

# SELECTING REVIEWERS

- Select Reviewers on the **Select Reviewers** tab

- The **Reviewer List** will remain empty until you select reviewers.

- Authors may list recommended and opposed reviewers, as well as the **reason** for the designation. You are not required to grant their request.

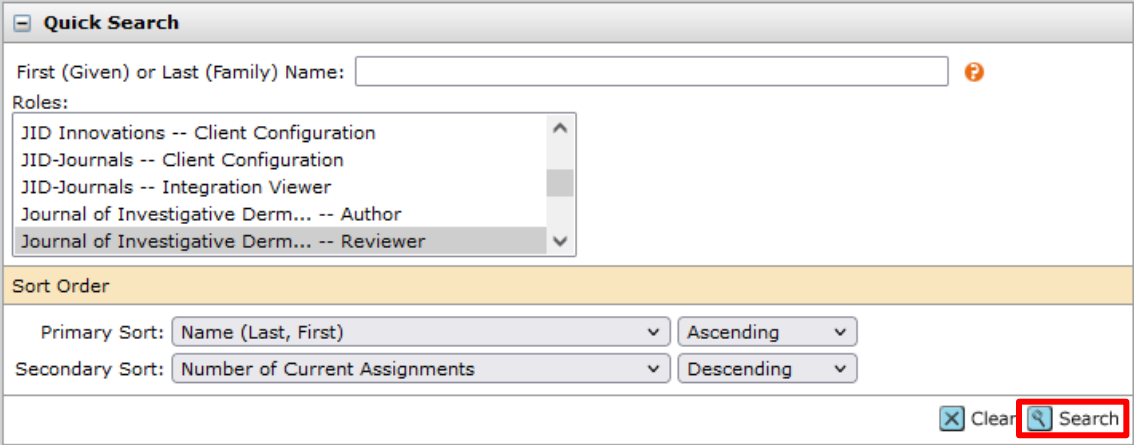
- To use a recommended reviewer, tick the **Add** box, then click the **Add** icon.

The screenshot displays the manuscript management interface for JID-2017-0361.R2. The top navigation bar includes a 'Select Reviewers' tab, highlighted with a red box and a red arrow. The main content area is divided into several sections:

- Manuscript Information:** Shows the manuscript title 'Test paper for training', author 'Judd, Anita', and a 'Select Reviewers' link due on 29-Apr-2022.
- Reviewer List:** A table with columns for Order, Name, Status, History, and Remove. It is currently empty.
- Author's Recommended / Opposed Reviewers:** A table listing reviewers with their status, contact information, and an 'Add' checkbox. Two reviewers are listed: Luong, Albert (opposed) and Blalock, Elizabeth (recommended). Red arrows point to the 'Add' checkboxes for both.
- Progress:** A summary of review progress, including '# reviews required to make decision' (2), '# active selections' (0), '# invited' (0), '# agreed' (0), '# declined' (0), and '# returned' (0).
- Create Reviewer Account:** A section with a '+ Add New Reviewer' button.
- Version History:** A list of manuscript versions, including the current one submitted on 28-Sep-2021.

# FINDING REVIEWERS IN THE DATABASE

- The **Quick Search** allows you to look up users by name.
- Enter a first or last name, then click **Search**.



The screenshot displays the 'Quick Search' window. At the top, there is a text input field labeled 'First (Given) or Last (Family) Name:' with a help icon to its right. Below this is a 'Roles:' section with a scrollable list of roles: 'JID Innovations -- Client Configuration', 'JID-Journals -- Client Configuration', 'JID-Journals -- Integration Viewer', 'Journal of Investigative Derm... -- Author', and 'Journal of Investigative Derm... -- Reviewer'. The 'Reviewers' role is currently selected. Underneath the roles list is a 'Sort Order' section with two rows of dropdown menus. The first row is for 'Primary Sort', with 'Name (Last, First)' selected and 'Ascending' as the order. The second row is for 'Secondary Sort', with 'Number of Current Assignments' selected and 'Descending' as the order. At the bottom right, there are two buttons: 'Clear' and 'Search'. The 'Search' button is highlighted with a red box.


