

# Research Exchange Review

USER GUIDE

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# 1. Introduction

## About the Review Module

The Review module is Research Exchange's dedicated environment to manage the Peer Review Process. The module supports key steps in the process of evaluating and reviewing manuscripts by bringing editors, reviewers, and editorial assistants together in a single platform.

This guide contains step-by-step instructions for navigating the Research Exchange Review module. It will address the following key topics:

- **The Review module** – how to access and use the Research Exchange Review module to manage assigned manuscripts
- **Assigning and Inviting Editors and Reviewers** – how to assign and invite editors and reviewers to handle the peer review process for new and revised manuscripts
- **Making editorial recommendations and decisions** – how to make decisions on manuscripts at each stage of the peer review process
- **Accessing Support** – how to find help and supporting documentation

## *Example Editorial Models & Workflows*

Please be aware that Research Exchange Review can accommodate multiple standard editorial workflows and models. For this reason, some of the functions described here may not be relevant to every journal. For additional information on each workflow, please see the Editorial Models & Workflows guidance.

## A manuscript's journey

On its journey from submission to publication, a manuscript passes through five key stages.



### Submission

The process starts when an author submits the manuscript using Research Exchange Submission or other submission platform.



### Submission Checks

When the submission is complete, the manuscript enters Research Exchange Review and, if you have access to Research Exchange Screening, passes through Submission Checks. These checks ensure that the manuscript meets the journal's standards for scope, quality, and integrity.



### Review

When Submission Checks are complete, the manuscript passes to an editor, and the Review process begins. At this point, the workflow can vary, depending on the journal's Editorial Mode I and Workflow.



### Quality Checks

When the review process is complete, the manuscript passes through Quality Checks if you have access to Research Exchange Screening to prepare the manuscript for production. These Quality Checks involve validating the peer review process and requesting any missing information.



### Production

When Quality Checks are complete, the manuscript is ready to move into Production.

## 2. User Roles and Permissions

### Roles

With access to Review, users will be able to:

- View submissions that require editorial action, ensuring timely progressions through the peer review workflow
- Assign or invite appropriate Editors to manage the review process

- Identify and invite qualified reviewers to evaluate submissions, supporting a rigorous and credible peer review process
- Assess reviewer feedback and manuscript quality to determine suitability for publication at key decision and recommendation points

Research Exchange supports multiple editorial roles and allows users to create multiple custom roles within the platform. Throughout this guide, role tags indicate which users can complete each task. Refer to the key below to quickly identify which system role tag relates to the equivalent editorial role.

Research Exchange System Role	Equivalent Editorial Role	Access to Review Module
Editorial Assistant	Editorial Assistant Managing Editor Journal Administrator	Yes
Journal Manager	Peer Review Teams Editorial Assistant Journal Administrator Managing Editor	Yes
Custom Editor 1	e.g., Editor -in-Chief or equivalent	Yes
Custom Editor 2	e.g., Associate Editor or equivalent	Yes

For details on what each role can do and how editorial roles align, please refer to: [Research Exchange Roles and Responsibilities](#).

### Role Permissions

In Research Exchange Review, permissions are tied to a combination of custom role and workflow, as users have the ability to create custom roles.

## 3. Getting Started in the Review Module

### Logging In or Creating an Account

<b>Applicable to:</b>	Handling Editors, Academic Editors, Lead Guest Editors, Guest Editors, Reviewers, Editorial Assistants, Journal Managers
-----------------------	--

When Submission or Revision Checks are complete, a manuscript will automatically move into Research Exchange Review.

*Contact your Publisher representative for your link to access Research Exchange Review*

To log in or create an account, follow the step-by-step instructions in the QuickStart Guide. If there are problems logging in:

- Ensure the browser is up to date. Research Exchange Review supports Chrome, Edge, Safari, and Firefox. Other browsers, including Internet Explorer, are not supported.
- Clear the cache and remove cookies from the browser.
- Open a new browser window in private or incognito mode.
- Contact the Publisher support team

### Managing your Research Exchange Account

#### Accessing your Profile

<b>Applicable to:</b>	Handling Editors, Academic Editors, Lead Guest Editors, Guest Editors, Reviewers, Editorial Assistants, Journal Managers
-----------------------	--

When a user logs in to Research Exchange Review, they will arrive at the Dashboard.

From this dashboard, the user can access and edit the information in their profile by following these steps:

1. From the **Dashboard**, select the downward arrow next to the username and click **My Profile**.

The screenshot displays a dashboard interface. On the left, there is a 'Filters' section with four categories: 'Journal' (set to 'All'), 'Scope' (with 'My assigned manuscripts' selected and 487 items), 'Priority' (with 'Action required' selected and 74 items), and 'Status' (with four unchecked options: 'Assign AE' (45), 'Invite Reviewers' (14), 'Make Decision' (13), and 'Make Recommendation' (2)). The main area is titled 'Action required' and shows a list of manuscripts. The first entry has ID 1070914, author Annie Author, and is a 'Review Article' submitted on Mar 25, 2025. The second entry has ID 1074920, author John Wiley, and is a 'Review Article' submitted on Feb 18, 2025. Both entries have a 'MAKE DECISION' button. In the top right corner, there is a search bar and a dropdown menu labeled 'NAME' with a downward arrow. A large orange circle highlights the downward arrow, and a dashed orange line connects it to the 'NAME' dropdown menu.

**Publisher Logo**

Search  NAME

My Profile

Logout

My Profile

**Filters**

**Journal**

All

**Scope**

My assigned manuscripts 487

All manuscripts

**Priority**

Action required 74

In progress 292

Finalized 121

All 487

**Status**

Assign AE 45

Invite Reviewers 14

Make Decision 13

Make Recommendation 2

**Action required**

ID 1070914

**Manuscript title**

Annie Author researchexchangetraining+au@wiley.com SA CA

Article Type: Review Article Academic Editor: Unassigned Reviewer Reports: 0 Invited

Journal: Training Journal 2 Submitted on: Mar 25, 2025 (3 hours ago)

MAKE DECISION V1

ID 1074920

**Manuscript title**

John Wiley SA CA Peter Wiley

Article Type: Review Article Academic Editor: AE Training Reviewer Reports: 2 Invited, 2 Agreed, 2 Submitted

Journal: Training Journal 3 Submitted on: Feb 18, 2025 (1 month ago)

MAKE DECISION V1

2. The **Account Settings** page will be displayed. Within the account settings, your CONNECT profile will be embedded.

### Account Settings



[Update Profile](#)

Your CONNECT account is the centralized control of all your personal profile information, sign in options, security settings and other areas of configuration.

First name **Training**  
Last name **Chief**  
Title **Dr**  
Email **researchexchangetraining+chief@wiley.com**  
Country **United States of America**

#### My Affiliation

[Edit](#)

John Wiley & Sons (United States), Hoboken

#### My Email Preferences

Choose which emails you want to receive.

Receive Invitations to review manuscripts



## Updating your Email Preferences

### Applicable to:

Handling Editors, Academic Editors, Lead Guest Editors, Guest Editors, Reviewers

Email preferences allow the journal to send invitations for the user to review manuscripts by email.

To change these preferences, use the toggle options under the **My Email Preferences** heading.

DASHBOARD / ACCOUNT SETTINGS

## Account Settings

## CONNECT

[Update Profile](#)

Your CONNECT account is the centralized control of all your personal profile information, sign in options, security settings and other areas of configuration.

First name AE  
Last name Training  
Title Dr  
Email researchexchangetraining+aeditor1@wiley.com  
Country United Kingdom of Great Britain and Northern Ireland

## My Email Preferences

Choose which emails you want to receive.

Receive Invitations to review manuscripts

## My Affiliation

[Edit](#)

John Wiley & Sons (United Kingdom), Chichester

My Expertise Keywords No keywords assigned

[Edit](#)

## Updating your Affiliation Details

### Applicable to:

Handling Editors, Academic Editors, Lead Guest Editors, Guest Editors

To view and edit affiliation details, follow these steps:

1. From the **Account Settings** page, the current affiliation is listed under the **My Affiliation** heading. To change affiliation, click the **Edit** link.

Account Settings

 [Update Profile](#)

Your CONNECT account is the centralized control of all your personal profile information, sign in options, security settings and other areas of configuration.

First name: AE  
 Last name: Training  
 Title: Dr  
 Email: aeditor1@wiley.com  
 Country: United Kingdom of Great Britain and Northern Ireland

**My Email Preferences**

Choose which emails you want to receive.

Receive Invitations to review manuscripts


**My Affiliation** [Edit](#)

John Wiley & Sons (United Kingdom), Chichester

**My Expertise Keywords** No keywords assigned [Edit](#)

2. Type the name of the affiliation into the search box. Suggestions will appear below the text field. Select a suggested option from the list.

Account Settings

 [Update Profile](#)

Your CONNECT account is the centralized control of all your personal profile information, sign in options, security settings and other areas of configuration.

First name: AE  
 Last name: Training  
 Title: Dr  
 Email: researchexchangetraining+aeditor1@wiley.com  
 Country: United Kingdom of Great Britain and Northern Ireland

**My Email Preferences**

Choose which emails you want to receive.

Receive Invitations to review manuscripts

**My Affiliation** [Cancel](#) [Save](#)

No suggestions available

**My Expertise Keywords** No keywords assigned [Edit](#)

Account Settings



[Update Profile](#)

Your CONNECT account is the centralized control of all your personal profile information, sign in options, security settings and other areas of configuration.

First name AE  
 Last name Training  
 Title Dr  
 Email researchexchangetraining+aeditor1@wiley.com  
 Country United Kingdom of Great Britain and Northern Ireland

My Email Preferences

Choose which emails you want to receive.  
 Receive Invitations to review manuscripts

My Affiliation [Cancel](#) [Save](#)

▾

- John Wiley & Sons (United Kingdom), Chichester
- John Wiley & Sons (Germany), Weinheim
- John Wiley & Sons (United States), Hoboken

3. Click the **Save** button to change the affiliation.

Account Settings



[Update Profile](#)

Your CONNECT account is the centralized control of all your personal profile information, sign in options, security settings and other areas of configuration.

First name AE  
 Last name Tra  
 Title Dr  
 Email rese  
 Country United

My Email Preferences

Choose which emails you want to receive.  
 Receive Invitations to review manuscripts



My Affiliation [Cancel](#) [Save](#)

▾

No suggestions available

My Expertise Keywords No keywords assigned [Edit](#)

## Updating your Expertise Keywords

**Applicable to:**

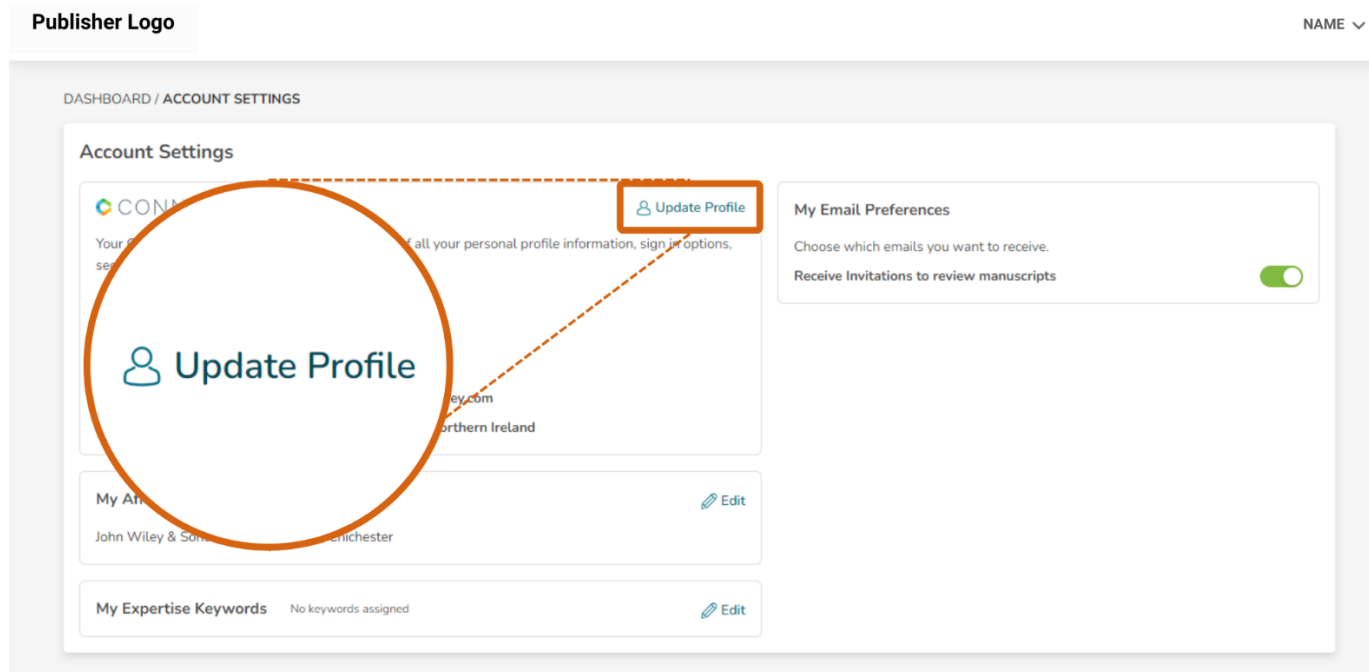
All editor roles and reviewers

Expertise keywords are automatically assigned to the user based on information about their contributions to previous publications. This information is drawn from open data sources like Open Alex, Semantic Scholar, ORCID, ROR, CrossRef and others.

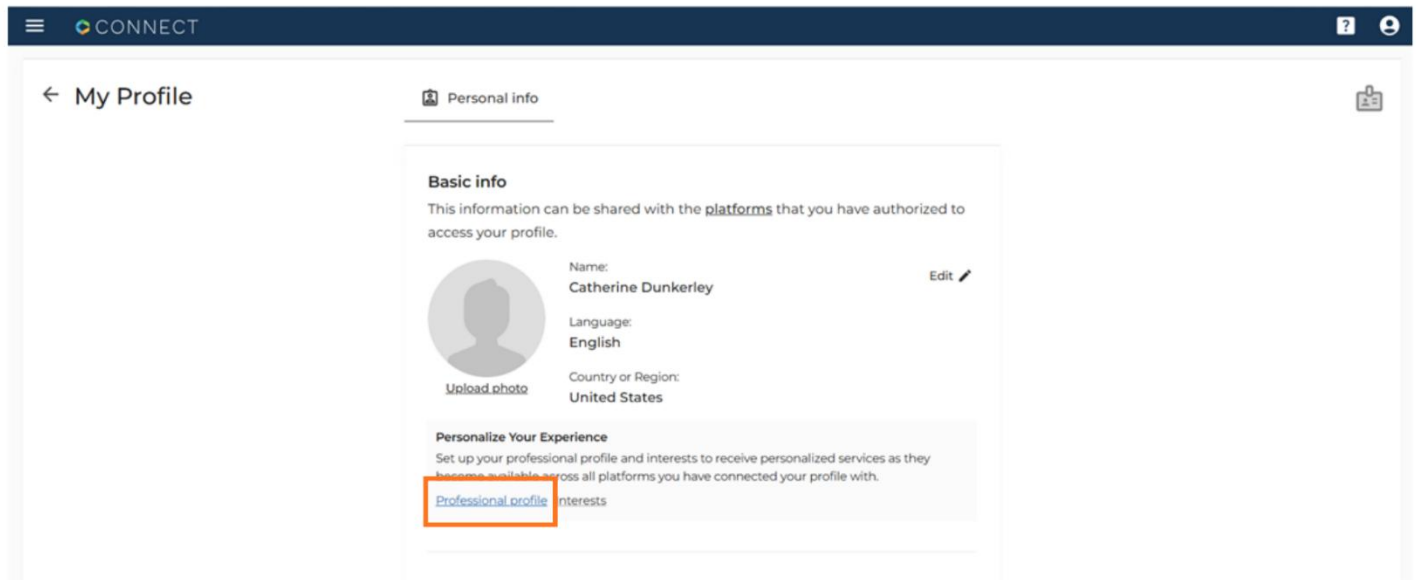
To maximize the accuracy of our editor suggestions and reviewer suggestions, a user's profile should include a minimum of **five** expertise keywords, but there is no limit on the number of keywords that can be selected. To ensure that relevant manuscripts are received, users are encouraged to update their keywords as their research areas change.

To view and update expertise keywords, follow these steps:

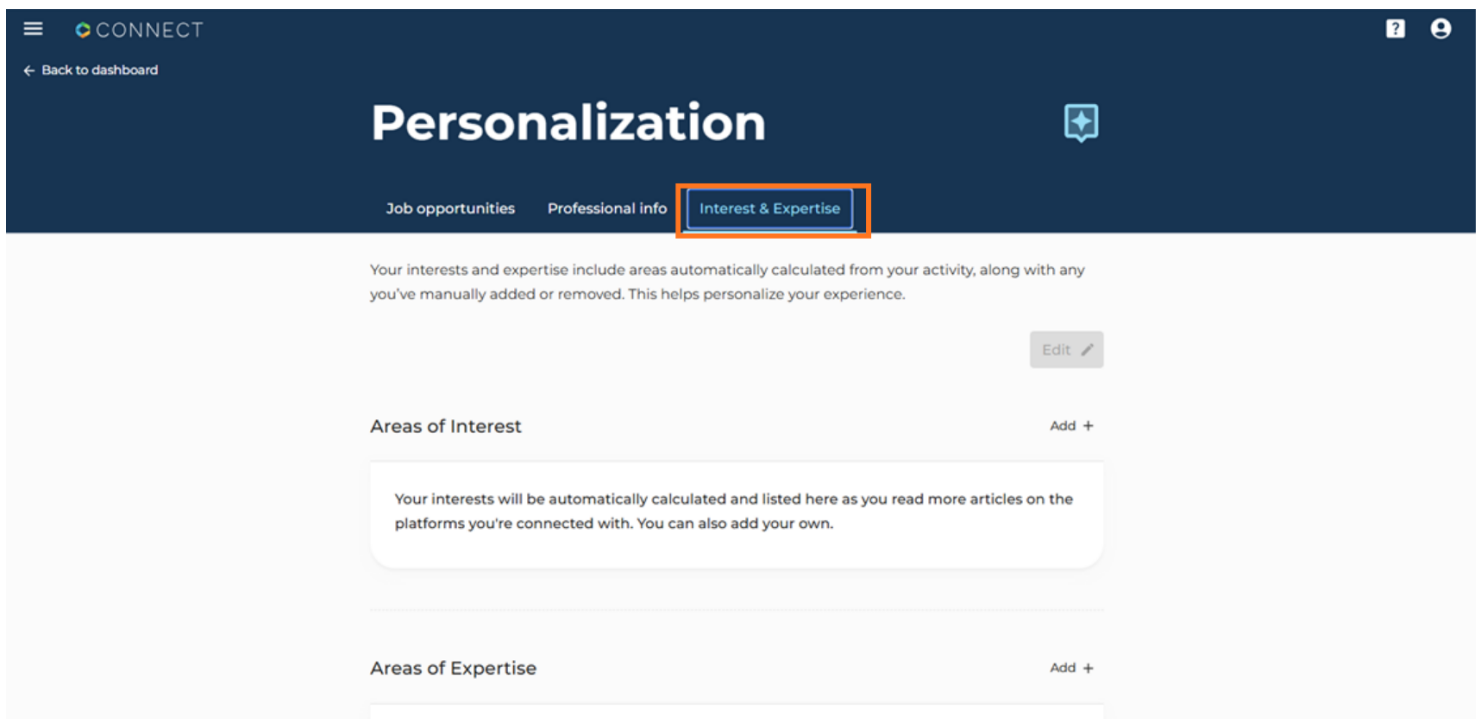
1. From the **Account Settings** page, click the **Update Profile** link.



2. Under **Personalize Your Experience**, click **Professional Profile**.



3. The **Personalization** page will open. Click the **Interest & Expertise** tab.



4. Under **Areas of Expertise**, click **Add**.

CONNECT

Job opportunities Professional info Interest & Expertise

Your interests and expertise include areas automatically calculated from your activity, along with any you've manually added or removed. This helps personalize your experience.

Edit

Areas of Interest Add +

Your interests will be automatically calculated and listed here as you read more articles on the platforms you're connected with. You can also add your own.

Areas of Expertise Add +

Your expertise will be automatically calculated from your published articles by [linking your profile](#) with an author. You can also add your own.

Begin typing into the text field to select keywords. Suggestions will appear below. Select a suggested keyword to add the word to the Areas of Expertise list.

## Areas of Expertise

Add topics

Bio

save

cancel

- Physics  
Astro**bio**logy
- Engineering  
**Bio**chemical engineering
- Chemistry  
**Bio**chemistry
- Biology  
**Bio**informatics
- Biology  
**Bio**logical system
- Engineering  
**Bio**medical engineering

5. Select keywords and click **Save**.

## Areas of Expertise

Add topics

Biomedical engineering · Engineering X Biomechanical strength · Surgery · Medicine X

Biomechanical stress · Internal medicine · Medicine X

biome

save cancel

- Engineering  
**Biomedical engineering**
- Medicine · Surgery  
**Biomechanical strength**

Selected Keywords are now saved. To delete a saved keyword, click the **x** in the keyword entry.

## Areas of Expertise

Add topics

Biomedical engineering · Engineering X Biomechanical strength · Surgery · Medicine X

Biomechanical stress · Internal medicine · Medicine X

|

## Updating your CONNECT Profile Details

### Applicable to:

Handling Editors, Academic Editors, Lead Guest Editors, Guest Editors, Editorial Assistants, Journal Managers

To view and edit the CONNECT profile details, follow these steps:

6. From the **Account Settings** page, click the **Update Profile** link.

### Account Settings

CONN

Your profile is not complete. If all your personal profile information, sign in options, and other details are correct, you can update your profile.

[Update Profile](#)

My Affiliations

John Wiley & Sons | Manchester

[Edit](#)

My Expertise Keywords

No keywords assigned

[Edit](#)

#### My Email Preferences

Choose which emails you want to receive.

Receive Invitations to review manuscripts



7. Profile information will be displayed. Select the **Personal Info** tab to edit personal details, research areas, and login details.

CONNECT


Publisher Logo

← My Profile

[Personal info](#) [Privacy settings](#)

#### Basic info

This information can be shared with the **applications** that you have authorized to access your profile.

 **Name:** Dr. Training Academic [Edit](#)

**Language:** English

**Country:** United Kingdom

[Upload photo](#)

#### Research areas

For a more personalized experience, please add your research areas.

No research areas [Add +](#)

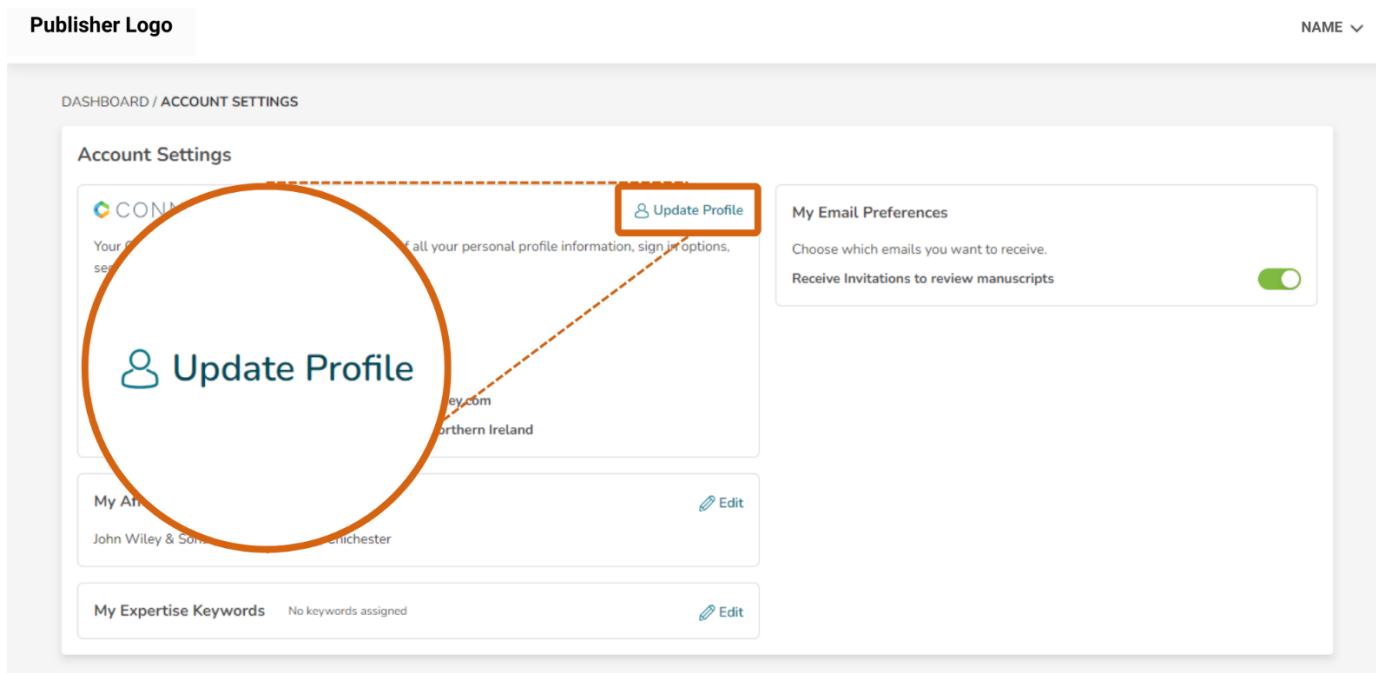
## Updating your Email Addresses in your CONNECT Profile

### Applicable to:

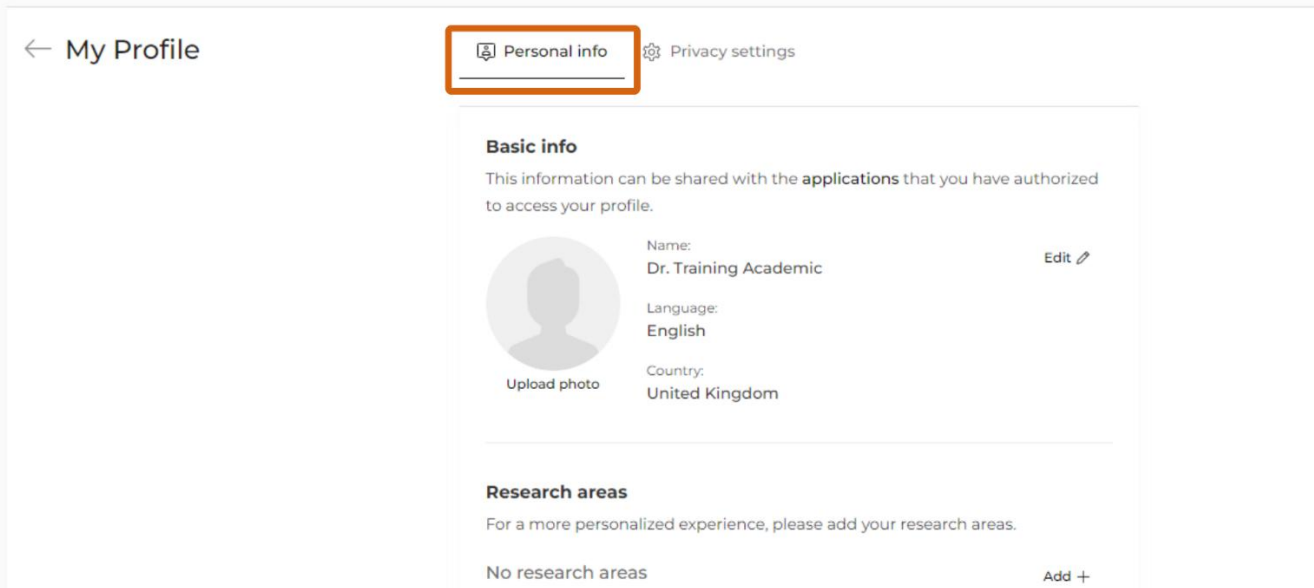
Handling Editors, Academic Editors, Lead Guest Editors, Guest Editors

To view and edit an email address, follow these steps:

1. From the **Account Settings** page, click the **Update Profile** link.



2. The profile information will be displayed. Select the **Personal Info** tab and navigate down to **the Email & ORCID** section. Select **Change email**.



