



ScholarOne Manuscripts™

Editor User Guide

28-November-2017

TABLE OF CONTENTS

INTRODUCTION	1
Use Get Help Now and FAQs	1
Site Configuration and This Document	2
ACCESSING SCHOLARONE MANUSCRIPTS	2
Changing Your User Account Information	4
Logging In/Out.....	5
Forgot your Password?	6
NAVIGATION OVERVIEW	7
Home Page	7
Header	7
Footer Features.....	8
Language Toggle	9
OVERVIEW OF THE EIC AND ASSOCIATE EDITOR CENTER	9
EIC View.....	10
Associate Editor View	11
Access Manuscripts via the Editor Lists.....	11
ASSIGNING EDITORS.....	13
Assign Associate Editor – EIC Role	13
Change Associate Editor Assignment – EIC Role	15
SELECT, INVITE, AND ASSIGN REVIEWERS	17
Overview of Select, Invite and Assign Reviewers – Associate Editor Role	17
About the Progress Indicator	17
Bypassing the Peer Review Process.....	18
Double-Queuing of Manuscript.....	18
Selecting a Reviewer	19
Reviewer Search Methods	21
Adding New Reviewers	29
Invite a Reviewer.....	29
Invite All	30
Alternate reviewer list	30
Assign A Reviewer	31

Decline Suggest Alternates	31
Granting Extensions and Editing Reviewer Reminders.....	33
Date Review Last Saved	35
Setting Search Preferences.....	35
ASSOCIATE EDITOR ROLE AND EIC ROLE VIEWING COMPLETED REVIEWS	37
Rescind a Review	38
MAKING MANUSCRIPT DECISIONS.....	39
Make Final Decision - EIC or Associate Editor	39
Rescinding a Final Decision	40
Make Recommendation – Associate Editor	41
Make Preliminary Decision – Associate Editor	42
Approve Preliminary Decision – EIC.....	43
MAKING AN IMMEDIATE DECISION - EIC ROLE	44
EIC Immediate Decision From the Manuscript Information Tab	44
EIC Immediate Decision From a Task-Related Tab	45
BLINDED REVIEWS.....	46
VIEWING MANUSCRIPT INFORMATION	47
The Manuscript Information Tab	47
Manuscript Header	48
Scroll To...	49
Viewing Proofs.....	49
Version History	49
Plagiarism Checking.....	51
UNUSUAL ACTIVITY DETECTION	53
Unusual Activity Indicators for Standard access.....	53
Full Access Responsibilities (Admins by Default)	54
Submission “What is this?” Informational Pop-Up	55

INTRODUCTION

USE GET HELP NOW AND FAQs

As an Editor using *ScholarOne Manuscripts* for your journal, one of your greatest help tools is ScholarOne's Frequently Asked Questions tab on our help site, [Get Help Now](#). Our FAQs provide immediate answers to common user questions.

In addition, Get Help Now offers downloadable guides (such as this one), video tutorials, and the ability to create a case to get assistance from our Customer Care team. We recommend that you bookmark our help site and consult it often.

SCHOLARONE™ Manuscripts

Clarivate Analytics

HOME | Site Search **SEARCH**

GET HELP NOW

FOR SCHOLARONE MANUSCRIPTS

TRAINING:

- Author
- Reviewer
- Editor
- Administrator
- Developer

RELEASE NOTES

NEWSLETTERS & ALERTS

SCHOLARONE CERTIFICATION

FOLLOW US ON TWITTER

SUPPORT ALERT

WE ARE CURRENTLY EXPERIENCING ISSUES WITH OUR TELEPHONE SYSTEM. IF YOU ARE IN NEED OF IMMEDIATE ASSISTANCE, PLEASE USE THE BUTTON BELOW TO START A CHAT SESSION OR [EMAIL US](#)

NEW! USER INTERFACE UPDATES

[VIDEO: SCHOLARONE MANUSCRIPTS REVIEW CENTER UPDATES](#)

QUESTION ABOUT YOUR MANUSCRIPT STATUS?

[REVIEW THE FAQ](#)

CHOOSE YOUR ROLE

Author **Editor**

Reviewer **Admin**

Developer

Contact SCHOLARONE Customer Care

Monday 12:00am ET until Friday 8:30pm ET

+1 434 964 4100 (US)
+1 888 503 1050 (US toll free)

+44 800 328 8044 (UK)
0800 328 8044 (UK toll free)

ts.mcsupport@clarivate.com

In-Language Support

- Japan
- China
- Hong Kong
- Taiwan
- Korea

[more info ...](#)

Chat with a Support Expert

ORCID | Member Organization

Connecting Research and Researchers

ORCID's vision is a world where all who participate in research, scholarship, and innovation are uniquely identified and connected to their contributions across disciplines, borders, and time.

SITE CONFIGURATION AND THIS DOCUMENT

ScholarOne Manuscripts is configured for your specific site based on the needs of the journal or publisher. The role names and fields used in this document may differ from your site. The essential functions will be the same; however, you may not have some of the configurable options available to you.

ACCESSING SCHOLARONE MANUSCRIPTS

Each journal's site has a unique web address that should be provided to you by your site Admin via e-mail. To access the site, click the link within the e-mail or enter the web address (URL) in the address field of your browser. If the journal has not already created an account for you, you can create your user account. To begin, click the **Create Account** link on the journal's Log In screen.

The screenshot shows the ScholarOne Manuscripts™ login interface. At the top, there is a navigation bar with links for 'Log In', 'Reset Password', and 'Create An Account'. The 'Create An Account' link is highlighted with a yellow circle. Below the navigation bar, the main content area is divided into two sections. On the left is the 'Log In' form, which includes a 'Journal' dropdown menu, a 'User ID' text field containing 'gw3nni31', a 'Password' text field with masked characters, a 'Reset Password' link, and a 'Log In' button. A 'Create An Account' link is also present at the bottom right of the login form, also highlighted with a yellow circle. On the right is a 'Welcome' message for 'ScholarOne University Training Sites', which includes instructions to 'create an account' and a 'Reset Password' link. At the bottom, there is a 'Resources' section with links for 'User Tutorials' and 'Help / Site Support'.

During account creation, new users may be given the option to associate an ORCID iD with their account by either registering for a new ORCID iD or associating an existing ORCID iD. Each of these options will be presented to the user as links in the first step of the account creation process. In prior versions, users creating a new account, the user entered their ORCID as text in the third step of account creation.

Create an Account

There are three screens to fill out in the Create Account process. In this first screen, enter your name and e-mail information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

E-mail Addresses

- E-mails will always be sent to the 'Primary E-mail Address'. If you would also like copies of the e-mails to go to a second address, please complete the 'Primary Cc E-mail Address' as well.
- 'Secondary E-mail Address' and 'Secondary Cc E-mail Address' are for the records only and will not receive correspondence generated from the system. The site administrator may use these if your primary e-mail is unable to receive messages.

1

E-Mail / Name

2

Address

3

User ID & Password

Next

ORCID®

Select the appropriate option below to associate an ORCID iD to your account.

To register for a new ORCID iD, click [here](#).


To associate this account with your existing ORCID iD, click [here](#).

Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>.

Name

Special Characters

When the user selects one of these options to associate an ORCID iD with their account, a new browser window will open and special registration page on the ORCID website allowing the user to enter their existing ORCID credentials, link an existing ORCID iD, or register for a new ORCID iD.



Connecting Research and Researchers

SIGN IN

Email or iD

Password

[Sign in](#)

[Forgotten Password?](#)

DON'T HAVE AN ID? REGISTER

First name

Last name

Email

Re-enter email

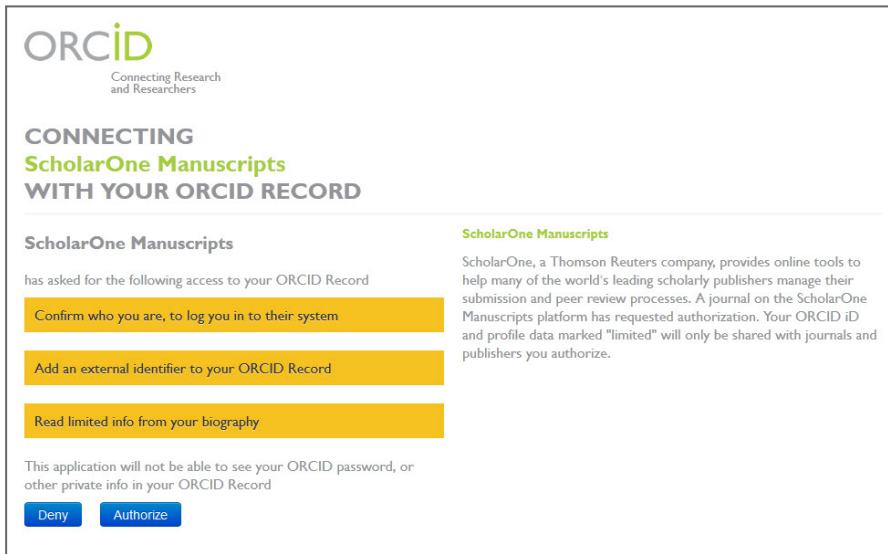
Password

Confirm password

Default privacy for new works

[iDra for ORCID site?](#)

Once the user has validated an ORCID iD using one of the options, they will be asked to either authorize or deny the journal access to their 'limited' data.

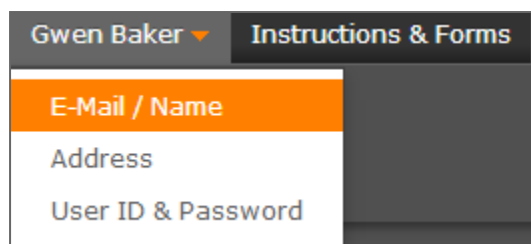


The screenshot shows the ORCID iD authorization interface. At the top is the ORCID logo with the tagline 'Connecting Research and Researchers'. Below this is the heading 'CONNECTING ScholarOne Manuscripts WITH YOUR ORCID RECORD'. The main content area is titled 'ScholarOne Manuscripts' and states 'has asked for the following access to your ORCID Record'. There are three yellow buttons: 'Confirm who you are, to log you in to their system', 'Add an external identifier to your ORCID Record', and 'Read limited info from your biography'. To the right, under the heading 'ScholarOne Manuscripts', is a paragraph explaining that ScholarOne is a Thomson Reuters company that provides online tools for scholarly publishers, and that the user's ORCID iD and profile data marked 'limited' will be shared with journals and publishers they authorize. At the bottom, a note states 'This application will not be able to see your ORCID password, or other private info in your ORCID Record', followed by 'Deny' and 'Authorize' buttons.

If the user clicks **Authorize**, they will be redirected back to their journal's ScholarOne site with a validated ORCID iD.

CHANGING YOUR USER ACCOUNT INFORMATION

Your e-mail address, phone number, or address may change over time. To edit your own account information, click on your name in the upper right corner of the site pages. Then select the area of information you need to edit. Edit My Account pages contain the information you entered when creating your account, in editable form. Edit information as needed including changing your user ID and password.

