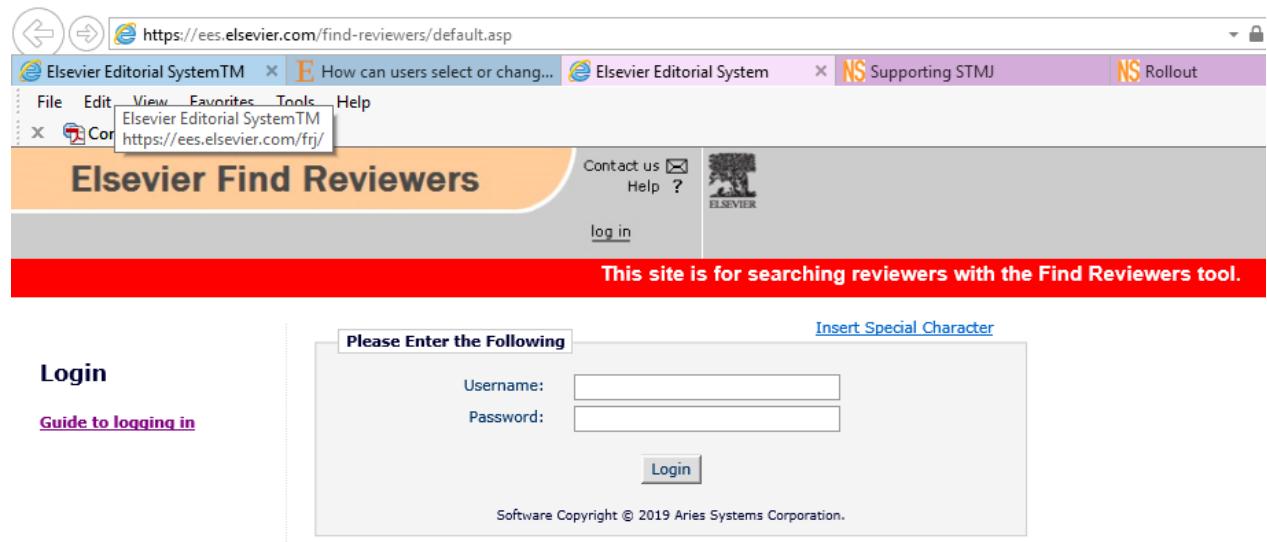
Full text links

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'



Please Enter the Following

Insert Special Character

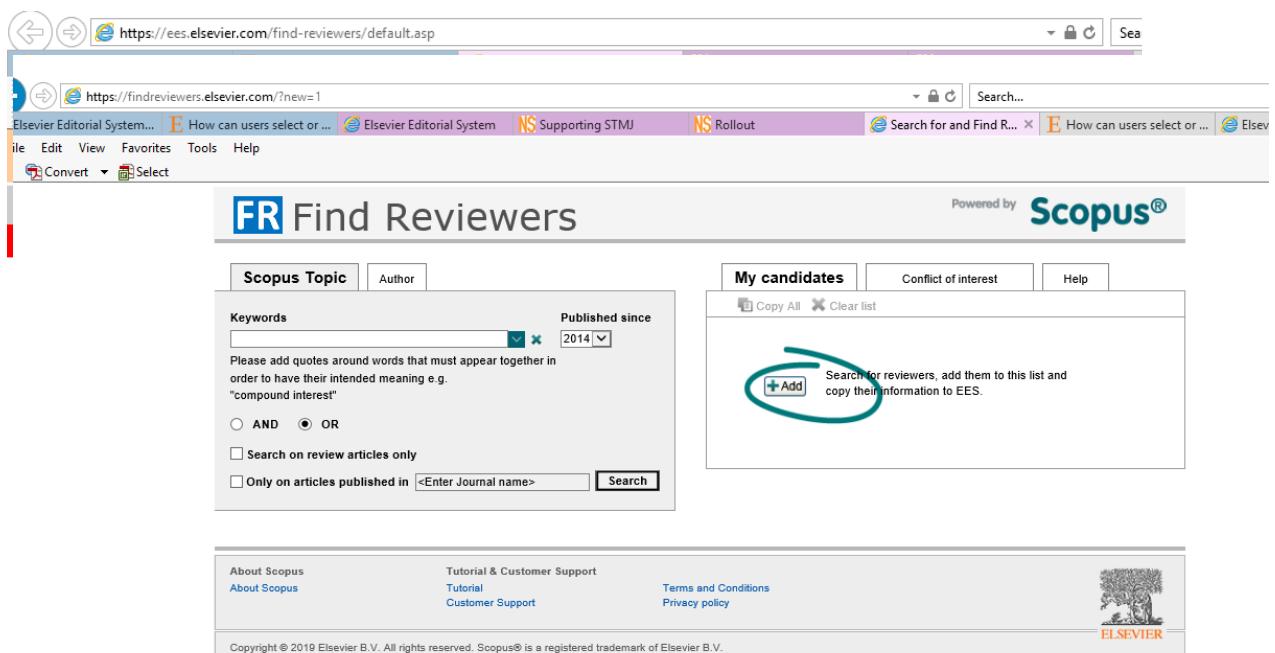
Username:

Password:

Login

Software Copyright © 2019 Aries Systems Corporation.

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



Scopus Topic Author

Keywords Published since
2014

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.

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

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

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

File Edit View Favorites Tools Help

Convert Select

Powered by **Scopus®**

FR Find Reviewers

Scopus Topic **Author**

Surname First name / initials

Affiliation Jakob
Ja*ob
Forrester
Forr*

My candidates **Conflict of interest** Help

Author You can indicate the authors of your manuscript
⚠ Possible conflicts of interest will be flagged

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About Scopus Tutorial Customer Support Privacy policy

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

File Edit View Favorites Tools Help

Convert Select

Powered by **Scopus®**

FR Find Reviewers

Scopus Topic **Author**

Surname First name / initials

Affiliation Jakob
Ja*ob
Forrester
Forr*

My candidates **Conflict of interest** Help

Authors of manuscript to find conflict of interest
Becke,

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 of 2 Go

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

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

Keywords: electron localisation Published since: 2014

My candidates

Search for reviewers, add them to this list and copy their information to EES.

Name	Author	Matches	Affiliation	City	Country
Stinville, [REDACTED]	[REDACTED]	11	University of California, Santa Barbara	Santa Barbara	United States
Egger, [REDACTED]	[REDACTED]	5	Université de Neuchâtel, Institut de Physique	Neuchatel	Switzerland
Oliver, [REDACTED]	[REDACTED]	6	University of Cambridge	Cambridge	United Kingdom
Aguado, [REDACTED]	[REDACTED]	6	Instituto de Investigación en Discapacidades Neurológicas	Albacete	Spain

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

My candidates

Oliver, R. (matches 6) Remove Copy

Egger, J. (matches 5) Remove Copy

Name	Author	Matches	Affiliation	City	Country
Stinville, [REDACTED] (h-index: 14)	[REDACTED]	11	University of California, Santa Barbara	Santa Barbara	United States
Egger, [REDACTED] (h-index: 32)	[REDACTED]	5	Université de Neuchâtel, Institut de Physique	Neuchatel	Switzerland
Oliver, [REDACTED] (h-index: 31)	[REDACTED]	6	University of Cambridge	Cambridge	United Kingdom
Aguado, [REDACTED] (h-index: 9)	[REDACTED]	6	Instituto de Investigación en Discapacidades Neurológicas	Albacete	Spain

6.