3. The new email account must be added and verified before the email address is changed. This can be done by entering the new email address and receiving the verification code via email.
4. Once the new email has been verified using the verification code, that email will become the primary email address on the account.
5. To change the primary email address, these instructions should be followed. If an email account already associated with the system is used to verify, when the send code button is clicked, the system will recognize that the email is already associated with the account and the option to Make it primary will be offered.

(Note: in order to be given the option to Make it primary, **send code** must be clicked.)

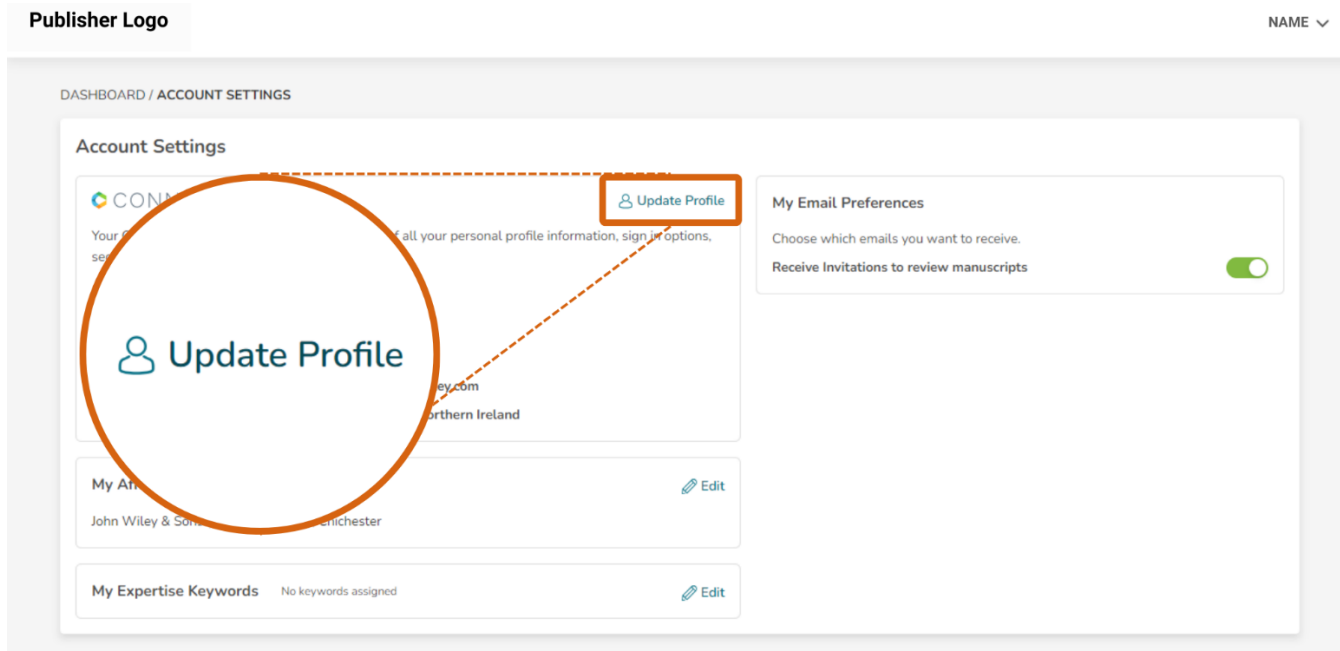
## Linking your ORCID ID to your CONNECT Profile

### Applicable to:

Handling Editors, Academic Editors, Lead Guest Editors, Guest Editors

To add an ORCID iD to the profile, follow these steps:

1. From the **Account Settings** page, click the **Update Profile** link.




2. The profile information will be displayed. Select the **Personal Info** tab and navigate down to the **Email & ORCID** section. Select **Add your ORCID iD**.

## Email & ORCID

Primary email is used for account-related notifications, password resets and marketing communication. You can use any additional identity to sign in.

✉ researchexchangetraining+aeditor3@wiley.com Primary ⓘ

Change email →

 [Add your ORCID iD](#) Recommended

3. Sign in to the ORCID site with an email or ORCID iD and password. And follow the steps to link your profile.

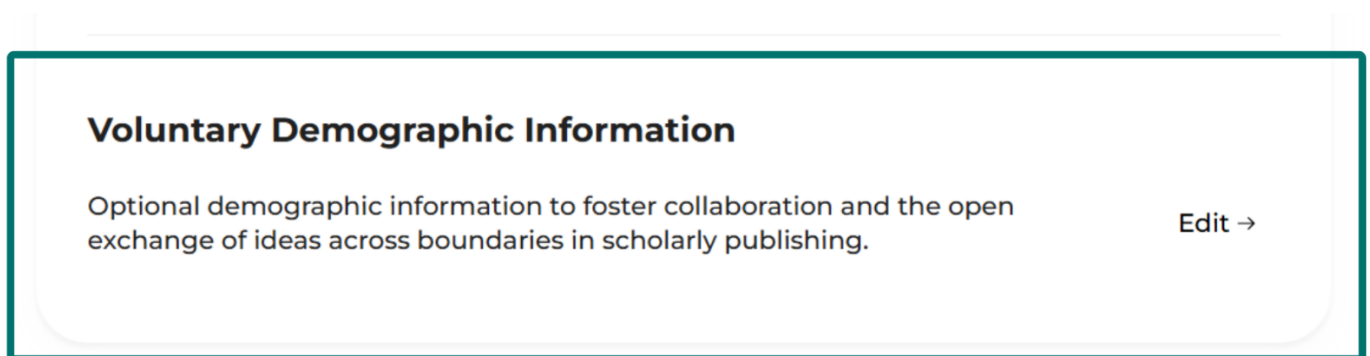
## Recording voluntary demographic information in CONNECT

**Applicable to:** Authors

Users submitting manuscripts can choose to update four demographic questions in their CONNECT account, following standards set by the Joint commitment for action on inclusion and diversity in publishing. Demographic data is kept private and linked only to profiles, not to manuscript submissions or journal decisions, ensuring responses are not shared with editors, reviewers, or staff.

To record answers to these questions, follow these steps:

1. From the **Account Settings** page, click the **Edit** button underneath the Voluntary Demographic Information heading.



 CONNECT

[About](#) [Privacy\\_policy](#) [Terms of use](#)

2. **Answer each question** or select **read more** for additional information regarding this data. Click **save** when complete.

## Voluntary Demographic Information

Please help us to facilitate the open exchange of ideas and collaboration across boundaries by completing your profile.

**Important: this information will not be used in making preferential decisions (for example, when evaluating journal submissions).** All answers will be aggregated and anonymized before being analyzed.

[Read more](#) ▾

With which gender do you most identify?

Select one ▾

What are your ethnic origins of ancestry?

Please select all the geographic areas from which your family's ancestors first originated

Select all that apply ▾

What are your ethnic origins of ancestry?

Please select all the geographic areas from which your family's ancestors first originated

Select all that apply ▾

How would you identify yourself in terms of race?

Select all that apply ▾

Do you consider yourself to have a disability, mental health condition, neurodivergence, or chronic illness?

Select one ▾

Cancel

Save

3. To specify which platforms can use this data, click **manage access**.

**Who can use this data**

Only the platforms you have approved can use this data, and only in aggregated form, which cannot be traced back to any individual.

0 of 1 selected

Manage access ▾

Automatically allow new platforms I connect with to access this information

Clear all responses



[About](#) [Privacy policy](#) [Terms of use](#)

4. Choose **select all** or **select each platform individually**.

**Who can use this data**  
Only the platforms you have approved can use this data, and only in aggregated form, which cannot be traced back to any individual.

0 of 1 selected

[Manage access](#) ^

Authorize platforms to use these data in aggregated reports.

**Publisher**

Automatically allow new platforms I connect with to access this information

[Clear all responses](#)

CONNECT

[About](#) [Privacy policy](#) [Terms of use](#)

5. Alternatively, tick the box to allow new platforms to automatically access this information.

**Who can use this data**  
Only the platforms you have approved can use this data, and only in aggregated form, which cannot be traced back to any individual.

0 of 1 selected


[Manage access](#) ^

Authorize platforms to use these data in aggregated reports. Select all

**Publisher**

Automatically allow new platforms I connect with to access this information

[Clear all responses](#)

 CONNECT

[About](#) [Privacy policy](#) [Terms of use](#)

## Recording availability and out-of-office periods

<b>Applicable to:</b>	Handling Editors, Academic Editors, Lead Guest Editors, Guest Editors
-----------------------	---

Editors can note their availability and out-of-office dates to avoid assignments during absences. These dates are visible to other editors and admins on the journal, allowing for better assignment decisions. To update your profile, follow these steps:

1. From the **Account Settings** page, click the **Add New Unavailable Dates** button underneath the Unavailable Dates heading.

### Unavailable Dates (0)



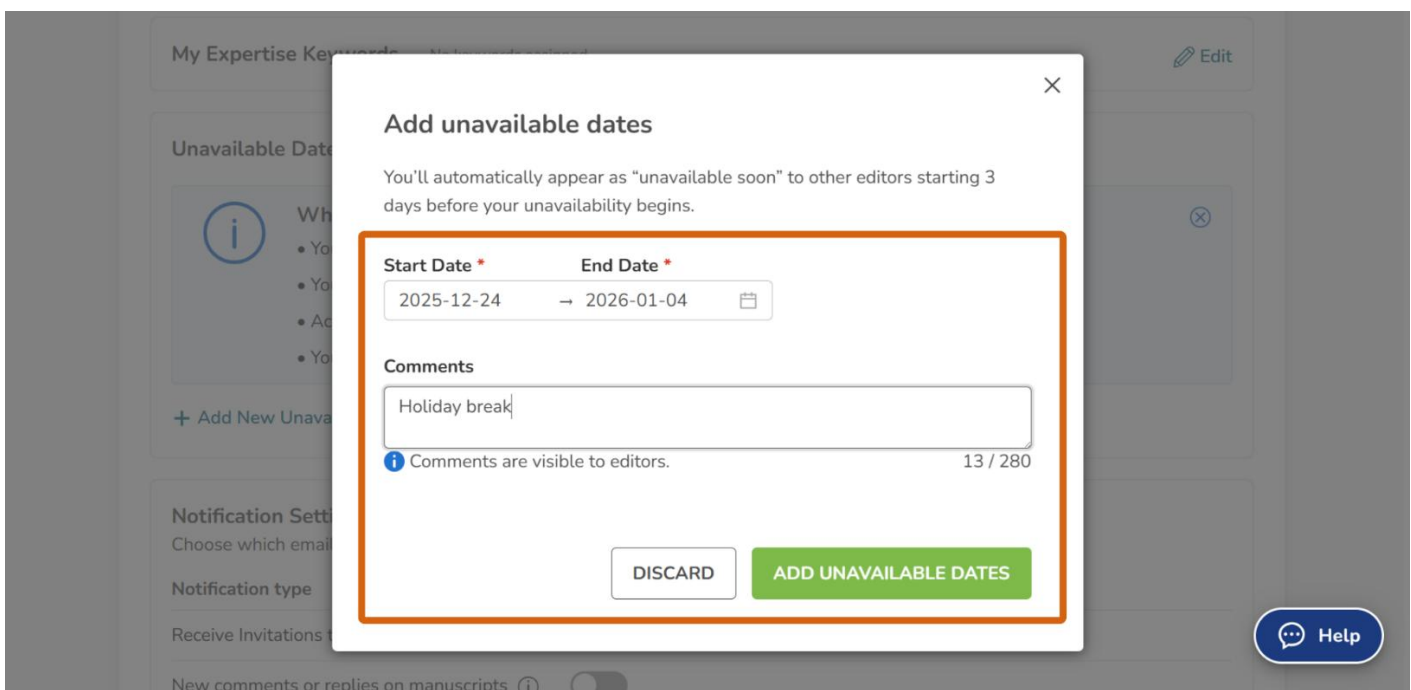
#### What happens when you are unavailable?



- Your unavailability appears when you're being considered as an editor for a manuscript
- You can still receive invitations to handle manuscripts as an editor, or to review manuscripts
- Active assignments remain your responsibility
- Your unavailability is automatically removed after the end date

+ Add New Unavailable Dates

2. Type or use the calendar to enter the start and end dates (YYYY - MM-DD). Add any comments, if necessary; these will be visible to editors and admins. When ready, click **ADD UNAVAILABLE DATES**. Repeat as needed; there is no limit to the number of times dates can be added.



3. The dates will be listed in this section. Dates with a red dot next to them indicate that the editor is not currently available. Dates can be

edited by clicking the pencil icon or deleted by clicking the dustbin /trash icon.

Unavailable Dates (2)

**What happens when you are unavailable?**

- Your unavailability appears when you're being considered as an editor for a manuscript
- You can still receive invitations to handle manuscripts as an editor, or to review manuscripts
- Active assignments remain your responsibility
- Your unavailability is automatically removed after the end date

+ Add New Unavailable Dates

- > Dec 18, 2025 – Dec 19, 2025 (2 days) ●
- > Dec 24, 2025 – Jan 04, 2026 (12 days)

4. During out-of-office dates, a red dot will appear next to your name in the Review module to indicate you are not available. Hovering over your name will display information about the current out -of-office period.

Publisher Logo

Search  Training

My Profile

Logout

You are currently marked as unavailable between Dec 18, 2025 – Dec 19, 2025.

Filters

Journal: All

Action required Showing manuscripts: 1–10 of 87

Detailed view:  Sort by: Last update (oldest first)

### *What happens when you are unavailable?*

- *You'll automatically appear as 'unavailable soon' to other editors starting 3 days before your unavailability begins*

- *Your unavailability appears when you're being considered as an editor for a manuscript. You may still be assigned or invited if manually overridden*
- *Automatic assignment or invitation will not occur*
- *You can still receive invitations to handle manuscripts as an editor, or to review manuscripts*
- *Active assignments remain your responsibility*
- *Your unavailability is automatically removed after the end date*

## 4. Dashboard Navigation

### Finding Manuscripts in the Editorial Assistant Dashboard

<b>Applicable to:</b>	Editorial Assistants, Journal Managers
-----------------------	--

By default, the system will display a list of manuscripts that are currently in the Review stage for all journals included in the Editorial Assistant's portfolio.

**Show manuscripts**

Assigned to me  
 Submitted by me

**Manuscripts status** ⊗ Reset all

**Submission & Screening** ▼

**In Review** ▲

- Assign Editor 127
- Pending Editor Response 0
- Invite Reviewers 211
- Pending Reviewer response 19
- Under Review 19
- Awaiting Recommendation 18
- Revision Requested 51
- Revision Submitted 0
- Awaiting Decision 42

**Post Review** ▼

**Final** ▼

Journal

Section


Special Issue

Author Email

Editor email

**Clear filters**

Detailed view:  Sort by: Status update date (newest) ▼


ID 1066859 ASSIGN EDITOR V1 

**This is the Title of my Manuscript**

<b>Journal</b>	Unassigned	<b>Academic Editor</b>	<b>Authors</b>
Research Exchange training journal 1	Unassigned	Daniel Finch	<span style="border: 1px solid #ccc; padding: 2px;">SA</span> <span style="border: 1px solid #ccc; padding: 2px;">CA</span>

[Show more details](#)

Submitted date Dec 13, 2023 (1 year ago) Updated on Dec 13, 2023 (1 year ago) Article Type Research Article

ID 1047394 INVITE REVIEWERS V1 

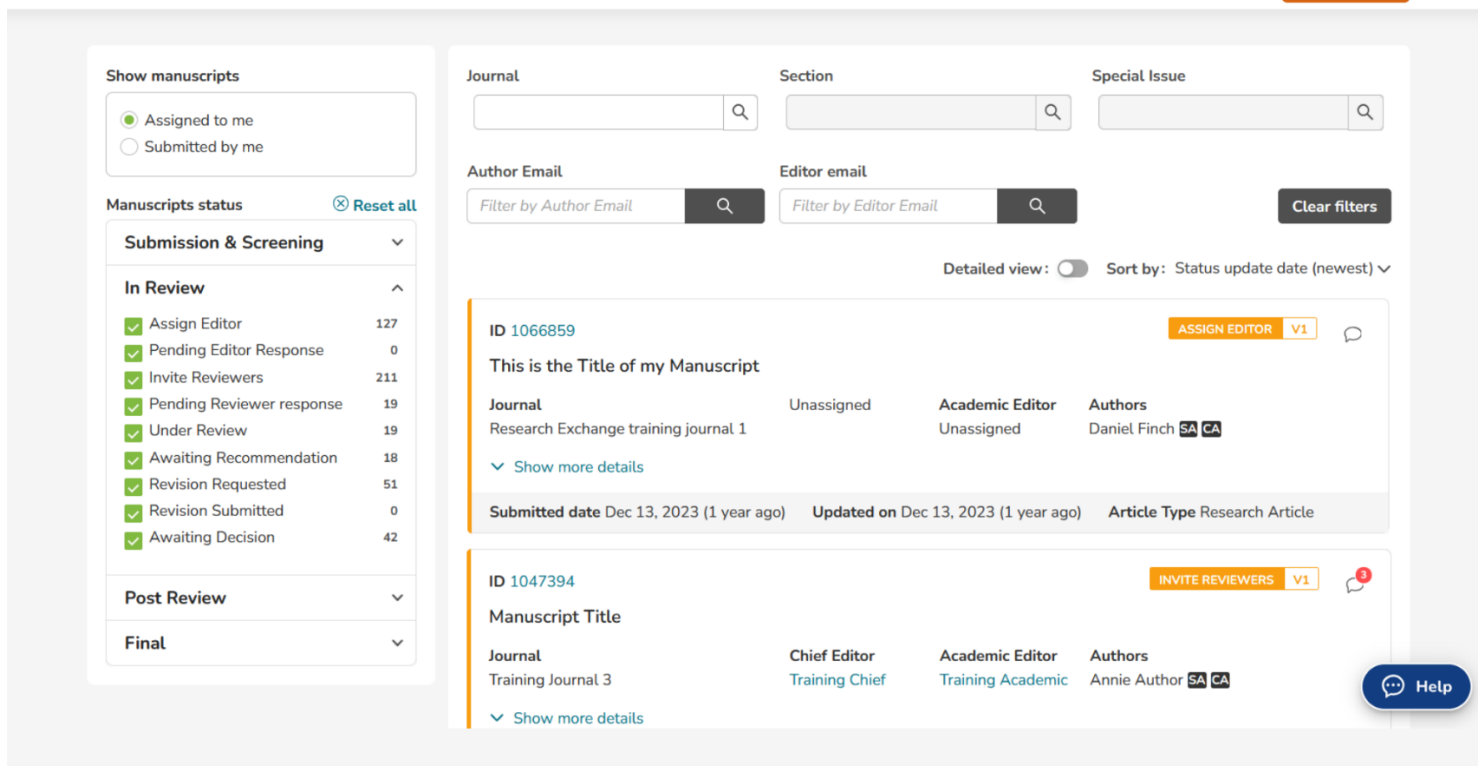
**Manuscript Title**

<b>Journal</b>	<b>Chief Editor</b>	<b>Academic Editor</b>	<b>Authors</b>
Training Journal 3	Training Chief	Training Academic	Annie Author <span style="border: 1px solid #ccc; padding: 2px;">SA</span> <span style="border: 1px solid #ccc; padding: 2px;">CA</span>

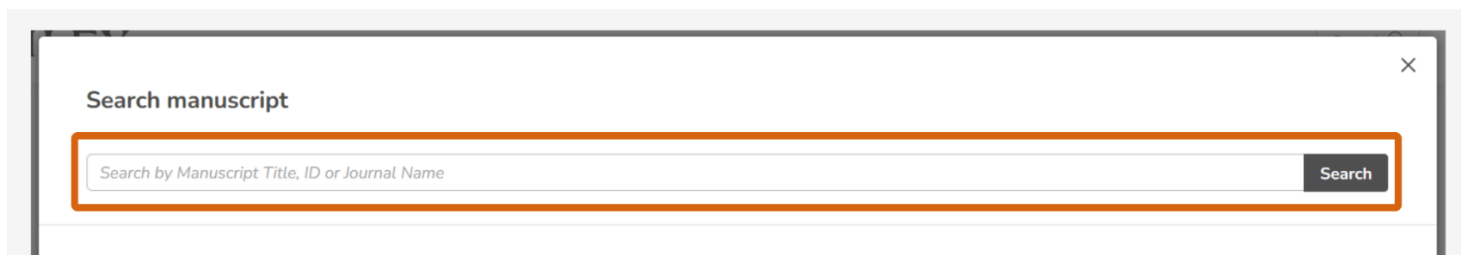
[Show more details](#)

### Search for a manuscript

Use the Search function at the top of the Dashboard to search for a manuscript by **Title**, **ID**, or **Journal Name**.



The screenshot shows a manuscript management interface. On the left, there are filters for 'Show manuscripts' (Assigned to me, Submitted by me) and 'Manuscripts status' (Submission & Screening, In Review, Post Review, Final). The 'In Review' section lists various stages with counts. The main area displays a list of manuscripts with columns for ID, Title, Journal, Status, Academic Editor, and Authors. Two manuscript entries are visible: ID 1066859 and ID 1047394. A 'Help' button is located in the bottom right corner.



The screenshot shows a 'Search manuscript' dialog box. It has a search input field with the placeholder text 'Search by Manuscript Title, ID or Journal Name' and a 'Search' button. The dialog box is outlined with a red border.

## Use List filters

To refine the list of manuscripts, follow these steps:

1. Choose a radio button to switch between manuscripts **assigned to me** or **submitted by me**.

Show manuscripts

Assigned to me

Submitted by me

Journal

Section

Special Issue

Author Email

Editor email

2. Apply the filters under **Manuscript Status** to show manuscripts at specific stages of the process. In Review filters are displayed by default. Similar filter options are available for the **Submission & Screening**, **Post Review**, and **Final** stages of the process.

Manuscripts status ⊗ Reset all

**Submission & Screening** ^

In Screening 197

In Revision Checks 3

**In Review** v

**Post Review** v

**Final** v

Manuscripts status ⊗ Reset all

**Submission & Screening** v

**In Review** ^

Assign Editor 127

Pending Editor Response 0

Invite Reviewers 211

Pending Reviewer response 19

Under Review 19

Awaiting Recommendation 18

Revision Requested 51

Revision Submitted 0

Awaiting Decision 42

**Post Review** v

**Final** v

Manuscripts status ⊗ Reset all

**Submission & Screening** v

**In Review** v

**Post Review** ^

In Quality Checks 147

Accepted 36

**Final** v

Manuscripts status ⊗ Reset all

**Submission & Screening** v

**In Review** v

**Post Review** v

**Final** ^

Published 123

Refused To Consider 12

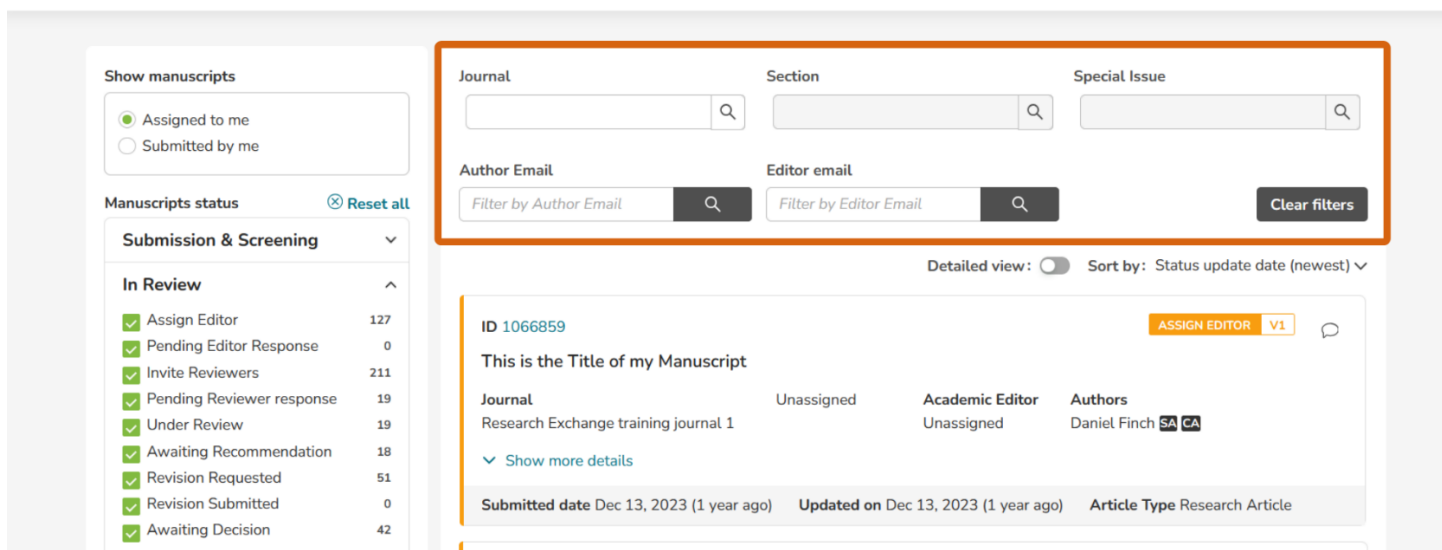
Rejected 21

Withdrawn 37

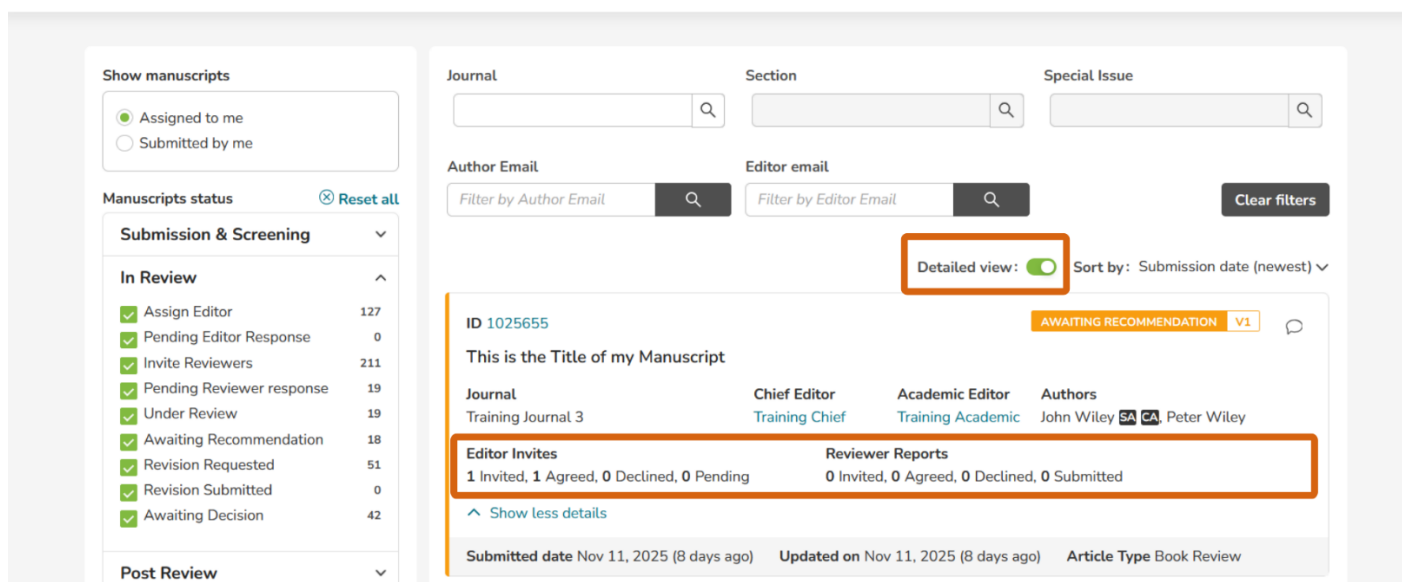
Deleted 0

Void 5

3. The list can be refined further by searching the filtered results by Journal, Section, Special Issue, Author Email, or Editor Email.