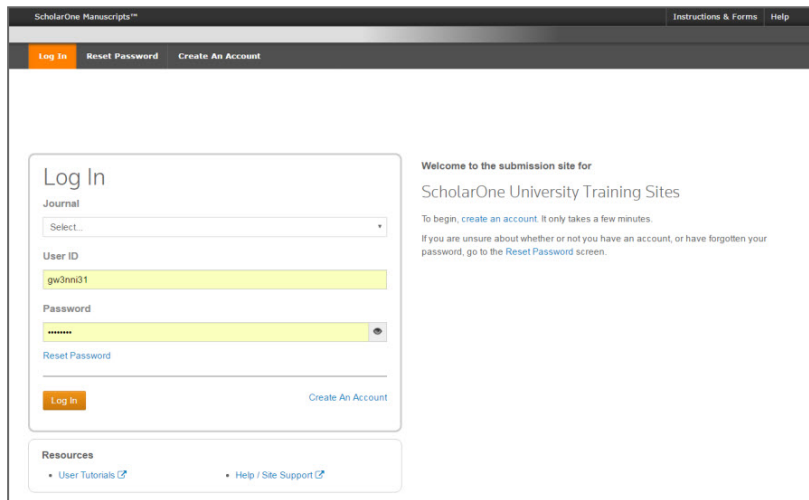


Note: Please retain your new password. ScholarOne will not send your password via e-mail.

LOGGING IN/OUT

► Log In

1. Each journal's site has a unique Web address that is sent to you by e-mail. To access the site, click the link within the e-mail or enter the web address (URL) in the address field of your browser. The journal's Log In page opens.

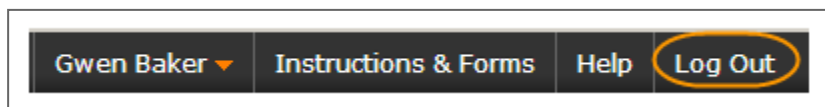


The screenshot shows the ScholarOne Manuscripts™ Log In page. At the top, there is a navigation bar with links for "Log In", "Reset Password", and "Create An Account". Below this, the "Log In" section contains a "Journal" dropdown menu, a "User ID" field with the text "gw3nn01", a "Password" field with masked characters, and a "Reset Password" link. A "Log In" button is located at the bottom of the form. To the right of the form, a welcome message reads: "Welcome to the submission site for ScholarOne University Training Sites. To begin, [create an account](#). It only takes a few minutes. If you are unsure about whether or not you have an account, or have forgotten your password, go to the [Reset Password](#) screen." At the bottom left, there is a "Resources" section with links for "User Tutorials" and "Help / Site Support".

2. Enter your User ID and Password
3. Click the Log In button.

► Log Out

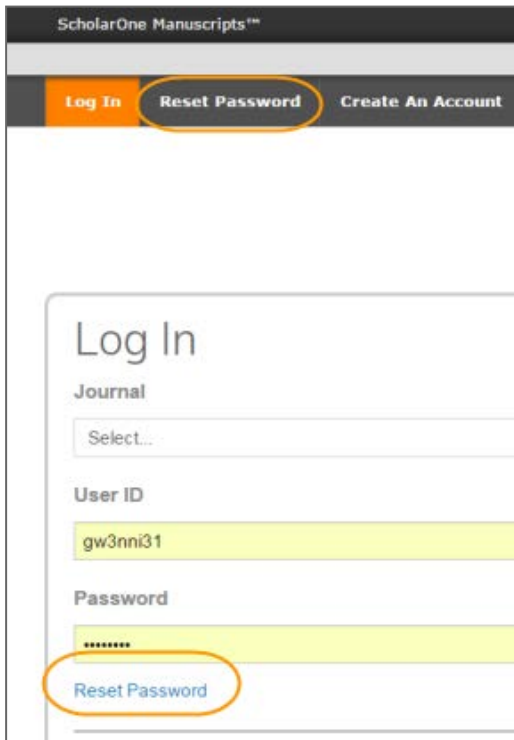
1. You can log out at any time by clicking **Log Out** at the top right corner of the page you are on.



2. You will be returned to the Log In page.

Note: After 3 hours of inactivity you will be automatically logged out and returned to the Log In page.

FORGOT YOUR PASSWORD?

► **Reset Password**

ScholarOne Manuscripts™

[Log In](#) [Reset Password](#) [Create An Account](#)

Log In

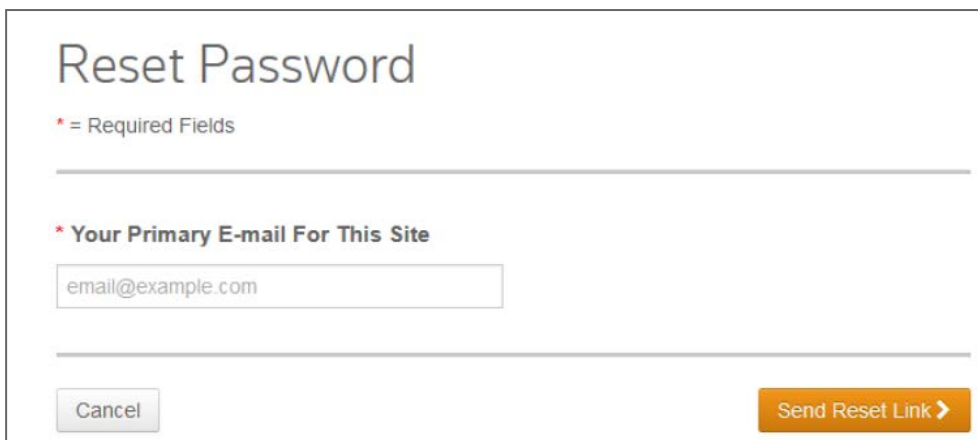
Journal
Select...

User ID
gw3nni31

Password

[Reset Password](#)

1. Select the **Reset Password** link.



Reset Password

* = Required Fields

* **Your Primary E-mail For This Site**

email@example.com

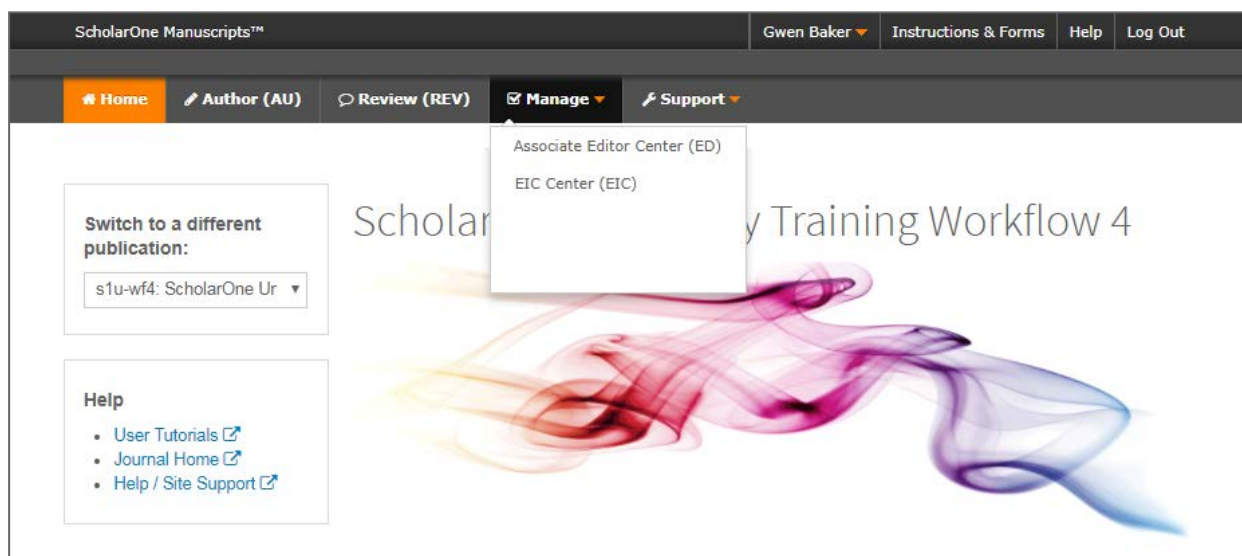
[Cancel](#) [Send Reset Link >](#)

2. Enter your email address and you will be sent a link to reset your password.

NAVIGATION OVERVIEW

HOME PAGE

The Home Page contains top-level navigation based upon roles. You will only see the roles you have permissions to. It also contains side navigation to your different publications (if applicable).



The Home page contains many convenient navigation features as well as site-specific information and images.

Header

Quick Links: Access the following functions:

- Your user name – click to edit your account
- Instructions & Forms– journal-specific instructions for users and any journal-specific forms required for the peer review process; Admins see the screens for editing the page
- Help – links you to various help functions
- Log Out

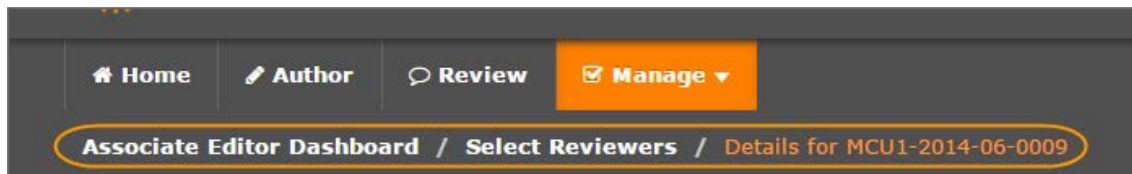
Journal Logo

Top-Level Menu: Access the role-specific centers and functions through this menu. Users see only centers they have access to. Some centers, such as Admin and Editor, are grouped together under a heading with a drop-down list.

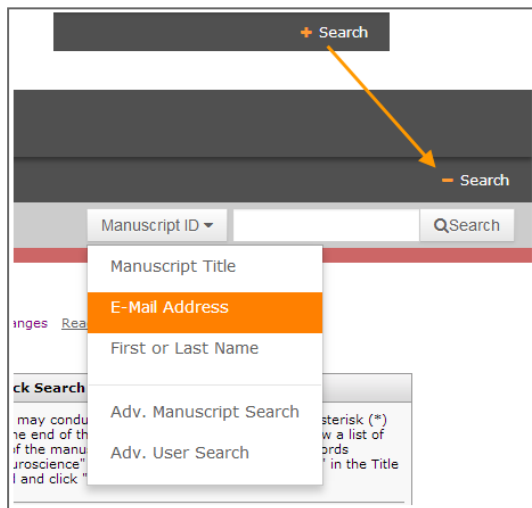
This menu is displayed wherever you are working in the system to allow you to easily move between functions.

Left menu: Access options to switch to another journal (if configured) and links to help and documentation.

The Breadcrumb Trail: The menu path you have followed to arrive at the current page. You can click a link to navigate back to a previous page.

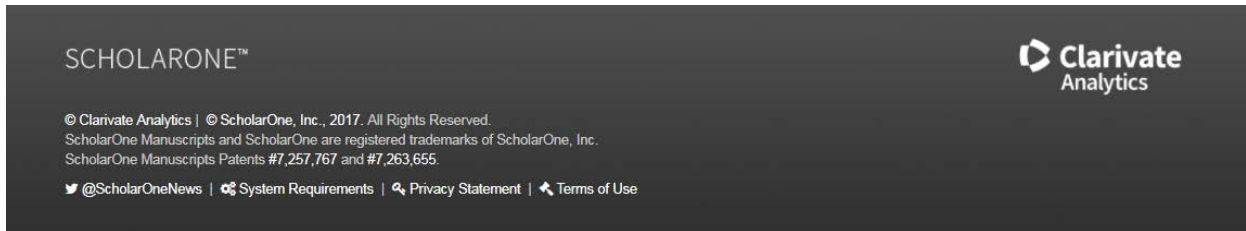


Simple Search: This feature displays in the header for the Admin, Associate Editor, EIC, and Production Editor Dashboards. You may perform a wildcard search by placing an asterisk (*) at the beginning and/or end of your search text.



Note: Users with Admin privileges can also use this function to search for a person's account by email address and first and last name.

