This guide outlines the workflow for sending manuscripts to SPi for reviewer invitations.

For an overview of the SPi Reviewer Finding service, please take a look at the Introductory Video here:
https://www.dropbox.com/s/a98zyk3s1izm6jn/Peer%20Review%20Apr19.mov?dl=0

*Please note, that SPi will only propose 6 reviewers a round, with an upper limit of 18 reviewers - so you may only send to SPi 3 times per manuscript.*

For Editors

Editors may use the SPi service if they would like assistance with finding reviewers for the manuscript they are handling. The SPi team will propose reviewers, who can then be invited if they are deemed suitable by the Editor.

Sending Manuscripts to SPi

If you would like the SPi Team to recommend reviewers for a particular submission, kindly take the following steps:

1. Click the ‘Send E-mail’ link in the Action List of the manuscript.
2. Choose the letter *Ad Hoc from Editor to SPI (Propose Reviewers)*:

The e-mail address and submission information will be populated automatically.

3. Click ‘Preview and Send’ to send the letter.
4. When you have sent the letter to SPI, please add a Submission Flag in the Details section of the manuscript:
Choose the ‘MS sent to SPi for reviewers suggestion’ flag:

5. Click ‘Submit’, and you’re done!
SPi Conducts Search

After the email is sent, the MSID enters SPI’s queue to propose reviewers. They will conduct their search and propose 6 reviewers.

When the SPI Team has completed the Reviewer recommendation, they will add the ‘Reviewers suggestion completed by SPI’ flag: ☐️, and remove this flag: ☑️

You will also receive the following email message:

**Letter Purpose: Ad Hoc from SPI to Editor (Reviewers Proposed)**
**Subject: Reviewer Recommendation Complete**
**Letter Family: Ad Hoc From Editor**

%MS_NUMBER%
%ARTICLE_TITLE%
%ALL_AUTHORS%
%JOURNALFULLTITLE%

Dear Editor,
The Reviewer recommendation has been completed for %MS_NUMBER%. These are the results:
<INSERT REVIEWERS’ DETAILS>

Best regards,
SPI Team

After you have received this confirmation email from SPI, you will be able to view, and invite the proposed reviewers through the system. You can access this information through the ‘Invite Reviewers’ link in the action menu for your manuscript.
SPI will provide you with 6 proposed reviewers per request. These suggestions can be found at the bottom of the reviewer selection screen.

Please note that the proposed reviewers will not have been invited to review the manuscript. You can assess the suitability of the proposed reviewers, and invite any you wish to assess the manuscript.

If you feel that any of the proposed reviewers are not appropriate for your manuscript, please pass this feedback to your Journal Development Editor.

The handling Editor may continue sending the manuscript to SPI until the required number of reports are secured (2 for new submissions, 1 for third reports/split decisions).

SPI can only appropriately propose 6 reviewers per round until a total of 18 people have been invited to review the manuscript (including any reviewers previously invited directly by the Editor). Beyond 18 invitations – the likeliness that our service is able to provide appropriate suggestions for reviewers – is vastly reduced – therefore they will not action the manuscript. Editors are encouraged at this point to establish other means of reaching a decision.

If a manuscript is sent to SPI >3 times, SPI will not action the manuscript.