4. Switch the toggle to turn **Detailed view** on or off. When the Detailed view is **on**, a summary of the peer review process is displayed.



5. Click the downward arrow next to the **Sort by** heading to choose how the results are ordered: from newest to oldest, or from oldest to newest.

The screenshot shows a manuscript management interface. On the left, there are filters for 'Show manuscripts' (Assigned to me, Submitted by me) and 'Manuscripts status' (Submission & Screening, In Review, Post Review). The 'In Review' section lists various stages with counts. The main area has search filters for Journal, Section, Special Issue, Author Email, and Editor email. A 'Sort by: Submission date (newest)' dropdown is highlighted with an orange box. Below the filters, a manuscript card for ID 1025655 is shown, with a status of 'AWAITING RECOMMENDATION V1'. The card includes details for Journal (Training Journal 3), Chief Editor (Training Chief), Academic Editor (Training Academic), and Authors (John Wiley SA CA, Peter Wiley). It also shows 'Editor Invites' (1 Invited, 1 Agreed, 0 Declined, 0 Pending) and 'Reviewer Reports' (0 Invited, 0 Agreed, 0 Declined, 0 Submitted). At the bottom, it lists 'Submitted date Nov 11, 2025 (8 days ago)', 'Updated on Nov 11, 2025 (8 days ago)', and 'Article Type Book Review'.

### Understand the Manuscript status

Manuscripts that fall within the chosen criteria are displayed below the filters.

This screenshot is identical to the one above, showing the same manuscript management interface. The manuscript card for ID 1025655 is highlighted with a larger orange border. The card details are: ID 1025655, Status: AWAITING RECOMMENDATION V1, Title: This is the Title of my Manuscript, Journal: Training Journal 3, Chief Editor: Training Chief, Academic Editor: Training Academic, Authors: John Wiley SA CA, Peter Wiley, Editor Invites: 1 Invited, 1 Agreed, 0 Declined, 0 Pending, Reviewer Reports: 0 Invited, 0 Agreed, 0 Declined, 0 Submitted, Submitted date: Nov 11, 2025 (8 days ago), Updated on: Nov 11, 2025 (8 days ago), Article Type: Book Review.

The status of the manuscript is indicated by a colored marker on the right. In the example below, the next action that should be taken is to invite reviewers to peer review the manuscript.

\*For more information on the meaning of each manuscript status marker, please refer to: [Appendix B: Review Application - Manuscript Status](#)

The screenshot displays the Editor Dashboard interface. On the left, there is a sidebar with 'Show manuscripts' (radio buttons for 'Assigned to me' and 'Submitted by me'), 'Manuscripts status' (with a 'Reset all' button), and a list of manuscript statuses under 'Submission & Screening' and 'Post Review'. The main area features search filters for 'Journal', 'Section', 'Special Issue', 'Author Email', and 'Editor email', along with a 'Clear filters' button. Below the filters, the 'Detailed view' is set to 'Submission date (newest)'. A manuscript tile for ID 1025655 is shown, with the title 'This is the Title of my Manuscript'. The tile includes details for the Journal (Training Journal 3), Chief Editor (Training Chief), Academic Editor (Training Academic), and Authors (John Wiley SA CA, Peter Wiley). It also shows 'Editor Invites' (1 Invited, 1 Agreed, 0 Declined, 0 Pending) and 'Reviewer Reports' (0 Invited, 0 Agreed, 0 Declined, 0 Submitted). A prominent orange button labeled 'INVITE REVIEWERS V1' is highlighted with a red box on the right side of the tile. At the bottom of the tile, it shows 'Submitted date Nov 11, 2025 (8 days ago)', 'Updated on Nov 11, 2025 (8 days ago)', and 'Article Type Book Review'.

## Finding Manuscripts in the Editor Dashboard

### Applicable to:

Handling Editors, Academic Editors, Lead Guest Editors, Guest Editors

By default, a list of manuscripts assigned to the user will be displayed on the dashboard. Each manuscript is presented on its own tile.

On the right of each tile, a label indicates the next action or decision to take.

In the example below, the label indicates that the next action is to assign an Editor to handle the next step in the peer review process.

The screenshot displays the Editor Dashboard interface. On the left, there is a 'Filters' sidebar with sections for 'Journal' (set to 'All'), 'Scope' (with 'My assigned manuscripts' selected, showing 606 items), 'Priority' (with 'Action required' selected, showing 84 items), and 'Status'. The main content area shows a list of manuscripts. The top manuscript, ID 1073735, is titled 'This is the Title of my Manuscript' and is by Zhichun Li (SA, CA) and Liliang Ren. Its article type is 'Review Article' and its guest editor is 'Unassigned'. A red box highlights the 'ASSIGN EDITOR V2' button. Below it, the manuscript ID 1084453 is titled 'Demo Manuscript' and is by John Wiley (SA, CA) and Peter Wiley. The dashboard also includes a search bar, a 'Training' dropdown, and a 'Sort by' dropdown set to 'Submission date (newest first)'.

## Sort and filter in the Editor Dashboards

To filter the list of manuscripts, select from the list of options on the left of the dashboard.

### Sort by Journal

To sort by manuscripts submitted to a specific journal, use the Journal filter. The drop-down list displays all journals where the user is on the editorial board. It will also show additional filters available to the specific journal, allowing users to locate manuscripts in different stages more efficiently.

The screenshot shows a manuscript management interface. On the left, there is a 'Filters' sidebar. The 'Journal' filter is selected and highlighted with an orange border, showing a dropdown menu with 'All' selected. Below it, the 'Scope' filter has 'My assigned manuscripts' selected with a radio button, and 'All manuscripts' is unselected. The 'Priority' filter has 'Action required' selected. The 'Status' filter is partially visible. On the right, the main content area shows a list of manuscripts. The top manuscript is ID 1073735, titled 'This is the Title of my Manuscript', by Zhichun Li and Liliang Ren. It is a 'Review Article' with a 'Guest Editor' of 'Unassigned'. It has '0 Used of 0 Submitted', '0 Overdue', and '0 Invalidated' reviewer reports. The journal is 'Training Journal 2' and it was submitted on 'Sep 19, 2025 (2 months ago)'. There is an 'ASSIGN EDITOR V2' button and a comment icon. The second manuscript is ID 1084453, titled 'Demo Manuscript', by John Wiley and Peter Wiley, with an 'ASSIGN EDITOR V1' button and a comment icon.

### Sort by Assigned Manuscripts

The filter **My Assigned manuscripts** is selected by default. This will display a list of the manuscripts assigned to the user in Research Exchange Review.

This screenshot is identical to the one above, showing the same manuscript management interface. However, in this version, the 'My assigned manuscripts' filter under the 'Scope' section is highlighted with an orange border, indicating it is the selected filter. The rest of the interface, including the manuscript list and filters, remains the same.

### *Permission to View All Manuscripts*

*The '**All Manuscripts**' filter option under the 'Scope' heading will not be displayed if 'Observing Capability' is not switched on. This capability allows editors to view all manuscripts submitted to the journals they are board members of. To request these additional permissions, please reach out to your publisher representative.*

### *Permission to Take Action on All Manuscripts*

*The '**All Manuscripts**' filter option under the '**Scope**' heading will also not be displayed if 'Full Access Capability' is not switched on. This capability allows editors to take action on all manuscripts submitted to the journals they are board members of, even if they are not assigned to them. To request these additional permissions, please reach out to your publisher representative.*

### Sort by all manuscripts

If a user has the required permissions to view all active manuscripts submitted to the journal, they can do so by selecting the **All manuscripts** option from the list on the left of the dashboard.

The option to view **All manuscripts** allows editors with the required permissions to view details of all active manuscripts submitted to the journal in Research Exchange Review, including manuscripts assigned to other Editors. This will exclude any manuscripts the editor has authored or co-authored. They will also not be assigned to any manuscripts they have authored or co-authored.

**Please note:** The user is not able to take actions or make decisions for manuscripts assigned to other editors, unless they have been given the 'Full Access' capability.

Sort by Action required, In progress, Finalized, and All

To refine the list by category, choose the options:

- **Action required** – to display manuscripts that require action from the user (this view is displayed by default)
- **In progress** – to display manuscripts that are awaiting action by others
- **Finalized** – to display manuscripts where a final decision has been made
- **All** – to display all manuscripts

The screenshot displays a manuscript management interface. On the left, there is a 'Filters' sidebar with the following sections:

- Journal:** A dropdown menu set to 'All'.
- Scope:** Two radio button options: 'My assigned manuscripts' (selected, 606) and 'All manuscripts'.
- Priority:** Four radio button options: 'Action required' (selected, 84), 'In progress' (388), 'Finalized' (134), and 'All' (606). This section is highlighted with a red border.
- Status:** A partially visible section at the bottom.

The main content area shows a list of manuscripts. The top manuscript is ID 1073735, titled 'This is the Title of my Manuscript', by Zhichun Li and Liliang Ren. It is a 'Review Article' with a 'Guest Editor' who is 'Unassigned'. It has '0 Used of 0 Submitted' reports, with '0 Overdue' and '0 Invalidated'. A 'Show more details' link is present. The manuscript was submitted on 'Sep 19, 2025 (2 months ago)'. The second manuscript is ID 1084453, titled 'Demo Manuscript', by John Wiley and Peter Wiley.

Sort by Updated Date or Submission Date

To change the order of the list from **Newest first** to **Oldest first**, click the downward arrow below the **Sort by** heading and select an option from the dropdown list.

The screenshot shows a manuscript management interface. On the left, there are filter panels for 'Assign Editor' (47), 'Make Decision' (15), and 'Invite Reviewers' (22). Below these are 'Article type' filters: Review Article (64), Original Article (17), Book Review (1), Research Article (1), and Short Communication (1). The 'Other properties' section includes Part of special issue (10), Commissioned (1), and Rescinded (1). The main area displays a list of manuscripts under the 'Action required' status, showing manuscripts 1-10 of 84. A 'Sort by' dropdown menu is highlighted with a red box, set to 'Submission date (newest first)'. The detailed view for manuscript ID 1073735 shows the title 'This is the Title of my Manuscript', authors Zhichun Li and Liliang Ren, and an 'ASSIGN EDITOR V2' button. The article type is 'Review Article' and the guest editor is 'Unassigned'. Reviewer reports show 0 used, 0 submitted, 0 overdue, and 0 invalidated. The journal is 'Training Journal 2' and it was submitted on Sep 19, 2025 (2 months ago). Below this, another manuscript ID 1084453 is shown with the title 'Demo Manuscript' and authors John Wiley and Peter Wiley, with an 'ASSIGN EDITOR V1' button.

## Filter by Status

To refine the list by **Status**, select options from the list.

Each list of statuses is linked to a chosen priority. So, if a user chooses the priority as **Action Required**, the available status options to choose from will be specific to manuscripts that require action. If they choose **In Progress** as the priority, then the status options will be specific to manuscripts that are in progress and do not require their action.

For a full list of status options, choose the Priority category **All**.

The screenshot shows a manuscript management interface. On the left, there are three filter panels: 'Status' (highlighted with an orange border), 'Article type', and 'Other properties'. The 'Status' panel lists 'Assign Editor' (47), 'Make Decision' (15), and 'Invite Reviewers' (22). The 'Article type' panel lists 'Review Article' (64), 'Original Article' (17), 'Book Review' (1), 'Research Article' (1), and 'Short Communication' (1). The 'Other properties' panel lists 'Part of special issue' (10) and 'Commissioned' (1). The main area shows a list of manuscripts. The first manuscript (ID 1073735) is titled 'This is the Title of my Manuscript' by Zhichun Li and Liliang Ren, with an article type of 'Review Article' and a guest editor of 'Unassigned'. It has 0 reviewer reports. The second manuscript (ID 1084453) is titled 'Demo Manuscript' by John Wiley and Peter Wiley. Both manuscripts have an 'ASSIGN EDITOR' button and a version indicator (V2 and V1 respectively).

## Available Statuses

Some additional status filters are available for Editors to help manage their work, as well as to monitor the status of manuscripts active in the journal(s). These may include:

- Action required
  - Assign Editor
  - Respond to Invite
  - Invite Reviewers
  - Make Decision
  - Make Recommendation
- In Progress
- Editor Assigned
  - Invitation Pending
  - Reviewers Invited
  - Under Review
  - Revision Requested

- Revision QA
  - Make Decision
  - QA
  - Submitted
  - Pending Approval
  - Awaiting decision
  - In Screening
- Finalized
    - Accepted
    - Rejected
    - Published
    - Withdrawn

Please note, some of these statuses are only available to certain roles. This will be dependent on the workflow and who is responsible for handling peer review, recommendations, or decisions.

#### Filter by Article Type

This section allows further filtering based on the article types of the manuscripts in view. Similar to the existing Status filter, this component is shown and populated as Editors receive manuscripts. A count will be shown next to each article type, reflecting the total based on the selected filter options such as Scope, Priority, and Status.

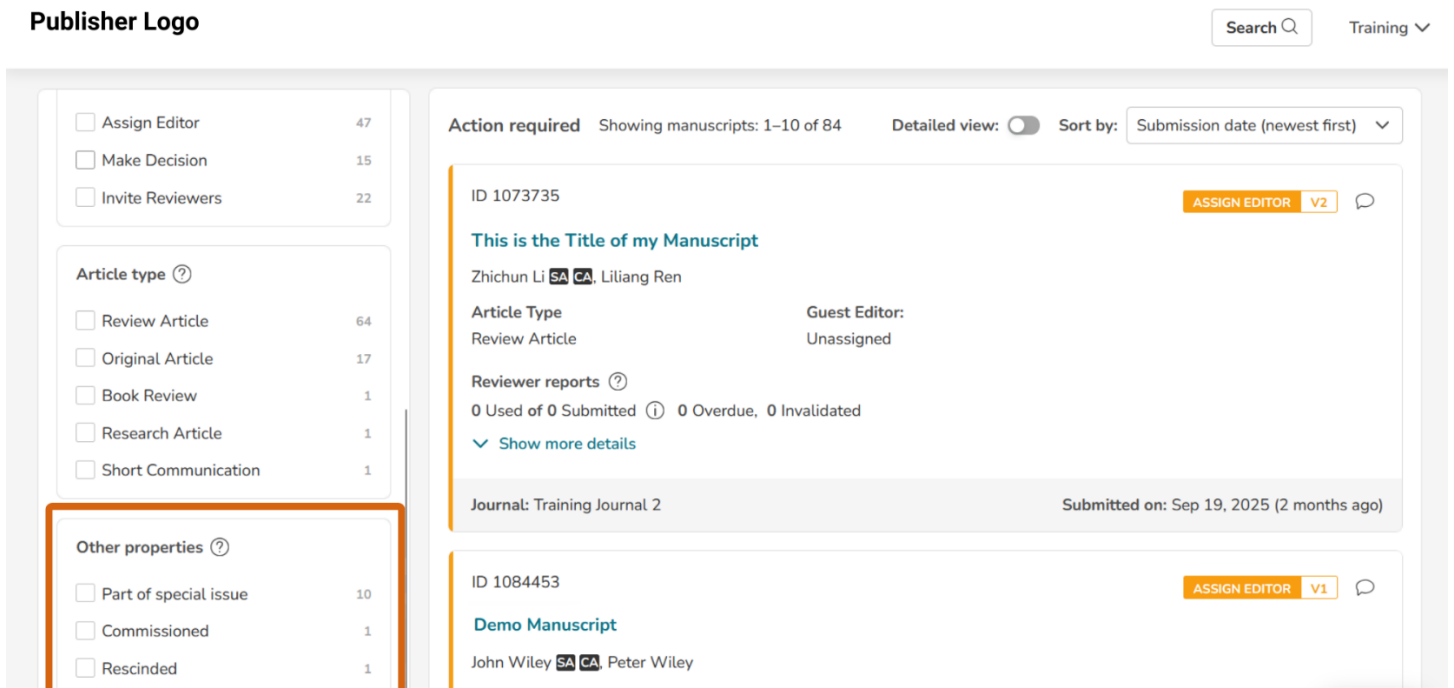
The screenshot shows a manuscript management interface. On the left, there are three filter sections: 'Status', 'Article type', and 'Other properties'. The 'Article type' section is highlighted with a red border. The main area displays a list of manuscripts. The first manuscript has ID 1073735, title 'This is the Title of my Manuscript', and authors Zhichun Li and Liliang Ren. It is a 'Review Article' with a 'Guest Editor' of 'Unassigned'. The second manuscript has ID 1084453, title 'Demo Manuscript', and author John Wiley. The interface includes a search bar, a 'Training' dropdown, and a 'Showing manuscripts: 1-10 of 84' indicator. The 'Detailed view' is currently set to 'Submission date (newest first)'.

### Filter by Other Properties

This section allows further filtering based on 3 states that a manuscript may have:

- Part of a special issue
- Commissioned
- Transferred
- Transparent Peer Review
- APC Edited
- Rescinded

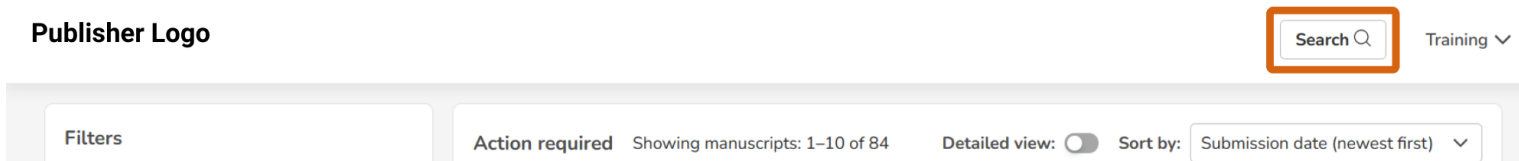
Similar to the existing Status filter, this component is shown and populated as Editors receive manuscripts. A count will be shown next to each property selection, reflecting the total based on the selected filter options such as Scope, Priority, and Status.



## Search for a manuscript

Click the **Search** button at the top of the list to search for a manuscript by:

- Manuscript Title
- Manuscript ID (This can be found in the email invitation)
- Journal Name (This is useful if working across multiple journals)



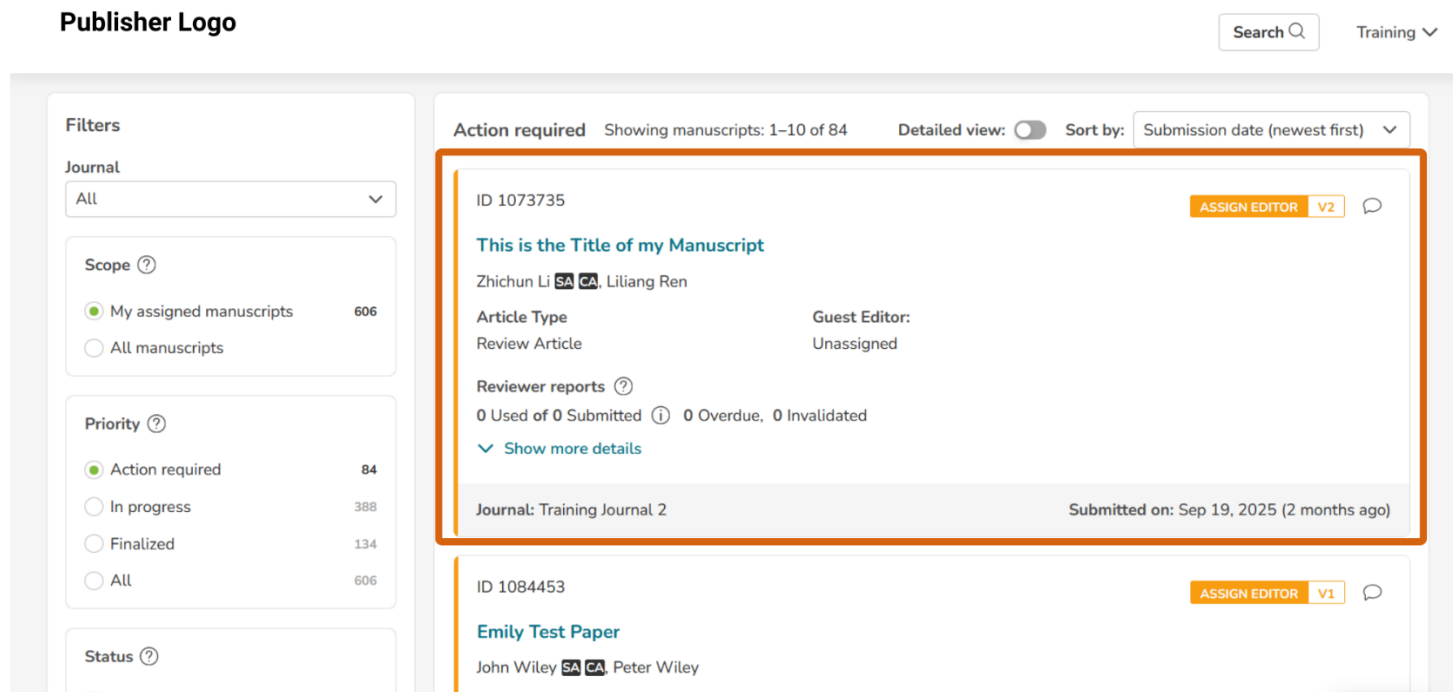
## 5. Accessing Manuscripts

### Accessing Article Details

<b>Applicable to:</b>	Handling Editors, Academic Editors, Lead Guest Editors, Guest
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To access the article details and view the manuscript, follow these steps:



1. Select the article tile. The **Article Details** page will be displayed.






2. At the top of the **Article Details** page, there will be key details about the submission, including;

- Manuscript ID
- Title
- Author name (s) and affiliations (Clicking **Show Affiliations** will detail the authors' affiliations to help identify potential conflicts of interest.)
- Article type




- Journal name
- Submission date
  - Roles required on the manuscript, who is assigned to those roles, and any roles that need to be assigned
- Special Issues will detail the special issue name and closing date
- Abstract
- Author declaration

**Publisher Logo** Search  Training 

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DASHBOARD / ARTICLE DETAILS Updated on Sep 03, 2025  Version 1  Comments 

ID 1080002 **ASSIGN EDITOR** **V1**


**This is the Title of my Manuscript**  
 John Wiley  <sup>1</sup>, Peter Wiley<sup>1</sup>  [Show Affiliations](#)

**Article Type**  
Review Article

**Journal**  
Training Journal 3



**Manuscript Keywords**    
 interstitial cystitis; medicine; stem cell; clinical trial; mesenchymal stem cell; fulguration; fulminant; urinary bladder; cell therapy

**Special Issue** CLOSING DATE: DEC 23, 2025  
 Special Issue TJ2




**Chief Editor:** [Training Chief](#) **Academic Editor:** Unassigned  [Invite](#) **Submitted on:** Aug 13, 2025 (3 months ago)

- > **Abstract**
- > **Author Declaration**




3. To download all the manuscript files in one go, click the **download files icon** above the manuscript label.

**Publisher Logo** Search  Training 

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DASHBOARD / ARTICLE DETAILS Updated on Sep 03, 2025  Version 1  Comments 

ID 1080002 **ASSIGN EDITOR** **V1**

**This is the Title of my Manuscript**  
 John Wiley  <sup>1</sup>, Peter Wiley<sup>1</sup>  [Show Affiliations](#)

4. Or you can download each file individually from the **Files** section. Clicking the **eye icon** will display the single **Reviewer PDF** in a new window.

Chief Editor: Training Chief Academic Editor: Unassigned [Invite](#) Submitted on: Sep 03, 2025 (2 months ago)

- > Abstract
- > Author Declaration
- Files (4)
  - Reviewer PDF
    - 99f28202-0425-4881-a45a-831a1abcb31c.pdf 364.95 KB  
    - Supplementary material for review and publication
      - Supplementary Materials 1 - Test.docx 25.79 KB 
  - Main document - MS Word
    - Manuscript Title - Test.docx 62.23 KB 
  - Figures (1)
    - Figures - Test.docx 25.77 KB 
- > Linked Papers (1)

5. If the author has linked the manuscript to previously published papers during submission, the links to those manuscripts will appear in the **Linked Papers** section.

> Abstract

> Author Declaration

> Files (4)

Linked Papers (1)



Papers linked at Review (1)

Search and add papers from this journal



Search by manuscript ID or title

ID 1080002 ASSIGN EDITOR V1

**This is the Title of my Manuscript**

John Wiley  , Peter Wiley

Academic Editor: Unassigned

Reviewer reports   
0 Used of 0 Submitted  0 Overdue, 0 Invalidated

[Show more details](#)

Remove linked paper


Journal: Training Journal 3 Submitted on: Aug 13, 2025 (3 months ago)

## Conversation Tool

### Applicable to:

Editors with an assigned role on the manuscript, Editorial Assistants, Journal Managers



The conversation tool is available on all manuscripts and is identified by a conversation icon on the manuscript tile in the dashboard. New and unread comments will be highlighted with a red number bubble. Once acknowledged, comments will not be shown again as new.