FOOTER FEATURES



In addition to Copyright and Trademark Information, the footer contains:

- Link to ScholarOneNews
- Link to System Requirements
- Link to Privacy Statement
- Link to Terms of Use

LANGUAGE TOGGLE

Language toggle allows you to switch the display from the default language of English to another language. If configured for your site, you will find the language toggle located on the header at the top of the screen.



Note: All uploaded documents and end-user supplied text will not toggle and will be displayed in the language entered by the user.

OVERVIEW OF THE EIC AND ASSOCIATE EDITOR CENTER

The EIC and Associate Editor dashboards allow editors to take actions such as assigning reviewers as well as to track the progress of the reviews.

EIC VIEW

The dashboard for both the EIC and Associate Editor look somewhat the same. The main difference is that the EIC can see where papers are in queue with their Associate Editors. The EIC view shows all papers in the review process while the Associate Editor view shows only those assigned to an individual Associate Editor.

Editor-in-Chief Lists	Quick Search - Show Advanced Search
<p>You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.</p> <ul style="list-style-type: none">0 EIC Assign AE<ul style="list-style-type: none">1 Select Reviewers0 Invite Reviewers<ul style="list-style-type: none">1 Assign Reviewer2 Awaiting Reviewer Scores1 Overdue Reviewer Scores0 Ready for Final Decision	<p>You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."</p> <p>Saved Search: <input type="text" value="Select..."/> Edit</p> <p>Manuscript ID: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Author's First (Given) or Last (Family) name: <input type="text"/></p> <p>* Keywords: <input type="text"/> <input checked="" type="checkbox"/> Pick</p> <p>Search</p>
Reports	
<ul style="list-style-type: none">Manuscript Status and Summary ReportsPeer Review Details ReportsUser Performance Reports <p>* Publication Folders, My Folders, Custom Reports, and Role Reports</p>	

Note: By being able to see where papers are in process, this gives the EIC the ability to make immediate decisions on papers that have been out for review for too long.

ASSOCIATE EDITOR VIEW

The Associate Editor View of papers in process is broken out into actions; Select, Invite and Assign Reviewers. The Associate Editor can all keep track of Reviewers who have not responded to being invited, as well as overdue reviews.

Associate Editor Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

- [1 Select Reviewers](#)
- 0 Invite Reviewers
- 0 Overdue Reviewer Response
- 0 Assign Reviewer
- [1 Awaiting Reviewer Scores](#)
- 0 Overdue Reviewer Scores
- 0 Ready for Final Decision

Reports

- [+ Manuscript Status and Summary Reports](#)
- [+ Peer Review Details Reports](#)
- [+ User Performance Reports](#)

* [Publication Folders, My Folders, Custom Reports, and Role Reports](#)

Quick Search - [Show Advanced Search](#)

You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."

Saved Search: [Edit](#)

Manuscript ID:

Title:

Author's First (Given) or Last (Family) name:

* Keywords: ☒ Pick

[Search](#)

ACCESS MANUSCRIPTS VIA THE EDITOR LISTS

To view manuscript information, you may select any active hyperlink in the Editor Lists section of your dashboard.

► Access Manuscripts via the Editor Lists

1. From the Editor dashboard, select any active link in the Editor Lists.



- [1 Select Reviewers](#)
- 0 Invite Reviewers
- 0 Overdue Reviewer Response
- 0 Assign Reviewer
- [1 Awaiting Reviewer Scores](#)
- 0 Overdue Reviewer Scores
- 0 Ready for Final Decision


2. The View Manuscripts page displays a table containing any manuscripts in the selected status category. For example, if you clicked the link for **Select**

Reviewers task, the table will display the Select Reviewers header and all manuscripts listed are in a status where the next step is to complete the Select Reviewers task.

Select Reviewers

Manuscripts 1-1 of 1

Manuscript ID ↑	Manuscript Title	Date Submitted ↓	Status	Take Action
Manuscript Type	Submitting Author			
MCU1-2013-07-0010	Migration Patterns of the Cardinal [View Submission]	29-Jul-2013	AE: Editor, Emily EIC: Not Assigned ADM: Cooney, Jane	
Original Article	 Author, Alan (contact)		<ul style="list-style-type: none"> Select Reviewers (Due 08-Aug-2013) 20 days overdue 0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned vol:8, iss:2013 	

 Export to CSV

Manuscripts 1-1 of 1

3. Each manuscript listing displays the following:

- **Manuscript ID:** A system-generated ID unique to the manuscript
- **Manuscript Type:** Category of manuscript
- **Manuscript Title:** The title of the manuscript and a link to view the submission
- **Submitting Author:** Name of the submitting author, a button to view author details, and a hyperlink to send the author an e-mail
- **Date Submitted:** Date of submission (or revision if viewing a revision)
- **Status:** Status of the submission in the peer review process and the editorial staff assignments
- **Take Action:** A button which initiates the next action to be taken on the submission

4. You can sort the list by clicking on a (linked) column header.

5. Select an action from the **Take Action** button to access the Manuscript Details.

ASSIGNING EDITORS

ASSIGN ASSOCIATE EDITOR – EIC ROLE

► Assign Associate Editor



1. In most workflows, the EIC will assign the Associate Editor to the manuscript. Click **Assign AE**.

Editor-in-Chief Lists

You may click on the manuscript list title to view all manuscripts in each status, or click on the status to jump directly to the first manuscript in that status.

- 6** [Assign AE](#)
- 0** [Select Reviewers](#)
- 3** [Invite Reviewers](#)
- 10** [Overdue Reviewer Response](#)
- 4** [Assign Reviewers](#)
- 12** [Awaiting Reviewer Scores](#)
- 2** [Overdue Reviewer Scores](#)
- 0** [Awaiting AE Recommendation](#)
- 2** [EIC Make Decision](#)

2. The list of papers that needs assignment displays. Click on the **Take Action** icon to go directly to the task and full details of the manuscript.

Awaiting AE Assignment					Manuscripts 1-1 of 1
Manuscript ID ↑	Manuscript Title	Date Submitted ↓	Status	Take Action	
Manuscript Type	Submitting Author				
MCU4-2013-09-0002	As the World Turns [View Submission]	13-Sep-2013	AE: Not Assigned EIC: Not Assigned ADM: Baker, Gwen		
Original Article	 Author, Alan		• Assign AE (Due 13-Oct-2013)		
 Export to CSV					Manuscripts 1-1 of 1

3. The EIC will then select an Associate Editor from a drop-down selection.

Assign AE EIC Immediate Decision

Manuscript Information

MCU1-2013-07-0012 Submitted: 31-Jul-2013; Last Updated: 31-Jul-2013; 28 days, 1 hour in review

- Fruit Flies
- Author: [Alan](#) (contact)
- Original Article
- Assign AE (Due 27-Sep-2013)

AE: Not Assigned
EIC: Not Assigned
ADM: [Baker, Gwen](#)

HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches

Audit Trail

Associate Editor List

Order	Name	Status	History	Remove
Pick from a list: Select an AE (# Current Assignments) View Details Assign				

4. Before choosing the Associate Editor, the EIC has the ability to **View Details** about the Associate Editor.

MCU1-2013-07-0012 Submitted: 31-Jul-2013; Last Updated: 31-Jul-2013; 28 days, 1 hour in review

- Fruit Flies
- Author: [Alan](#) (contact)
- Original Article
- Assign AE (Due 27-Sep-2013)

AE: Not Assigned
EIC: Not Assigned
ADM: [Baker, Gwen](#)

HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches

Associate Editor List

Order	Name	Status	History	Remove
Pick from a list: Editor, Eddie (2) View Details				

Person Details

Account Information AU History REV History AE History EIC History

Editor, Eddie : Associate Editor History Analysis

The numbers below represent the count for SIU-WF1.

- 8 Total number of manuscripts assigned in the past 12 months
- 2 Total number of manuscripts currently assigned

Manuscript History Statistics

For this Journal: Past 6 Months | past 12 months | past 18 months | show all 1-7 of 7

Manuscript ID, Title, Type, Authors	Status
MCU1-2013-07-0008 Test Original Article Author: Carla (contact)	AE: Editor, Eddie EIC: Not Assigned ADM: Cooney, Jane ADM: Baker, Gwen Immediate Accept (12-Aug-2013) Scheduled to start archiving in 88 days: vol 1, iss 19
MCU1-2013-05-0007 Letter to the Editor Letter to the Editor Author: Alan (contact)	AE: Editor, Eddie EIC: Not Assigned ADM: Cooney, Jane Awaiting Reviewer Scores (Due 18-Aug-2013) 1 active selections; 1 invited; 1 agreed; 0 declined; 0 returned reviewer, bill 10 days overdue vol 6, iss 2013

5. Click the **Assign** button.

CHANGE ASSOCIATE EDITOR ASSIGNMENT – EIC ROLE

► Change Associate Editor Assignment

1. To unassign the current Associate Editor and assign a different one to a manuscript, navigate to the **Manuscript Information** tab. From the Scroll To dropdown menu, select **Associate Editor List**.

The screenshot shows the Manuscript Information tab for manuscript MCUI-2013-07-0012. The 'Scroll To...' dropdown menu is open, and 'Associate Editor List' is highlighted. The background shows manuscript details including the title 'Fruit Flies', author 'Alan', and submission date '31-Jul-2013'. The current Associate Editor is 'Eddie'.

2. Under the name of the editor you wish to replace, click the **(assign a different person)** link.

Order	Name	Status	History	Remove
	Editor, Eddie (assign a different person)	Assigned (03-Sep-2013)		<input type="checkbox"/>

3. Select the new Associate Editor from the drop down menu and click **Assign**.

Order	Name	Status	History	Remove
Pick from a list: Editor, Eddie (3) Editor, Eddie (3) Editor, Emily (2)				

Buttons: ☒ Assign

4. An e-mail to the new Associate Editor will pop up. Edit it as desired then click **Save and Send**.

Edit E-Mail (MCU1-2013-07-0012) Select Alternate Template: **Assign a new Associate Editor**

From: gwen.baker@test.demo
To: emily.editor@fakemail.com
CC:
BCC:
Subject: Manuscript ID MCU1-2013-07-0012 is now in your Associate
Body: @@date to be populated upon sending@@
Dear Dr. Emily Editor:
Manuscript ID MCU1-2013-07-0012 entitled Fruit Flies with Dr. Author has been assigned to you and is currently sitting in your Associate Editor Center at <http://mc.manuscriptcentral.com/s1u-wf1>.
Sincerely,
ScholarOne University Training Workflow 1 Editorial Office

Attach a file to this e-mail:
Select a manuscript file to attach:

Files attached

File Name	Unattach
No Files Attached	

☒ Save and Send ☐ Cancel and Close Window

5. Immediately, an e-mail to the unassigned AE will pop up. Again, edit as desired, then click **Save and Send**.

Edit E-Mail (MCU1-2013-07-0012) Select Alternate Template: **Unassign Associate Editor**

From: gwen.baker@test.demo
To: Eddie@test.demo
CC:
BCC:
Subject: Manuscript ID MCU1-2013-07-0012 removed from your Associ
Body: @@date to be populated upon sending@@
Dear Dr. Eddie Editor:
You are no longer assigned to manage the review of Manuscript ID MCU1-2013-07-0012 entitled "Fruit Flies." The manuscript has been removed from your Associate Editor Center.
Sincerely,
ScholarOne University Training Workflow 1 Editorial Office

Attach a file to this e-mail:
Select a manuscript file to attach:

Files attached

File Name	Unattach
No Files Attached	

☒ Save and Send ☐ Cancel and Close Window

SELECT, INVITE, AND ASSIGN REVIEWERS

OVERVIEW OF SELECT, INVITE AND ASSIGN REVIEWERS – ASSOCIATE EDITOR ROLE

In many workflows, the Associate Editors select, invite and assign Reviewers.

