



To the editorial team

How can I assign a manuscript to the reviewers?

- Click on the 'Add Reviewers' button.
- The detailed profile of the reviewers will be added by the principal administrator or the editorial assistant.

Reviewers



Name	Status	Action	Delete
No reviewers found			

[Add Reviewers](#)

1. Go through the table of reviewers in the 'Add Reviewers' screen.
2. Click on the 'Add' button in the action column of the table to add a intended reviewer for the task.

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Add Reviewers

Name	Type	Action
Reviewer 1 Reviewer1@xyz.com India 	External Reviewer	 <input type="button" value="Add"/>
Reviewer 2 Reviewer2@xyz.com India	External Reviewer	<input type="button" value="Add"/>
Reviewer 3 Reviewer3@xyz.com India	External Reviewer	<input type="button" value="Add"/>
Reviewer 4 Reviewer4@xyz.com India		<input type="button" value="Add"/>

1. Confirmation for the addition of reviewers appears on the top of the table.
2. More reviewers can be added by pressing the 'Add' button in the 'Action' column of the table.
3. Return to the add reviewers page by pressing the 'Return to reviewers' button.

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Add Reviewers 1

Reviewer added, if you want you can add more


Return to reviewers 3

Name	Type	Action
Reviewer 1 Reviewer1@xyz.com India	External Reviewer	2 Add
Reviewer 2 Reviewer2@xyz.com India	External Reviewer	Add
Reviewer 3 Reviewer3@xyz.com India	External Reviewer	Add

In the Reviewers list added for the task, the following features can be accessed:

1. Reviewers email ID and the person who suggested the reviewers can be known.
2. Send Invitation by pressing a button. This will lead you to a email page.
3. Delete the reviewers.
4. Add the Reviewers for the task.

The screenshot shows a table titled "Reviewers" with four columns: Name, Status, Action, and Delete. The first row contains the following data: "Reviewer 1", "Reviewer1@xyz.com", "India (Suggested by EIC)", and a trash icon. A "Send Invitation" button is located in the Action column, and an "Add Reviewers" button is located below the table. Four numbered callouts (1, 2, 3, 4) with arrows point to the Name column, the Send Invitation button, the Delete column, and the Add Reviewers button, respectively.

Name	Status	Action	Delete
Reviewer 1 Reviewer1@xyz.com India (Suggested by EIC)		Send Invitation	


Add Reviewers

- This is an email facility to invite the reviewers for the review of a manuscript.
- The invitation email already has a template that is editable.
- In the 'Invite Reviewer' page, there are options to add multiple email IDs in the CC and BCC sections.


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Invite Reviewer

TO
Reviewer1@xyz.com

CC


BCC




Title *
AJPSC-2020-32 - Invitation for the review of a manuscript


There is option for editing the already written invitation template to invite the reviewer. The template has the following features:

1. Details of the manuscript
2. Invitation to the reviewer
3. Abstract of the manuscript for reference of the reviewer
4. Attach a file regarding the review task.
5. Click on the 'Submit' button to send the email invitation.

Message *

File Edit View Format

Paragraph **B** *I* ~~S~~ **A**   

Dear Mr Reviewer 1,

Manuscript Id: AJPSC-2020-32
 Manuscript Title: Manuscript
 Manuscript Type: Systematic Review
 Submitted Date: 23 January 2020

We invite and request you to take up the review of the manuscript submitted to the journal aforementioned. The abstract for the manuscript has been provided below, kindly go through the abstract and state your decision by clicking on the box:

Abstract:
 Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five

Attachment (Only pdf or document)

Choose File

POWERED BY TINY



Thank You