

Selecting and Inviting Reviewers

In ScholarOne, there are four different stages to the reviewer invitation and review process. All four stages can be found from within your associate editor (AE) center. The name and definition of each, in order, is as follows.

- **Awaiting Reviewer Selection:** The manuscript is waiting for reviewers to be added to the reviewer list.
- **Awaiting Reviewer Invitation:** The manuscript has reviewers on the reviewer list, but they have not yet been invited.
- **Awaiting Reviewer Assignment:** The manuscript has had reviewer invitations sent out but is still waiting for the required number of reviewers to agree.
- **Awaiting Reviewer Scores:** The required number of reviewers have agreed to review, but the paper is still waiting for reviews to be returned.

Selecting Reviewers


Manuscript Central provides several tools to help AEs find reviewers to invite. They include:

- **Author Recommended/Opposed Reviewers:** Reviewers that the author has provided as either suitable reviewers or reviewers that they do not want to review their paper.
- **Publons Reviewer Connect Results:** Suggestions for reviewers pulled from Publons.
- **Quick Search:** A simple search function to help find reviewers by name.
- **Related Paper Search:** A search function that lets you find those who were or other reviewers for similar papers.
- **Auto-suggest:** A search function that finds reviewers based on keywords they have provided.
- **Advanced search:** A search function that helps find reviewers by advanced criteria.

If you cannot find a reviewer, you may also create an account for them using the "Create Reviewer Account" section on the right-hand side.

Note: Please make sure to search for the reviewer both by name and by email on separate searches before creating a new account, as this will help you find any existing accounts listed under alternate emails. This will help prevent the creation of duplicate accounts, which may prevent the reviewer from accessing the manuscript. For more information on duplicate accounts, please see our Reviewer Troubleshooting page.

Once you have found a reviewer you would like to invite, please add them to the Reviewer List. The Reviewer List includes all relevant information you need for each reviewer, including their name, a link to email them, their invitation response, and the status of their review. To add a reviewer, either click the blue "add" button near their name or check the "add" checkbox by their name before clicking the blue "add" button at the bottom of that search feature.

Order	Name	Status	History	Remove	
1	Morrison, Abby recommended	Acceptable for publication View Review rescind	Invited: 12-Nov-2020 Agreed: 12-Nov-2020 Due Date: 03-Dec-2020 Review Returned: 12-Nov-2020 Time in Review: 0 Days. # in Decision Letter: 1 view full history	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Save					
<input type="button" value="top"/>					
Author's Recommended / Opposed Reviewers					
Name, Keywords, Institution, Roles, Reason	External Searches	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
morrison, abby recommended UW-Madison, Coolness Roles: AU REV AE TE ED ADM PROD		0 / 1	Blinded	Blinded	<input type="checkbox"/>
Holte, Brett recommended UW-Madison, Uncoolness Roles: AU REV AE TE ED ADM PROD		0 / 0	0	0	<input type="checkbox"/>
<input checked="" type="button" value="Add"/>					

Note: Selecting a reviewer is not the same as inviting them. Please make sure to invite them after you have added them to the list.

Inviting Reviewers

Once a reviewer has been “selected” or added to the reviewer list, you will need to send them their invitation to review. To do so, please find the reviewer on the Reviewer List and click the blue “invite” button. You may also use the “invite all” button at the bottom of the reviewer list to invite multiple reviewers at once.

When you invite a reviewer, an invitation email will open. This email must be sent in order to complete the reviewer invitation. If you close the email before sending, the reviewer will not be invited.

Note: To increase the likelihood of a positive response from the reviewer, we suggest personalizing the invitation email. Changing the email subject line to be more specific or adding specific reasons why you think the reviewer would be a good fit for the paper are both good ways to do this.

Once the reviewer has been invited, you will see a dropdown box in the status column that says "Invited Response." When the reviewer responds to the invitation, the dropdown menu will be replaced with the reviewer's response (ex: Agreed, Declined, or Unavailable).

Note: If a reviewer responds to you by email rather than via the system, you may manually set their response. To do so, choose the appropriate response from the "Invited Response" dropdown and then hit save. The reviewer will receive a confirmation email from the system about this.

Auto-decline Feature

This option automatically declines reviewers who have not responded to an invitation, either agreed or declined, after a set number of days. The number of days until a reviewer is automatically declined is the same across all manuscripts within a journal. An email goes out notifying the reviewer they were declined automatically.

The following journals will auto-decline reviewer invitations after seven days: AEL, AGE, and TPG.

The following journals will auto-decline reviewer invitations after fourteen days: AJ, CSSA, SSSA, JEQ, VZJ, CFTM, JPR, UA, TPPJ, NSE.

Progress, Skipping Rounds of Review, and Changes

Once you have started adding and inviting reviewers, you will need to monitor the paper for progress. We suggest regularly checking all of the reviewer related categories in your AE dashboard to ensure papers are moving forward, but if you need to check the progress on individual papers, the two best tools to do so are the Reviewer List and the Progress section, located to the right of the Reviewer List.

As mentioned above, the reviewer list includes all relevant information for each individual reviewer on a paper. You may also grant extensions, edit email reminders, and remove reviewers from the list in this section. To do so, either click the appropriate links or the blue X button in the "remove" column.

The progress section is useful in providing information about the paper overall. The most important field to pay attention to is the "# reviews required," which shows how many reviewers must return reviews before a paper can move on to your recommendation. You may change this number if there is a reason why a paper might need to have more or fewer reviews than usual, though you may want to consult with your TE before doing so. If you want to make an immediate recommendation on a paper without sending it out for review, simply set the number to 0 and hit save.

Note: The availability of the AE recommendation step is based off of this number, not on the number of reviewers who have agreed, so it is always important to match this number to the number of reviews you are expecting. If you do not, the paper may move on to your recommendation before they have the chance to return their reviews.

Troubleshooting

For more information on reviewer troubleshooting, please see our Reviewer Troubleshooting page.