Editorial Manager: Tools for finding reviewers outside journal database

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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:

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.
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’
- 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.

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):

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

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.

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).
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.
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.

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).
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](https://ees.elsevier.com/find-reviewers)

Editors have direct access to the tool and do not need to log into the standalone tool.

1. **Click on the ‘Search for and Find Reviewers’ Link to access the tool.**

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

4. 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.
5. Potential reviewer details can then be copied to the ‘Invite Reviewers’ page in EM and invite accordingly.

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