- **Select** – is to create the pick list of reviewers who you would like to invite to review.
- **Invite** – is to send out the Invitations to the reviewers.
- **Assign** – is usually automated but can be completed by using the drop down selection.

About the Progress Indicator

Throughout the process of assigning reviewers, the progress indicator shows you exactly what is required for task completion and which steps have been completed. Typically, the number of reviews required to make a decision is an editable field.

Progress		
# reviews required to make decision	<input type="text" value="2"/>	
# active selections	2	✓
# invited	0	
# agreed	0	
# declined	0	
# returned	0	
<input checked="" type="checkbox"/> Save		

If your journal has chosen to make this an editable field, you can change the number of default reviews required by typing a different number in the field and clicking **Save**.

Bypassing the Peer Review Process

To bypass the review process entirely, change the **# reviews required to make decision** setting to 0. The manuscript moves to the next action task in the workflow - – typically a Make Decision, Make Preliminary Decision, or Make Recommendation task.

Double-Queuing of Manuscript

Manuscripts can appear in two different queues in your Editor Lists section of your dashboard. This can occur if you have a required number of reviews and those reviews are in different stages.

In the example below, there are two required reviews, as indicated in the progress indicator on the Manuscript Details page. One reviewer has accepted and one has declined. Since reviewer declined, the manuscript appears in the Select Reviewers queue. Since the other has accepted, but is overdue, the manuscript also appears in the Overdue Reviewer Scores queue.

While this is an accurate representation of the status of the paper, it may appear confusing when looking at the Editor Lists where you might count the manuscript twice. It will change if you invite additional reviewers and they accept, or if you do not wish to invite additional reviewers, you may reduce the number of required reviews in the progress indicator.

Associate Editor Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

- 1 [Select Reviewers](#)
- 0 Invite Reviewers
- 0 Overdue Reviewer Response
- 0 Assign Reviewer
- 0 Awaiting Reviewer Scores
- 2 [Overdue Reviewer Scores](#)
- 0 Ready for Final Decision

Submitted: 27-Aug-2013; Last Updated: 27-Aug-2013; 98 days, 0 hours in review

Select Reviewers (Due 06-Sep-2013)
88 days overdue
1 active selections; 1 invited; 1 agreed; 1 declined; 0 returned
[Reviewer, Rosalita](#)
68 days overdue

TML PDF Supplementary Files Original Files Abstract Cover Letter External S

Reviewer List					Progress
Order	Name	Status	History	Remove	
1	Reviewer, Rosalita (R0) pref Old Dominion, Botany	Overdue	Invited: 27-Aug-2013 Agreed : 27-Aug-2013 Due Date: 26-Sep-2013 Time in Review: 98 Days. view full history edit reminders	<input checked="" type="checkbox"/>	
2	Reviewer, Rasputin pref William and Mary, Botany	Declined	Invited: 20-Sep-2013 Declined : 20-Sep-2013 view full history	<input checked="" type="checkbox"/>	

Alternates ☒ Save

This paper appears in two places because one reviewer is overdue and the other reviewer declined.

Changing the number in the Progress box would make the paper appear in one queue if you do not need additional reviewers

SELECTING A REVIEWER

Depending on how your site has been configured, you will have multiple ways to search the site's database for reviewers.

► Select Reviewers

Associate Editor Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

- 1 Select Reviewers**
- 0 Invite Reviewers
- 0 Overdue Reviewer Response
- 0 Assign Reviewer
- 0 Awaiting Reviewer Scores
- 0 Overdue Reviewer Scores
- 0 Ready for Final Decision

1. From the Editor Lists section of the dashboard, click **Select Reviewers**.

Select Reviewers				
Manuscripts 1-10 of 22				
Manuscript ID ↑	Manuscript Title	Date Submitted ↓	Status	Take Action
Manuscript Type	Submitting Author			
WRK1-1547	009.003 [View Submission]	25-Oct-2013	AE: Baker, Gwen EIC: Not Assigned ADM: Baker, Gwen	<input checked="" type="checkbox"/>
Original Article	 Author, Author		• Select Reviewers (Due 01-Nov-2013) Baker, Gwen	

2. The Select Reviewers screen displays. Click **Take Action**.

Reviewer List				
Order	Name	Status	History	Remove
General Reviewer				
No one has been added yet.				

3. The Manuscript Details screen displays. In the Reviewer list section, it will indicate that no reviewers have been selected.
4. There are several options for locating a reviewer which are described in the **Reviewer Search Methods** section below. Search using whichever options you prefer. Search results will display.

Results - New Search - Modify Search - Change Sort				
1-10 of 15				
Search Criteria: First (Given) or Last (Family) Name = "reviewer"				
Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
 reviewer, bill. Roles: AU REV	1 / 1	0	0	<input type="checkbox"/>

5. Each name will have a magnifying glass in front of the name. Click the magnifying glass for more information about that person.

Person Details A summary of the account appears below. To send the user an e-mail, click on their name. You may also enter comments about the user or view their information via the PubMed database. If you are viewing this account via the user search, you may also send the user their login information.

1 / 1

Account Information AU History REV History

Author, Carla : Reviewer History Analysis

The numbers below represent the count for S1U-WF1.

- 0 Total number of manuscripts assigned in the past 12 months
- 0 Total number of manuscripts currently assigned
- 0 Total number of reviews completed in the past 12 months
- 0 Total number of manuscripts assigned but no review returned
- 0 Total number of open invitations (person has been invited, but has not responded to the invitation)
- N/A Date of last invitation
- 0 Number of times Agreed
- 0 Number of times Decline - Suggest Alternate
- 0 Number of times Declined
- 0 Number of times Late Response
- 0 Number of times No Response
- 0 Number of times Unavailable
- N/A Average turnaround time
- N/A Average R-Score


Manuscript History Statistics

For this Journal: Past 6 Months | [past 12 months](#) | [past 18 months](#) | [show all](#) 0-0 of 0

Manuscript ID, Title, Type, Authors	Rec / Editor's Decision (Editor)	Avg R-Score / M-Score	History
No Manuscripts Found			

0-0 of 0

- The Person Details displays in a new window. Statistics for the reviewer role will appear at the bottom of the screen if configured. There is also an **Add to List** icon on the screen, giving you a short cut to add the reviewer into your reviewer list. Close the window when finished.

Results - New Search - Modify Search - Change Sort				
1-10 of 15				
Search Criteria: First (Given) or Last (Family) Name = "reviewer"				
Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
 reviewer, bill. Roles: AU REV	1 / 1	0	0	<input checked="" type="checkbox"/>
New Search Modify Search + Add + Add and Next Page				

- Locate the reviewer(s) and click the Add checkbox next to the reviewer name.
- Click the Add button at the bottom of the search results to add checked reviewers.

Reviewer Search Methods

There are several methods of finding a reviewer. Each method is described below.

Author's Recommended / Opposed Reviewers

This is a listing from the Author that they supplied during the submission process. The example below shows a recommended reviewer. If you wish to use this reviewer, click the **Add** checkbox, then the **Add** button.

If configured on your site, the institution of the preferred/non-preferred reviewer will be listed below the reviewer name. Also available if configured, you may click directly on the links to the external searches for Google and Web of Science to research the reviewer.

Author's Recommended / Opposed Reviewers					
Name, Keywords, Institution, Roles	External Searches	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Reviewer, Robin recommended strong knowledge of the concepts discussed		0 / 0	0	0	
Add					

Reviewer Locator Results from the Web of Science®

If configured for your site, search requests are generated automatically for each manuscript when it reaches the Select Reviewers task so results are waiting for the editor as soon as they enter the site.

Note: Only submissions with an abstract will return Reviewer Locator results.

Each potential reviewer found in the Web of Science is returned with a set of biographic and bibliographic data designed to help the AE assess the potential reviewer's suitability for the submitted manuscript. In addition to the reviewer's name, their e-mail address and institutional affiliation will be provided, when available. Their ORCID iD will be provided as a link to their ORCID record. In addition, up to three papers published by the potential reviewer will be listed in order of relevance to the submitted manuscript.

Reviewer Locator Results from the Web of Science®					Results 1-10 of 18
Potential Reviewer Details	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add	
Cohen mcohen@stan ; Stanford Univ http://orcid.org/0000-0002-7920-5759 Relevant Works: * Orientation of the HAARP ELF ionospheric dipole and the					
Add					

Each listed publication will have a **View Details** link which, when selected, will bring up more information about the paper. In addition to authors, journal name and publication year, both the DOI and Web of Science record are provided as links for quick access to additional information.

Reviewer Locator Results from the Web of Science® Results 1-10 of 24

Potential Reviewer Details	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Plischuk, Santiago santiago@cepave.edu.ar; Ctr Estudios Parasitol & Vectores CEPAVE CCTLP CO, Univ Ghent Relevant Works: <ul style="list-style-type: none"> • Apicystis bombi (Apicomplexa: Neogregarinorida) parasitizing Apis mellifera and Bombus terrestris (Hymenoptera: Apidae) in Argentina view details • Invasive Bombus terrestris (Hymenoptera: Apidae) parasitized by a flagellate (Euglenozoa: Kinetoplastea) and a neogregarine (Apicomplexa: Neogregarinorida) view details • Sphaerularia bombi (Nematoda: Sphaerulariidae) parasitizing Bombus atratus (Hymenoptera: Apidae) in southern South America view details 				+ Add

Apicystis bombi (Apicomplexa: Neogregarinorida) parasitizing Apis mellifera and Bombus terrestris (Hymenoptera: Apidae) in Argentina

- Plischuk, Santiago; Smagghe, Guy; Lange, Carlos E.; et al.
- ENVIRONMENTAL MICROBIOLOGY REPORTS, 2011
- DOI: [10.1111/j.1758-2229.2011.00261.x](https://doi.org/10.1111/j.1758-2229.2011.00261.x)
- [Open record in Web of Science®](#)

When adding a reviewer from the list of potential reviewers from the Reviewer Locator, when the EA clicks the Add button, a new window will appear to create the reviewer an account in the system and add them into the reviewer list for invitation.

Reviewer Locator Results from the Web of Science® Results 1-10 of 17

Potential Reviewer Details	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Baker, Gwen				+ Add

ScholarOne Manuscripts - Windows Internet Explorer provided by Thomson Reuters

Create Account

Create Account

Sal: First (Given) Name: Middle Name: Last (Family) Name:

Degree: E-Mail Address: ResearcherID:

Institution: Department: Category:

Quick Search

Search on first or last name, multiple people separated by a comma, or use an asterisk (*) to make the search a wild card search. Use at least 4 characters for quicker results. By default, the search only looks at users with a Reviewer role. If you wish to search other roles, select another role from the list.

Click the **Search** button.

If you wish to select a reviewer, click the **Add** checkbox, then the **Add** button.

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Burns, Tenise. (qared Office) (ScholarOne) scholar one, support http://orcid.org/5551-2121-2121-2112 x Roles: VC AU REV AE EIC ADM PROD	1 / 1 (1 / 1) (2 / 1)	0 (0) (1869)	0 0 0	<input type="checkbox"/>

Related Papers Results

If configured for your site, ScholarOne manuscripts will look within the site for related papers. You will have the ability to link out historical data of other papers that a reviewer has reviewed.

Related Papers Search

This feature searches for authors and reviewers of manuscripts with the selected criteria.