# FINDING REVIEWERS IN THE DATABASE

- The **Advanced Search** allows a more detailed search. Use this search to look up users by keyword.
- Fill any field, then click **Search**.

**Advanced Search**

**Reviewer Account Information**

Salutation: Any ▾	First (Given) Name: <input type="text"/>	Middle Name: <input type="text"/>	Last (Family) Name: <input type="text"/>
Degree: <input type="text"/>	E-Mail Address: <input type="text"/>	Comments: <input type="text"/>	
Institution: <input type="text"/>	Department: <input type="text"/>		
City: <input type="text"/>	State/Province: <input type="text"/>	Postal Code: <input type="text"/>	Country: <input type="text"/>

ORCID iD  
 <http://orcid.org/>

Person Designations:  
  
Slow Reviewer  
Retired  
Deceased

Roles:  
  
Author  
**Reviewer**  
Associate Editor  
Section Editor

Exclude Institution\*:

Exclude Postal Code\*:

\*Multiple entries separated by commas are permitted

Exclude unavailable Reviewer

Key Words:  
 AND ▾  
 AND ▾  
 AND ▾  
 AND ▾

# REVIEWER DETAILS

- The words in blue are **keywords** indicating authors' declared expertise.
- Click on the **spyglass icon** to view the reviewer's profile.
- You can see **reviewer statistics** to the right of the name.
- **Red exclamation points** indicate that the reviewer is ineligible to review the manuscript.
- Tick the **Add** box next to the reviewer you wish to select, then click the **Add** button at the bottom.

Results - <a href="#">New Search</a> - <a href="#">Modify Search</a> - <a href="#">Change Sort</a> <span style="float: right;">1-7 of 7</span>				
Search Criteria: First (Given) or Last (Family) Name = "Boyd"				
Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add /Grant REV Role
Boyd, Ashleigh. diabetes *, stem cells *, iPS cells *, ES cells *, pluripotent stem cells *, transplantation *, grafting *, autoimmunity Roger Williams Medical Center and Boston University School of Medicine, NIH Center of Biomedical Research Excellence Roles: AU REV	0 / 0	2067	0	<input type="checkbox"/>
Boyd, Charles D. elastic fibers; extracellular matrix; systems biology; human genetics; heritable elastic tissue diseases * University of Hawaii, The Cardiovascular Research Center Roles: AU REV	0 / 0	0	0	<input type="checkbox"/>
Boyd, James. Curtin University, centre for data linkage Roles: AU REV	0 / 0	0	0	<input type="checkbox"/>
Boyd, Kelli. Roles: AU REV	0 / 0	3171	3.00	<input type="checkbox"/>
Boyd, Mary. <b>Author</b> (jid Office) Editorial *, Assistant *, JID Office * The Journal of Investigative Dermatology, Editorial Office Roles: AU REV ADMIN PROD <b>SLOW</b>	0 / 29	8	3.00	<input type="checkbox"/>

# REVIEWER DETAILS - THE R-SCORE

## What is the R-Score?

The R-Score is a way to rate reviews in ScholarOne. 3.00 is highest; 1.00 is lowest. 0.00 means that no reviews have been rated.

## How do you submit a rating?


When you open a review in the ED queue you will see a question at the end marked "Quality Assessment." This is where you can rate the review, and it will become part of the reviewer's score.

## Where do you find a reviewer's R-Score?


The R-Score can be found in the reviewer search results, or by clicking on the spyglass icon next to a reviewer's name.

## How does JID Journals use the R-Score?

We only rate reviews on quality. We do not require EDs to give each review a score, but the more ratings we receive, the more helpful the score is for selecting reviewers.

<b>3.00</b> Average R-Score 	<div style="border: 1px solid black; background-color: #ffffcc; padding: 5px;">This statistic represents the average score a Reviewer has received as part of their Reviewer Rating.</div>
<b>71</b> % of invitations Accepted	
<b>27</b> % of invitations Declined	

Quality Assessment	
<input type="radio"/>	3 - Review was highly relevant
<input checked="" type="radio"/>	2 - Review was sufficient
<input type="radio"/>	1 - Review was below average

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score
 Smith, John keyword*, keyword*, keyword* Department of Dermatology, Example University	0 / 9	1	<b>2.67</b>

# EXTERNAL REVIEWER SEARCHES

- Click on **External Searches** to open the search window.

