




Online peer-review
Editor selects reviewers

From the dashboard, the editor chooses from the 'newly assigned to you' list.

DASHBOARD

To do list

3 newly assigned to you 
0 ready for decision/recommendation

Manuscripts in review

1 in review

Graphs

Choose report

Start date

End date

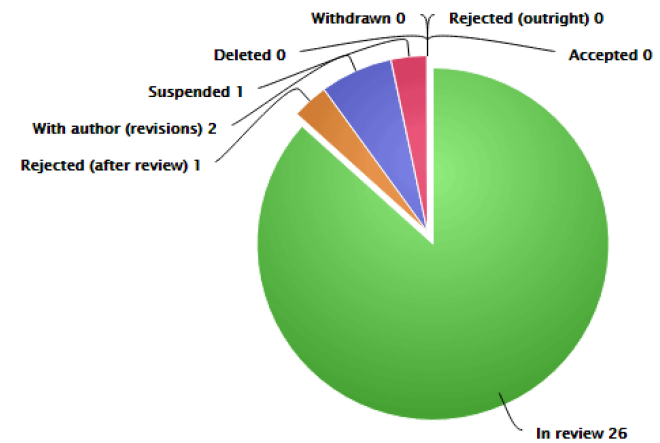
Manuscript overview ▼

2016-09-12

2017-03-07

Go

Submission overview (30 manuscripts submitted)



Highcharts.com

The list of newly assigned manuscripts are then presented to the editor and clicking on the 'view submission' button will give access to the manuscript details.

3 newly assigned to you

Knee pain in a child: an uncommon case of Osgood-Schlatter disease

Checked



[View submission](#)

mmdemo-2016-4 - (4)

Michael Kelly *Author*, Zac Jones *Co-author*

Submitted:2017-02-24



Reconstruction of Extensor Mechanism after Prosthetic Replacement of the Fibia Using Bone-to-Bone Fixation

Checked

[View submission](#)

mmdemo-2016-8 - (8)

Michael Kelly *Author*, Dan Johnson *Corresponding author*

Submitted:2017-02-24



Bone Density Comparison of Selected Carpal and Tarsal Bones: A Review of Literature

Checked

[View submission](#)

mmdemo-2016-9 - (9)