Author First (Given) Name:

Author Middle Name:

Author Last (Family) Name:

Contact Author Only

Reviewer First (Given) Name:

Reviewer Middle Name:

Reviewer Last (Family) Name:

Manuscript ID:

Manuscript Title:

Keywords:

☒ Pick AND

☒ Pick AND

☒ Pick AND

☒ Pick AND

☒ Pick

null:

AND

AND

AND

AND

Specialties:

☒ Pick AND

☒ Pick AND

☒ Pick AND

☒ Pick AND

☒ Pick

Custom Questions

Do Pigs have a political affiliation?

☒ None
☐ yes
☐ no
☐ undecided

Sort Order

Primary Sort:

Name (Last, First)

Ascending


Secondary Sort:

Number of Current Assignments

Descending

Clear

Search

 Reviewer, Rachel. Roles: AU REV DNU	0 / 3	0	1	27-Aug-2013	3 days, 23 hours	<input type="checkbox"/>
<u>MCU1-2013-05-0006 (Reviewer)</u> <ul style="list-style-type: none"> Monday training [View Submission] proof, superuser 						
<u>MCU1-2013-07-0011 (Reviewer)</u> <ul style="list-style-type: none"> Migration Pattern of the Hermit Thrush [View Submission] Article, emails 						

If you select to view the historical data, you will need to use the bread crumb trail at the top of the screen to move back to the manuscript you were working on.

Invite Reviewers - Details for MCU1-2013-07-0012 → Details for MCU1-2013-05-0006

Manuscript Details

This section of the manuscript details usually includes the Manuscript metadata, and add additional data as needed to complete the review. You should accompany the review of this paper, you can search for a companion paper feature on the Details tab. [Read More ...](#)

Manuscript Information

MCU1-2013-05-0006 Submitted: 20-May-2013; Last Modified: 20-May-2013

- Monday training
- [Author, Alan](#) (contact)
- Original Article
- Minor Revision (20-May-2013)
- a revision has been submitted
- Scheduled to start archiving in 37 days

HTML PDF Supplemental Files Original Files Abstract Cover Letter

Auto-Suggest Results

This feature uses keywords from the Author submission and matches them up to keywords used in a Reviewer's account. If you wish to select a reviewer, click the **Add** checkbox, then the **Add** button.

Auto-Suggest

This feature searches for Reviewers with the selected manuscript keywords.

Select a Keyword....

Sort Order

Primary Sort: Name (Last, First)

Ascending

Secondary Sort: Number of Current Assignments

Descending

Clear

Search

Results - New Search - Modify Search - Change Sort

1-1 of 1

Search Criteria: Selected Attributes: Keywords = Adolescent Patient Care OR Adult Patient Care

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Open Invitations	Date of Last Invitation	Average turnaround time	Add
<div> <div>Editor, Emily.</div> <div>Adolescent Patient Care</div> <div>Roles: AU REV AE EIC</div> </div>	0 / 0	0	0	N/A	0 days, 0 hours	<input type="checkbox"/>

New Search

Modify Search

Add

Export to CSV

Results 1-1 of 1

Advanced Search Results

Search multiple fields such as institution or department. Wild card searches can be used in this section. Look for the ability to search on Person designations. If you wish to select a reviewer, click the **Add** checkbox, then the **Add** button.

Advanced Search


Reviewer Account Information

Salutation: First (Given) Name: Middle Name: Last (Family) Name:

Degree: E-Mail Address: Comments:

Institution: Department:

City: State/Province: Postal Code: Country:


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

Person Designations:

Roles:

Results - [New Search](#) - [Modify Search](#) - [Change Sort](#) 1-1 of 1

Search Criteria: Institution = "Colorado State University" Roles = "ScholarOne University Training Workflow 1 - Reviewer"; Where to Search = "ScholarOne University Training Workflow 1"

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Open Invitations	Date of Last Invitation	Average turnaround time	Add
 Reviewer, Robin Colorado State University Roles: AU REV SOM	0 / 0	0	0	N/A	0 days, 0 hours	<input type="checkbox"/>

[New Search](#)
[Modify Search](#)
[Add](#)

[Export to CSV](#)
Results 1-1 of 1

Adding New Reviewers

If the person you would like to have review the manuscript is not in the system, the ability to **Create Reviewer Account** allows you to add the person into the system.

Create Reviewer Account

Salutation:

Dr.

req First (Given) Name:

req Last (Family) Name:

req E-Mail Address:





[Provide more account info](#)

☒ Create and Add

Note: Please be sure to have the correct e-mail address for the person before you create an account.

INVITE A REVIEWER

Once the reviewers have been selected for the manuscript, their names will appear in the Reviewer List with a Status of Invite. Clicking on the invite icon will open an editable e-mail.

Reviewer List				
Order	Name	Status	History	Remove
1	 Author, Carla proxy	<input checked="" type="checkbox"/> Invite	Selected: 03-Sep-2013 view full history	
2	 Reviewer, Raul proxy	<input checked="" type="checkbox"/> Invite	Selected: 03-Sep-2013 view full history	

Invite All

If you want to send all the invitations at one time, there is an icon called Invite All.



Selecting this icon will pop-up a window that will show the names of each reviewer and which e-mail template will be sent to the reviewer when you click on the Invite All icon. You can also select to edit any e-mail in the list before sending.

Invite All		
Name	E-Mail Template	Edit Before Sending
Author, Carla	SW - Editor Invite Reviewers - Editorial ▼	<input type="checkbox"/>
Reviewer, Raul	SW - Editor Invite Reviewers - Editorial ▼	<input type="checkbox"/>
		<input checked="" type="checkbox"/> Invite All <input checked="" type="checkbox"/> Close Window

Alternate reviewer list



Some sites are configured with ability to set up an alternates list. Using the Order column, you can move reviewers into the list. If anyone from the main reviewer list declines to review, the system will auto-invite from the alternates list.

Reviewer List				
Order	Name	Status	History	Remove
1 ▼	Author, Carla proxy	<input checked="" type="checkbox"/> Invite	Selected: 03-Sep-2013 view full history	<input checked="" type="checkbox"/>
2 ▼	Reviewer, Raul proxy	<input checked="" type="checkbox"/> Invite	Selected: 03-Sep-2013 view full history	<input checked="" type="checkbox"/>
Alternates				
Alternate 1 ▼	Reviewer, Raj proxy			<input checked="" type="checkbox"/>
Alternate 2 ▼	Reviewer, Rowan proxy			<input checked="" type="checkbox"/>
				<input checked="" type="checkbox"/> Invite All <input checked="" type="checkbox"/> Save



Note: Number in the main reviewer list must match the number in the Progress box in order for the alternates list to work properly.

ASSIGN A REVIEWER

Since the invite e-mail to reviewers contains links to agree and decline, usually the assign reviewer task is completed automatically by the system. However, there is a dropdown selection for the Editor to choose the appropriate response if needed.



Reviewer List		
Order	Name	Status
1	 Author, Carla <small>proxy</small>	<input checked="" type="checkbox"/> Invite
2	 Reviewer, Raul <small>proxy</small>	Invited Response Select... <input checked="" type="checkbox"/> Save
Alternates		Select... Decline - Suggest Alternate Agreed Declined Late Response No Response Unavailable

Once the reviewer's status is Agreed, the paper moves into the Reviewer's Center so they may begin their review.


 Reviewer, Raul <small>proxy</small>	Agreed	Invited: 03-Sep-2013 Agreed : 03-Sep-2013 Due Date: 03-Oct-2013 Time in Review: 0 Days. view full history edit reminders	
--	--------	--	---

Decline Suggest Alternates

Some sites are configured such that if the reviewer declines the invitation, they will be taken to a page to suggest alternate reviewers for the manuscript. The Editor will see a link to **view additional possibilities** in the status column after the reviewer's name.



Reviewer List				
Order	Name	Status	History	Remove
1	Baker, Gwen ScholarOne, Client Management	Agreed	Invited: 29-Aug-2013 Agreed : 29-Aug-2013 Due Date: 28-Sep-2013 Time in Review: 22 Days. view full history edit reminders	
2	Reviewer, Robin Colorado State University proxy	Decline - Suggest Alternate - Suggested Alternates view additional possibilities	Invited: 20-Sep-2013 Decline - Suggest Alternate : 20-Sep-2013 view full history	

From the results, the Editor can perform a reviewer search and view information on PubMed regarding the suggested reviewer.


Reviewer, Robin's Additional Reviewer Possibilities
<p>Name: Johnathan Reviewer</p> <p>E-Mail Address: john@fakemail.com</p> <p>Comments: Great Reviewer</p> <p>Search: Click here to perform a Reviewer search for this person.</p> <p>PubMed: Click here to view this person's information on PubMed.</p> <p> Close Window</p>


Granting Extensions and Editing Reviewer Reminders

If a reviewer asks for an extension of completing their review, if configured, the Editor can click on the **Grant an Extension** link under the reviewer's name to grant an extension.

Reviewer List				
Order	Name	Status	History	Remove
1 ▼	 Reviewer, Rachel proxy Grant an Extension	Agreed	Invited: 06-Nov-2013 Agreed : 10-Mar-2014 Due Date: 09-Apr-2014 Time in Review: 0 Days. view full history edit reminders	

Grant an Extension:

Due date for Reviewers Score: 

 Go

Note: If the Editor does not have permissions to grant the extension, they will need to contact the journal admin to have them grant the extension.

The ability to grant the extension to the reviewer is also located on the Account Information Tab of the Person Details. The Editor can also choose to send a reminder e-mail or click on the reviewer's name to send them an e-mail that they have been granted an extension.

Person Details A summary of the account appears below. To send the user an e-mail, click on their name. You may also enter comments about the user or view their information via the PubMed database. If you are viewing this account via the user search, you may also send the user their login information.

Account Information AU History REV History

Reviewer, Rosalita : Account Information

Full Name: [Rosalita Reviewer](#)
 User ID: RosalitaReviewer@fakemail.com
 ID #: 32512254
 Primary affiliation: Old Dominion
 Botany
 United States
 Phone: 555-555-5555
 Primary E-Mail Address: RosalitaReviewer@fakemail.com Secondary E-Mail Address:
 Person Designations:
 Roles: Author, Reviewer
 External Links: Click [here](#) to view author information on PubMed

Baker, Gwen

☒ Save

Send a Reminder E-Mail to this Reviewer

E-Mail Template to Use:

Grant an Extension:

Due date for Reviewers Score:

Editing when the reminders are sent to a reviewer is also important. Being able to change the dates when reminders are sent and the ability to turn off reminder can be very helpful.

 Reviewer, Rosalita (R0) pref Old Dominion, Botany proxy	Agreed	Invited: 27-Aug-2013 Agreed : 27-Aug-2013 Due Date: 26-Sep-2013 Time in Review: 23 Days. view full history edit reminders
--	--------	---

Reminders (MCU1-2013-05-0004.R1, [Reviewer, Rosalita](#))

☒ Sent (19-Sep-2013) Reminder: ScholarOne University Training Workflow 1

☒ Reminder: Review Overdue - ScholarOne University Training Workflow 1

☒ Reminder: Review Overdue - ScholarOne University Training Workflow 1

Oct 2013



Current Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Window ☒ Save

Date Review Last Saved

The date a Reviewer last saved their review will be displayed in the Reviewer List History until the review is submitted. This line item provides the Editors the ability to see which Reviewers have started reviewing the manuscript without the need to proxy as each individual Reviewer. The date displayed will be the date the Reviewer last clicked the **Save as Draft** button on their Score Sheet.