ID 1010300 PENDING REVIEWER RESPONSE V1 


**Manuscript Title** oxidative stability

Lasse V. Raatiniemi **SA**, Tero I. Ala-Kokko **CA**

**Article Type** Review Article **Guest Editor:** Training Chief

**Reviewer reports**   
0 Used of 0 Submitted  0 Overdue, 0 Invalidated

**Reviewer invitation statuses**   
0 Accepted, 1 Pending, 0 Declined, 0 Expired, 0 Revoked

**Required reviewers for accept decision**  
0 of 1 Required unique reviewers 

**Special issue**  
Special Issue Test

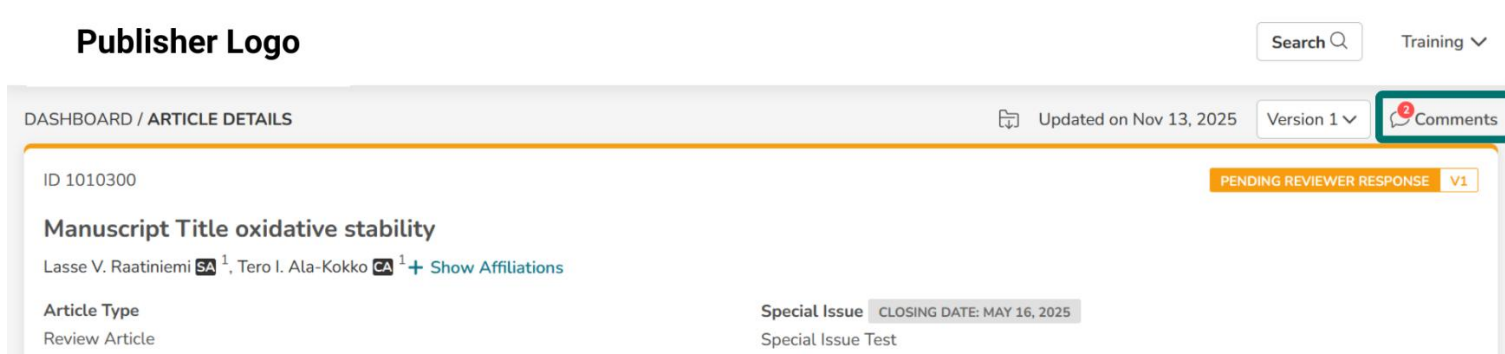
[^ Show less details](#)

**Journal:** Training Journal 2 Submitted on: Jan 16, 2025 (10 months ago)

The tool enables users to discuss manuscripts directly within the manuscript records, creating a permanent archive of all editorial discussions. Editors who are not assigned to the manuscript but have observing capability enabled will only be able to view comments.

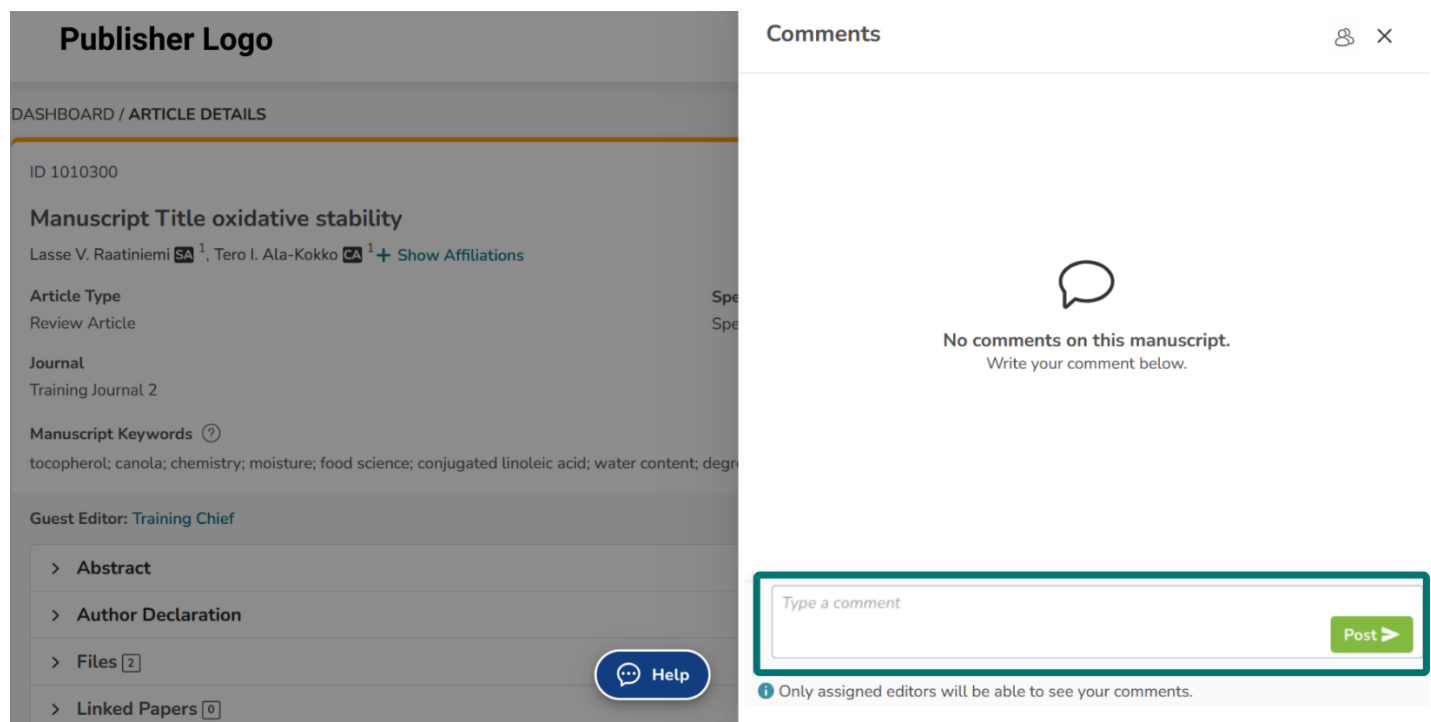
To use the conversation tool, follow these steps:

1. From the **Article Details** page, click **Comments** above the manuscript label.



The screenshot shows the top navigation bar with a search box and a 'Training' dropdown. Below it, the breadcrumb 'DASHBOARD / ARTICLE DETAILS' is visible. On the right, there are links for 'Updated on Nov 13, 2025', 'Version 1', and a 'Comments' button with a red notification icon, which is highlighted with a green box. The main content area shows the manuscript ID '1010300', the title 'oxidative stability', authors 'Lasse V. Raatiniemi' and 'Tero I. Ala-Kokko', and a 'Special Issue' section with a closing date of 'MAY 16, 2025'. A 'PENDING REVIEWER RESPONSE' badge is also present.

2. The conversation section will appear. Type comments in the free text box, and click **Post**. Please note that comments cannot be deleted once posted, only edited.



The screenshot shows the 'Comments' section on the right side of the article details page. The left sidebar is dimmed, showing the article title 'oxidative stability' and author information. The main content area displays 'No comments on this manuscript. Write your comment below.' with a speech bubble icon. Below this is a text input field with the placeholder 'Type a comment' and a green 'Post' button. A note at the bottom states: 'Only assigned editors will be able to see your comments.'

3. Comments will include the following;

- name of the user who posted the comment,

- their role on the manuscript,
- the time posted, which changes to the date after a day has passed,
- the time/date it was edited.

To reply to a comment, type into the text box directly underneath the comment and click **reply**.

The image shows a split-screen view. On the left is a 'Publisher Logo' dashboard for 'ARTICLE DETAILS'. It displays the manuscript ID 1010300, title 'Manuscript Title oxidative stability', authors Lasse V. Raatiniemi and Tero I. Ala-Kokko, article type 'Review Article', journal 'Training Journal 2', and guest editor 'Training Chief'. A navigation menu includes 'Abstract', 'Author Declaration', 'Files (2)', and 'Linked Papers (0)'. A 'Help' button is visible at the bottom right of the dashboard. On the right is the 'Comments' section for 'VERSION 1'. It shows a comment from 'TC Training Chief' (TRIAGE) posted at 11:15 AM. The comment text is 'This is a message for the handling editor'. Below the comment is a reply box with the placeholder text 'Add a reply here' and a 'Reply >' button. At the bottom of the comments section is a text input field with the placeholder 'Type a comment' and a green 'Post' button.

4. Click the circle with the ellipses and select **edit** to make changes to the original comment.

**Publisher Logo**

DASHBOARD / ARTICLE DETAILS

ID 1010300

**Manuscript Title oxidative stability**

Lasse V. Raatiniemi <sup>SA</sup><sup>1</sup>, Tero I. Ala-Kokko <sup>CA</sup><sup>1</sup> + Show Affiliations

Article Type  
Review Article

Journal  
Training Journal 2

Manuscript Keywords <sup>?</sup>  
tocopherol; canola; chemistry; moisture; food science; conjugated linoleic acid; water content; degr

Guest Editor: Training Chief

- > Abstract
- > Author Declaration
- > Files <sup>2</sup>
- > Linked Papers <sup>0</sup>

Help

**Comments**

VERSION 1

TC Training Chief TRIAGE 11:15 AM

This is a message for the handling editor

TC Add a reply here

Edit

Type a comment

5. Click **Save**.

**Publisher Logo**

DASHBOARD / ARTICLE DETAILS

ID 1010300

**Manuscript Title oxidative stability**

**Comments**

VERSION 1

TC This is a message for the handling editor

Save

TC Add a reply here

6. Comments are divided by the version of the manuscript they were made on. Comments can only be left on the current manuscript version.

**Publisher Logo**

DASHBOARD / ARTICLE DETAILS

ID 1010300

**Manuscript Title oxidative stability**

Lasse V. Raatiniemi <sup>SA</sup><sup>1</sup>, Tero I. Ala-Kokko <sup>CA</sup><sup>1</sup> + Show Affiliations

**Article Type**  
Review Article

**Journal**  
Training Journal 2

**Manuscript Keywords** ⓘ  
tocopherol; canola; chemistry; moisture; food science; conjugated linoleic acid; water content; degr

Guest Editor: Training Chief

- > Abstract
- > Author Declaration
- > Files <sup>2</sup>
- > Linked Papers <sup>0</sup>

**Comments**

Yes, this is correct

TC Add a reply here Reply >

VERSION 3 ^

AT AE Training PEER REVIEW September 09  
Another comment

TC Add a reply here Reply >

AT AE Training PEER REVIEW September 09  
another comment

TC Add a reply here Reply >

TC Training Chief PEER REVIEW September 09 ⓘ  
Can you please...

AT AE Training September 12  
Yes, of course

TC Add a reply here Reply >

Type a comment Post

7. Click the **people icon** to view contributors (users with an assigned role on the manuscript) and those who have access but do not have an assigned role on the manuscript (view access).

**Publisher Logo**

DASHBOARD / ARTICLE DETAILS

ID 1010300

**Manuscript Title oxidative stability**

Lasse V. Raatiniemi <sup>SA</sup><sup>1</sup>, Tero I. Ala-Kokko <sup>CA</sup><sup>1</sup> + Show Affiliations

**Article Type**  
Review Article

**Journal**  
Training Journal 2

**Manuscript Keywords** ⓘ  
tocopherol; canola; chemistry; moisture; food science; conjugated linoleic acid; water content; degr

Guest Editor: Training Chief

- > Abstract
- > Author Declaration
- > Files <sup>2</sup>
- > Linked Papers <sup>0</sup>

**Comments**

Participants (4) ⓘ

CONTRIBUTORS (2)

TA Training Academic  
researchexchangetraining+aeditor1@wiley.com

TC Training Chief  
You

VIEW ACCESS (2)

ET EA Training  
researchexchangetraining+ea@wiley.com  
Editorial Assistant

JT Journal Manager Training  
researchexchangetraining+jm@wiley.com  
Journal Manager

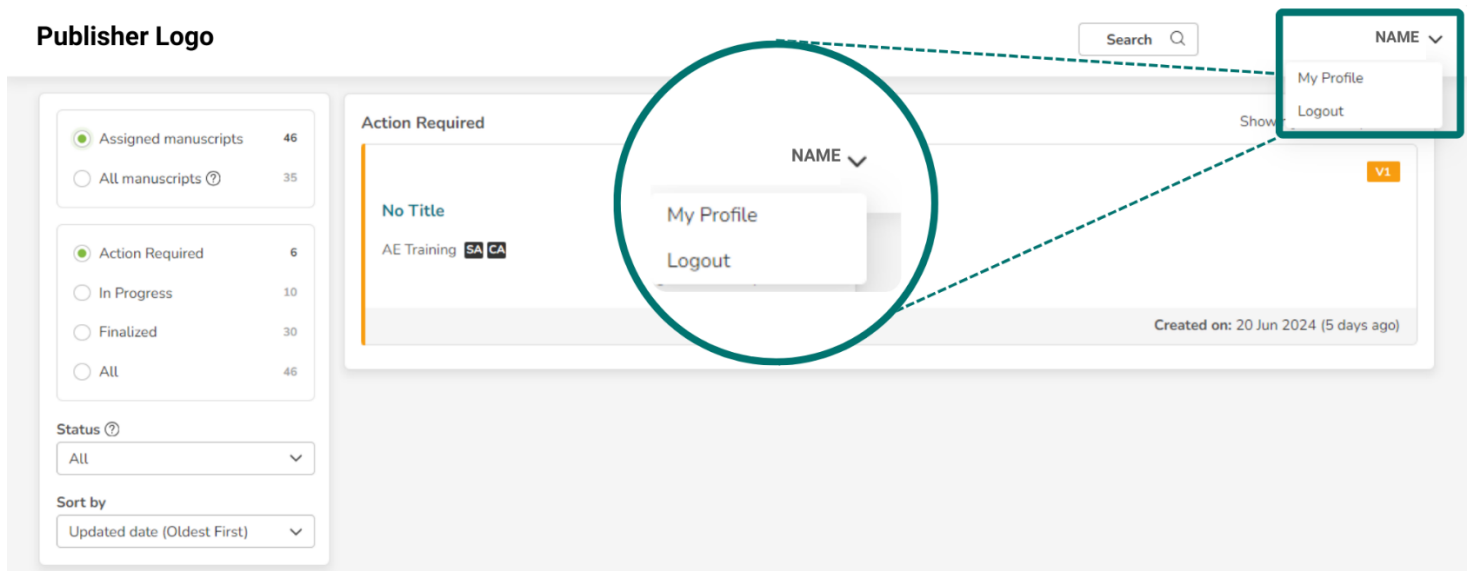
Post

## Update email preferences for the conversation tool

Editors can now manage their email preferences for conversation messages in their Research Exchange profile. By default, new comments or replies on manuscripts will be switched on, meaning editors will receive emails for each new comment added to the conversation tool on a manuscript.

To switch email notifications off for new comments or replies on manuscripts, follow these steps:

1. From the **dashboard**, **select your name** in the top right corner of the screen and select **My Profile** from the drop -down selection.



2. Scroll down to the **My Email Preferences** section. Locate the **New Comments or replies on the manuscript** setting and **use the slider to switch them off**.

## Account Settings

[Update Profile](#)

Your CONNECT account is the centralized control of all your personal profile information, sign in options, security settings and other areas of configuration.

First name **AE**  
Last name **Training**  
Title **Dr**  
Email **researchexchangetraining+aeditor1@wiley.com**  
Country **United Kingdom of Great Britain and Northern Ireland**

## My Email Preferences

Choose which emails you want to receive.

Receive Invitations to review manuscripts



## My Affiliation

[Edit](#)

John Wiley & Sons (United Kingdom), Chichester

## My Expertise Keywords

No keywords assigned

[Edit](#)

Notifications will stop on all manuscripts from the time it was switched off. These can be switched back on at any time following the same instructions.

### *Access email preferences via email notifications*

*Every email notification includes a hyperlink to the email preferences page in Research Exchange Review so that preferences can be updated quickly and easily.*

## Withdrawing a manuscript on behalf of an Author

<b>Applicable to:</b>	Editorial Assistants, Journal Managers
-----------------------	--

To withdraw a manuscript on an author's behalf in the Review module, follow these steps:

1. From the **Article Details** page, click the **WITHDRAW** button in the top bar.

ID 1025655

AWAITING RECOMMENDATION V1

### This is the Title of my Manuscript

John Wiley  <sup>1</sup>, Peter Wiley<sup>2</sup>  [Show Affiliations](#)


Article Type

Book Review

Journal

Training Journal 3

Chief Editor: Training Chief

Academic Editor: Training Academic  Reassign

Submitted on: Nov 11, 2025 (9 days ago)

> Abstract

> Author Declaration

> Files 2

> Linked Papers 0

 Help

2. A pop-up confirmation panel will appear. Choose the reason for the withdrawal and click **PROCEED TO EMAIL TEMPLATE**.

## Withdraw Manuscript ×

Select reasons for withdrawing manuscript \*

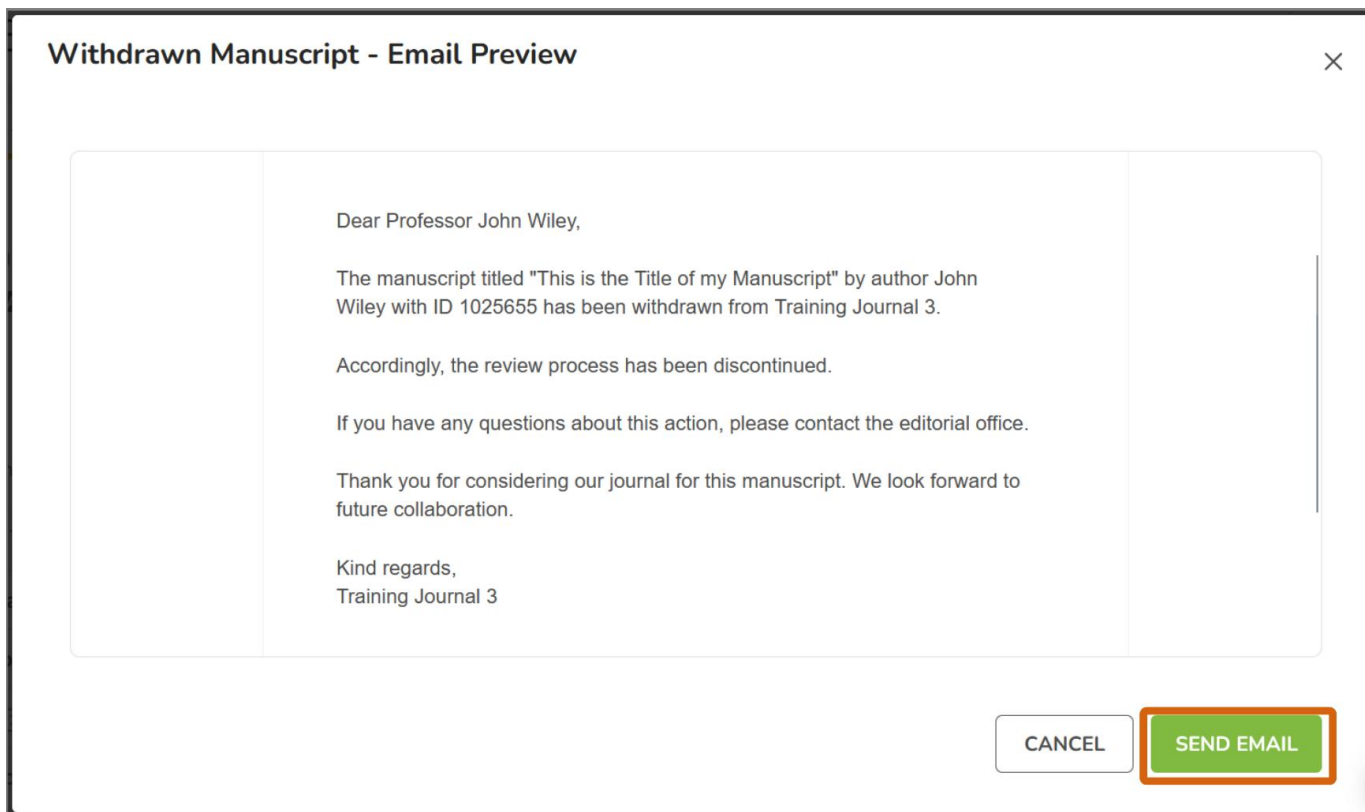
**Author initiated**

- Author changed mind
- Editorial process delays
- Author submitting at another journal
- Author could not complete submission
- Author APC issues
- Author request (other reasons)

**Publisher initiated**

- Author unresponsive
- Research Integrity request
- Publisher request (other reasons)

3. An email template will appear. Click the **SEND EMAIL** button. The author will be notified by email that the manuscript has been withdrawn.



## Accessing Screening Reports

### Applicable to:

Handling Editors, Academic Editors, Lead Guest Editors, Guest Editors, Editorial Assistants, Journal Managers

Following the submission of a manuscript, **Submission Checks** are carried out to ensure the manuscript meets the standards for scope, quality, and integrity required by the journal. The only submission checks visible in the Review module are **iThenticate** and **Scope Match**. Any additional checks that yielded relevant results should be noted by the screener in the Screening Comments section.

To access information about the results of the **iThenticate** and **Scope Match** reports or to see the **Screening Comments**, follow these steps:

1. From the **Article Details** page, click on the **Screening Report** heading to display the results of the initial Submission Checks process

The screenshot shows the 'Manuscript Keywords' section with the text: 'publishing; workflow; pace; scholarly communication; peer review; world wide web; computer science'. Below this, the 'Chief Editor' is 'Training Chief' and the 'Academic Editor' is 'Unassigned' with an 'Invite' button. The submission date is 'Sep 03, 2025 (2 months ago)'. A list of items includes 'Abstract', 'Author Declaration', 'Files' (4), and 'Linked Papers' (1). The 'Screening Report' button is highlighted with a red border. Other buttons include 'Invite Editor for Peer Review', 'Your Editorial Decision' (with a note '0 of 1 Required unique reviewers for accept decision'), and 'Activity Logs and Emails'. A 'Help' button is visible in the bottom right corner.

2. Here, the results of the **iThenticate** Report and **Scope Match** can be found, as well as any comments that were included during the Submission Checks process.

– Screening Report

**iThenticate Score**

**iThenticate Score**  
 The information provided in this report is applicable to **Version 1** of the article.  
 Similarity Scores are powered by iThenticate.

Total Similarity Percentage <sup>?</sup> First Source Similarity Percentage <sup>?</sup> Similarity Report  
 n/a n/a n/a

**Scope Match**

**Scope Match**  
 The purpose of "Scope Match" tool is to evaluate manuscripts to assess how well they align with the scope of a journal. The matching score is based on a combination of factors, including topic relevancy and previously published content.

Scope check match: **▲ Not enough information** Key themes in the manuscript:  
 publishing; workflow; pace; scholarly communication; peer review; world wide web; computer science;

**Screening Comments**  
 Comments for editors

Help

Please note, Screening reports are currently only visible on version 1 of the manuscript. For any subsequent versions, the screening report would need to be provided by the editorial assistant or admin outside of the platform.

## Linking to Manuscripts in Peer Review

<b>Applicable to:</b>	Handling Editors, Academic Editors, Lead Guest Editors, Guest Editors, Editorial Assistants, Journal Managers
-----------------------	---

To link the manuscript to related manuscripts that are going through the peer review process, follow these steps:

1. From the Article Details page, under the Linked Papers heading, click **Add Linked Papers**.

Chief Editor: Training Chief Academic Editor: Unassigned [Invite](#) Submitted on: Aug 13, 2025 (20 days ago)

- > Abstract
- > Author Declaration
- > Files 2
- ▼ Linked Papers 0
  - + Add Linked Papers

## 2. Search for the manuscript by ID or Title.

Chief Editor: Unassigned [Assign](#) Academic Editor: Unassigned [Invite](#) Submitted on: Sep 03, 2025 (6 minutes ago)

- > Abstract
- > Author Declaration
- > Files 4
- ▼ Linked Papers 0
  - Papers linked at Review 0
  - Search and add papers from this journal
  -

## 3. Select the manuscript. Multiple manuscripts can be linked. The link is bi-directional, so a reciprocal link is automatically established on each connected manuscript.

Chief Editor: Unassigned [Assign](#) Academic Editor: Unassigned [Invite](#) Submitted on: Sep 03, 2025 (8 minutes ago)

- > Abstract
- > Author Declaration
- > Files 4
- ▼ Linked Papers 0
  - Papers linked at Review 0
  - Search and add papers from this journal
  - 
  - ID 1080002 This is the Title of my Manuscript ASSIGN AE V1

## 4. To remove a linked manuscript, click the circle icon with the ellipsis inside and select Remove linked paper. Removing a link will remove the link from both manuscripts.

Chief Editor: Unassigned [Assign](#) Academic Editor: Unassigned [Invite](#) Submitted on: Sep 03, 2025 (9 minutes ago)

- > Abstract
- > Author Declaration
- > Files 4
- ▼ Linked Papers 1

Papers linked at Review 1

Search and add papers from this journal

Search by manuscript ID or title

---

ID 1080002 ASSIGN AE V1 ⋮

**This is the Title of my Manuscript**

John Wiley SA CA, Peter Wiley

Academic Editor: Unassigned Reviewer Reports: 0 Invited

Journal: Training Journal 3 Submitted on: Aug 13, 2025 (20 days ago)

⋮  
✖ Remove linked paper

### Transparent Peer Review

For manuscripts that are participating in Transparent Peer Review (TPR), editors, admins, and reviewers will be notified in the following ways;

- The manuscript will have a label on the dashboard.

Action required Showing manuscripts: 1–10 of 74 Sort by Submission date (newest first) ▼

---

ID 1001995 TRANSPARENT PEER REVIEW ASSIGN AE V1 ⋮

**This is the title of the manuscript**

Annie Author SA CA

Article Type: Review Article Academic Editor: Unassigned Reviewer Reports: 0 Invited

Journal: Training Journal 3 Submitted on: Sep 03, 2025 (16 minutes ago)

- The manuscript will have a label on the article details page.

DASHBOARD / ARTICLE DETAILS Withdraw Updated on Sep 03, 2025 Version 1 Comments

ID 100199 **TRANSPARENT PEER REVIEW** ASSIGN AE V1

**This is the**  
Annie Author  
Article Type  
Review Article  
Journal  
Training Journal 3

Transparent peer review is a publishing model that increases openness in the scientific review process by making elements of peer review visible to readers.

Manuscript Keywords ?  
publishing; workflow; pace; scholarly communication; peer review; world wide web; computer science

Chief Editor: [Training Chief](#) Reassign Academic Editor: Unassigned Invite Submitted on: Sep 03, 2025 (59 minutes ago)

- Editors responding to invitations to handle the manuscript will be shown an alert before they accept or decline.

— Respond to Editorial Invitation

! This journal offers Transparent Peer Review. ?

Do you agree to be the Academic Editor for this manuscript?\*

Agree  Decline

Respond to Invitation

- Editors or admins making recommendations or decisions will be shown an alert before submitting

**+ Reassign A** Your recommendation/decision and comments might be published alongside the manuscript and peer reviews. Please ensure your language is:

- Professional and constructive
- Free from personal remarks
- Appropriate for public viewing
- Clear in explaining the rationale behind your recommendation

**+ Reviewer In**

**+ Reviewer R**

**– Your Editor** While maintaining thoroughness, consider how your comments will be perceived in an open scientific discourse.

! This journal offers Transparent Peer Review. ?

Articles submitted **15** Invited **3** Agreed **0** Pending **3** Declined **9** Expired

3 Report submitted 3 Used

[? About Publication Criteria](#)

Decision \* (?)

Select Decision

+ Upload File For Author

- Reviewers responding to invitations to review the manuscript will be shown an alert before they accept or decline.

**– Respond to Invitation to Review**

! This journal offers Transparent Peer Review. ?

