

SPi Reviewer Finding - AJs

Created by Megan Haran 29/7/19 – Updated by Lottie Curnow 06/1/2020

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.*

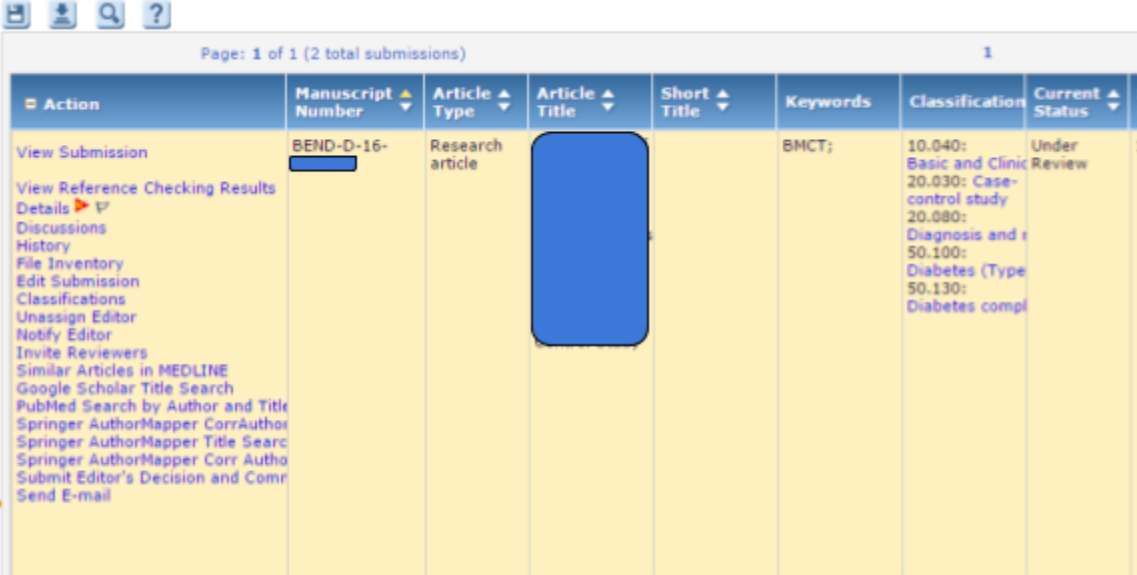
For Editors

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.



The screenshot shows a web interface for manuscript submissions. At the top, there are navigation icons and a page indicator: "Page: 1 of 1 (2 total submissions)". Below this is a table with columns: Action, Manuscript Number, Article Type, Article Title, Short Title, Keywords, Classification, and Current Status. The first row contains the following data: Action (a list of links including "Send E-mail"), Manuscript Number (BEND-D-16-), Article Type (Research article), Article Title (redacted with a blue box), Short Title (empty), Keywords (BMCT;), Classification (10.040: Basic and Clinic, 20.030: Case-control study, 20.080: Diagnosis and r, 50.100: Diabetes (Type, 50.130: Diabetes compl), and Current Status (Under Review). An orange arrow points to the "Send E-mail" link in the Action column.

Action	Manuscript Number	Article Type	Article Title	Short Title	Keywords	Classification	Current Status
View Submission View Reference Checking Results Details Discussions History File Inventory Edit Submission Classifications Unassign Editor Notify Editor Invite Reviewers Similar Articles in MEDLINE Google Scholar Title Search PubMed Search by Author and Title Springer AuthorMapper CorrAuthor Springer AuthorMapper Title Search Springer AuthorMapper Corr Autho Submit Editor's Decision and Com Send E-mail	BEND-D-16-	Research article			BMCT;	10.040: Basic and Clinic 20.030: Case-control study 20.080: Diagnosis and r 50.100: Diabetes (Type 50.130: Diabetes compl	Under Review

2. Choose the letter *Ad Hoc from Editor to SPi (Propose Reviewers)*:

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

Send Ad Hoc Email

The journal has pre-configured one or more letters which you may use as a starting point. Select a letter, then click 'Customize Letter' to open the letter, insert your comments, and send the letter.

- Please Choose a Letter
- Please Choose a Letter
- Ad Hoc from Editor to Author
- Ad Hoc from Editor to Editorial Office
- Ad Hoc from Editor to Reviewer(s)
- Ad Hoc from Editor to SPi (Propose Reviewers)**
- Ad Hoc from Editorial Office to Author
- Ad Hoc from Editorial Office to Handling Editor
- Ad Hoc from Editorial Office to Reviewer(s)
- Ad Hoc from EIC to Handling Editor
- AU - Ad Hoc to Author about Cover Letter needed

3. Click 'Preview and Send' to send the letter.

Customize Letter - Ad Hoc from Editor to SPi (Propose Reviewers)

Type any desired text into the 'Letter Body' area. Click 'Open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proof on that page. Note: Any text bounded by % signs is a 'merge field' which will be populated with the appropriate information when the letter is sent.

