

Setting Reviewer Preferences

1. The first time you go into the Invite Reviewers section of Editorial Manager, you should take a moment to set your reviewer preferences along the left side of the screen.

Invite Reviewers Menu

Review Settings - [Edit](#)

Required Reviews -

Uninvite After -

Unassign After -

View Submission Information

[View Reviews and Comments](#)

[Manuscript Details](#) ▾

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Quick Action Links

[Send E-mail](#)

[Register and Select New Reviewer](#)

[Set Preferences](#)

[My Suggest Reviewer Preferences](#)

[My Reviewer Display Preferences](#)

2. On the “My Suggest Reviewer Preferences” page, you can tell Editorial Manager to exclude people from the same institution and/or same city as **the corresponding author**. You can also filter out anyone that does not have any matches to the classification matches.

Note: This only affects the results when you use the “Suggest Reviewer” search for reviewers.

The second section sets up how you want the results to be sorted. Enter numbers 1-7 in the boxes next to the criteria to indicate rank order of importance. Click “Submit” to save your changes.

My Suggest Reviewer Preferences

Exclude the following from your search results:

People from the same institution

People from the same city

People with unavailable dates within the next days

People with more than pending reviews

People with fewer than matches to manuscript classifications

Sort the Suggest Reviewer search results in order of importance by:

Reorder List	
<input type="text" value="1"/>	Board membership
<input type="text" value="2"/>	Number of matches to manuscript classifications
<input type="text" value="3"/>	Number of pending reviews
<input type="text" value="4"/>	Average number of days reviews are outstanding
<input type="text" value="5"/>	Date last review completed
<input type="text" value="6"/>	Average Review Rating (Highest Ratings listed first)
<input type="text" value="7"/>	Total Number of Completed Reviews (Highest number displayed first)

Cancel

Submit

- The “My Reviewer Display Preferences” page contains two sections. In the first section, use the radio button to select the option for how classifications are displayed: 1. Show only Classification matches with manuscript, 2. Suppress Classifications, 3. Show all Personal Classifications for the Reviewer candidate.

In the second section, define how the system should sort the results list: Enter numbers 1 – 5 in the boxes next to the criteria to indicate rank order of importance. Click Submit when done.

My Reviewer Display Preferences

Classifications

Choose how you would like Classifications to be displayed on your search results pages. This setting applies to all search types, except for Search by Personal Classifications.

- Show only Classification matches with manuscript
- Suppress Classifications
- Show all Personal Classifications for the Reviewer candidate

Sort your search results in order of importance

You may also choose how the Candidate Reviewer search results are sorted. These preferences apply to all search types, except for Suggest Reviewers, which has its own preferences.

Reorder List	
<input type="text" value="1"/>	Ascending Reviewer Name
<input type="text" value="2"/>	Number of Matches to Manuscript Classifications (Most matches displayed first)
<input type="text" value="3"/>	Board Membership (Board Members listed first)
<input type="text" value="4"/>	Average Review Rating (Highest Ratings listed first)
<input type="text" value="5"/>	Total Number of Completed Reviews (Highest number displayed first)

Cancel

Submit