**Do you agree to review this manuscript? \***

Agree  Decline

[Respond to Invitation](#)

## Activity Logs and Emails

### Applicable to:

Handling Editors, Academic Editors, Lead Guest Editors, Guest Editors, Editorial Assistants, Journal Managers

From the Article Details page, the user can view all actions, decisions, and emails sent during the review process in the **Activity Logs and Emails** section. To access the log, follow these steps:

1. From the **Article Details** page, click the **Activity Logs and Emails** heading.


The screenshot displays the Manuscript Details page for ID 1017783. At the top right, there is a status indicator 'AE INVITED V1'. The main heading is 'Manuscript title'. Below it, the author information is shown as 'Annie Author researchexchangetraining+au@wiley.com SA CA<sup>1</sup> + Show Affiliations'. The article type is 'Review Article'. The journal information is partially visible, showing 'Journal Name' and 'Author name'. The manuscript keywords are listed as 'workflow; publishing; pace; face; process; computer science; world wide web; electronic publishing; key'. The page also shows the Associate Editor as 'Training Chief' and the Academic Editor as 'Unassigned' with an 'Invite' button. The submission date is 'Mar 25, 2025 (6 hours ago)'. A list of manuscript sections is shown, including 'Abstract', 'Author Declaration', and 'Files (7)'. Below this, there are several action buttons: '+ Screening Report', '+ Assign Academic Editor' (with a 'Pending Response' status), '+ Your Editorial Decision', and '+ Activity Logs and Emails'. The '+ Activity Logs and Emails' button is highlighted with a red border.

2. The list will provide a comprehensive summary of all actions, decisions, and emails related to this manuscript. It will include details on who performed the action, who was the recipient, the date and time, and whether it was an email. Entries will be organized by manuscript version.

— Activity Logs and Emails

Filter From:  To:   Show logs with emails only


---

Editor invited to handle manuscript  
From: Training Chief ASSE To: AE Training AE  
March 25, 2025 at 13:47 (3 hours ago) 

---

System approved manuscript after technical checks  
March 25, 2025 at 11:00 (6 hours ago)

---

Manuscript submitted  
From: System To: Annie Author researchexchangetraining+au@wiley.com SA CA  
March 25, 2025 at 10:44 (6 hours ago) 

3. The log can be filtered in the following ways:

- A** – Search for actions and emails grouped by manuscript version number
- B** – Search for emails in the log marked with an email icon
- C** – Use the “From” and “To” selection to find actions, emails, and decisions by role
- D** – Show logs with emails only
- E** – Search by Subject line, Name, or Email
- F** – Click on a line in the log to view the email copy

## 6. Manuscript Assignment and Invitation Workflow Configuration: Assignment vs Invitation

There are four ways manuscripts can be initially added to an editor's dashboard:

1. Automatic Invitation
2. Automatic Assignment
3. Manual invitation
4. Manual Assignment

This will change based on the configuration of your workflow and can be checked by someone with a Journal Manager role or by contacting your publisher representative. The following options are available for one and two -tier workflows at each stage of the process.

Workflow	Pre-peer Review Step (Handling Editor assignment)	Peer Review Step (Academic Editor assignment)
1-tier	Not applicable	Automatic Invitation Manual Assignment Manual Invitation
2-tier	Automatic Assignment Manual Assignment	Manual Assignment Manual Invitation

## Automatic Invitation

### Applicable to:

Academic Editors, Guest Editors

For 1-tier workflows and special issue workflows that only involve one editor, the platform will **automatically invite an editor** from the journal's editorial board.

The platform employs algorithms to extract and generate keywords from the manuscript, aligning them with an editor's expertise through **Expertise Keywords**.

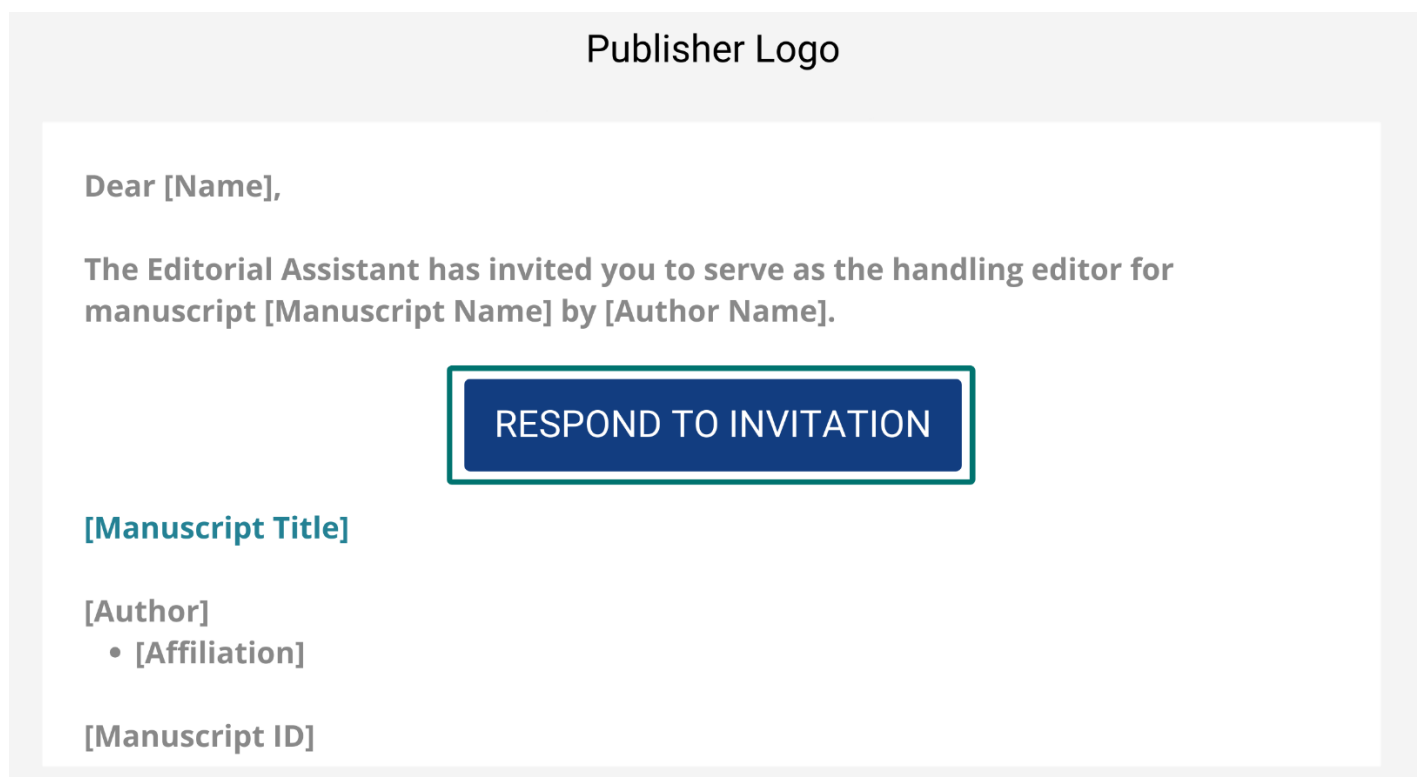
Additionally, for journals with multiple editors, it considers each editor's current workload, prioritizing those with the lowest workload to ensure an equitable distribution of invitations. Information about an editor's current workload is gathered for a single journal. So, if an editor is assigned to manuscripts for more than one journal, this will not be

reflected in their workload figures. It will also take into account all manuscripts that they are assigned to, regardless of what stage of the process they are in, and any pending invitations.

#### Receiving a manuscript by automatic invitation

Once the manuscript has successfully passed the submission checks and received approval from the Editorial Assistant, the editor will be notified via email to handle the

manuscript. Clicking the **ACCEPT INVITATION** button will take the editor to the Review module's login page to view the manuscript.



If unable to handle the manuscript, the editor can decline the invitation. The Editorial Assistant will be informed, and they will be able to invite a new editor.

## Automatic Assignment

### Applicable to:

Handling Editors, Lead  
Guest Editors

The Peer Review process is managed in Research Exchange review. If you also have access to Research Exchange Screening, once approved in Screening manuscripts will automatically move into the Review module to begin the peer review process.

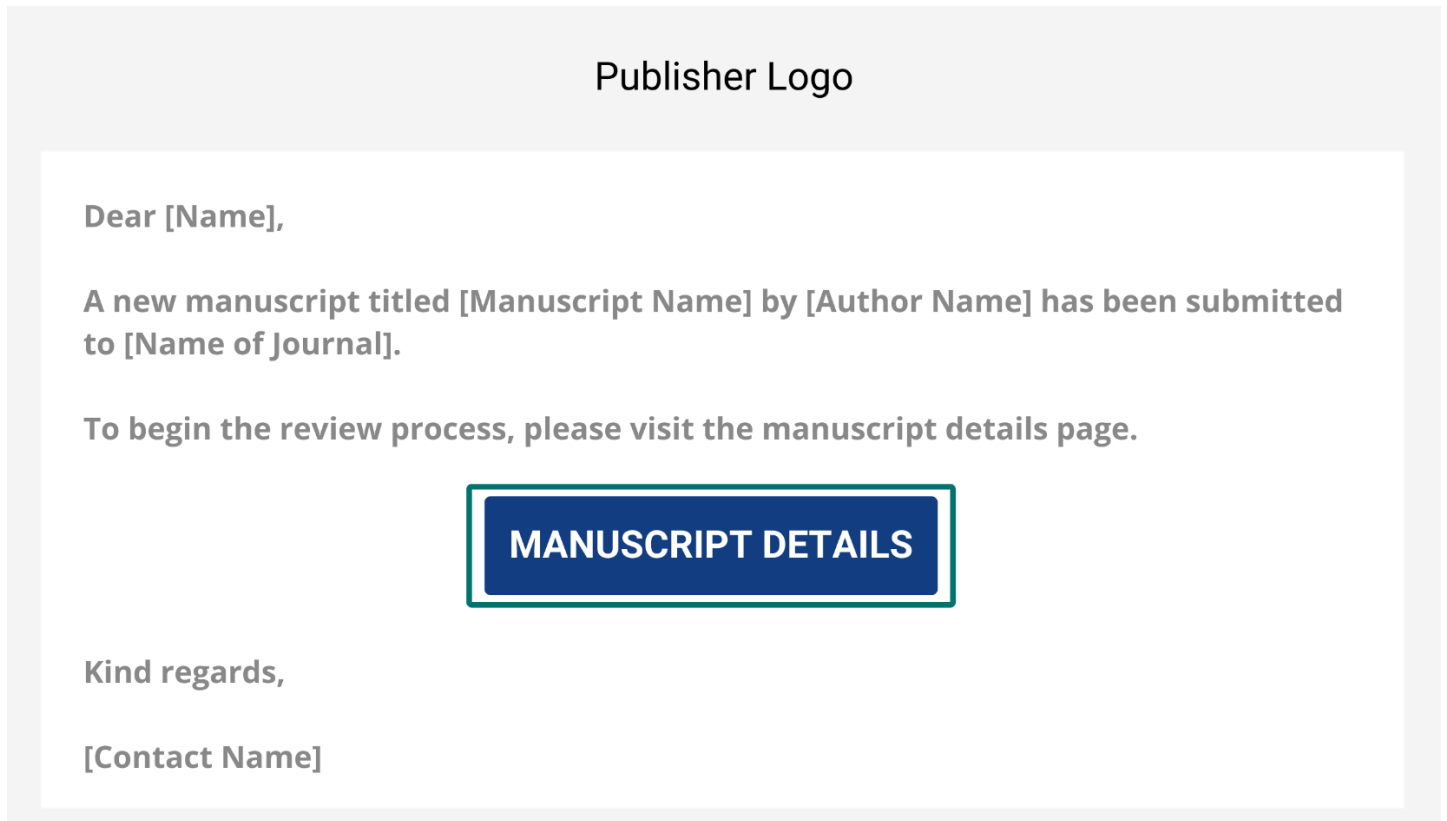
In workflows with two editors, the platform **automatically assigns the first editor** from the journal's editorial board to handle the pre-peer review stage.

The platform employs algorithms to extract and generate keywords from the manuscript, aligning them with an editor's area of expertise through their **Expertise Keywords**. In Research Exchange Review, **expertise keywords** are automatically assigned when an editor or reviewer is added to the platform. Expertise keywords are based on the editor or reviewer's contributions to previous publications. This information is drawn from external databases, such as Web of Science (WoS).

Additionally, for journals with multiple Handling editors, it takes into account the editor's current workload, prioritizing those with the lowest workload to ensure an equitable distribution of invitations. Information about an editor's current workload is gathered for a single journal. So, if an editor is assigned to manuscripts for more than one journal, this will not be reflected in their workload figures. It will also take into account all manuscripts that they are assigned to, regardless of what stage of the process they are in, and any pending invitations.

## Receiving a manuscript by automatic assignment

When a new manuscript has been submitted to the journal, the editor will receive an email notification. Clicking the **MANUSCRIPT DETAILS** button will take the editor to the Review module's login page to view the manuscript.



If the editor is unable to handle the manuscript, they can either reassign it to another editor or let the Editorial Assistant or Journal Manager know that it needs reassigning.

## Manual Invitation

### Applicable to:

Handling Editors, Academic Editors, Lead Guest Editors, Guest Editors, Full Access Editors

The Peer Review process is managed in Research Exchange review. If you also have access to Research Exchange Screening, once approved in Screening manuscripts will automatically move into the Review module to begin the peer review process.

In workflows with two editors, the second editor, usually the Academic Editor or Guest Editor, is always manually invited by the first editor, usually the Handling Editor or the Lead Guest Editor.

#### Receiving a manuscript by manual invitation

When an editor is invited to work on a manuscript, they will receive an email request from the journal. To help them decide whether to agree or decline, the email will

provide details, including the names of the authors, the title of the paper, and the research abstract.

Clicking the **RESPOND TO INVITATION** button will take the editor to the Review module's login page to view the manuscript. There, they will be able to accept or

decline the invitation.

## Publisher Logo

Dear Academic Editor,

Editor Name has invited you to serve as the Academic Editor for the manuscript titled "Manuscript Title" by Author Name submitted to Journal Name.

Please use the button below to respond to this invitation, or log into your account at [review.wiley.com](https://review.wiley.com) to take action. If you are able to handle this submission, we would be grateful if you could please check the quality of the manuscript to see if it is suitable to proceed with the peer review process, and if so please invite reviewers for this manuscript.

**RESPOND TO INVITATION**

[Manuscript Title]

If the editor declines to handle the manuscript, the inviting editor will be informed so they can invite a different editor.

### Manual Assignment

<b>Applicable to:</b>	Editorial Assistants, Journal Managers, Full Access Capability
-----------------------	--

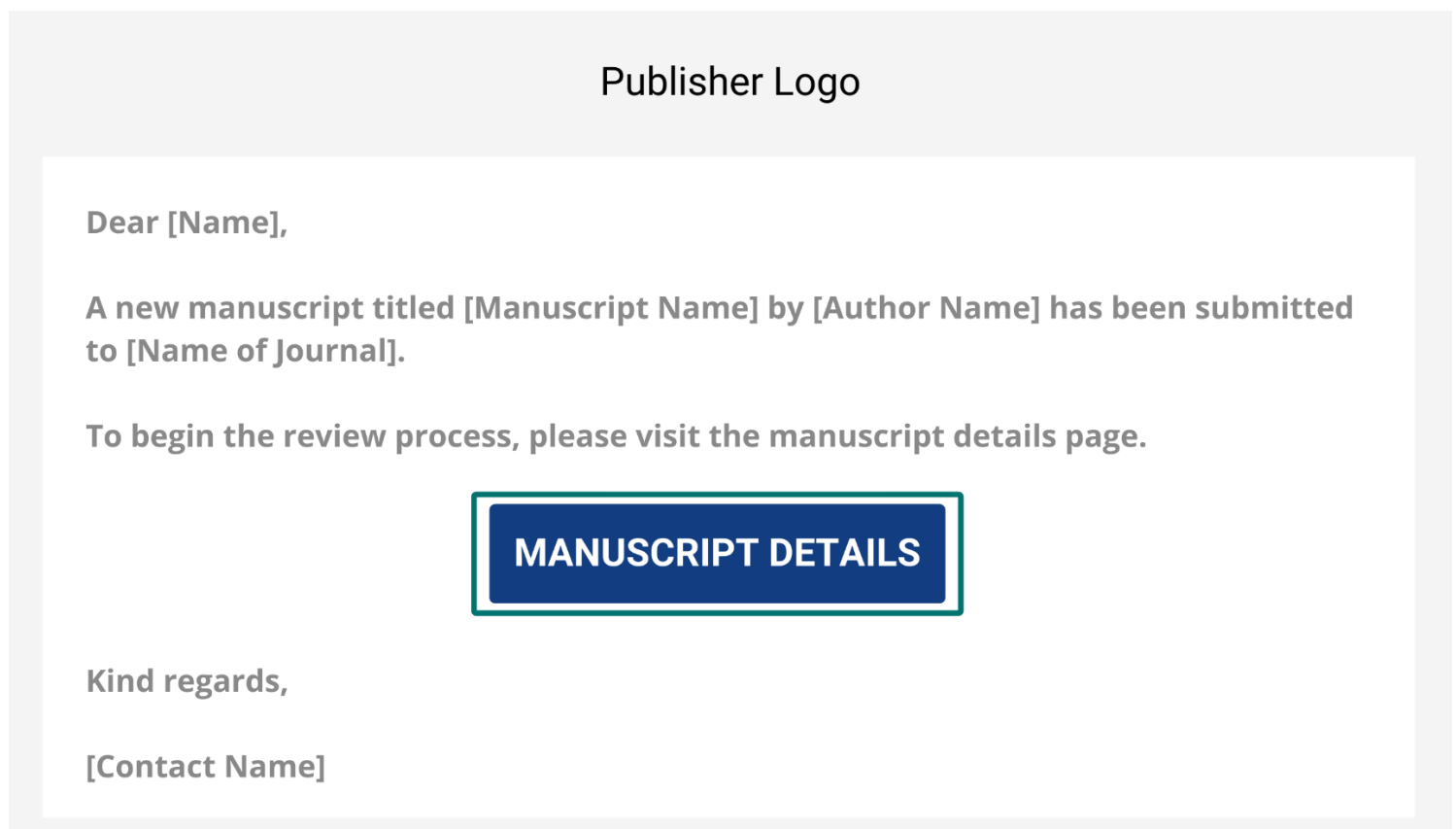
The Peer Review process is managed in Research Exchange review. If you also have access to Research Exchange Screening, once approved in Screening manuscripts will automatically move into the Review module to begin the peer review process.

In workflows with two editors, the first editor, usually the Handling Editor or the Lead Guest Editor, will need to be manually assigned. The manuscript will remain unassigned until this task is completed by

someone with an Editorial Assistant or Journal Manager role. Editors with the Full Access capability enabled will also be able to carry out this task.

### Receiving a manuscript by manual assignment

When a new manuscript has been assigned to them, the editor will receive an email notification. Clicking the **MANUSCRIPT DETAILS** button will take the editor to the Review module's login page to view the manuscript.



If the editor is unable to handle the manuscript, they can either reassign it to another editor or let the Editorial Assistant or Journal Manager know that it needs reassigning. Editors with Full Access capability will also be able to reassign the manuscript.

### Assigning or Inviting Unavailable Editors

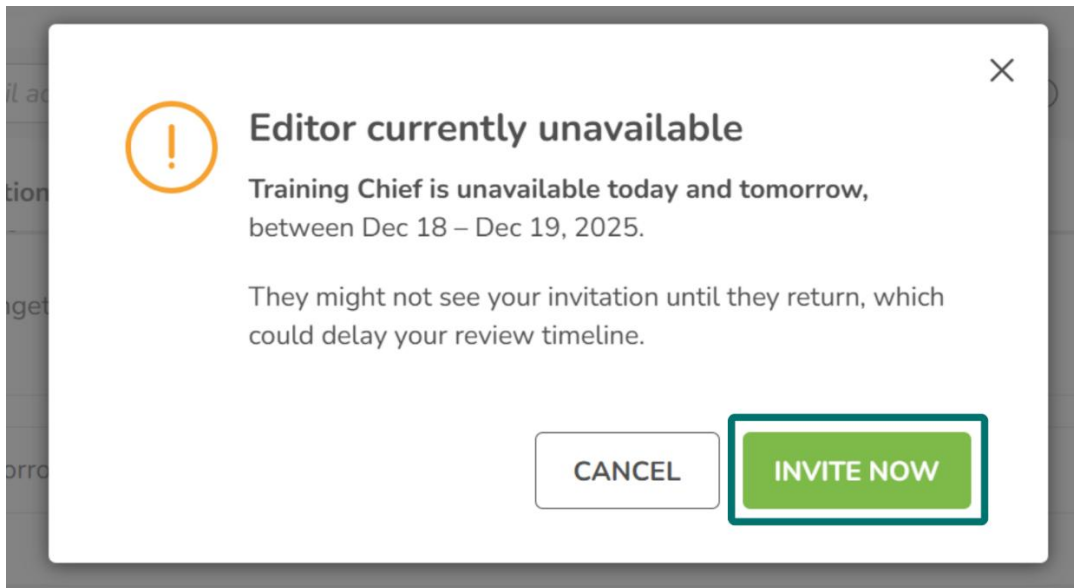
<b>Applicable to:</b>	Handling Editors, Lead Guest Editors, Full Access Editors,
-----------------------	--

Editors can note their availability and out-of-office dates to avoid assignments or invitations during absences. These dates are visible to other editors and admins on the journal, allowing for better assignment decisions. To view editor out-of-office dates and override them to assign manuscripts, follow these steps:

1. Editor availability information will appear during the manual assignment or invitation steps. Clicking **View Details** will show more details about the current out-of-office period. Clicking **Show More Dates** will show all upcoming dates the editor will not be available.

The screenshot shows a web interface titled "Reassign Editor for Pre-Peer Review". At the top, there is a search bar with the placeholder text "Search by editor name or email address" and a magnifying glass icon. To the right of the search bar is a toggle switch labeled "Show all editorial board members" with a question mark icon. Below the search bar, there are three tabs: "Score" (with a question mark), "Editor information" (selected), and "Editor activity" (with a question mark). The main content area displays a warning message: "Unavailable today and tomorrow. Dec 18 – Dec 19, 2025" with a calendar icon and a "View Details" link. Below this message is a profile card for "Training Chief" (with an "lb" icon), "Chief Editor", and the email address "researchexchangetraining+chief@v...om". A tooltip is visible over the profile card, showing the dates "Dec 18 – Dec 19, 2025", the reason "Annual conference", and a "+ Show More Dates" link. The entire profile card and tooltip area are highlighted with a green border.

2. The editor can still be assigned or invited. A warning message will appear, but this can be overridden if necessary.



## Assigning and Reassigning Editors to Manuscripts

### Assigning an Editor to Handle the Pre -Peer Review Step

#### **Applicable to:**

Editorial Assistants, Journal Managers, Full Access Capability

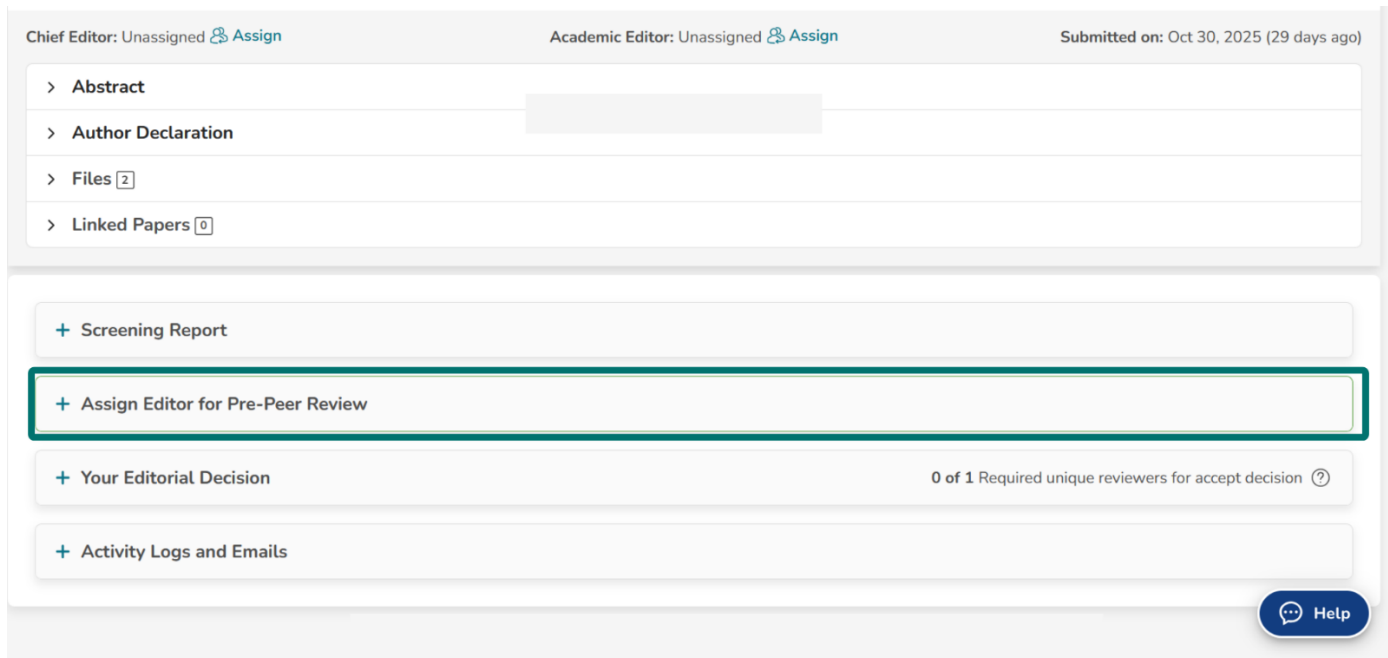
The Peer Review process is managed in Research Exchange review. If you also have access to Research Exchange Screening, once approved in Screening manuscripts will automatically move into the Review module to begin the peer review process.

For two -tier workflows, there is the option to manually assign the first editor in the process to handle the Pre -Peer Review step, usually the Handling or Lead Guest Editor.

The manuscript will remain unassigned until this task is completed by someone with an Editorial Assistant or Journal Manager role. Editors with the Full Access capability enabled will also be able to carry out this task.

To assign an editor to handle the Pre-Peer Review step, follow these steps:

1. From the **Article Details** page, click the **Assign Editor for Pre - Peer Review** heading. A list of potential editors appears; use the search function to find a specific name or email if needed. (Editors with Full Access capability will not be able to toggle to see the whole editorial board.)