The screenshot shows the 'External Searches' tab selected in a navigation bar. Below the navigation bar, there are two main sections: 'Reviewer List' and 'Author's Preferred / Non-Preferred Reviewers'. The 'Reviewer List' section contains a table with columns for Order, Name, Status, History, and Remove. Below this table is an 'Alternates' section with a 'Save' button. The 'Author's Preferred / Non-Preferred Reviewers' section contains a table with columns for Name, Keywords, Institution, Roles, Current / Past 12 Months, Days Since Last Review, Average R-Score, and Add. To the right of these sections is a 'Progress' table with rows for '# reviews required to make decision', '# active selections', '# invited', '# agreed', '# declined', and '# returned', each with a corresponding numerical value and a 'Save' button at the bottom.

Order	Name	Status	History	Remove
Alternates				
Save				

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
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Progress	
# reviews required to make decision	2
# active selections	0
# invited	0
# agreed	0
# declined	0
# returned	0
Save	

- The search window allows searches by manuscript title, keyword, author name, preferred/non-preferred reviewer, or Other.
- You can currently search Web of Science, PubMed, HighWire, or Google from ScholarOne.

The screenshot shows the search window with two sections: 'Search On:' and 'Search Across:'. The 'Search On:' section has a list of search criteria with checkboxes: 'Sample Manuscript for Demo (Manuscript Title)', 'melanoma (Keyword)', 'psoriasis (Keyword)', 'Blalock, Elizabeth (Author/Co-Author)', 'Luong, Albert (Preferred Reviewer)', and 'Other:'. The 'Search Across:' section has a list of search engines with checkboxes: 'Web of Science', 'PubMed', 'HighWire', and 'Google'. The 'melanoma (Keyword)' and 'PubMed' options are highlighted with red boxes.

**Search On:**

- Sample Manuscript for Demo (Manuscript Title)
- melanoma (Keyword)
- psoriasis (Keyword)
- Blalock, Elizabeth (Author/Co-Author)
- Luong, Albert (Preferred Reviewer)
- Other:

**Search Across:**

- Click [here](#) to search **Web of Science**
- Click [here](#) to search **PubMed**
- Click [here](#) to search **HighWire**
- Click [here](#) to search **Google**

# EXTERNAL REVIEWER SEARCHES

The screenshot shows the PubMed.gov search interface. At the top, there is a navigation bar with 'NCBI Resources' and 'How To' dropdown menus, and a 'Sign in to NCBI' link. Below this is the 'PubMed.gov' logo and the text 'US National Library of Medicine National Institutes of Health'. A search bar contains the text 'melanoma' and a 'Search' button. To the right of the search bar are links for 'RSS', 'Save search', and 'Advanced'. A red box highlights the search bar and the 'Search' button. Below the search bar, there are options for 'Article types' (Clinical Trial, Review, Customize...), 'Text availability' (Abstract, Free full text, Full text), 'PubMed Commons', 'Reader comments', and 'Trending articles'. The search results are displayed in a list format, showing 'Results: 1 to 20 of 101032'. The first result is 'Identification of DRG-1 As a Melanoma-Associated Antigen Recognized by CD4+ Th1 Cells' by Kiniwa Y, Li J, Wang M, Sun C, Lee JE, Wang RF, Wang HY. The second result is 'Amelanotic Vulvar Melanoma: A Case Report' by Filippetti R, Pitocco R. The third result is 'Amelanotic Melanoma Mimicking an Atypical Fibrohistiocytic Lesion'. On the right side of the page, there are sections for 'New feature' (Sort by Relevance), 'Results by year' (a bar chart), and 'Related searches' (malignant melanoma).

- The system will open a new window with the results of your search. If you wish, you can use the site tools to further narrow your search.

# CREATING A REVIEWER ACCOUNT

- To invite a reviewer who is not in the database, you will create a new account. Click on **Add New Reviewer**.
- Enter the reviewer's details, then click **Create and Add**.
- They system will not create a new account if one already exists for the email address entered.