Reviewer List				
Order	Name	Status	History	Remove
1 ▼	 Baker, Gwen ScholarOne, Client Management Grant an Extension	Overdue	Invited: 29-Aug-2013 Agreed : 29-Aug-2013 Due Date: 28-Sep-2013 Review Last Saved: 22-Apr-2014 Time in Review: 236 Days. view full history edit reminders	

Setting Search Preferences

Having the ability to customize the search option in the system allows the editor to only see the items the need.



The ability to expand and collapse the search windows and setting what is seen in the search results are just two of the options that can be in this section.

Set My Preferences


When I am searching for Reviewers, I would like the search options displayed as follows:

	Expanded	Collapsed
Author's Preferred/Non-Preferred Reviewer	<input checked="" type="radio"/>	<input type="radio"/>
Quick Search	<input checked="" type="radio"/>	<input type="radio"/>
Related Papers Search	<input checked="" type="radio"/>	<input type="radio"/>
Reviewer Auto-Suggest	<input checked="" type="radio"/>	<input type="radio"/>
Advanced Search	<input checked="" type="radio"/>	<input type="radio"/>

When I am searching for Reviewers, I would like the following information populated by default:

Reviewer Activity Information		
# Current Assignments	Min: <input type="text"/>	Max: <input type="text"/>
# Assignments in Past 12 Months	Min: <input type="text"/>	Max: <input type="text"/>
# Days Since Last Review Submitted	Min: <input type="text"/>	Max: <input type="text"/>
# Invitations Declined in Past 12 Months	Min: <input type="text"/>	Max: <input type="text"/>
R-Score	Min: <input type="text"/>	Max: <input type="text"/>

In the Reviewer Search Results and Preferred/Non-Preferred Reviewers area, I would like the following fields displayed (select a maximum of five fields) :

Reviewer Search Results
<input checked="" type="checkbox"/> # Current Assignments / # Assignments in Past 12 Months
<input checked="" type="checkbox"/> Days Since Last Review
<input checked="" type="checkbox"/> Average R-Score
<input type="checkbox"/> # Open Invitations
<input type="checkbox"/> Date of Last Invitation
<input type="checkbox"/> Average turnaround time 

Results per page:

ASSOCIATE EDITOR ROLE AND EIC ROLE VIEWING COMPLETED REVIEWS

When the required number of reviews has been returned, they display in the editor's Make Decision, Make Preliminary Decision, or Make Recommendation action tab. Click on **view review** to see the completed review returned by the reviewer.

Make a Decision

2013; 36 days, 21 hours in review

AE: [Editor, Emily \(proxy\)](#)
EIC: Not Assigned
ADM: [Cooney, Jane \(proxy\)](#)

al Searches ?

Reviews

reviews required to make decision

[Reviewer, Rachel](#)

- [Minor Revision](#)
- [view review](#)
- [rescind](#)

☒ Save

Note: These Action tabs display only after the required number of reviews are returned. Returned reviews can be viewed at any time by accessing the manuscript.

When viewing the completed review be sure to check for file attachments from the reviewer. If a file has been attached, be sure to check the content that the reviewer has not used their name in the file.

RESCIND A REVIEW

The screenshot shows a web interface for making a decision on a manuscript. At the top, there is a tab labeled "Make a Decision". Below it, a status bar indicates "2013; 36 days, 21 hours in review". The main content area lists roles: "AE: [Editor, Emily \(proxy\)](#)", "EIC: Not Assigned", and "ADM: [Cooney, Jane \(proxy\)](#)". Below this is a section for "All Searches" with a question mark icon. The "Reviews" section is highlighted with a yellow background. It contains a form for "# reviews required to make decision" with a value of "1". Below the form, there is a search icon and the text "Reviewer, Rachel". A list of actions is shown: "Minor Revision", "view review", and "rescind". The "rescind" link is circled in orange. At the bottom of the reviews section, there is a "Save" button with a checkmark icon.

To rescind a review means to move the review back to the reviewer. This will put the review in a draft status and allow the reviewer to make any changes that need to be made. When you rescind a review, an e-mail should pop up for you to send to the reviewer. If you do not get a pop up e-mail, click on the name of the reviewer to send a hyperlink e-mail.

MAKING MANUSCRIPT DECISIONS

When making decisions on manuscripts, it is good to remember to save often to avoid losing any work. The examples below indicate the roles that most commonly take the actions described, but your site may vary.

MAKE FINAL DECISION - EIC OR ASSOCIATE EDITOR

Make your final decision based on the reviews you have received from reviewers. Select your decision type and enter any comments. Clicking the **Create Draft E-Mail** button allows you to customize the decision e-mail. Clicking **Commit Decision** will save the decision and send the e-mail to the author.

The screenshot shows the 'Final Decision' interface. At the top is a blue header bar with the text 'Final Decision'. Below it is a section titled 'Make a Decision' with a list of radio buttons: 'Accept', 'Minor Revision', 'Major Revision' (which is selected), 'Reject & Resubmit', 'Reject', 'Accept with Conditions', and 'Reject suggest another journal'. A callout bubble points to this list with the text 'Choose your decision'. Below the list is a 'Decision Comments:' section with a text area. A callout bubble points to this area with the text 'Add decision comments if needed. These comments are internal use only'. Below the text area is a 'Create Draft E-Mail' button. A callout bubble points to this button with the text 'Create a draft of the email you are going to send'. At the bottom of the form are three buttons: 'Create Draft E-Mail' (with an envelope icon), 'Save' (with a checkmark icon), and 'Commit Decision' (with a checkmark icon). A callout bubble points to the 'Commit Decision' button with the text 'Commit the Decision when you are ready to send the letter to the Author'.

Be sure that when you are creating the draft of the final decision that you check to see if you have multiple decision letters to choose from.

Edit E-Mail (MCU1-2013-07-0012) Select Alternate Template: **AE Major Revision - language editing**

From: emily.editor@fakemail.com

To: Author@test.demo

CC:

BCC:

Subject: ScholarOne University Training Workflow 1 - Decision on Mar

Body: @@date to be populated upon sending@@

Dear Dr. Author:

Manuscript ID MCU1-2013-07-0012 entitled "Fruit Flies" which you submitted to the ScholarOne University Training Workflow 1, has been reviewed. The comments of the reviewer(s) are included at the bottom of this letter.

The reviewer(s) have recommended publication, but also suggest some revisions to your manuscript. Therefore, I invite you to respond to the reviewer(s)' comments and revise your manuscript.

To revise your manuscript, log into <http://mc.manuscriptcentral.com/s1u-wf1> and enter your Author Center, where you will find your manuscript title listed under "Manuscripts with Decisions." Under "Actions," click on "Create a Revision." Your manuscript number has been appended to denote a revision.

Attach a file to this e-mail:

Select a manuscript file to attach:

Files attached

File Name	Unattach
No Files Attached	

☒ Save

Rescinding a Final Decision

If a decision has been sent to the Author in error and new decision needs to be sent, the Editor can go to the **Manuscript Information** tab, if configured, and rescind their decision. Using the **Scroll To...**, find the **Final Decision** and jump to that section.

Manuscript Information (highlighted)

MCU1-2013-10-0016 Submitted: 08-Apr-2014; Last Updated: 22-Apr-2014; 14 days, 3 hours in review

- The common cold
- Author, Alan (contact)
- Original Article
- Major Revision (22-Apr-2014)
- Due on: 22-May-2014
- Scheduled to start archiving in 120 days

AE: Baker, Gwen
EIC: Not Assigned
ADM: Baker, Gwen

Audit Trail

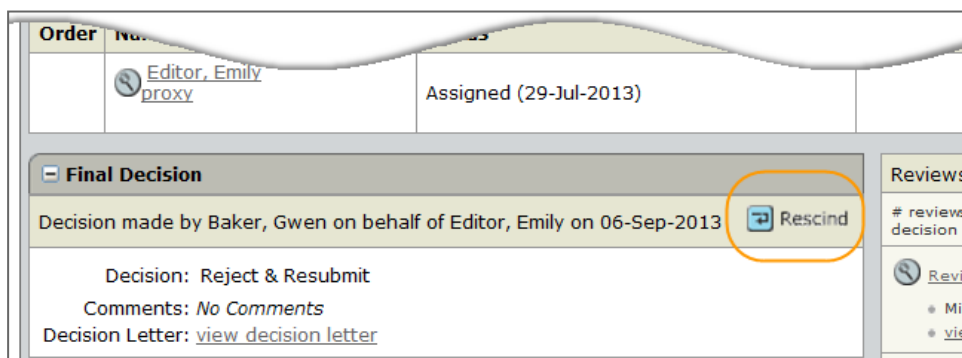
HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches

Scroll To... (dropdown menu):

- Scroll To...
- Peer Review Milestones
- Version History
- Manuscript Stub Data
- Author-Supplied Data
- Final Decision** (highlighted)
- Reviewer List
- Assign to Issue
- Companion Papers
- Flag This Manuscript
- Comments

Submitted: 08-Apr-2014		Date to Admin:	08-Apr-2014
Submitted by:	Baker, Gwen AU REV AE EIC ADM PROD CONFIG	Date to Associate Editor:	22-Apr-2014
Submitted by:	Baker, Gwen AU REV AE EIC ADM PROD CONFIG		
2014) - Due on: 22-May-2014			

In the Final Decision section click on the **Rescind** icon to make a new decision.



The manuscript will move back to the Decision tab and a new e-mail can be created and sent.

Note: If the Editor does not have the ability to rescind the decision, they will need to contact the journal admin to have the decision moved back.

MAKE RECOMMENDATION – ASSOCIATE EDITOR

In this example workflow, the Associate Editor will make a recommendation to the EIC. The EIC will make the final decision. The Associate Editor will need to choose a recommendation and then fill out the comments to the EIC and comments to the Author section. If configured, the Associate Editor will also be able to attach files to their recommendation.

AE Recommends	
<input type="radio"/>	Accept
<input type="radio"/>	Minor Revision
<input type="radio"/>	Major Revision
<input type="radio"/>	Reject & Resubmit
<input type="radio"/>	Reject

Comments
Confidential Comments to the EIC
<div></div>
Comments to the Author
<div></div>

Attach a File	Files attached
<div><input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach"/></div>	No files have been uploaded.

☒ Save as Draft ☒ Submit

MAKE PRELIMINARY DECISION – ASSOCIATE EDITOR

In this example workflow the Associate Editor makes a preliminary decision and the EIC approves the decision.

AE Prelim Decision

Make a Decision

☐ Acceptable without revision

☐ Acceptable after minor revision

☐ Reconsider after major revision

☐ Not acceptable

Preliminary Decision Comments:

☒ Create Draft E-Mail ☒ Save ☒ Send for Approval

APPROVE PRELIMINARY DECISION – EIC

The EIC can also choose to Edit the e-mail or send back to the Associate Editor.

EIC Approve Decision

Decision made by Baker, Gwen

Decision: Acceptable after minor revision

Comments: #1 For readers' convenience, the definition of small/large rectal varices in size would be described with an appropriate reference, if applicable.
#2 In table 2, perhaps the number of session was 0 (or blank) in case No 5.
#3 Full-spelling of B-RTO may be inserted in line 4, but not in line 16, page 4.