Chief Editor: Unassigned [Assign](#) Academic Editor: Unassigned [Assign](#) Submitted on: Oct 30, 2025 (29 days ago)

- > Abstract
- > Author Declaration
- > Files 2
- > Linked Papers 0

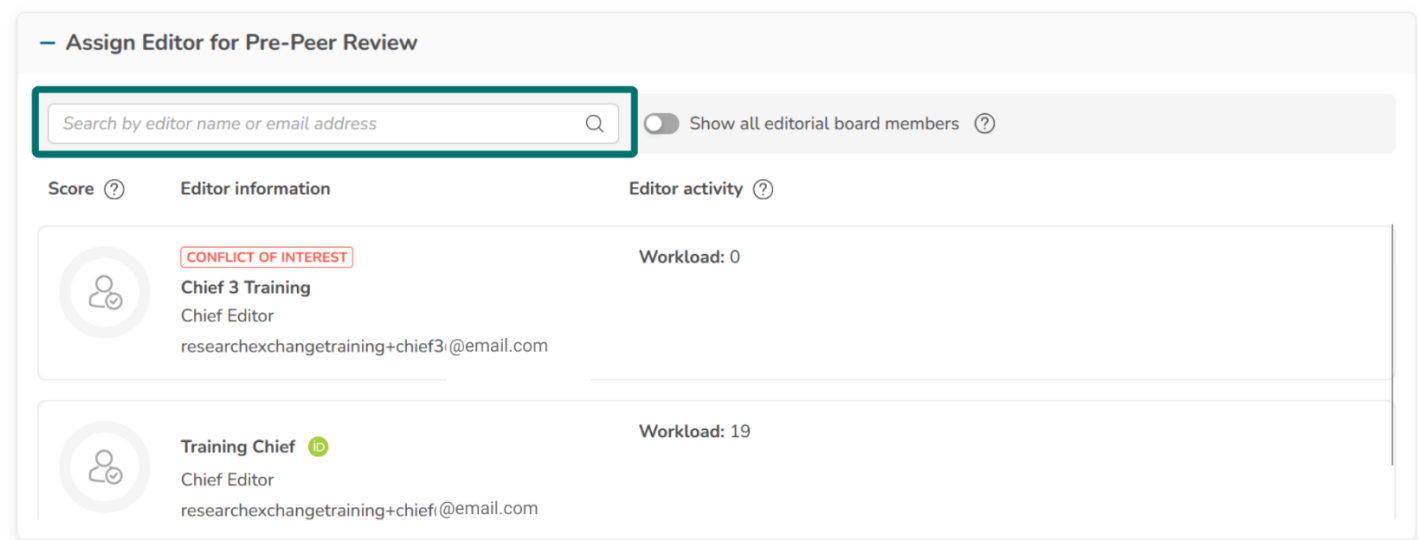
+ Screening Report

**+ Assign Editor for Pre-Peer Review**

+ Your Editorial Decision 0 of 1 Required unique reviewers for accept decision ?

+ Activity Logs and Emails

[Help](#)



– Assign Editor for Pre-Peer Review

[?](#)  Show all editorial board members [?](#)

Score <a href="#">?</a>	Editor information	Editor activity <a href="#">?</a>
	<p><b>CONFLICT OF INTEREST</b></p> <p><b>Chief 3 Training</b> Chief Editor researchexchangetraining+chief3@email.com</p>	Workload: 0
	<p><b>Training Chief</b> <span>ID</span> Chief Editor researchexchangetraining+chief1@email.com</p>	Workload: 19

2. Use the toggle to display all editorial board members, including those in roles not configured as responsible for this step in the process. They will have a 'Non-Responsible Role' label above their name. (Editors with Full Access capability will not be able to toggle to see the whole editorial board)

+ Screening Report

– Assign Editor for Pre-Peer Review

Search by editor name or email address

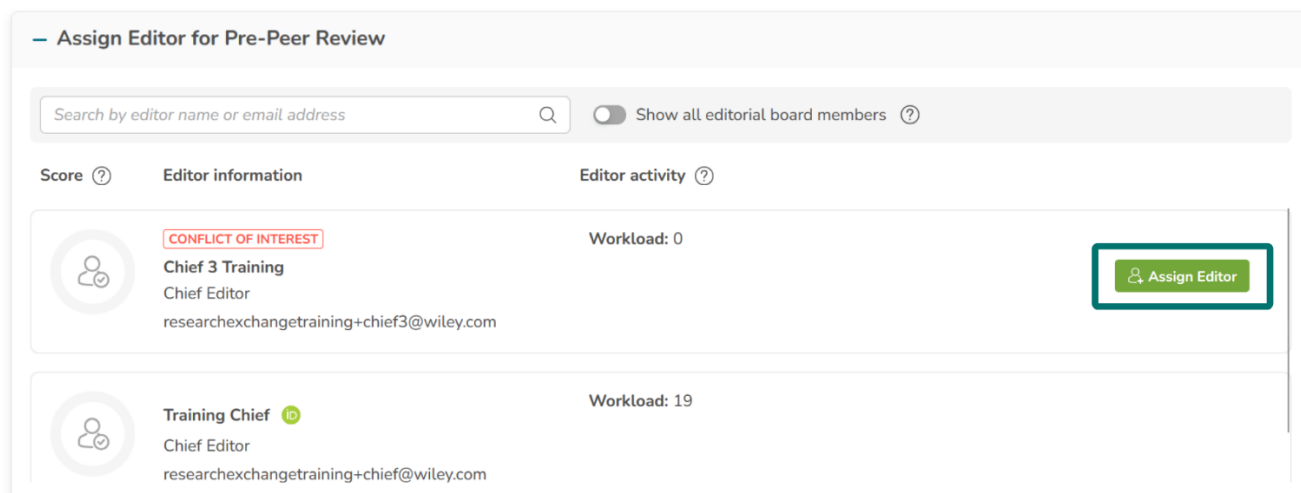
Show all editorial board members

Score ? Editor information Editor activity ?

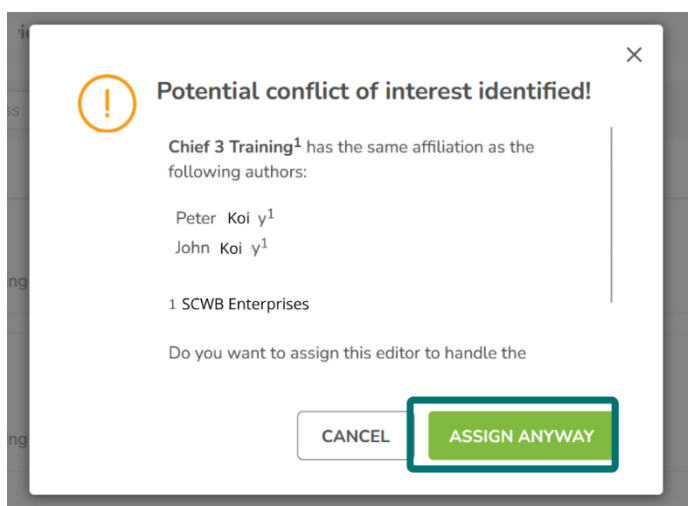
	<b>NON-RESPONSIBLE ROLE</b> Training Academic Academic Editor researchexchangetraining+aeditor1@email.com	Workload: 0
	Training Chief Chief Editor researchexchangetraining+chief@email.com	Workload: 19

Displays all editorial board members, including those in roles not configured as responsible for this step.

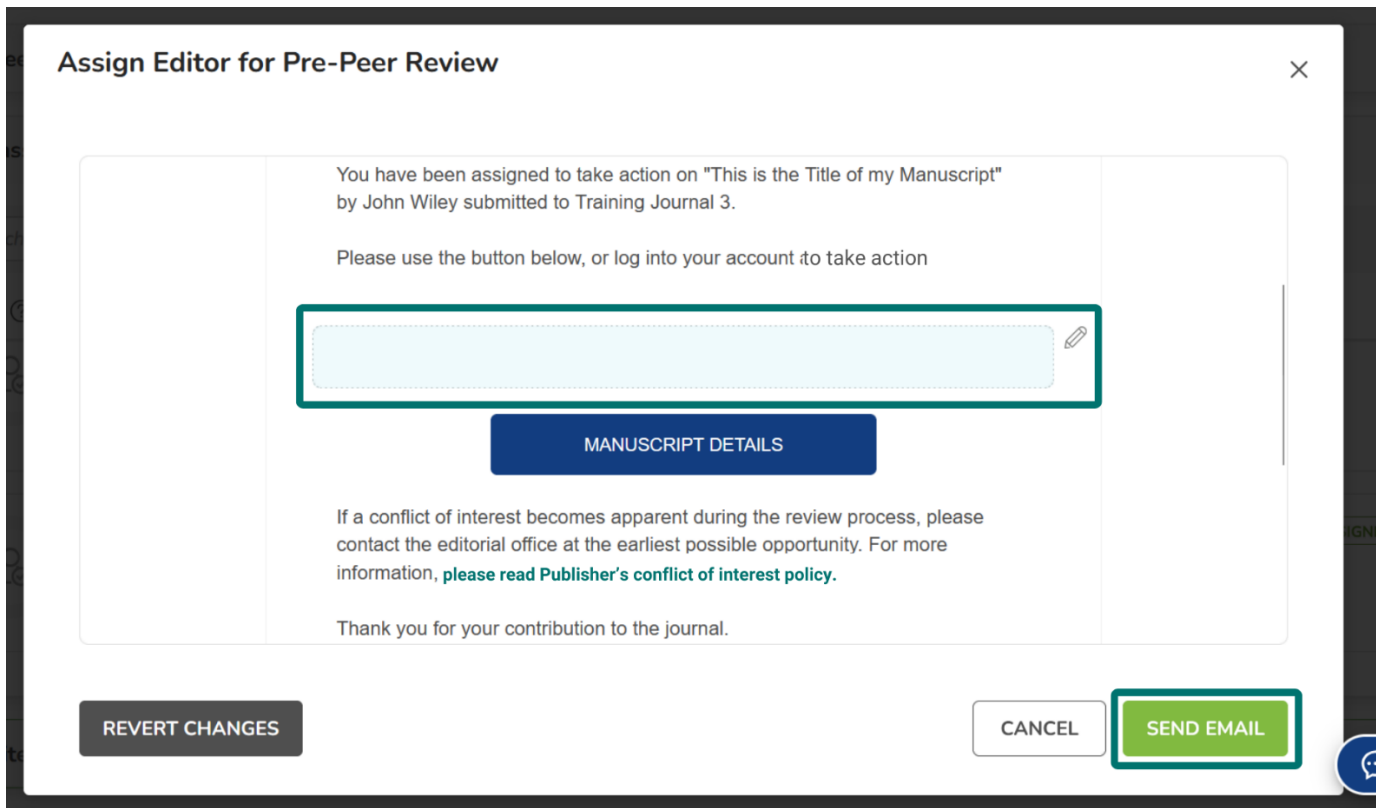
3. To assign an editor from the list, hover over their name and click the **Assign Editor** button. Their current workload for the journal is displayed to help make a decision. Some journals will also display the editor's keywords based on related publication history.



4. If a conflict of interest is detected, a pop-up will display relevant details. To continue with the assignment, click the **ASSIGN ANYWAY** button.



The email template will appear, with editable sections. Once ready, click **SEND EMAIL**.



The editor will now receive an email notification to let them know that a manuscript has been assigned to them. On the article details page, the editor is marked with the label **Assigned**.

### *Adding and removing editors from the Journal Board*

*By default, only users who have a Handling Editor or Lead Guest Editor role on that journal's editorial board in Research Exchange Review will be available to assign. Editorial Assistants and Journal Managers will be able to toggle to see the whole editorial board, and assign an editor from the board with a 'non -responsible role'. Adding users, removing users, or assigning editorial roles can only be completed by someone with a Journal Manager system role. Instructions for Journal*

*Managers can be found here. Otherwise, contact your publisher representative for support.*

## Reassigning an Editor to Handle the Post-Peer Review Step

### Applicable to:

Editorial Assistants, Journal Managers, Full Access Capability

After the peer review step is complete, the manuscript will automatically pass back to the editor assigned to handle the pre-peer review step, to make a final decision. If needed, this can be reassigned by following these steps:

1. From the **Article Details** page, click the **Reassign Editor for Post-Peer Review** heading. A list of potential editors appears; use the search function to find a specific name or email if needed. The current editor is marked with the label **Assigned**. (Editors with Full Access capability will not be able to toggle to see the whole editorial board.)

- > Abstract
- > Author Declaration
- > Files 6
- > Linked Papers 0

[+ Screening Report](#)[+ Assign Editor for Peer Review](#)[+ Your Editorial Decision](#)0 of 1 Required unique reviewers for accept decision [?](#)[+ Activity Logs and Emails](#)[Help](#)

### — Reassign Editor for Post-Peer Review

Show all editorial board members [?](#)Score [?](#)

Editor information

Editor activity [?](#)**CONFLICT OF INTEREST**

Chief 3 Training

Chief Editor

researchexchangetraining+chief3@wiley.com

Workload: 0



Training Chief

Chief Editor

researchexchangetraining+chief@wiley.com

Workload: 19

ASSIGNED


2. Use the toggle to display all editorial board members, including those in roles not configured as responsible for this step in the process. They will have a 'Non-Responsible Role' label above their

name. (Editors with Full Access capability will not be able to toggle to see the whole editorial board.)

3. To assign a new editor from the list, hover over their name and click the **Assign Editor** button. Their current workload for the journal is displayed to help make a decision. Some journals will also display the editor's keywords based on related publication history.

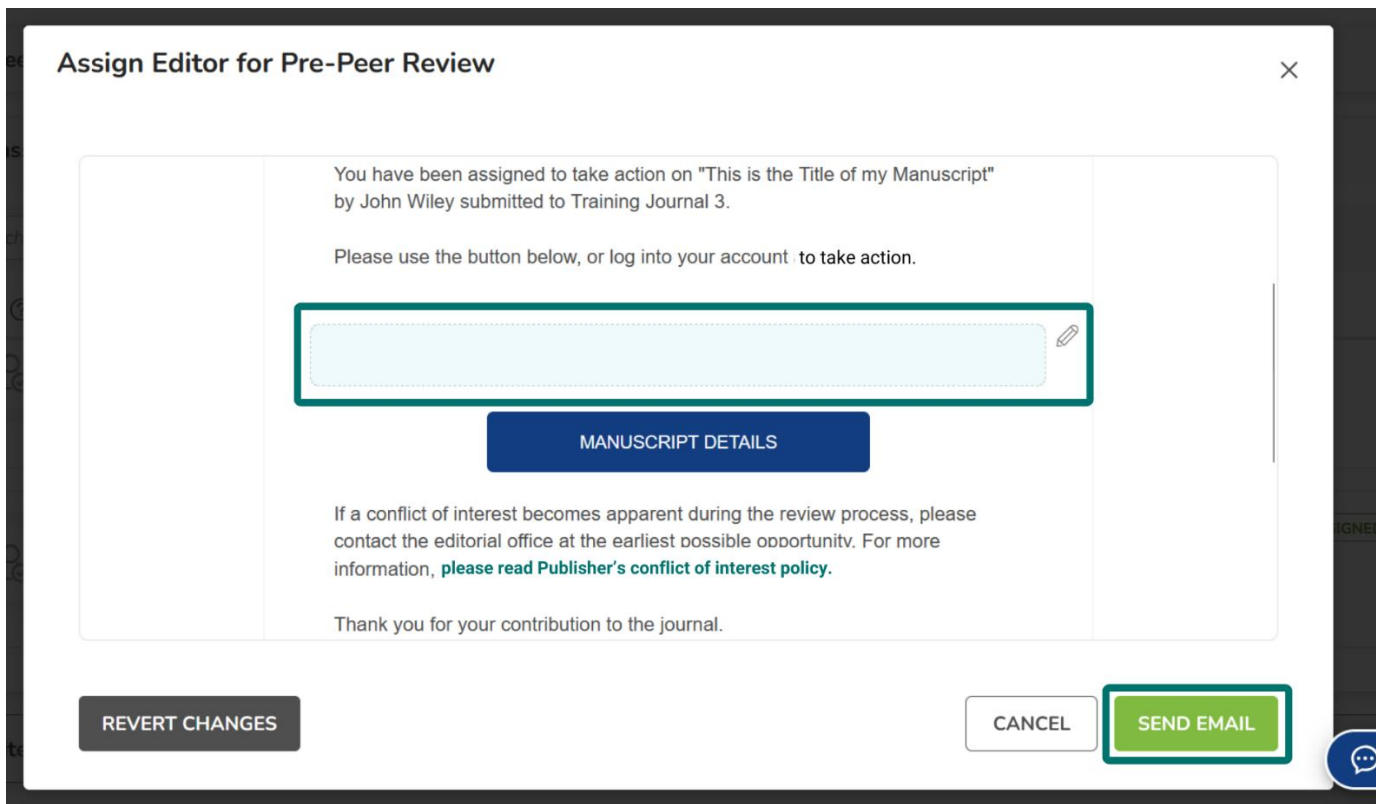
— Reassign Editor for Post-Peer Review

Search by editor name or email address   Show all editorial board members

Score	Editor information	Editor activity
	 <b>Training Chief</b> <span>ID</span> Chief Editor researchexchangetraining+chief@wiley.com	Workload: 19

**Assign Editor**

4. If a conflict of interest is detected, a pop-up will display relevant details. To continue with the assignment, click the **ASSIGN ANYWAY** button. The email template will appear, with editable sections. Once ready, click **SEND EMAIL**.



The editor will now receive an email notification to let them know that a manuscript has been assigned to them. On the article details page, the new editor is marked with the label **Assigned**. There is no limit to the number of times a manuscript can be reassigned. If a Handling or Lead Guest Editor was removed from the manuscript, they can be reassigned the manuscript if needed, provided there are no conflicts of interest, and they are still active on the journal's editorial board.

### *Removing Handling Editors during the Peer Review Process*

*When a Handling Editor is removed from the journal board, their access will be limited to manuscripts that have not progressed to the Peer Review Step. Manuscripts currently in the peer review process will, upon completion, be reassigned to an active Handling Editor on the journal board.*

## Assigning an Editor for the Peer Review Step

### Applicable to:

Editorial Assistants\*, Journal Managers\*, Full Access Capability, Handling Editors, Lead Guest Editors

*\*Acting on behalf of an Editor: In the Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.*

Once a manuscript has been assigned to the first editor in the two -tier workflow to handle the Pre -Peer Review step, the second editor needs to be assigned.

For two -tier workflows, there is the option for the first editor, usually the Handling or Lead Guest Editor, to assign the second editor, usually the Academic or Guest Editor, to handle the Peer Review step.

Alternatively, they can choose to assign themselves to carry out this role.

To assign an editor to handle the Peer Review step, follow these steps:

1. From the **Article Details** page, click on the **Assign Editor for Peer Review**.

Associate Editor: [Training Chief](#) Academic Editor: Unassigned [Invite](#) Submitted on: Mar 07, 2025 (8 months ago)

- > Abstract
- > Author Declaration
- > Files 6
- > Linked Papers 0

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- + Screening Report
- + Assign Editor for Peer Review**
- + Your Editorial Decision 0 of 1 Required unique reviewers for accept decision ?
- + Activity Logs and Emails

[Help](#)

2. Potential Editors with suitable roles to carry out the Peer Review step are listed for assignment. This list is populated when the journal is set up. If someone needs to be added to the Editorial Board, this can be done by someone with a Journal Manager system role or by reaching out to the publisher contact.

**- Assign Editor for Peer Review**

Search by editor name or email address  Q Assign Myself

Score <span>?</span>	Editor information	Editor activity <span>?</span>
	 <b>Training Academic</b> Academic Editor researchexchangetraining+aeditor2@wiley.com	Workload: 0 Pending Invitations: 2
	 <b>Training Academic</b> <span>ID</span> Academic Editor researchexchangetraining+aeditor1@wiley.com	Workload: 125 Pending Invitations: 1

3. Use the search function to find a specific editor by name or email.

— Assign Editor for Peer Review

Search by editor name or email address

Score <sup>?</sup>	Editor information	Editor activity <sup>?</sup>
	<p><b>CONFLICT OF INTEREST</b></p> <p>Training Academic Academic Editor researchexchangetraining+aeditor2@wiley.com</p>	<p>Workload: 0 Pending Invitations: 2</p>
	<p>Fsora AE1 Sora Academic Editor fsora+ae1@wiley.com</p>	<p>Workload: 1 Pending Invitations: 1</p>

4. If a potential conflict of interest exists, a label will appear next to the editor's name. Hovering over the label will reveal information about the conflict of interest identified. Consider selecting an alternative Editor if the conflict of interest cannot be managed.

— Assign Editor for Peer Review

Search by editor name or email address

Score <sup>?</sup>	Editor information	Editor activity <sup>?</sup>
	<p><b>CONFLICT OF INTEREST</b></p> <p>Training Academic Academic Editor researchexchangetraining+aeditor2@wiley.com</p>	<p>Workload: 0 Pending Invitations: 2</p>
	<p>Fsora AE1 Sora Academic Editor fsora+ae1@wiley.com</p>	<p>Workload: 1 Pending Invitations: 1</p>

5. Consider each editor's workload by checking the number of manuscripts currently allocated to them and the number of pending invitations. If an editor is working on multiple manuscripts in Research Exchange Review, this could delay the process. Some journals will also display the editor's keywords based on related publication history.

— Assign Editor for Peer Review

Search by editor name or email address

Score	Editor information	Editor activity
	<p><b>CONFLICT OF INTEREST</b></p> <p>Training Academic Academic Editor researchexchangetraining+aeditor2@wiley.com</p>	<p>Workload: 0 Pending Invitations: 2</p>
	<p>Fsora AE1 Sora Academic Editor fsora+ae1@wiley.com</p>	<p>Workload: 1 Pending Invitations: 1</p>

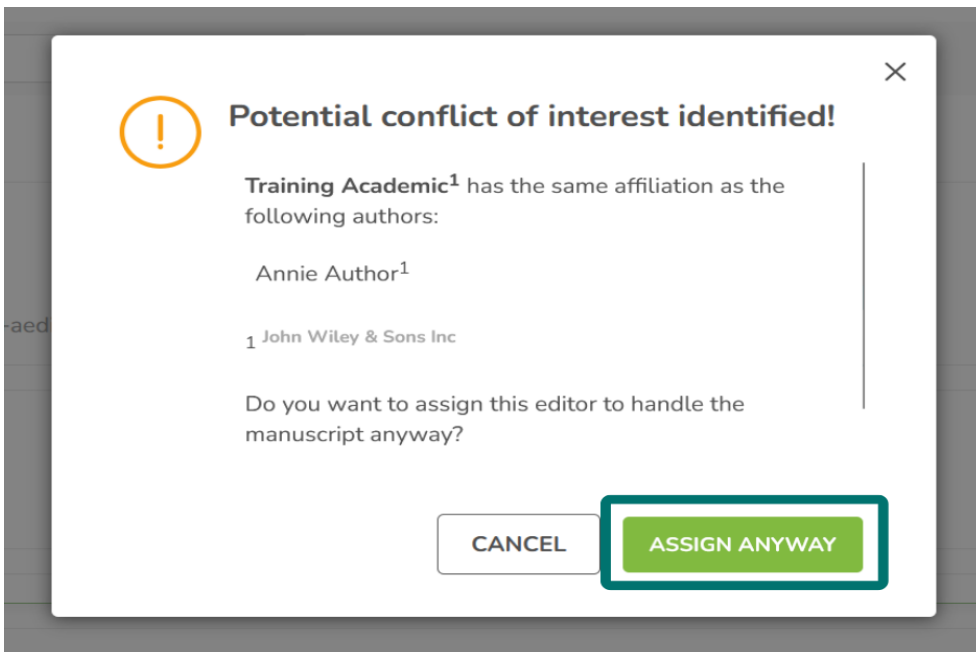
6. To invite an Editor from the list, hover over their name and click the **Assign Editor** button. Alternatively, Editors can choose '7. Assigning yourself to Handle the Peer Review Step myself' to carry out the Peer Review step. (See ["Assigning yourself to Handle the Peer Review Step"](#)).

— Assign Editor for Peer Review

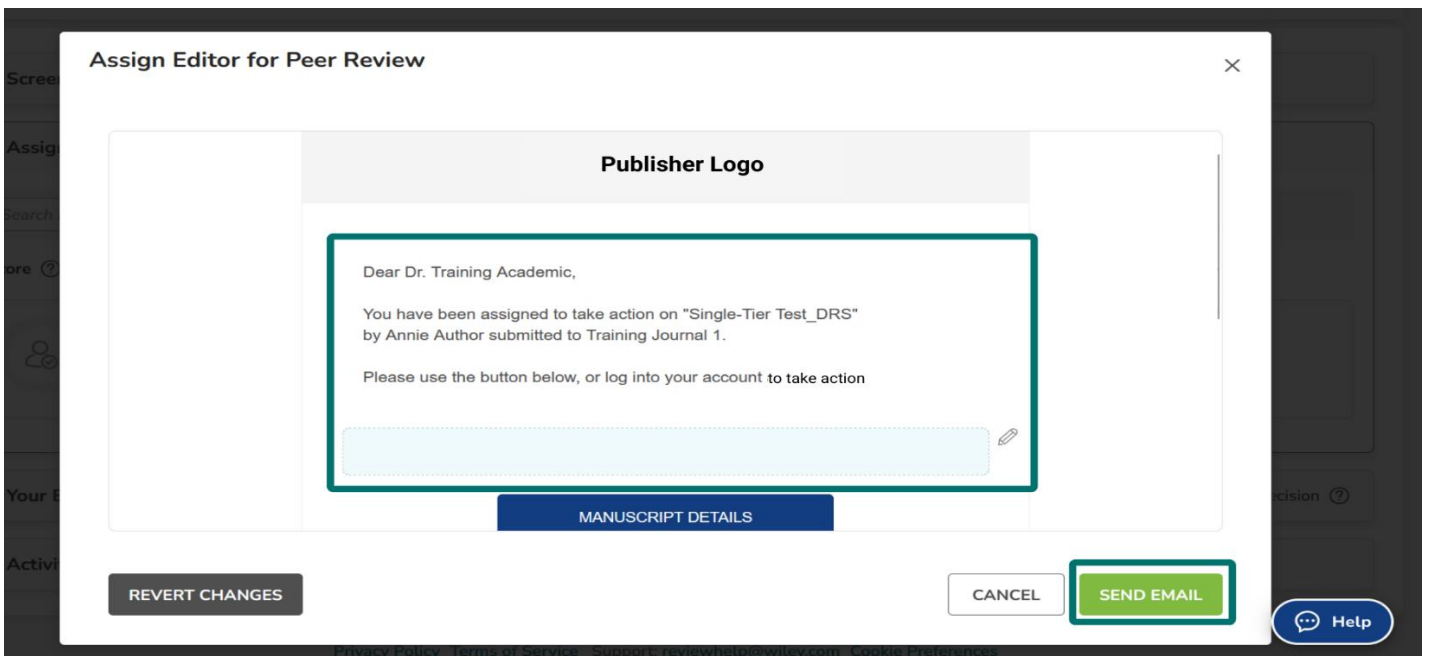
Search by editor name or email address

Score	Editor information	Editor activity
	<p><b>CONFLICT OF INTEREST</b></p> <p>Training Academic Academic Editor researchexchangetraining+aeditor2@wiley.com</p>	<p>Workload: 0 Pending Invitations: 2</p> <p><input type="button" value="Assign Editor"/></p>
	<p>Fsora AE1 Sora Academic Editor fsora+ae1@wiley.com</p>	<p>Workload: 1 Pending Invitations: 1</p>

8. If a potential conflict of interest exists, a pop -up window will appear. To cancel the invitation, choose the **CANCEL** button. To continue with the invitation, click the **ASSIGN ANYWAY** button.