The screenshot shows a 'Reviewer List' table with columns for Order, Name, Status, History, and Remove. Below the table are sections for 'Alternates', 'Author's Recommended / Opposed Reviewers', and 'Create Reviewer Account'. The 'Create Reviewer Account' sidebar contains a red-bordered button labeled '+ Add New Reviewer', a 'Set My Search Preferences' link, and a 'Version History' section.

Order	Name	Status	History	Remove
<b>Alternates</b>				
Save <input checked="" type="checkbox"/> top <input type="checkbox"/>				
<b>Author's Recommended / Opposed Reviewers</b>				
Name, Keywords, Institution, E-Mail, Roles, Reason	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Luong, Albert <b>opposed</b> Editorial » Assistant » JID » Journal of Investigative Dermatology, Editorial Assistant JIDoffice3@sidnet.org Roles: AU REV AE CONE CE SDE SE EIC ADMIN PROD <i>Our labs are in competition, and I do not anticipate a fair review</i>	0 / 0	1761	0	<input type="checkbox"/>
Blalock, Elizabeth <b>recommended</b> Editorial » Journal of Investigative Dermatology, Editorial Office <b>id</b> <a href="https://orcid.org/0000-0002-0528-1652">https://orcid.org/0000-0002-0528-1652</a> ✓ Blalock@sidnet.org Roles: AU REV AE CE SDE SE EIC ADMIN PROD <i>Expert in this subject</i>	0 / 4	134	2.49	<input type="checkbox"/>

**Create Reviewer Account**

**+ Add New Reviewer**

Set My Search Preferences

**Version History**

- JID-2017-0361-R2
  - Submitted on 28-Sep-2021
- JID-2017-0361-R1
  - Submitted on 02-Jun-2017
  - [View Review Details](#)
- JID-2017-0361
  - Submitted on 30-May-2017
  - [View Review Details](#)

**Create Account**

req First (Given) Name:

req Last (Family) Name:

req E-Mail Address:



# INVITING A REVIEW

- After adding reviewers to the Reviewer List, click the **Invite** icon.
- An invitation email will open.
- Edit the message as you wish.
- Click the **Save & Send** icon.

The screenshot displays a manuscript review system interface for manuscript **JID-2017-0361.R2**. The top navigation bar includes 'Manuscript Information', 'Audit Trail', and 'Manuscript Files'. The main content area shows the 'Reviewer List' table, which is highlighted in yellow. The table has columns for Order, Name, Status, History, and Remove. The first reviewer, **Luong, Albert**, is in a 'recommended' status, and the 'Invite' button next to his name is highlighted with a red box. The second reviewer, **Boyd, Mary**, is in an 'Agreed' status. Below the table is an 'Alternates' section with one alternate reviewer, **Blalock, Elizabeth**. On the right side, there is a 'Progress' summary table and a 'Create Reviewer Account' section. The 'Progress' table shows: # reviews required to make decision: 2; # active selections: 3 (with a green checkmark); # invited: 1; # agreed: 1; # declined: 0; # returned: 0. The 'Create Reviewer Account' section has a 'req' field and a 'Salutation' dropdown menu. At the bottom right, there are 'Invite All' and 'Save' buttons, both with checked checkboxes.

Order	Name	Status	History	Remove	# reviews required to make decision	# active selections	# invited	# agreed	# declined	# returned
1	Luong, Albert Journal of Investigative Dermatology, Editorial Assistant	recommended	Inited: 25-Sep-2020 <a href="#">view full history</a>	<input checked="" type="checkbox"/>	2	3 ✓	1	1	0	0
2	Boyd, Mary The Journal of Investigative Dermatology, Editorial Office	Agreed	Inited: 25-Sep-2020 Agreed: 25-Sep-2020 Due Date: 05-Oct-2020 Time in Review: 0 Days. <a href="#">view full history</a> <a href="#">edit reminders</a>	<input checked="" type="checkbox"/>						

Progress	
# reviews required to make decision	2
# active selections	3 ✓
# invited	1
# agreed	1
# declined	0
# returned	0

Create Reviewer Account	
req	Salutation:
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