[Cancel](#) [Preview and Send](#)

From:

To:

Letter Subject: %MS_NUMBER% - Please Propose Reviewers

Letter Body: [Insert Special Character](#) | [Insert Cu](#)

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

Dear SPi Team,

Specific reviewer expertise required for this manuscript i.e. subject area, methodology etc. (OPTIONAL):

Kindly recommend reviewers for %MS_NUMBER%, and return the results via the Ad Hoc function in Editorial Manager.
(Click on 'Send E-mail' in the Action list of the manuscript and select the letter "Ad Hoc from SPi to Editor").

%JOURNAL_URL%

%BLINDED_USERNAME%
If you have forgotten your password, please use the 'Send Login Details' link on the login page at %JOURNAL_URL%. For security reasons, your password will be reset.

Thank you and best regards,
%EDITOR_NAME%

[Cancel](#) [Preview and Send](#)

4. When you have sent the letter to SPi, please add a Submission Flag in the Details section of the manuscript:

Editor Details - Google Chrome

https://www.editorialmanager.com/bend/EMDetails.aspx?docid=6128&ms_num=1§ionID=1

Attachments: [Attachments](#)

Discussion Forum: [Discussions](#)

Author Days To Revise: 30

Final Disposition Term:

Corresponding Editor:

Abstract: [Top](#)

Classifications: [Basic and Clinical Endocrinology](#) [Top](#)

Section/Category: [Diabetes and metabolism](#) [Top](#)

Submission Flags: [Add/Edit Submission Flags](#)

Select Submissions Flags: [Add/Edit Submission Flags](#)

Manuscript Notes: [Top](#)

Display Manuscript Notes Flag [Insert Special Character](#)

Production Status: Not in Production

Production Notes: [Top](#)

Choose the 'MS sent to SPi for reviewers suggestion' flag:

Submission Flags - Manuscript Number [redacted]

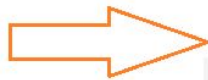
Submission Flag History

Check the box of the flag(s) you want to display for this submission. (more...)

Cancel Submit

SET SUBMISSION FLAGS



Display	Flag	Flag Name
<input type="checkbox"/>	T	Transfer
<input type="checkbox"/>	!	Resubmission
<input type="checkbox"/>	😊	Editor's highlight
<input type="checkbox"/>	★	Promotion
<input type="checkbox"/>	H	Content Held for Publication Next Year
<input type="checkbox"/>	t	MS Initiated by JEO
<input type="checkbox"/>	t	MS Initiated by JEO, Completed by Author
<input type="checkbox"/>	t	Transferred from Manuscript Central
<input type="checkbox"/>	*	Quality check requested
<input type="checkbox"/>	✓	Analysis suggests ok to proceed
<input type="checkbox"/>	✓	Analysis suggests revision
<input type="checkbox"/>	✓	Analysis suggests rejection
<input type="checkbox"/>	✓	Analysis suggests ask for clarification
<input type="checkbox"/>	Ⓜ	MS Screening on hold
<input checked="" type="checkbox"/>	📧	MS sent to SPi for reviewers suggestion
<input type="checkbox"/>	📧	Reviewers suggestion completed by SPi



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.

Classifications
View Submission
Author's Reviewer Preferences

Quick Action Links
Submit Editor's Decision and Comments
Send E-mail
Register and Select New Reviewer
Request Unregistered Reviewer
Search Similar Articles in MEDLINE

Set Preferences
My Suggest Reviewer Preferences
My Reviewer Display Preferences

Proposed Reviewers

Name	Proposed By	Date Proposed	Notes	Invite	Alternate
		09 Jan 2017		<input type="checkbox"/>	<input type="checkbox"/>
		19 Dec 2016			Invited
		09 Jan 2017			Invited
		25 Jan 2017			Invited
		19 Dec 2016		<input type="checkbox"/>	<input type="checkbox"/>
		09 Jan 2017		<input type="checkbox"/>	<input type="checkbox"/>
		19 Dec 2016			Invited
		25 Jan 2017			Invited
		09 Jan 2017		<input type="checkbox"/>	<input type="checkbox"/>
		25 Jan 2017			Invited
		19 Dec 2016		<input type="checkbox"/>	<input type="checkbox"/>
		09 Jan 2017			Invited
		25 Jan 2017			Invited
		25 Jan 2017			Invited
		19 Dec 2016		<input type="checkbox"/>	<input type="checkbox"/>
		09 Jan 2017			Invited
		25 Jan 2017			Invited
		19 Dec 2016		<input type="checkbox"/>	<input type="checkbox"/>

These reviewers have been chosen as potential reviewers by your colleagues. [\(more...\)](#)

Select

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.