9. A draft email is automatically generated. The user can choose to edit the text in the blue box to give more context or to add a personal message. This personal touch may start a dialogue and encourage the Editor to engage with the process. To edit the message, choose the **pencil icon**. To send the email, click on the **SEND EMAIL** button.



10. The editor will now receive an email confirming they have been assigned to handle the manuscript. When the user returns to the article details page, the status will show as **ASSIGNED** next to the assigned editor's name. The section heading will be renamed to **Reassign Editor for Peer Review**.

Reassign Editor for Peer Review

Search by editor name or email address

Score ? Editor information Editor activity ?

Training Academic **ASSIGNED**  
Academic Editor  
researchexchangetraining+aeditor1@wiley.com

Workload: 52  
Pending Invitations: 0

+ Reviewer Invitation ? Reports: 0 Submitted ⓘ 0 Overdue, 0 Invalidated | Invitations: 0 Queued, 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

+ Your Editorial Decision 0 of 1 Required unique reviewers for accept decision ?

The editor will now receive an email notification to let them know that a manuscript has been assigned to them. On the article details page, the editor is marked with the label **Assigned**.

### *Adding and removing editors from the Journal Board*

By default, only users who have a Handling Editor or Lead Guest Editor role on that journal's editorial board in Research Exchange Review will be available to assign. Editorial Assistants and Journal Managers will be able to toggle to see the whole editorial board and assign an editor from the board with a 'non-responsible role'.

Adding users, removing users, or assigning editorial roles can only be completed by someone with a Journal Manager system role.

Instructions for Journal Managers can be found here. Otherwise, contact your publisher representative for support.

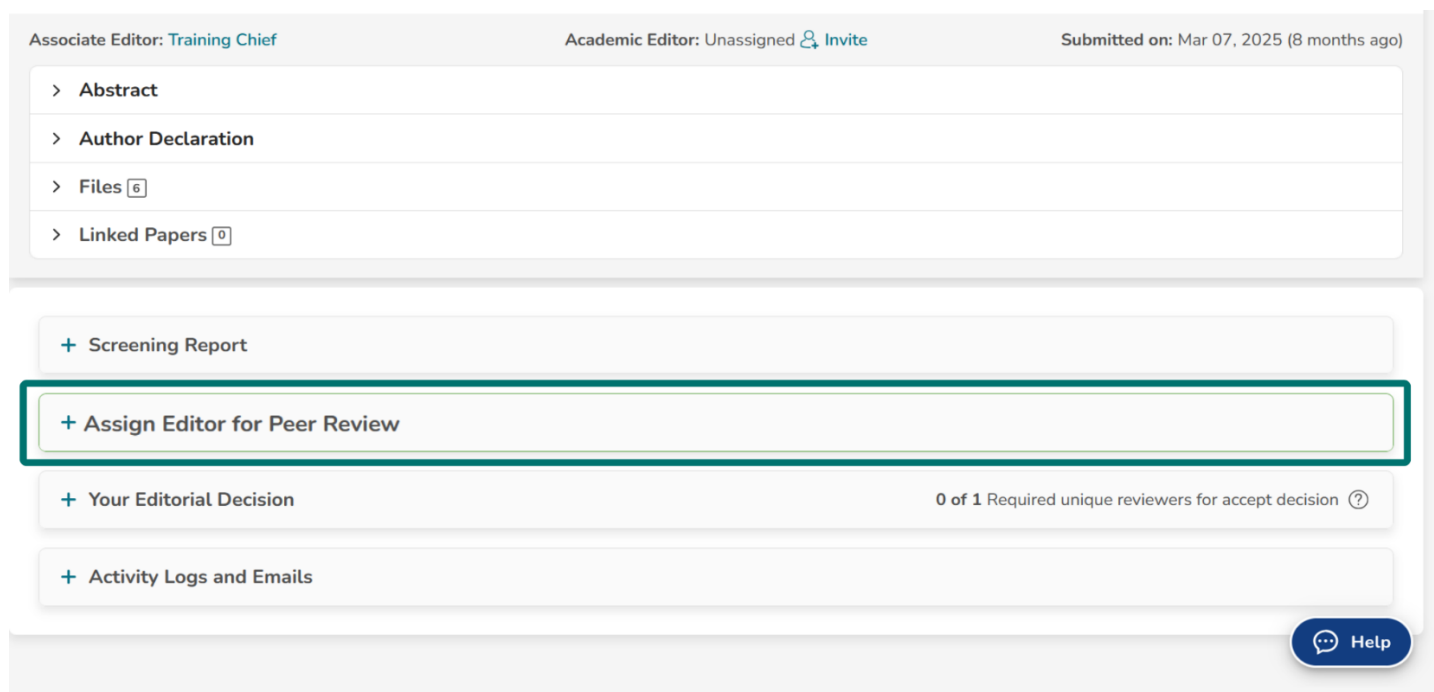
## Assigning yourself to Handle the Peer Review Step

### Applicable to:

Handling Editors, Lead Guest Editors

Handling Editors or Lead Guest Editors can assign themselves as the Handling Editor or Guest Editor instead of inviting another board member. To do this, follow these steps:

1. From the **Article Details** page, click the **Assign Editor for Peer Review** heading.



The screenshot shows the 'Article Details' page interface. At the top, it displays 'Associate Editor: Training Chief', 'Academic Editor: Unassigned' with an 'Invite' link, and 'Submitted on: Mar 07, 2025 (8 months ago)'. Below this is a list of sections: 'Abstract', 'Author Declaration', 'Files' (with a count of 6), and 'Linked Papers' (with a count of 0). A 'Screening Report' section is also visible. The 'Assign Editor for Peer Review' button is highlighted with a red border. Below it, the 'Your Editorial Decision' section shows '0 of 1 Required unique reviewers for accept decision' with a help icon. At the bottom right, there is a 'Help' button.

2. Select the button labelled **Assign myself**.

— Assign Editor for Peer Review

Search by editor name or email address

**Assign Myself**

Score ?	Editor information	Editor activity ?
	<b>CONFLICT OF INTEREST</b> Training Academic Academic Editor researchexchangetraining+aeditor2@wiley.com	Workload: 0 Pending Invitations: 2
	Fsora AE1 Sora Academic Editor fsora+ae1@wiley.com	Workload: 1 Pending Invitations: 1

3. A pop-up window will appear. To confirm the choice, click the **ASSIGN** button.

Are you sure you want to assign yourself as the Handling Editor?

You will not be able to revert this change or reassign another Editor on this manuscript.

**CANCEL** **ASSIGN**

*What happens after a Handling or Lead Guest Editor assigns themselves to handle the Peer Review step?*

- *The two -tier structure is maintained as configured on self-assignments*

- *The editor who self-assigned will be required to provide a recommendation and then make a final decision as they are taking on both editor roles on the manuscript.*
- *Full Access Editor permissions will provide override capability. EiCs with these elevated permissions will be able to make direct decisions, overriding the editorial model.*

What happens next?

Once confirmed, the status of the manuscript will change, and the next step is to invite a minimum number of peer reviewers to evaluate the manuscript. For more information, please see the [Managing Peer Review](#) section.

## Inviting and Reinviting Editors to Manuscripts

### Inviting an Editor to Handle the Peer Review Step

<b>Applicable to:</b>	Handling Editors, Lead Guest Editors, Editorial Assistants *, Journal Managers *, Full Access Capability
-----------------------	--

**\*Acting on behalf of an Editor:** *In the Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.*

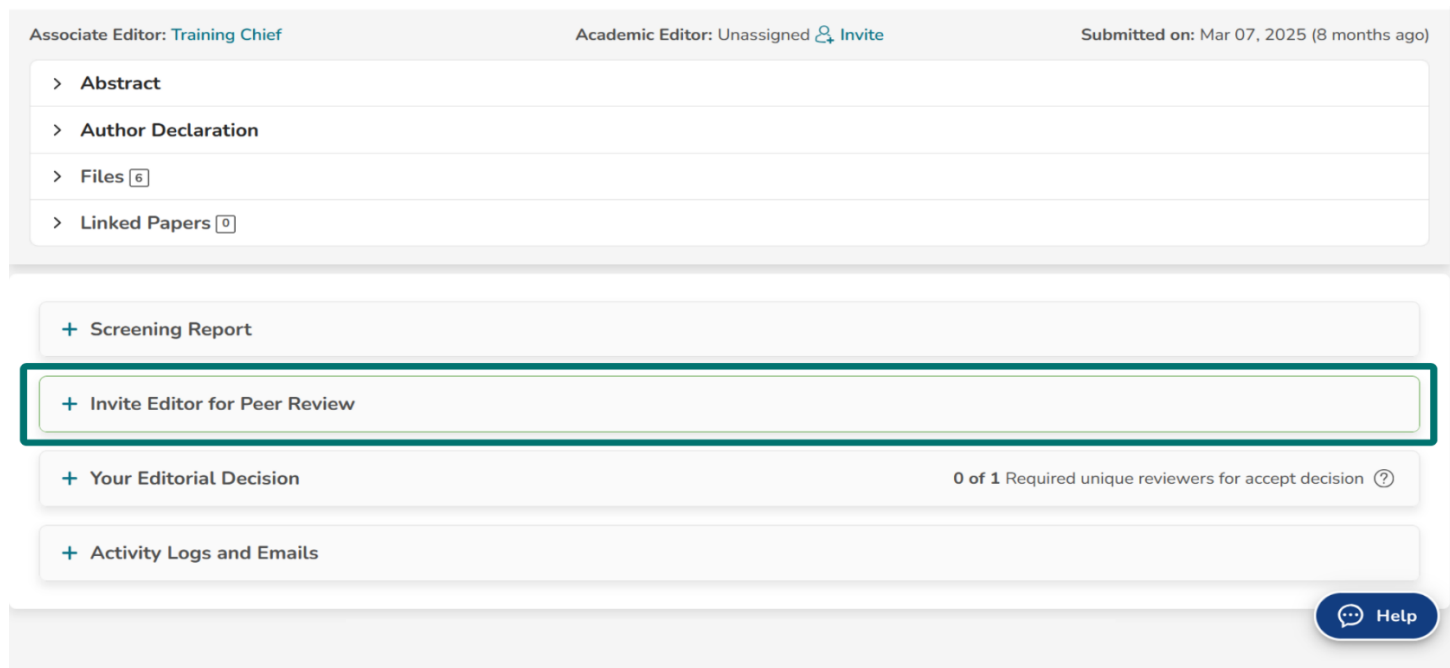
Once a manuscript has been assigned to the first editor in the two-tier workflow to handle the Pre-Peer Review step, the second editor needs to be invited.

For two-tier workflows, there is the option for the first editor, usually the Handling or Lead Guest Editor, to invite the second editor, usually the Academic or Guest Editor, to handle the Peer Review step.

Alternatively, they can choose to assign themselves to carry out this role.

To invite an editor to handle the Peer Review step, follow these steps:

1. From the **Article Details** page, click on **Invite Editor for Peer Review**.





The screenshot shows the 'Article Details' page interface. At the top, it displays 'Associate Editor: Training Chief', 'Academic Editor: Unassigned' with an 'Invite' link, and 'Submitted on: Mar 07, 2025 (8 months ago)'. Below this is a list of sections: 'Abstract', 'Author Declaration', 'Files' (with a count of 6), and 'Linked Papers' (with a count of 0). A section for 'Screening Report' is also visible. The 'Invite Editor for Peer Review' button is highlighted with a red border. Below it, there is a section for 'Your Editorial Decision' with a note '0 of 1 Required unique reviewers for accept decision' and a help icon. At the bottom right, there is a 'Help' button.

2. Potential Editors are listed under the heading **Journal Editorial Board**. This list is populated when the journal is set up. If someone needs to be added to the Editorial Board, this can be done by someone with a Journal Manager system role, or by reaching out to the publisher contact.

— Invite Editor for Peer Review



Search by editor name or email address

Score <sup>?</sup>	Editor information	Editor activity <sup>?</sup>
	 <b>Training Academic</b> Academic Editor researchexchangetraining+aeditor2@wiley.com	Workload: 0 Pending Invitations: 2
	 <b>Training Academic</b> <sup>id</sup> Academic Editor researchexchangetraining+aeditor1@wiley.com	Workload: 125 Pending Invitations: 1

3. Use the search function to find a specific Journal Editorial Board member by name or email.

— Invite Editor for Peer Review



Search by editor name or email address

Score <sup>?</sup>	Editor information	Editor activity <sup>?</sup>
	 <b>CONFLICT OF INTEREST</b> <b>Training Academic</b> Academic Editor researchexchangetraining+aeditor2@wiley.com	Workload: 0 Pending Invitations: 2
	 <b>Fsora AE1 Sora</b> Academic Editor fsora+ae1@wiley.com	Workload: 1 Pending Invitations: 1

4. If a potential conflict of interest exists, a label will appear next to the editor's name. Hovering over the label will reveal information about the conflict of interest identified. Consider selecting an alternative Editor if the conflict of interest cannot be managed.

— Invite Editor for Peer Review



Search by editor name or email address

Score <sup>?</sup>	Editor information	Editor activity <sup>?</sup>
	 <p><b>CONFLICT OF INTEREST</b>            Training Academic            Academic Editor            researchexchangetraining+aeditor2@wiley.com</p>	<p>Workload: 0            Pending Invitations: 2</p>
	 <p>Fsora AE1 Sora            Academic Editor            fsora+ae1@wiley.com</p>	<p>Workload: 1            Pending Invitations: 1</p>

5. Consider each editor's workload by checking the number of manuscripts currently allocated to them and the number of pending invitations. If an editor is working on multiple manuscripts in Research Exchange Review, this could delay the process. Some journals will also display the editor's keywords based on related publication history.

— Invite Editor for Peer Review

Search by editor name or email address

Score <sup>?</sup>	Editor information	Editor activity <sup>?</sup>
	 <p><b>CONFLICT OF INTEREST</b>            Training Academic            Academic Editor            researchexchangetraining+aeditor2@wiley.com</p>	<p><b>Workload: 0            Pending Invitations: 2</b></p>
	 <p>Fsora AE1 Sora            Academic Editor            fsora+ae1@wiley.com</p>	<p>Workload: 1            Pending Invitations: 1</p>


6. To invite a n Editor from the list, hover over their name and click the **Invite Editor** button. Alternatively, Editors can choose to assign themselves by clicking the **Assign myself** button.

— Invite Editor for Peer Review

Search by editor name or email address

Score ?	Editor information	Editor activity ?	
	<b>CONFLICT OF INTEREST</b> Training Academic Academic Editor researchexchangetraining+aeditor2@wiley.com	Workload: 0 Pending Invitations: 2	<input type="button" value="Invite Editor"/>
	Fsora AE1 Sora Academic Editor fsora+ae1@wiley.com	Workload: 1 Pending Invitations: 1	

7. If a potential conflict of interest exists, a pop -up window will appear. To cancel the invitation, choose the **CANCEL** button. To continue with the invitation, click the **INVITE ANYWAY** button.

 **Potential conflict of interest identified!**

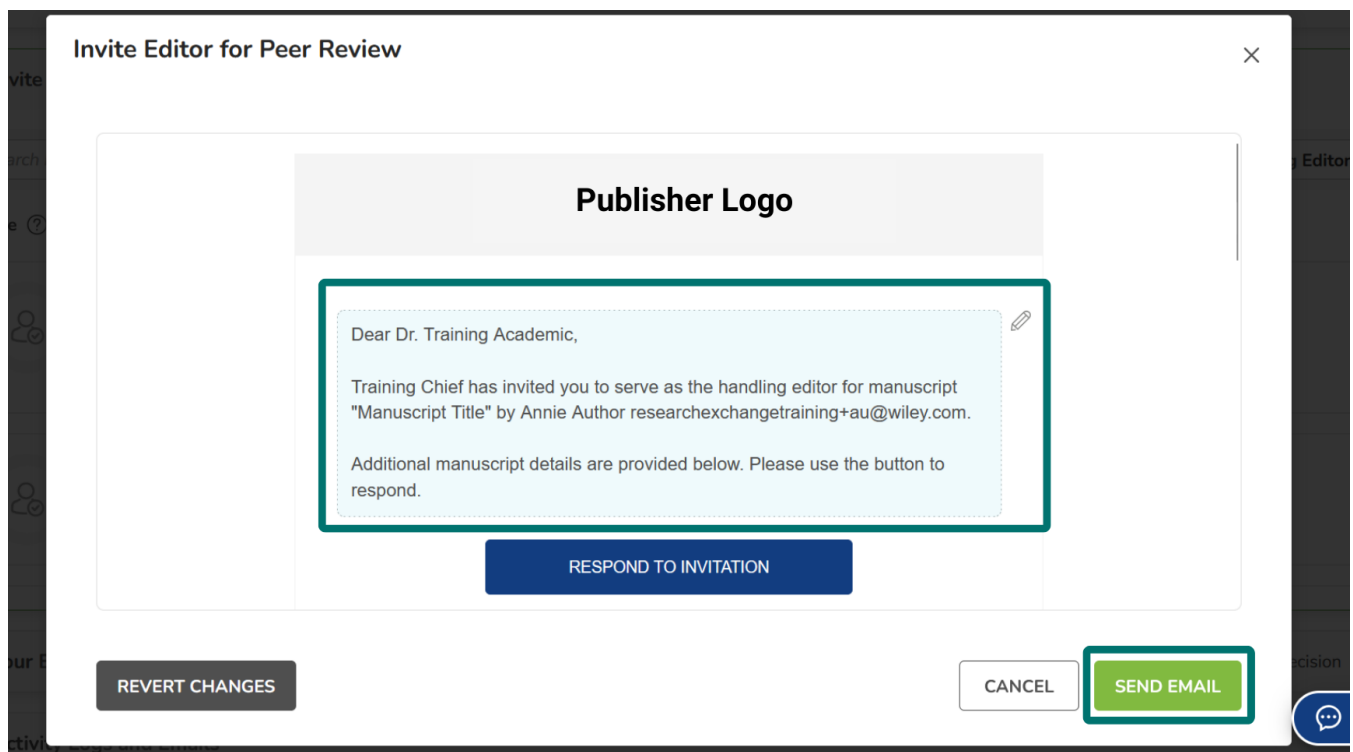
Training Academic<sup>1</sup> has the same affiliation as the following authors:

Annie Author<sup>1</sup>

<sup>1</sup> John Wiley & Sons Inc

Do you want to assign this editor to handle the manuscript anyway?

8. A draft email invitation is automatically generated. The user can choose to edit the text in the blue box to give more context or to add a personal message. This personal touch may start a dialogue and encourage the Editor to engage with the process. To edit the message, choose the **pencil icon**. To send the email, click on the **SEND EMAIL** button.



9. The Academic Editor will now receive an email invitation to handle the manuscript. The editor can choose to **AGREE** or **DECLINE** the invitation. When the user returns to the article details page, the status of the invitation will show as **PENDING RESPONSE** next to the invited Editor's name.

— Invite Editor for Peer Review PENDING RESPONSE

Search by editor name or email address  Assign myself as Handling Editor

Score <span>?</span>	Editor information	Editor activity <span>?</span>
	<p><b>CONFLICT OF INTEREST</b></p> <p>Training Academic Academic Editor researchexchangetraining+aeditor2@wiley.com</p>	<p>Workload: 1 Pending Invitations: 3</p>
	<p>Fsora AE1 Sora Academic Editor fsora+ae1@wiley.com</p>	<p>Workload: 1 Pending Invitations: 1</p>

Help

## Reinviting an Editor to Handle the Peer Review Step

### Applicable to:

Handling Editors, Lead Guest Editors, Editorial Assistants \*, Journal Managers \*, Full Access Capability

**\*Acting on behalf of an Editor:** In the Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.

If a journal has more than one responsible Editor available, the role on the manuscript can be reassigned by following these steps:

1. From the Article Details page, click on **Reinvite Editor for Peer Review**.

+ Screening Report

+ Reininvite Editor for Peer Review

+ Reviewer Invitation ● QUEUE IS NOT ACTIVE  
 ? Reports: 0 Submitted ⓘ 0 Overdue, 0 Invalidated | Invitations: 0 Queued, 0 Accepted, 0 Pending, 0 Declined, 1 Expired, 0 Revoked

+ Your Editorial Decision 0 of 1 Required unique reviewers for accept decision ?

+ Activity Logs and Emails

Help

2. If a potential conflict of interest exists, a label will appear next to the editor's name. Hovering over this icon will reveal information about the conflict of interest identified.

Reininvite Editor for Peer Review INVITATION ACCEPTED

Search by editor name or email address

Score ?	Editor information	Editor activity ?	
	<p><b>CONFLICT OF INTEREST</b></p> <p>Academic Editor Training            Academic Editor            researchexchangetraining+aeditor3@wiley.com</p>	<p>Workload: 7            Pending Invitations: 0</p>	<p>Invite Editor</p>
	<p>Training Academic <b>ID</b>            Academic Editor            researchexchangetraining+aeditor1@wiley.com</p>	<p>Workload: 122            Pending Invitations: 2</p>	<p>INVITATION ACCEPTED</p>

3. Consider each editor's workload by checking the number of manuscripts currently allocated to them and the number of invitations pending. Some journals will also display the editor's keywords based on related publication history.

Reinvite Editor for Peer Review INVITATION ACCEPTED

Search by editor name or email address

Score ?	Editor information	Editor activity ?	
	<p><b>CONFLICT OF INTEREST</b></p> <p>Academic Editor Training Academic Editor researchexchangetraining+aeditor3@wiley.com</p>	<p>Workload: 7 Pending Invitations: 0</p>	<p>Invite Editor</p>
	<p>Training Academic <span style="color: green;">ID</span> Academic Editor researchexchangetraining+aeditor1@wiley.com</p>	<p>Workload: 122 Pending Invitations: 2</p>	<p>INVITATION ACCEPTED</p>

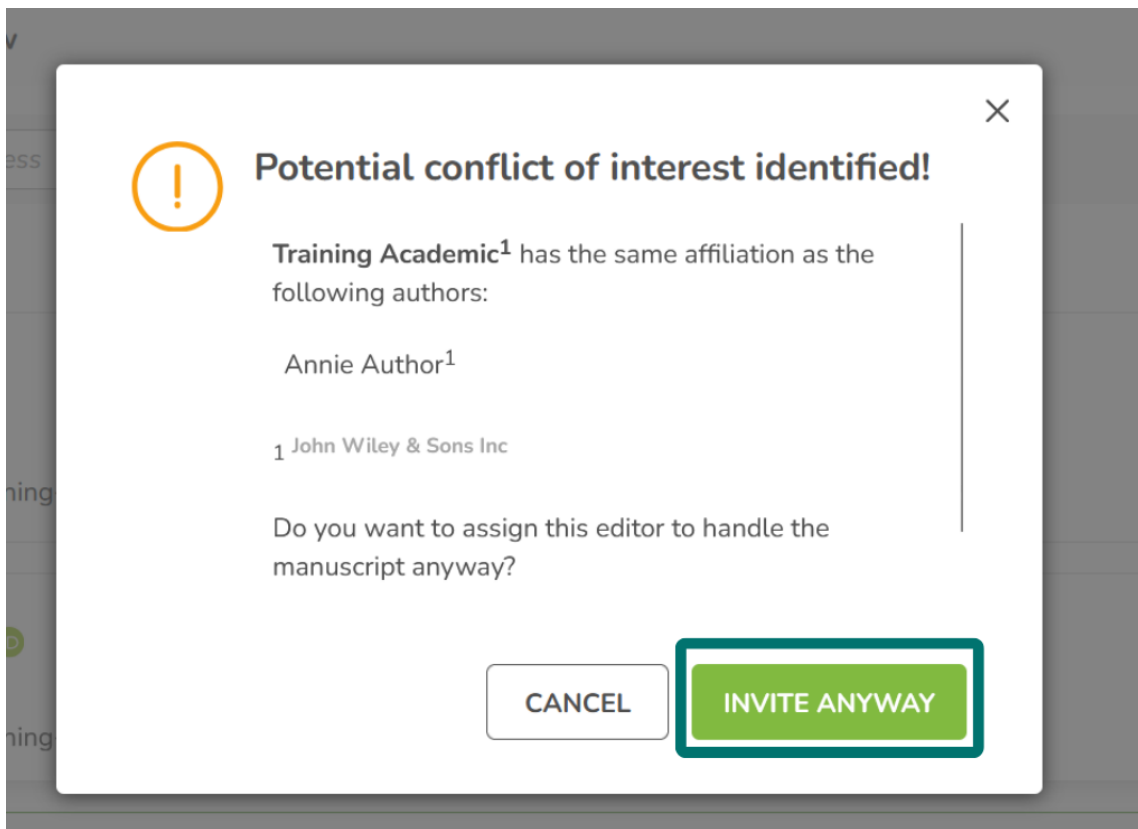
4. To invite an editor from the list, hover over their name and click the **Invite Editor** button.

Reinvite Editor for Peer Review INVITATION ACCEPTED

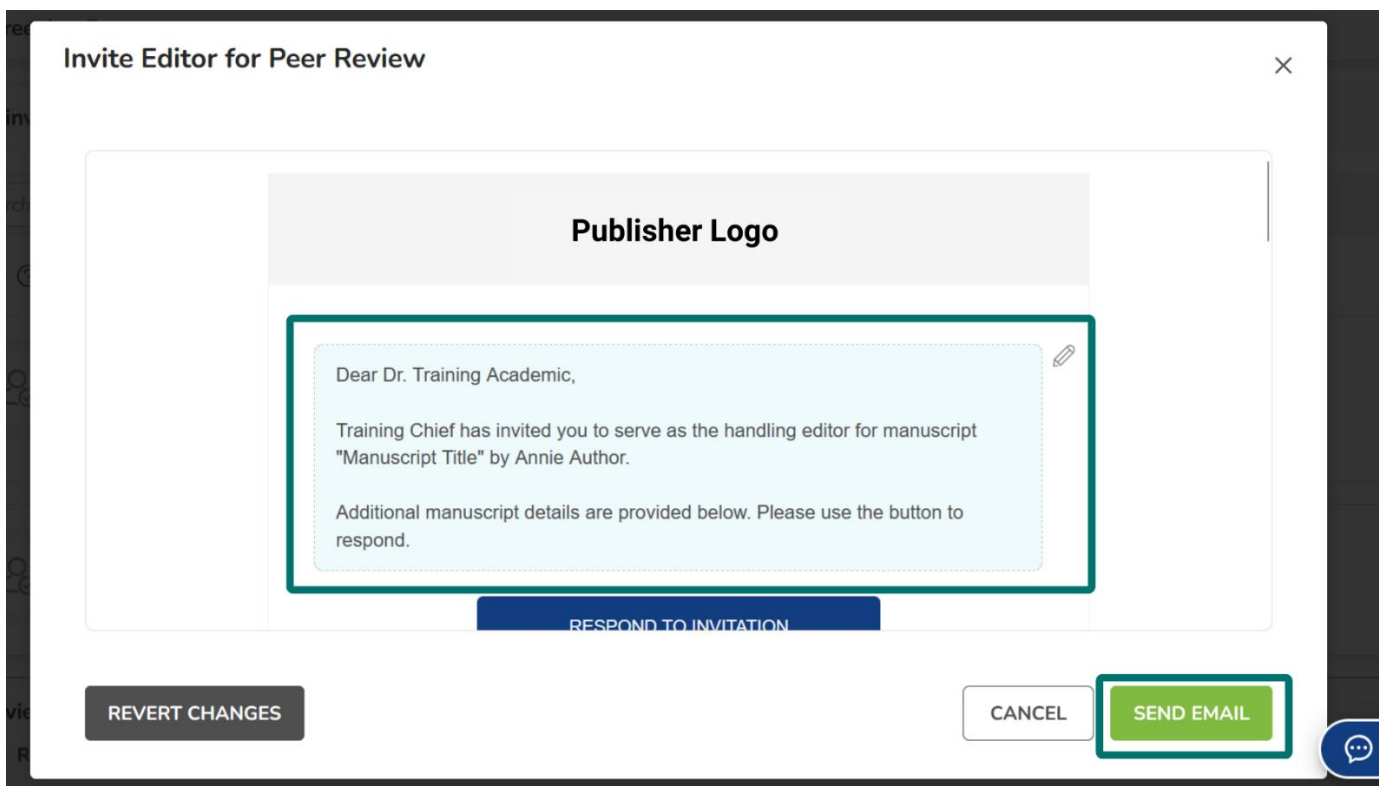
Search by editor name or email address

Score ?	Editor information	Editor activity ?	
	<p><b>CONFLICT OF INTEREST</b></p> <p>Academic Editor Training Academic Editor researchexchangetraining+aeditor3@wiley.com</p>	<p>Workload: 7 Pending Invitations: 0</p>	<p>Invite Editor</p>
	<p>Training Academic <span style="color: green;">ID</span> Academic Editor researchexchangetraining+aeditor1@wiley.com</p>	<p>Workload: 122 Pending Invitations: 2</p>	<p>INVITATION ACCEPTED</p>

5. If a conflict of interest is detected, a pop-up will display relevant details. To continue with the assignment, click the **ASSIGN ANYWAY** button.