Decision Letter: [view decision letter](#)

Suggest a New Decision

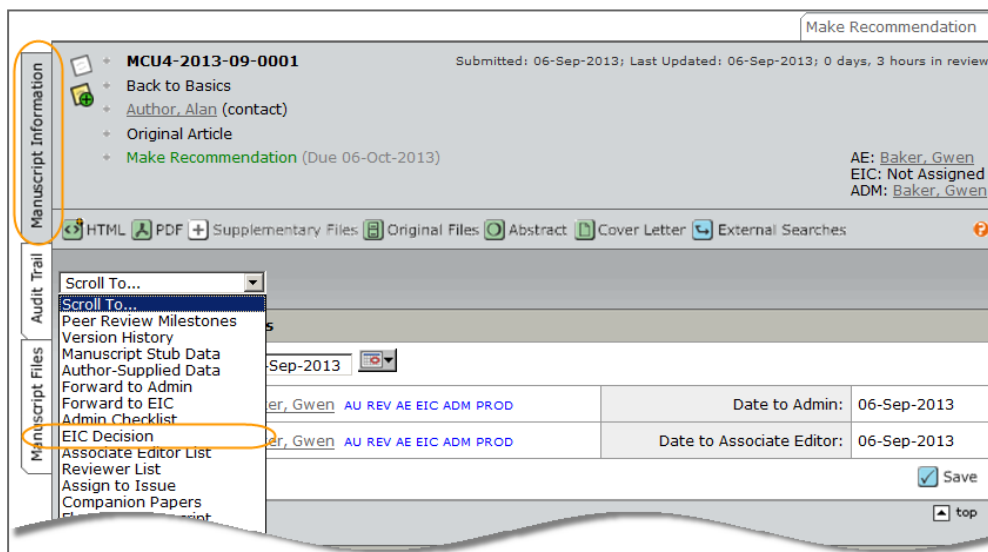
☒ Edit Draft E-Mail ☒ Save ☒ Approve ☒ Send Back

MAKING AN IMMEDIATE DECISION - EIC ROLE

If configured for your journal, the final decision-maker can bypass the usual peer review process. Because this action takes place outside the usual workflow, this task displays in the manuscript's Manuscript Information tab or on its own task related tab.

EIC IMMEDIATE DECISION FROM THE MANUSCRIPT INFORMATION TAB

From the Manuscript Information tab, go to the **Scroll To** option and find **EIC Decision** or **EIC Immediate Decision** to jump to that section.



Once the EIC is at that section they can make an immediate decision just like they would a final decision.

Make a Decision

- ☐ Accept
- ☐ Minor Revision
- ☒ Major Revision
- ☐ Reject & Resubmit
- ☐ Reject
- ☐ Accept with Conditions
- ☐ Reject suggest another Journal

Decision Comments:

Choose your decision

Add decision comments if needed. These comments are internal use only

Create a draft of the email you are going to send

Commit the Decision when you are ready to send the letter to the Author

☒ Create Draft E-Mail ☒ Save ☒ Commit Decision

EIC IMMEDIATE DECISION FROM A TASK-RELATED TAB

Some sites are configured such that the Immediate Decision is a separate task related tab.

EIC Immediate Decision **Invite Reviewers**

MCU1-2013-07-0012 Submitted: 31-Jul-2013; Last Updated: 31-Jul-2013; 36 days, 23 hours in review

+ Fruit Files

+ Author: Alan (contact)

+ Original Article

+ Invite Reviewers (Due 13-Sep-2013)
2 active selections; 1 invited; 1 agreed; 0 declined; 0 returned

AE: Editor, Emily (proxy)
EIC: Baker, Gwen
ADM: Baker, Gwen

HTML PDF + Supplementary Files Original Files Abstract Cover Letter External Searches

EIC Immediate Decision

Make a Decision

- ☐ Immediate Accept
- ☐ Immediate Minor Revision
- ☐ Immediate Major Revision
- ☐ Immediate Reject & Resubmit
- ☐ Immediate Reject

EIC Decision Comments:

☒ Create Draft E-Mail ☒ Save ☒ Commit Decision

Reviews

reviews required to make decision: 2

☒ Save

Version History

MCU1-2013-07-0012
Submitted on 31-Jul-2013

BLINDED REVIEWS

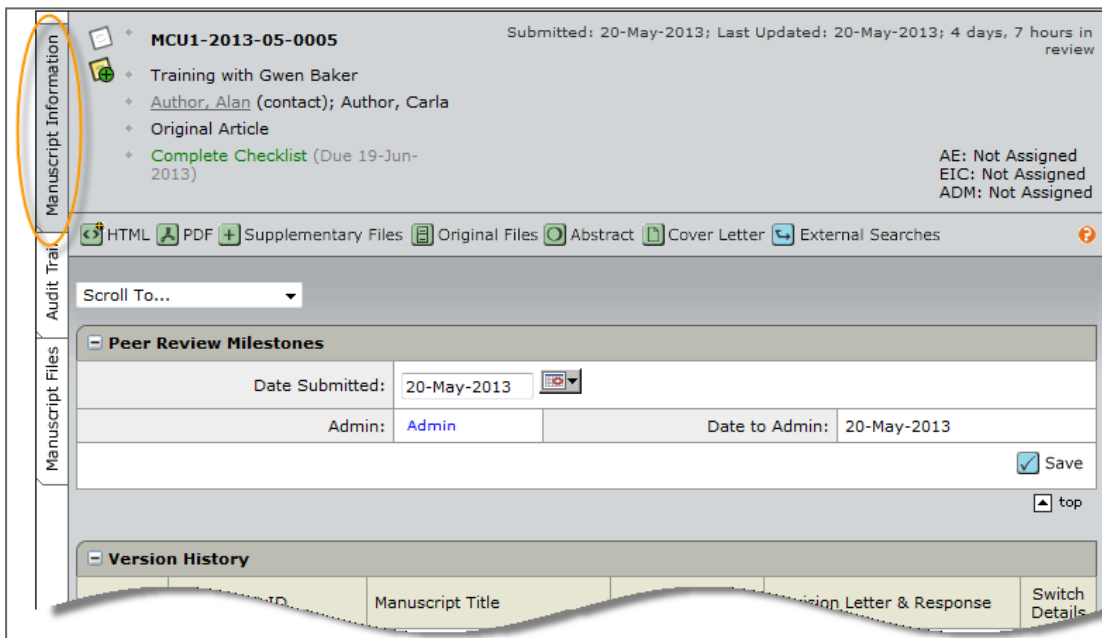
If an assigned Editor is an author or co-author on a paper, they will not be able to view the manuscript to perform tasks such as Select, Invite, or Assign Reviewers. When they access the manuscript list for the task, the paper will not display in the list and a note will appear on the header indicating there is a blinded paper. Alert the EIC or Admin to the problem to have the manuscript reassigned.

Select Reviewers 1 Blinded			Manuscripts 1-1 of 1
Manuscript ID ↑	Manuscript Title	Date Submitted ↓	The Editor is blinded on a paper if they are an Author or Co-Author
Manuscript Type	Submitting Author		
MCU1-2013-10-0016	The common cold [View Submission]		
Original Article	Author, Alan (contact)	31-Oct-2013	<ul style="list-style-type: none">Select Reviewers (Due 10-Nov-2013) 23 days overdue 0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned <input checked="" type="checkbox"/>
Export to CSV			Manuscripts 1-1 of 1

VIEWING MANUSCRIPT INFORMATION

THE MANUSCRIPT INFORMATION TAB

The Manuscript Information tab displays by default when you access the Manuscript Details page. It can be accessed through the tab at the left side of the Manuscript Details page as well.

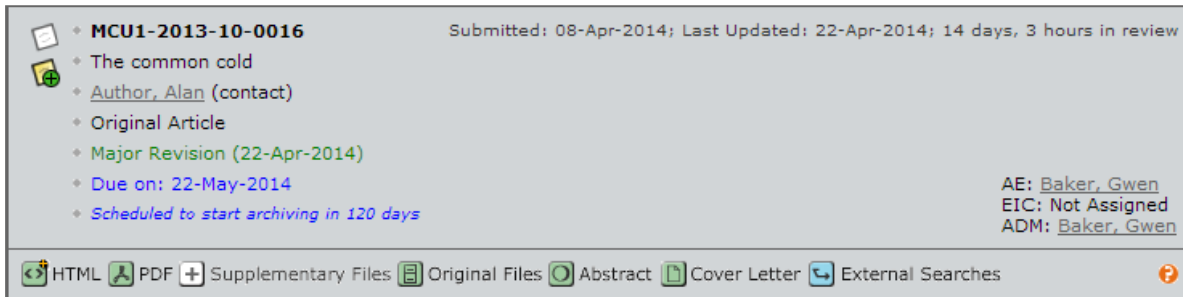


Your journal's Manuscript Information tab contains some/all of the following sections:

- Manuscript header
- Peer review milestones
- Version history
- Author-supplied data
- Companion paper information
- Information related to all previous actions performed on the manuscript (if configured)
- Flag Manuscripts
- Notes (Notes display at the bottom of all General Information tabs)

Manuscript Header

Manuscript Details contain a summary section at the top. This header remains at the top of pages throughout the peer review process.

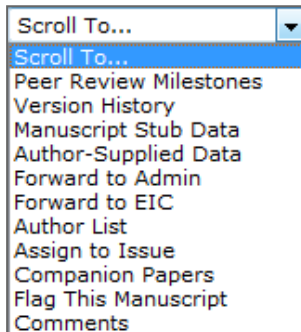


The header may list the following:

- Manuscript ID – may include a revision number, “Invited”, or “Resubmission”
- Notes link – appears to the left of the manuscript ID.
- Title
- Companion Paper link – if applicable, appears to the left of the manuscript ID.
- Author (and any co-authors) – author's name is hyperlinked for e-mail correspondence
- Status – appears green if OK, red for overdue
- Dates – submitted, last updated, total time in review
- Names and roles of people assigned to the manuscript. Names are hyperlinked for e-mail correspondence. If you have administrative permissions, you also see proxy links.
- Author Due – Date for Revised Paper
- Proofs and files – links to the HTML and PDF proofs of the submission as well as other associate files and the Author’s response (on revisions and resubmissions only)

Scroll To...

To jump directly to a section of the Manuscript Details page, select from the Scroll To... dropdown list.



Viewing Proofs

View proofs by clicking the links in the header. See the *Viewing Manuscript Proofs and Files* section of this document for more details.



Version History

You have access to all versions of a manuscript. Revisions are indicated by a revision number appended to the Manuscript ID. (E.g., R1 or R2.)

Version History					
	Manuscript ID	Manuscript Title	Date Submitted	Decision Letter & Response	Switch Details
you are viewing	MCU1-2013-05-0006.R1	Monday training	10-Jun-2013	<ul style="list-style-type: none"> view decision letter view the decision letter for MCU1-2013-05-0006.R1 	
	MCU1-2013-05-0006	Monday training	20-May-2013	<ul style="list-style-type: none"> view author's response view the authors response to the decision letter for MCU1-2013-05-0006 view decision letter view the decision letter for MCU1-2013-05-0006 	

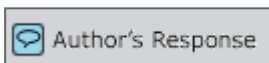
- Click the links in the **Decision Letter & Response** column to view decision-related correspondence regarding a previous version.
- Click on the **Switch Details** button to view the Manuscript Details page for a previous version.

Additional Version Information

To help you keep track of which version you are currently viewing, a colored bar displays along the left of the page indicating a revision.