Andrew Brown *Author*

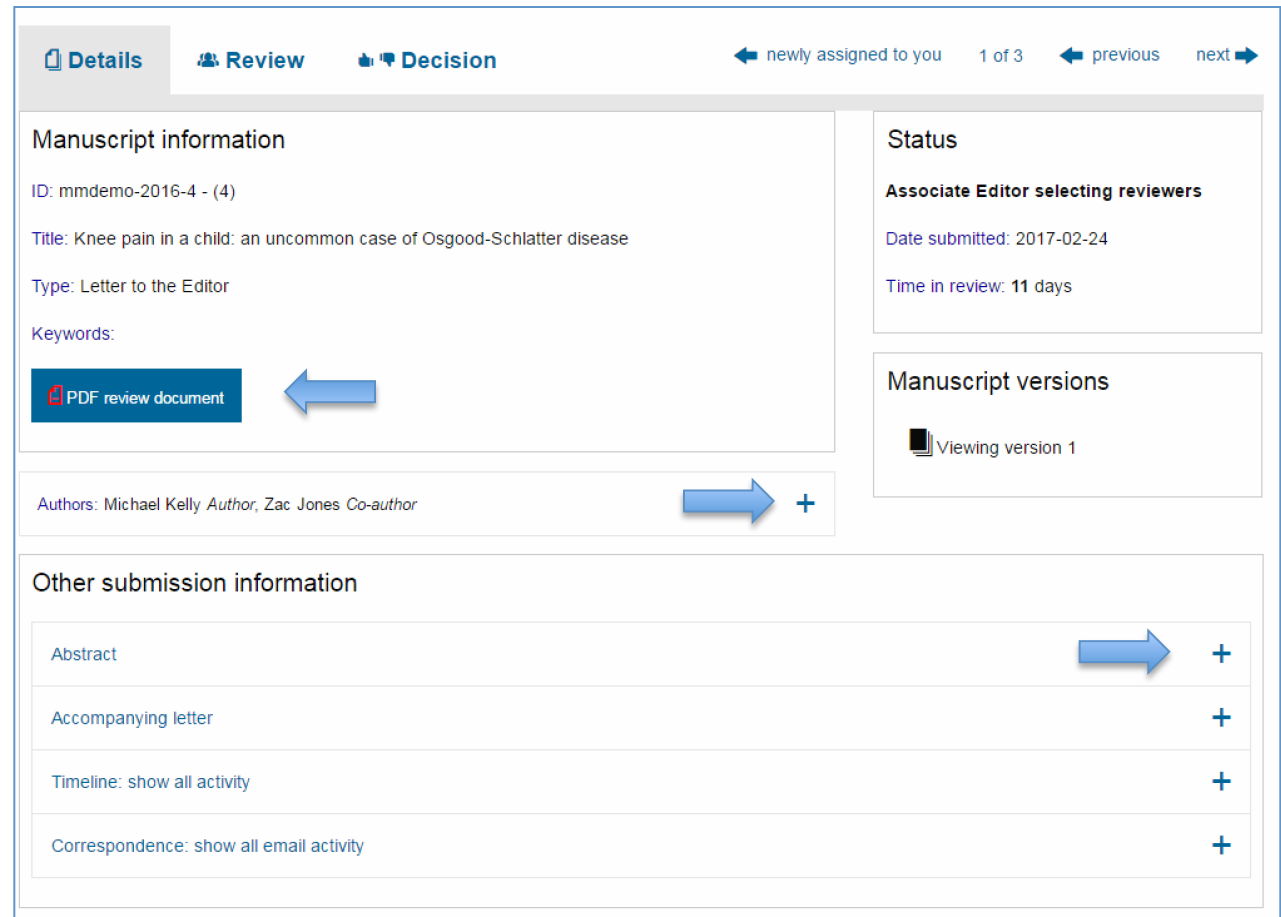
Submitted:2017-02-24



The details page shows all information about the submitted manuscript and it's review status.

The PDF review file contains the manuscript document for review.

Clicking on the + signs opens views on the relevant meta-data submitted with the manuscript.



Details **Review** **Decision** ← newly assigned to you 1 of 3 ← previous next →

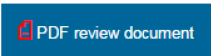
Manuscript information

ID: mmdemo-2016-4 - (4)

Title: Knee pain in a child: an uncommon case of Osgood-Schlatter disease

Type: Letter to the Editor

Keywords:

 ←

Authors: Michael Kelly *Author*, Zac Jones *Co-author* → +

Other submission information

Abstract	→ +
Accompanying letter	+
Timeline: show all activity	+
Correspondence: show all email activity	+


Status

Associate Editor selecting reviewers


Date submitted: 2017-02-24


Time in review: 11 days

Manuscript versions



 Viewing version 1

Towards the bottom of the details page, the editor can see any notes, flags and the individual submitted manuscript files. After assessing the manuscript, the editor can choose to take responsibility for the manuscript or decline to review. If declining the editor is given the opportunity to make a communication to the person who assigned the editor. If agreeing, the editor can move on to select reviewers or make an outright decision or recommendation.



Flags  Add a flag

Notes  Add a note

Files




File order	View	Size	Ext	Date	Type	Reviewer visibility
1 ▾		29kB	doc	2016-11-01 10:47:11	Manuscript	Visible to reviewers
2 ▾		3kB	jpg	2016-11-01 10:49:07	Figure	Visible to reviewers

Take action


Decline to review
Agree and Continue


The review page shows the currently assigned editorial staff. The editor can then start selecting reviewers for the manuscript. Reviewers may already be in the review list, suggested by authors or other editors.

 Details
 Review
 Decision

← newly assigned to you
1 of 3
← previous
next →

Manuscript
mmdemo-2016-4 - (4) - Knee pain in a child: an uncommon case of Osgood-Schlatter disease

Flags  Add a flag

Notes  Add a note


Editorial Staff


Editorial Assistant : James Smith [\[contact\]](#)
Assigned: 2017-02-24


Editor-in-Chief: Carla Ida Roberts [\[contact\]](#)
Assigned: 2017-02-24

Associate Editor: Arthur Amory
Assigned: 0000-00-00

Add a marked-up review document for the authors +



 Search for a reviewer

 Decision

Clicking on search for a reviewer allows the editor to select from different search criteria. The search group allows the search to be expanded to all users including in the database if experts are not found in the reviewer database

Search for reviewer in database

Select a search group (all reviewers or all in database) from the radio buttons and then use the name, expertise or keywords fields to find a person with the matching criteria.

Search group

All Reviewers All in database

First name, Last name, Email, Institution, Expertise

Keyword expertise

List all members of the review board

Manuscript keyword match

Search

Cancel

A list of potential reviewers are presented and the editor can check their expertise, current review backlog and review history (if any).

The editor can select any of the reviewers by checking the select box next to the reviewer record.

Found for search

Click the check boxes of the reviewers who you would like to add to the review list for this manuscript.

