



Editorial Manager[®]

Reviewer Functionality Checklist

✓	Users can register themselves on the system and indicate their willingness to be Reviewers, or can be registered by an Editor.
✓	Reviewers can be formally identified using ORCID and other identifiers (such as ISNI, Researcher ID, Scopus ID and PubMed ID). Reviewers can easily look up (“fetch”) their ORCID.
✓	Reviewers can use their ORCID username and password as a Single Sign On (SSO) option between different journals.
✓	Reviewers can be categorized by publication-defined multi-level keywords (areas of expertise).
✓	Reviewers can enter their own keywords to define their area of expertise.
✓	Reviewers can identify their institutional affiliation from a standardized (Ringgold) list of institutional names. Institutional names auto-complete as the Reviewer types.
✓	Editorial Office can invite Reviewers to review a manuscript by email (See Editor Checklist for more details).
✓	The amount of information displayed to the Reviewer (e.g. abstract) before accepting the invitation is controlled by the Editorial Office.
✓	Reviewers can accept or decline a Reviewer invitation.
✓	The system can be set up as “single-blind” or “double-blind”.
✓	For journals using Open Peer Review workflows, Reviewer identifying information can be shared with Authors and other Reviewers.
✓	Reviewers can submit their review online.
✓	Reviewers can save their review for later submission.
✓	Reviewers can request, and journals can optionally re-open, submitted reviews for further editing.
✓	Reviewers can select from a publication-defined list of recommendation terms.
✓	Reviewers can rate the manuscript.
✓	Reviewers can be presented with a publication-defined Reviewer form.
✓	Reviewers can proof and print their entire review before submission to the Editorial Office.
✓	Reviewers can view their previously completed assignments.
✓	Reviewers can see journal branded, watermarked PDFs of submitted manuscripts.
✓	Reviewer does not have to download multiple PDFs for each item comprising a submission. Instead, the Reviewer has the convenience of downloading a single PDF.
✓	When reviewing a revised manuscript, Reviewers have access to prior revisions of the Author’s manuscript, with revision number appended to the PDF file name to allow easier differentiation between versions.

✓	Reviewers can be prompted to suggest alternate candidate Reviewers if they decline an assignment.
✓	Editorial Offices can define multiple Reviewer roles (e.g. Regular Reviewers and Biostatistical Reviewers) with different workflow parameters.
✓	Editors can be granted access to detailed Reviewer statistics when selecting Reviewers.
✓	Editors can send a request to the Editorial Office to assign an unregistered Reviewer or can directly register and invite a new Reviewer.
✓	Reviewers can agree to transfer their identity and Reviewer comments if a rejected manuscript is transferred to another publication or peer review evaluation or recognition service such as PRE or Publons .
✓	Due dates and deadlines are visible to Reviewers on-screen and in email communications.
✓	Reviewer reminder letters can be sent to Reviewers before a review is due and/or when a review is late. All Reviewer letters can be customized “on-the-fly” by the Editorial Office.
✓	Reviewers can receive automated reminders when they have partially completed a review without submitting.
✓	A Reviewer’s performance statistics are displayed to the Reviewer for each submission he or she reviewed, allowing the Reviewer to see how they performed over time.
✓	Emails to Reviewers can include electronic calendar entries (using the iCalendar file format standard) so that Reviewer due dates can be easily tracked in their electronic calendar.
✓	Reviewers can view the Author’s response to their review, which is recorded by the system.
✓	Reviewers can indicate dates when they are not available.
✓	Reviewers can respond to form questions that include radio buttons, drop-down lists, dates, free text, check boxes, etc. Questions can be mandatory for new or revised manuscripts and can be limited by word count or character count. Questionnaires are configurable by article type.
✓	Reviewers see customized instructions based on article type and Reviewer role.
✓	Reviewers can upload attachments with their recommendations.
✓	Reviewers can be granted access to attachments uploaded by Authors, Reviewers and Editors.
✓	Reviewers can be invited to participate in a submission-specific discussion forum with Editors via an emailed deep link; visual prompts indicate unread posts.
✓	Reviewer’s uploaded Word and PDF file properties are automatically sanitized to ensure Reviewer anonymity.
✓	Reviewers can respond to Reviewer assignments without needing to explicitly log into the system, by clicking on secure links embedded in emails sent to them by the publication.
✓	Reviewers who login through deep links can be exempted from normal registration questions, in order to expedite their login.
✓	Reviewers can accept assignment <i>and</i> view PDF in one click.
✓	Reviewers see registration and login instructions that have been customized by the Editorial Office.
✓	Reviewers can be granted access to search a variety of third-party bibliographic databases (such as PubMed, Google Scholar etc). Search queries can be configured to automatically use manuscript title, keywords or Author names as the search criteria.
✓	Reviewers have access to ad hoc emails sent to Editorial staff and are automatically recorded in the system. Editorial Offices can configure an unlimited number of Reviewer ad hoc emails that include merge fields to automatically import useful data such as manuscript number and title.
✓	Reviewers can address ad hoc emails easily with email autofill.
✓	Reviewers can see Author bibliographies that have been automatically linked to PubMed and Crossref, and formatted to the publication’s preferred style.
✓	Users can switch between Reviewer, Editor and Author roles without having to log out of the system.
✓	Reviewer role can be selected as the default login role.
✓	Reviewers can receive an Editor decision letter separate from the decision letter sent to the Author, and Author identifying information can be removed for “double-blind” workflows.
✓	Reviewers can be configured to receive a thank you letter following the Editor decision that includes publication-selected merge fields

	(such as the Editor's comments to the Author and the decision term). This functionality can be configured to exclude Author names for publications running a "double blind" workflow.
✓	Reviewers are alerted to time zone differences.
✓	Reviewers working on linked submissions can be given access to prior reviews on linked submissions.
✓	Reviewers can be given access to their past performance statistics.
✓	Reviewers can be given access to review predictive bibliometrics reports to gain insight into potential future citation patterns for manuscripts assigned to them.
✓	Reviewers can be given access to the Similarity Check (formerly called CrossCheck) results for the Author's manuscript.
✓	Reviewers can check on review invitations and open reviews across multiple journals using EM mobile WebApp.
✓	Reviewers are protected under the General Data Protection Regulation (GDPR) and can request anonymization of their user data.
✓	Reviewers can opt-in to automatic deposit of Review data to Reviewer's ORCID profile (Reviewer Recognition).
✓	Reviewers can be discovered and selected from an External Reviewer Database (such as a third-party or in-house database).