Finding & Securing Reviewers

3 DAYS ⇒ 1 - 2 WEEKS ⇒ 2 - 3 WEEKS ⇒ 3 DAYS

Initial Evaluation ⇒ Finding & Securing Reviewers ⇒ Manuscript with Reviewers ⇒ Decision

Repeat for Each Revision Cycle

Key Takeaways & Contents

→ Suitable reviewers have expertise in the subject matter and methodology, are actively publishing, and are unbiased
  Go to: Suitable Reviewers

→ Securing reviewers can be challenging. Editorial Board members have identified strategies and tips that can help.
  Go to: Reviewer Invitation Tips from Editors

→ Reviewers are invited and managed in Editorial Manager
  Go to: Inviting Reviewers in Editorial Manager
SUITABLE REVIEWERS

Suitable reviewers are those who can provide a qualified and unbiased assessment of the scientific rigor of the manuscript. If you find that a single reviewer is not able to provide expertise on both the topic and methods reported in the submission, please ensure that you thoroughly assess this aspect yourself and/or consider inviting additional reviewers with the necessary specific expertise.

Invite reviewers that:

- Are at postdoctoral level or above
- Have expertise in the research area and if possible, also the methodology
- Are actively conducting on-topic research and publishing work
- Are unbiased with no competing interests/agendas
  - Are not from the same institution as any of the authors
  - Have not collaborated or co-published work with the authors in the last five years
  - Are not listed in the Opposed Reviewers section of the submission

REVIEWER INVITATION TIPS FROM EDITORS

Generally speaking, Academic Editors approach finding reviewers in three “stages.”

1. **Researchers you know**
   Because they know you, it stands to reason they are more likely to accept an invitation to review. Additionally, you are familiar with their work and relevance to the paper.
2. **Researchers whose work you know**
   These are people whose work you might know from the literature, conferences, etc. You may not know them personally, but you know their experience is on-topic for the manuscript.

3. **Broader search**
   Using resources such as PubMed, Google Scholar, and Web of Science, you can find articles similar to the one you're working on. You can also check out the reference list in the article, just be mindful of conflicts of interest.

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**Additional Tips**

- Early career researchers tend to have more time and willingness to review than senior researchers
- Personalizing the invitation template can help secure reviewers
- The default turnaround time for reviewers is 10 days. You can extend this but within reason according to discipline standards.
- The Editorial Manager (EM) database is uncurated and is not set up as a resource to identity suitable reviewers. Verify expertise and current contact information in an external database then use EM to send invitations and manage peer review.
- Setting up alternate reviewers can save you from multiple visits to EM. Alternate reviewers are automatically invited when a previous reviewer declines or doesn’t respond. You can even link reviewers with similar expertise to each other.
- If necessary, the journal can help with statistical reviews.

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**INVITING REVIEWERS IN EDITORIAL MANAGER**

All contact with reviewers occurs through Editorial Manager (EM). EM is an uncurated database of contact information only; it cannot be used to search by keyword. If a reviewer already has an account in EM you’ll be able to see some basic statistics on their past contributions.

On the **Invite Reviewers** page you can:

- Search for reviewers - find the reviewer’s current contact information from recent publications then search for them by email
• Invite reviewers as primary or alternates
• Register new reviewers - if someone does not have an account you can create one on their behalf in order to invite them
• Manage reviewers - see the status of invitations, due dates, and decline reasons

Visit the Resources for Editors page for a screenshot guide on navigating Editorial Manager.

Setting Expectations

→ Securing reviewers can be challenging; people are busy. Aim to start inviting reviewers as soon as possible.

→ On average, it takes 6-8 invitations to secure 2 reviewers, but this varies depending on approach, subject area, time of year, etc.

→ Expect to spend about an hour searching for and inviting reviewers per batch of 6-8 invites.

→ Invitations automatically expire after 6 days if the reviewer does not respond. Secured reviewers are automatically invited if they are 15 days late to submit.

→ Be sure to check your email. All manuscript communications including reviewer status updates and important reminders occur over email. It’s your role as Academic Editor to manage the peer review process and ensure the timely securing of reviewers for the authors.

Proceed to Assessing Reviews & Making Decisions

More Resources for Editors

Need help? Contact climate@plos.org