- Original submission: no colored bar
- Revision: purple bar
- Resubmitted Manuscript: blue bar

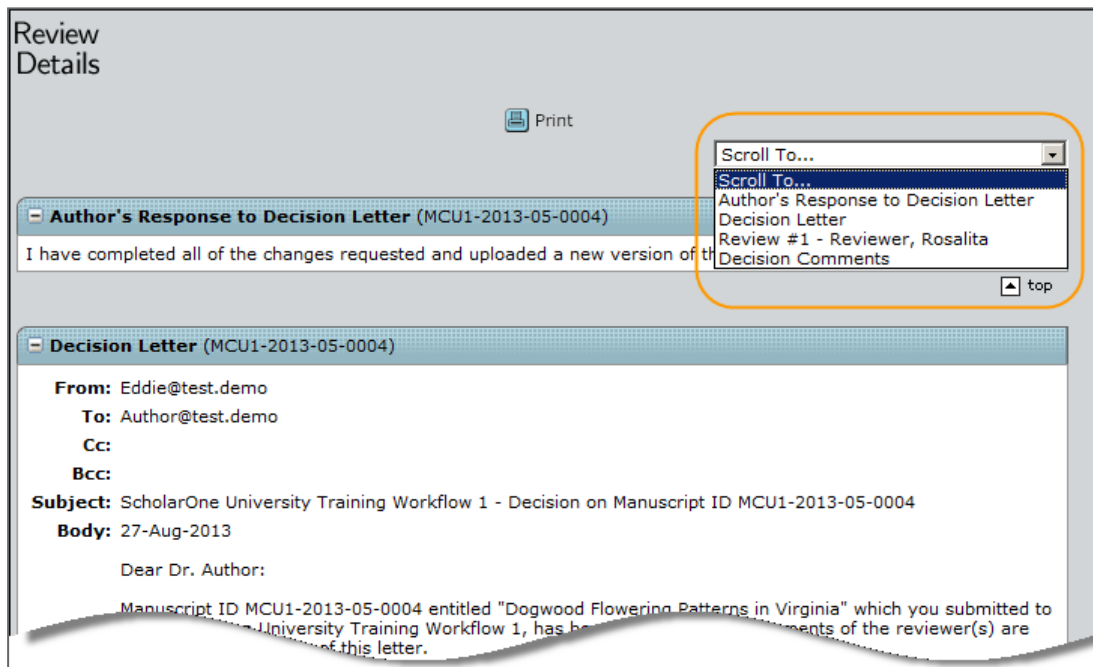
Revised and Resubmitted files will also include a link to the Author's response on the header.



When you are on the a **Task Related Tab** such as Invite Reviewers, The Version History will appear on the right side of the screen



Clicking on the **View Review Details** for the previous version will give you the Author's Response, Decision Letter, and Reviews.



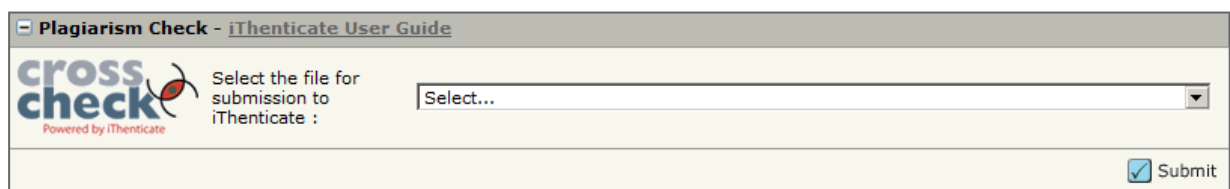
Plagiarism Checking

Plagiarism checking is accomplished by a third-party provider, but is fully integrated within *ScholarOne Manuscripts*. Prior to configuring plagiarism checking within a journal site, clients must establish an account with the CrossRef and iThenticate services.

More information about signing up for CrossRef and iThenticate can be found at <http://www.crossref.org/crosscheck.html>.

► Using iThenticate Plagiarism Checking

1. Access the iThenticate feature on the Manuscript Information tab.



2. Select the file to submit for submission to iThenticate from the drop-down list then click the **Submit** button.

- You will receive a message stating that the file was submitted. When complete, select the link to View the Originality Report.
- The Report displays.

Plagiarism Check - iThenticate User Guide

crosscheck Overall Similarity Index Percentage: **4%**
Report complete. [View the Originality Report.](#)

23-Nov-2013 10:16AM 2259 words • 7 matches • 5 sources

iThenticate PG-1.pdf BY YEONG-LIN LAI Quotes Included 4%
Bibliography Excluded SIMILAR

Match Overview

Rank	Source	Words	Similarity
1	CrossCheck 38 words Lai, Yeong-Lin, and Chun-Yi Zheng, "Electromagnetic Characteristics of a Novel Radio-Frequency Complementary I..."	38 words	2%
2	Internet 24 words crawled on 22-Sep-2010 faculty.csie.njust.edu.tw	24 words	1%
3	Internet 10 words crawled on 03-May-2011 www.signal.uu.se	10 words	<1%
4	CrossCheck 8 words Shardul Jain, "An Improvised Localization Scheme Using Active RFID for Accurate Tracking in Smart Homes", 2010	8 words	<1%
5	CrossCheck 6 words Yeong-Lin Lai, "3D high-brightness autostereoscopic display systems with LED backlight", 2012 IEEE International C	6 words	<1%

A Cloud-Storage RFID Location Tracking System
Yeong-Lin Lai, Member, IEEE and Jay Cheng
Department of Mechatronics Engineering, National Changhua University of Education, Changhua 50007

This paper presents a cloud-storage radio frequency identification (RFID) location tracking system designed and implemented based on cloud computing technology. The non-open space signal attenuation model (NSAM), cloud storage link quality indicator (LQI), and cloud positioning algorithm (CPA) were adopted in this system. A network node location tracking system was created. The cloud-storage RFID location tracking system provided real-time position and recognition, and returned the object path information which were recorded in servers. The software as a service (SaaS) for cloud computing to enhance system processing speed and user convenience. Non-open SAM and reference were utilized to reduce location errors in the non-open space. High positioning accuracy improvement and low hardware cost achieved by the cloud-storage RFID location tracking system.

Index Terms—Cloud storage, radio frequency identification, location tracking.

I. INTRODUCTION
RADIO-FREQUENCY identification (RFID) [1]–[8], wireless sensor network (WSN) [1], [6] and cloud computing [9]–[11] are promising technologies for the modern world. The cloud computing has the advantage of fast, low cost, easy operation and cross-platform. It has been widely used on various services, such as network service, social networking, using goods service, higher toll query, health care, and so forth. In addition, the cloud computing can be applied to tracking and positioning systems to improve calculation speed and reduce hardware costs.

When building a tracking system, in order to achieve rapid and complete functions, a lot of hardware is required. In this paper, a new cloud-storage RFID location tracking system combines cloud computing, database systems, and personal homepage program (PHP) language technologies for data processing and recording to reduce the hardware requirements of each RFID node. Users can access cloud services through a browser, a desktop application, or a mobile application. The system is capable of providing not only high positioning accuracy but also high calculation speed.

readers were adjusted based on signal coverage. Each reader sent data to cloud server wireless network. In order to improve the accuracy and reduce indoor signal attenuation model, reference tags were set up in a non-open space. Tags provided error correction for signal attenuation RSSI data to the cloud servers.

The cloud servers computed and calculated the readers. In addition, the cloud servers calculated from reference tags to correct the NSAM. Also NSAM, the system analyzed the RSSI and distance between object to each reader and movement track. These data were stored in cloud and provided for user queries.

User interface provided a very convenient for users. The PHP and CSS Web technology positioning information can be displayed if friendly interface was provided. The objects of objects were accessed by users via a web browser.

III. SOFTWARE ARCHITECTURE
Software architecture is composed by three service positions model, the computer network

PAGE: 1 OF 4 Text-Only Report

Note: On revisions, you may view the originality report run on a previous version. It will appear as a link in the Plagiarism Check section shown above.

UNUSUAL ACTIVITY DETECTION

Unusual activity detection identifies unusual activity by users during submission and review. Journals will see a risk indicator on the manuscript header. The risk indicator is derived from using proprietary algorithms based on existing web traffic and server data such as when Reviewers are suggested by the Author and when Reviewers use a non-institutional email address.

Visibility to the use of and report from this feature is limited to the publisher, Editor role types, and Admin role types. The public, Authors, and Reviewers will not know it is in place unless you decide to announce its use by your organization.

UNUSUAL ACTIVITY INDICATORS FOR STANDARD ACCESS

A red or yellow status indicator will appear on the manuscript header when unusual activity has been detected. Editor and Admin roles with standard access will see the indicator while users with full access will have a link to a report. By default, Editors will have standard access.

Example of High Risk Alert, shown on Manuscript Details

The screenshot displays the 'Manuscript Details' page for submission **WRK4-2018-10-0046**. The page is divided into a sidebar with 'Manuscript Information', 'Audit Trail', and 'Manuscript Files', and a main content area. The main content area shows submission details, including the title, author (Example, Anne), and a status of 'Awaiting Reviewer Scores'. A prominent red banner at the bottom of the main content area contains the following text: 'High rate of unusual activity detected on this submission as of 14:00 ET 29 JUN 2018. Please contact a person with full access (Typically an Admin) for more information. [What is this?](#)'. The sidebar on the left shows the 'Manuscript Information' tab selected, and the 'Manuscript Files' tab is also visible. The bottom of the page shows a 'Reviewer List' tab and a 'Progress' indicator.

Example of Medium Risk Alert

Some unusual activity detected on this document as of 1400 ET 29 JUN 2018..
Please contact a person with full access (Typically an Admin) for more information. [What is this?](#)

Once it has been cleared, a message will appear at the top of the form:

✓ **Cleared on 14 AUG 2018 by Firstname Lastname**

Notes: We did research on the author and Reviewer yarrow ricebean rutabaga endive cauliflower sea lettuce kohlrabi amaranth water spinach avocado daikon napa cabbage asparagus winter purslane kale. Celery potato scallion desert raisin horseradish spinach carrot soko.

Also, the unusual activity indicators will turn green:

This submission was cleared of unusal activity by Firstname Lastname on 14:00 ET 14 AUG 2018.
Please contact a person with full access (Typically an Admin) for more information. [What is this?](#)

FULL ACCESS RESPONSIBILITIES (ADMINS BY DEFAULT)

Users with Full Access have the ability to:

- Review the activity report
- Clear flagged submissions and enter notes

Note: If you have an editor role but have been granted full access, please refer to the Admin User Guide for details.

SUBMISSION “WHAT IS THIS?” INFORMATIONAL POP-UP

All of the unusual activity indicators will have a link to the informational pop-up via the hyperlink, “What is this?” This pop-up will provide the following:

- Information and explanation of the feature
- Why it is important to the industry
- Next steps for the journal when they suspect unusual activity
- Legal disclosures

Journal Name

Unusual Activity Detected

WHAT IS THIS?

In order to prevent unusual submission and peer review activity, ScholarOne has developed a program to detect actions that may warrant further investigation by the journal.

Journal staff can see a risk indicator on all submissions and reviews. This indicator status is calculated using proprietary algorithms that analyze web traffic and server data such as when Reviewers are suggested by the Author and when Reviewers use a non-institutional email address.

WHY IS THIS IMPORTANT?

The integrity and trust of journals is at risk when Authors and Reviewers “game the system”. Peer review, in particular, is the key element in ensuring the quality and validity of published papers. Peer review relies on impartial opinions given by suitably qualified and experienced peers. As with any system, there are opportunities for unethical practices. The new algorithms help to thwart these practices.

WHAT TO DO IF YOU SUSPECT UNUSUAL ACTIVITY

Consult guidelines provided by the journal and/or publisher of the content on this site. You may also want to speak to with the journal Admin about details.

For more information, go to the [Committee on Publication Ethics: COPE](#) web site.

LEGAL

[Terms of use](#) | [Privacy Statement](#) | [Cookie policy](#)

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