Quick Guide: Inviting Reviewers

1. Log into Editorial Manager and select Main Menu in the top left corner. Click on New Assignments

2. Under Action Links, click Details to view Abstract and article notes:

3. When you are ready to look for reviewers, select Invite Reviewers from Action Links:

4. To Search by Reviewer Pool, hit the GO button:
5. To pull up a reviewer pool, select **PERSONAL KEYWORDS** as the criterion:

6. Type **Committee Code** and hit **Search**:

7. The people in the reviewer pool will display. Unfortunately the statistics cannot be collapsed at this point. Select the reviewers you want to invite and hit **Proceed**. Customize or send invitation.
Searching by Committee Code and Classifications

After Step 4 above, on the Search for Reviewer All Reviewer page, you can open the Manuscript Details window.

The Details page allows you to see the classifications selected by the author for the paper, so you can select one to use to search personal classifications as well.

If you want to search in your Reviewer Pool + specific classifications, you would set the search criterion to “Personal Keywords” and selector to “Contains” plus the Committee Code then set the Or/And dropdown to “And” as shown below.

The second row criterion would be set to “Personal Classifications” + selector to “Contains” and in the Value field, you could start typing part of one of the classifications, i.e. Land-use.
<table>
<thead>
<tr>
<th>Criterion</th>
<th>Is/Is not</th>
<th>Selector</th>
<th>Value</th>
<th>Insert Special Character</th>
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</thead>
<tbody>
<tr>
<td>Personal Keywords</td>
<td>is</td>
<td>Contains</td>
<td>ADC30</td>
<td>AND Remove</td>
</tr>
<tr>
<td>Personal Classifications</td>
<td>is</td>
<td>Contains</td>
<td>Land-0sd</td>
<td>OR Remove</td>
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<td>Last Name</td>
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</table>

**Help with Searching**

**Clear**  **Search**
The system pulls all of the people with reviewer roles that are currently in the ADC30 reviewer pool and have selected "Land-use and conservation planning" as a classification.

The classifications column shows how many matches a reviewer has with the paper (MS) and lists all of the matches.

Proceed to Step 7 above to finish inviting reviewers.
Selecting Alternate Reviewers (optional)

You can select alternate reviewers to contact if your first selections decline to review. Reviewers with the 'Alternate' box checked will be contacted by the system when one of the primary reviewers declines. The system will keep contacting alternates until your requested number of reviewers have accepted.