Name	Expertise	Review History	Select
Bjergsen, Bjørn (Dr) DZU Lab DZU University Denmark b.bjergsen@dmzu.dk	Notes:	Search pub med Search google scholar 	<input checked="" type="checkbox"/>
Forintos, Zoltan (Dr) Prague Hospital Prague Institute of Medicine Czech Republic forintos.z@prz.cz	Achilles tendon, Calf, Cartilage, Cruciate ligament, Ear, Hawkin's sign, Head, Knee, Lower Limb, Patella, Stirrup bone, Crohn's disease, Non-Hodgkin's lymphoma Notes:	Reply pending: 1 Search pub med Search google scholar	<input type="checkbox"/>
Larsonne, Gabriel (Dr) Medical Institute University Hospital France g.larsonne@space.fr	Cartilage, Cruciate ligament, Ear, Hawkin's sign, Head, Knee, Ovaries, Pancreas, Patella, Renal Failure, Reproductive, Stirrup bone, Stomach, Testis, Reproduction, Animal models, Rabbit, Rat Notes:	Currently reviewing: 1 Search pub med Search google scholar	<input type="checkbox"/>
Skranton, Lucy (Prof) Department of Science Medical Hospital United States lucy.skranton@skr.lzu	Ear, Finger, Hand, Hawkin's sign, Head, Heart, Organs, Peri-cardiar, Stirrup bone, Upper Limb, Septic shock, Fine needle aspiration Notes:	Search pub med Search google scholar 	<input checked="" type="checkbox"/>


Add selected to reviewer list








The reviewers can then be invited either individually or as a group with the standard template text.

The editor can set the number of required reviewers to complete the review in the box above the review list.

When the number of desired reviews are returned, the editor is automatically notified.

Referees


Number reviews required to make a decision/recommendation
 

Order		Name	Status	Action
<input type="text" value="1"/>		Bjergsen Bjørn (Dr) DZU Lab DZU University b.bjergsen@dmzu.dky Denmark	Invite	  Invite
<input type="text" value="2"/>		Skranton Lucy (Prof) Department of Science Medical Hospital lucy.skranton@skr.lzu United States	Invite	 Invite
				  Invite all

Clicking on the invite icon displays the editor's default invite email template. Other templates can be selected and some editors have permission to create their own, custom templates.

The editor can further personalise or modify the invitation text.

EMAIL

Reviewer Invitation (first manuscript submission) 


TO: Bjørn Bjergsen

CC:

BCC:

Title:

Message:

Manuscript: mmdemo-2016-4 - (4) - Knee pain in a child: an uncommon case of Osgood-Schlatter disease 
 Authors: Michael Kelly <i>Author</i>, Zac Jones <i>Co-author</i>
 Date submitted: 2017-02-24

Dear Dr Bjergsen

The above manuscript has been submitted to the DEMO JOURNAL. Given your expertise in this field, I am kindly asking if you would be

The invitation can then be dispatched to the reviewer.

The reviewer will receive an email with the invitation, manuscript abstract and a link to agree or decline to review.

Once the email is sent, the editor is prompted to continue.

Message:


Manuscript: [mmdemo-2016-4 - \(4\) - Knee pain in a child: an uncommon case of Osgood-Schlatter disease](#)
Authors: Michael Kelly <i>Author</i>, [Zac Jones](#) <i>Co-author</i>
Date submitted: 2017-02-24

Dear Dr [Bjergsen](#)

The above manuscript has been submitted to the DEMO JOURNAL. Given your expertise in this field, I am kindly asking if you would be willing to review this manuscript.


It is the policy of the journal to ensure that the submission process is quick and efficient and, therefore, we schedule only 14 days for the reviewing process. If you agree to review this manuscript, we assume that you accept this condition and have the available time to complete the task within the stipulated time. It would greatly assist us if you could respond as soon as possible.

Please click the link below and then agree or decline to review this manuscript. If you decline, you will have the opportunity to suggest

 [Save and send email](#)

[Cancel email](#)





Email sent to: b.bjergsen@dmzu.dk



[Continue](#) 

The editor can then invite more reviewers, search again or return to the dashboard etc. to continue work on other manuscripts.

Referees

2 ▾ Number reviews required to make a decision/recommendation

Order		Name	Status	Action
1 ▾		Bjergsen Bjørn (Dr) DZU Lab DZU University b.bjergsen@dmzu.dky Denmark	Invited - reply pending First invited: 2017-03-07 Invited by: Arthur Amory Days since last invitation 0 Invitations sent: 1	 Invite again
2 ▾		Skranton Lucy (Prof) Department of Science Medical Hospital lucy.skranton@skr.lzu United States	Invite	 Invite

 Search for a reviewer
  Decision

Thank you

support@manuscriptmanager.com