6. The email template will appear, with editable sections. Once ready, click **SEND EMAIL**.



7. The editor will now receive an email invitation to handle the manuscript. On the article details page, the new editor is marked with the label **Pending Response**.

The screenshot shows a web interface titled "Reinvite Editor for Peer Review" with a "PENDING RESPONSE" status indicator in the top right. A search bar at the top allows searching by editor name or email address. Below the search bar are three columns: "Score", "Editor information", and "Editor activity". Two editor profiles are listed:

Score	Editor information	Editor activity
	<p><b>CONFLICT OF INTEREST</b></p> <p><b>Academic Editor Training</b> Academic Editor researchexchangetraining+aeditor3@wiley.com</p>	<p>Workload: 7 Pending Invitations: 0</p> <p><b>PENDING RESPONSE</b></p>
	<p><b>Training Academic</b> <span>id</span> Academic Editor researchexchangetraining+aeditor1@wiley.com</p>	<p>Workload: 122 Pending Invitations: 2</p> <p><b>INVITATION ACCEPTED</b></p>

### *Adding and removing editors from the Journal Board*

Adding users, removing users, or assigning editorial roles can only be completed by someone with a Journal Manager system role. Instructions for Journal Managers can be found here. Otherwise, contact your publisher representative for support.

### Conflicts of Interest with Editors

Research Exchange Review will automatically detect affiliation - matched conflicts of interest between editors and authors and between reviewers and authors. A warning message is displayed to the Editor before the invitation to prompt them to choose an alternative Editor. However, before sending invitations, Editors should also carry out their due diligence to check for any potential conflicts of interest.

## *What will Invited Editors see?*

*Invited Editors can see the names of the author(s), the title of the paper, the abstract, and download the manuscript files.*

## Managing Editor Invitation Responses

### Editor Invitation Response Times

Academic or Guest Editors have a limited time to respond to an invitation to handle a manuscript. The default time limit for responding to an invitation is 6 days.

Research Exchange Review will send a series of automatic emails to remind them of the deadlines for responding to invitations. If they do not meet the deadlines set by the destination journal, they will be informed by email that their invitation has expired.

### If the Academic or Guest Editor agrees

The Handling or the Lead Guest Editor who sent the invitation will be informed by email.

### If the Academic or Guest Editor declines

The Handling or the Lead Guest Editor who sent the invitation will be informed by email. The email will ask them to invite another member of the Journal Editorial Board.

### If an Academic or Guest Editor does not respond within the deadline

The invited editor will receive an email to inform them that they have been removed from the manuscript. The Handling or the Lead Guest Editor who sent the invitation will

be informed by email. The email will ask them to invite another member of the Journal Editorial Board.

If an Academic or Guest Editor can no longer handle the manuscript  
If an invited Editor decides they can no longer handle a manuscript, because of workload commitments or a potential conflict of interest, another member of the journal's editorial board can be invited in their place.

If an Academic Editor needs to be reinvited

Academic editors can be reinvited to handle a manuscript if they;

- Declined the invitation
- Accepted the invitation, and then the manuscript was reassigned to another editor
- Failed to respond within the 6 -day time frame.

This can be done by following the instructions in the [Reinviting an Editor to Handle Peer Review](#) section.

## 7. Making Decisions or Recommendations

### Decisions vs Recommendations

In Research Exchange, decisions and recommendations are editorial actions taken at different stages of the manuscript workflow:

- Decisions: Final determinations about a manuscript's status (e.g., Accept, Reject, Revision) and do not require input from another editor. Authors will be notified of this decision.
- Recommendations: Suggestions made by editors that inform the final decision taken by the decision -making editor. These can be edited if

the decision -making editor sends it back to the recommending editor. Authors are not notified of recommendations.

Decision options for editor roles are configurable per workflow. In some multi -tier editor workflows, the academic editor editorial decision may pass to the Associate editor as a recommendation instead of going directly to the author. In other workflows, academic editors may make an editorial decision, which will pass directly to the author. This is configured at the journal level, and adjustments can be requested by the editorial office through their publisher contact.

### Peer Review System Logic

After peer review has been completed and the minimum number of required reviews has been received, it will be possible to make any of the editorial recommendations or decisions the system offers.

The platform counts the number of individual reviewers who have submitted reports across all versions of the manuscript. For example, if the minimum number of required reports is set to two, and there are only two reviewer reports from a single reviewer across the manuscript versions, then an additional independent review is required to make an accept decision.

### Editorial Decisions

The following instructions cover the task of making an editorial decision. If you are an editor who makes a recommendation, please see the [Editorial Recommendations](#) section for more information.

### Available Decisions

When an editor first receives a manuscript, their initial decision options will vary depending on their role in handling the manuscript. The following decisions are available in Research Exchange. These may

change depending on when the decision is being made and who is making it.

- Minor Revision
- Major Revision
- Reject
- Reject – Do Not Transfer
- Reject and Refer
- Accept
- Return to Academic or Guest Editor
- Move the manuscript to the next stage of the peer review process

*Decision Emails for Authors: At present, Authors will only be able to view the editor's comments directly in the Submission module. To view the entire decision email text they will need to refer to the email.*

Decisions for participating journals only

### *Reject and Refer*

For journals that are configured to support Editor -Driven Referral (EDR), the option to Reject and Refer will be available. This option should be used if a manuscript is high quality but is unsuitable for publication in the journal to which it was submitted. When chosen, the manuscript will be referred to up to five journals, which can be selected.

To find out more about Reject and Refer decisions, please refer to: [Reject and Refer before peer review](#)

***Not available for Recommendation***

*Editors and reviewers making recommendations will only have the Reject option available. If the Journal participates in the publisher reject and referral services listed above, the decision-making editor will have these options available.*

## Decisions before Peer Review

Based on an editor's initial evaluation of the manuscript, they can choose to:

- Move the manuscript to the next stage of the review process.
  - For 1-tier workflows, this will be Inviting Peer Reviewers
  - In 2-tier workflows, this will be inviting another editor or assigning themselves to handle the Peer Review step
- Request a **minor revision** if the manuscript requires minor changes
- Request a **major revision** if the manuscript requires a major rework
- **Reject** the manuscript if it is unsuitable for publication in the journal
- Transfer the manuscript to another journal. See [Decisions for participating journals only](#) to learn more about the options to Reject and Refer.

## Accept Decision (Pre-Peer Review)

### Applicable to:

Editors assigned to the pre-peer review step, Editorial Assistants\*, Journal Managers\*, Full Access Capability

**\*Acting on behalf of an Editor:** *In the Review module, Editors will manage the peer review process and make recommendations or decisions. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.*

An Accept decision can only be made once the manuscript has received the minimum number of required reports set at the article or

issue type level. This decision option will not be available in the drop-down list until the requirements have been met.

Some article types do not require peer review and will be configured in the platform so that they can be accepted without peer review.

### Reject Decision (Pre-Peer Review)

<b>Applicable to:</b>	Handling Editors, Lead Guest Editors, Editorial Assistants *, Journal Managers *, Full Access Capability
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*\*Acting on behalf of an Editor: In the Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.*



If the manuscript is unsuitable for publication, editors can follow these steps:

1. From the **Article Details** page, open the **Your Editorial Decision** section.



2. Click the downward arrow below the **Decision** heading and select the **Reject** option from the dropdown list. If the journal supports Editor Driven Referral, this option will be labelled Reject – Do Not Transfer.

— Your Editorial Decision

Decision \*  

Select Decision ▼

Accept (0 of 1 required independent reports submitted, 0 reports used)

Minor Revision

Major Revision

Reject and Refer


Reject and Send to Transfer Service


Reject - Do Not Transfer

3. When making a **Decision**, select a **Reject Reason** from the drop-down list under the Reject Reason heading. If any of the following reasons are selected, additional details must be entered in the **Other Reasons** text box:

- Other reasons submission is a mismatch for this journal
- Other issues with manuscript quality
- Other research concerns
- Other ethical concerns

— Your Editorial Decision




Decision \* 

Reject - Do Not Transfer ▼


**Reject Reason \***

Other research concerns ▼

 Not visible to authors and reviewers.

**Other Reasons \***

Please add any other reasons

 Not visible to authors and reviewers.

[+ Upload File For Author](#)

[Preview Decision Email](#)

(For a full list of Reject Reasons, please refer to: [Appendix C: Reject Decision Reasons](#))

3. Editors making a **Decision** will be able to select **Upload File For Author** to attach to the decision letter. The platform will automatically scan the document for any viruses.

The screenshot shows a web interface for making an editorial decision. At the top, it says "Your Editorial Decision". Below that is a link "About Publication Criteria". The "Decision" dropdown is set to "Reject - Do Not Transfer". The "Reject Reason" dropdown is set to "Other research concerns". There is a note "Not visible to authors and reviewers." below the reject reason. The "Other Reasons" text area is empty, with a note "Not visible to authors and reviewers." below it. The "+ Upload File For Author" button is highlighted with a red box. Below it is a "Preview Decision Email" button.

4. Click **Preview Decision Email** to see a preview of the email with editable sections to add comments.

This screenshot is identical to the previous one, but with the "Preview Decision Email" button highlighted with a red box. Additionally, a file upload notification is visible at the bottom of the form, showing "Editorial Comments File.docx 25.79 KB" with a green checkmark and the word "Uploaded", along with share and delete icons.

What happens next?

Recommendations will be passed to the decision -making editor for a final decision. Once a decision is made, the authors will receive an

email notification to communicate the decision to reject the manuscript without transfer.

## Reject and Refer (Pre-Peer Review)

### Applicable to:

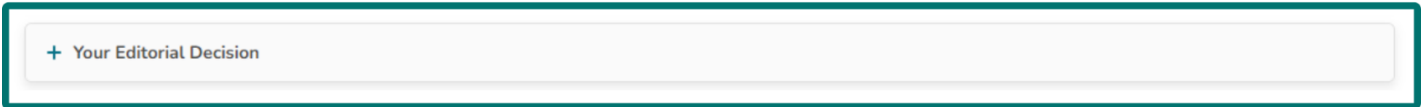
Editors assigned to pre-peer review step, Editorial Assistants\*, Journal Managers\*, Full Access Capability

***\*Acting on behalf of an Editor:** In the Review module, Editors will manage the peer review process and make recommendations or decisions. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.*

***This decision is not available for all journals.*** The decision to Reject and Refer is only available for journals that are configured to support Editor-Driven Referral (EDR). Choose **Reject and Refer** if a manuscript is high quality but is unsuitable for publication in the journal to which it was submitted. Editors and reviewers making recommendations will only have the Reject option available. The decision-making editor will have these options available.

To reject and refer a manuscript, follow these steps:

1. From the **Article Details** page, open the **Your Editorial Decision** section.



+ Your Editorial Decision

2. Click the downward arrow below the **Decision** heading and select the **Reject and Refer** option from the drop-down list.

— Your Editorial Decision

Decision \* [?](#) [About Publication Criteria](#)

Select Decision

Accept (0 of 1 required independent reports submitted, 0 reports used)

Minor Revision

Major Revision

Reject and Refer

Reject and Send to Transfer Service

Reject - Do Not Transfer

3. The reason for the rejection will need to be indicated. To give a reason, click the downward arrow below the **Reject Reason** heading and select an option from the drop-down list. To communicate the reason for the decision to the destination editors, add comments to the box labelled **Message to Destination Editors**. The editorial team of the receiving journal will be able to view this message, the name of the editor who suggested the transfer, the date of transfer, and the journal from which the manuscript was transferred.

If one of the following reasons is selected, additional information will need to be provided:

- Other reasons submission is a mismatch for this journal
- Other issues with manuscript quality
- Other research concerns
- Other ethical concerns

Type the reason for the decision into the box labelled **Other Reasons**.

— Your Editorial Decision

📘 About Publication Criteria

Decision \* 📄

Reject and Refer

Reject Reason \*

Other reasons submission is a mismatch for this journal

🔒 Not visible to authors and reviewers.

Other Reasons \*

Other Reasons

🔒 Not visible to authors and reviewers.

Message for Destination Editors

Provide editor peers at other journals that might consider this manuscript with insight about your editorial decision

🔒 Not visible to authors and reviewers.

4. Under the heading **Transfer to Other Journals**, select from the following:

- **Matching Journals** tab for a list of suggested journals. This list is populated automatically by matching the manuscript keywords to journals with an appropriate scope.
- **Journal Network** tab is a list of journals from the Journal's Journal Network. This list is populated by the Journal Administrator.
- **Journal Network** to search for a journal in the Research Exchange journal database by title.

The **Matching Journals**, **Journal Network**, and **Search** lists include key information about each journal, including the publishing options and the Journal Impact Factor(TM). From here, the user can:

- Click a Journal Name to visit the journal homepage.
- Click **Add to List** button to add a journal to the **Transfer Offer List**
- Click the **Remove** button to remove a journal from the **Transfer Offer List**

**Up to five** journals can be added to this list to suggest to the author.

### Transfer To Other Journals

Refer the author to other journals that would be more appropriate for this manuscript. You can select up to 5.

Matching Journals (14) Journal Network (2) Search

[About Journal Matching](#)

Journal Title	Publishing Options	Journal Impact Factor™	
<b>Journal 1</b>	Offers Open Access	1.3	<b>+ Add To List</b>
<b>Journal 3</b>	Fully Open Access	2.6	+ Add To List

### Transfer Offer List (1)

[About Transfer Offer List](#)

<b>Selected Journal 2</b>	Offers Open Access	1.3	<b>- Remove</b>
---------------------------	--------------------	-----	-----------------

Preview decision email

5. Editors making a **decision** will be able to select **Upload File For Author** to attach to the decision letter. The platform will automatically scan the document for any viruses.

### Transfer Offer List (1)

[About Transfer Offer List](#)


<b>Selected Journal 2</b>	Offers Open Access	1.3	- Remove
---------------------------	--------------------	-----	----------



**+ Upload File For Author**

Preview Decision Email

6. Click **Preview Decision Email** to see a preview of the email with editable sections to add comments.

Transfer Offer List (1) [About Transfer Offer List](#)

 <b>Selected Journal 2</b>	Offers Open Access	1.3	<a href="#">- Remove</a>
---	--------------------	-----	--------------------------

Editorial Comments File.docx 25.79 KB ✓ Uploaded  

**Preview Decision Email**

7. Click the **pencil** icon to edit sections of the email template, adding a message to the author. Click **Send Decision Email** to send the email.

### *What happens next?*

Authors will be informed of the Reject and Refer decision in an email, which includes a list of up to five journals selected by the user, and a link to start the manuscript transfer.

Authors can choose to update their manuscript before confirming their submission to a suggested journal. If the authors choose to transfer their manuscript, it arrives at the new journal identified as a transfer for further action.

## Revision Decision (Pre-Peer Review)

Request minor or major revision (Pre-Peer Review)

### Applicable to:

Editors assigned to pre-peer review step, Editorial Assistants\*, Journal Managers\*, Full Access Capability

**\*Acting on behalf of an Editor:** In the Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.

If the manuscript requires minor or major changes, editors can follow these steps:

1. From the **Article Details** page, open the **Your Editorial Decision** section.



+ Your Editorial Decision

2. Click the downward arrow below the Decision heading and select the **Minor Revision** or **Major Revision** option from the drop -down list. Accept will not be available for articles that require peer review.



- Your Editorial Decision

Decision \* ⓘ

ⓘ About Publication Criteria

Select Decision

Accept (0 of 1 required independent reports submitted, 0 reports used)

Minor Revision

Major Revision

Reject and Refer

Reject and Send to Transfer Service

Reject - Do Not Transfer

3. For editors making a **Recommendation**, there will be optional boxes to type a message to the author and a message to the decision-making editor. The message to the author from the Academic or Guest Editor is automatically included in the decision letter. The decision-making editor can choose to edit or remove the message when editing the decision letter template.

— Your Editorial Recommendation

Recommendation \* (?)

Minor Revision

Message for Author *Optional*

Message for Chief Editor *Optional*

Preview Recommendation Email

4. Editors making a **Decision** will be able to select **Upload File For Author** to attach to the decision letter. The platform will automatically scan the document for any viruses.

— Your Editorial Decision

[About Publication Criteria](#)

Decision \* (?)

Minor Revision

+ Upload File For Author

Preview Decision Email

— Your Editorial Decision

[About Publication Criteria](#)

Decision \* (?)

Minor Revision

Editorial Comments File.docx 25.79 KB Scanning for viruses

Preview Decision Email

5. Click **Preview Decision Email** to see a preview of the email with editable sections to add comments.

— Your Editorial Decision

[About Publication Criteria](#)

Decision \* (?)

Minor Revision

Editorial Comments File.docx 25.79 KB Uploaded Download Delete

Preview Decision Email

6. Click the **pencil icon** to edit sections of the email template, adding a message to the author. Click **Send Decision Email** to send the email.

## Decisions after Peer Review

Based on the outcome of peer review, Editors can choose to:

- **Accept** if they feel that the manuscript is ready for publication without changes
- Request a **minor revision** if they feel the manuscript requires minor changes
- Request a **major revision** if they feel the manuscript requires major rework
- **Reject** the manuscript if they feel it is unsuitable for publication in the journal
- **Return to the Academic or Guest Editor** if the user is the decision -making editor, and they feel that the manuscript needs further peer review, or to

discuss the recommendation

- Transfer the manuscript to another journal. See [Decisions for participating journals only](#) to learn more about the options to Reject and Refer.

## Editorial Comments

In multiple -tier workflows where the academic editor or guest editor makes a recommendation to the Handling editor or lead guest editor, there will be an additional section on the article details page for the Handling editor or lead guest editor to consider called **Editorial Comments**. This section includes the notes from the academic or guest editor as well as their recommendation for your editorial decision.

### — Editorial Comments

To access the Academic Editor's recommendation, log in to Research Exchange Review and select the **Editorial Comments** heading from the **Article Details** page. The message to the author from the Academic or Guest Editor is automatically included in the decision letter. The decision -making editor can choose to edit or remove the message when editing the decision letter template. The Handling editor or lead guest editor receiving the editorial comments also has the ability to see the reviewer reports from the peer review process. The Handling or lead guest editor can access them by selecting the Reviewer Reports heading. More information on Reviewer Reports in the [Reviewer Reports](#) section of this guide.

Accept (After Peer Review)

#### Applicable to:

Editorial Assistants\*, Journal Managers\*, Full Access

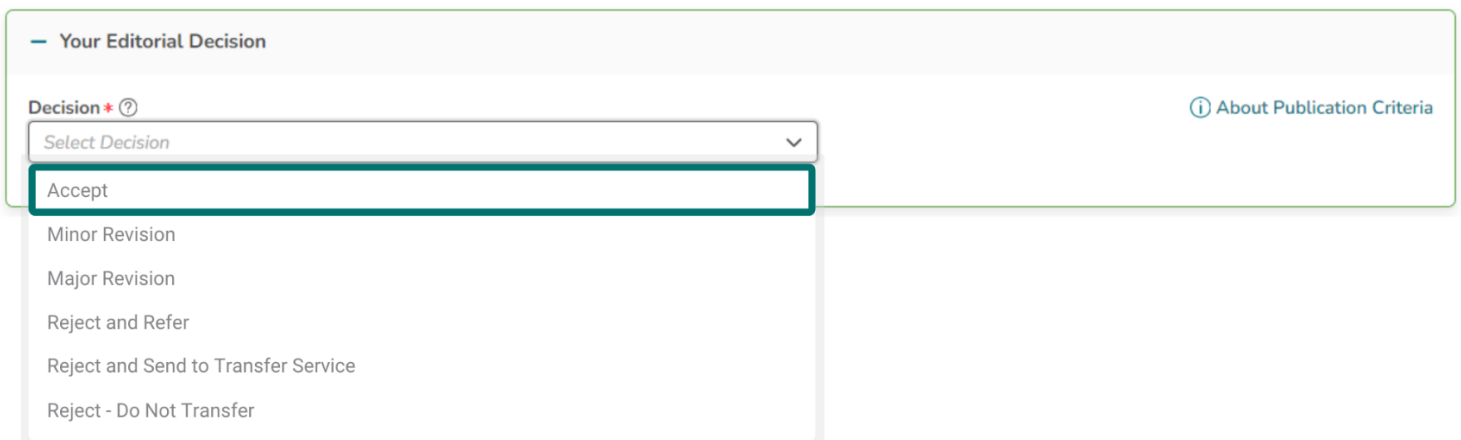
**\*Acting on behalf of an Editor:** In the Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.

If the manuscript is ready for publication without changes, follow these steps:

1. From the **Article Details** page, open the **Your Editorial Decision** section.



2. Click the downward arrow below the **Decision** heading and select the **Accept** option from the drop -down list.



3. Type notes into the **Comments to Production** and the **Table of Contents** text for the production team. Clicking the question mark icon will advise on the correct formatting for the table of contents information. Editors making a **Decision** will be able to select **Upload File For Author** to attach to the decision letter. The platform will automatically scan the document for any viruses.

— Your Editorial Decision

[About Publication Criteria](#)

Decision \* [?](#)

Accept ▼

**Comment To Production**

*Enter comments to production*

[🔒](#) Not visible to authors and reviewers.

**Table of Contents [?](#)**

*Enter table of contents comments*

[🔒](#) Not visible to authors and reviewers.

**+ Upload File For Author**


**Preview Decision Email**

4. Click the **Preview Decision Email** button.

— Your Editorial Decision


[About Publication Criteria](#)

Decision \* [?](#)

Accept 


**Comment To Production**

*Enter comments to production*

 Not visible to authors and reviewers.

**Table of Contents** [?](#)

*Enter table of contents comments*

 Not visible to authors and reviewers.

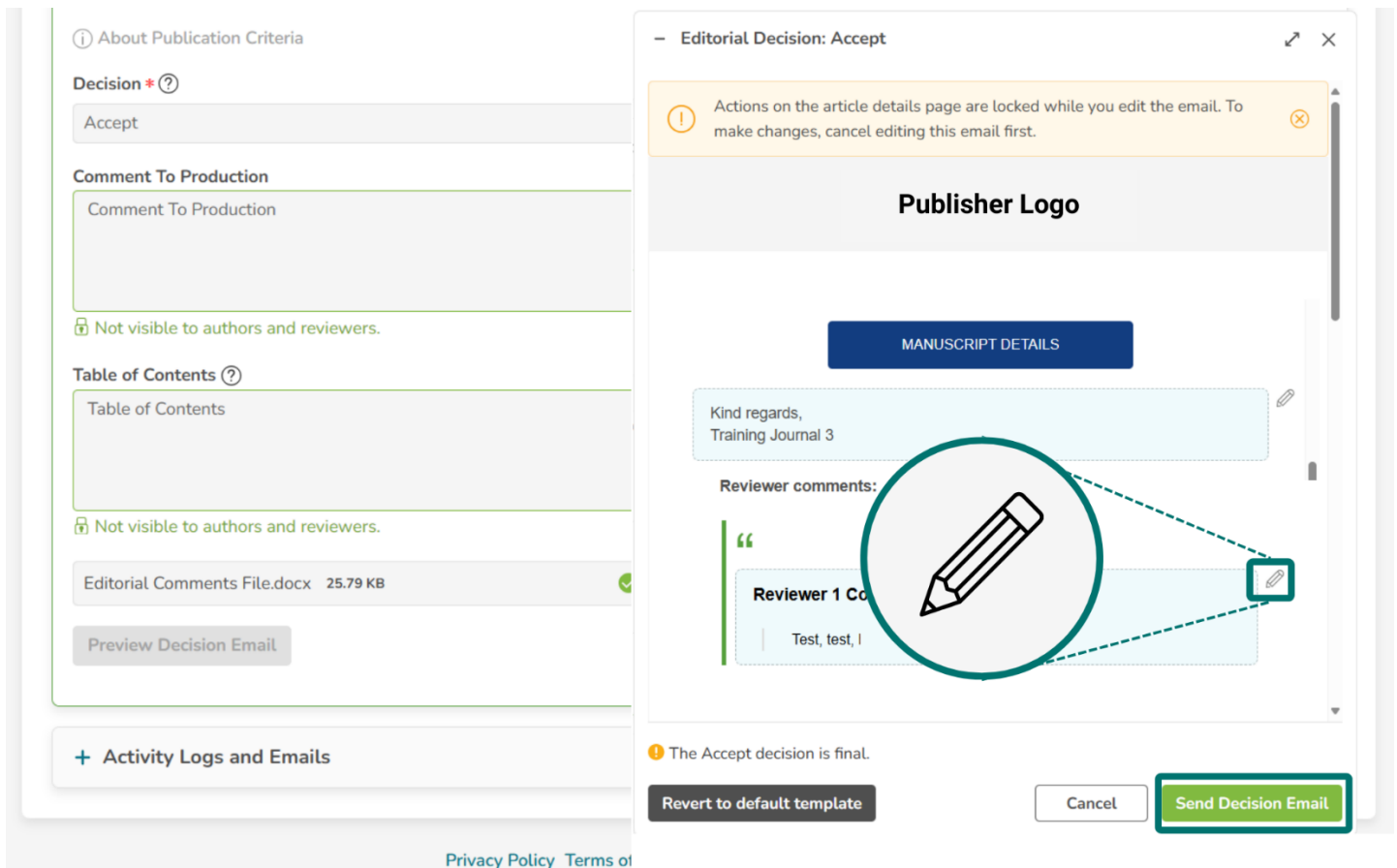
[+ Upload File For Author](#)

[Preview Decision Email](#)

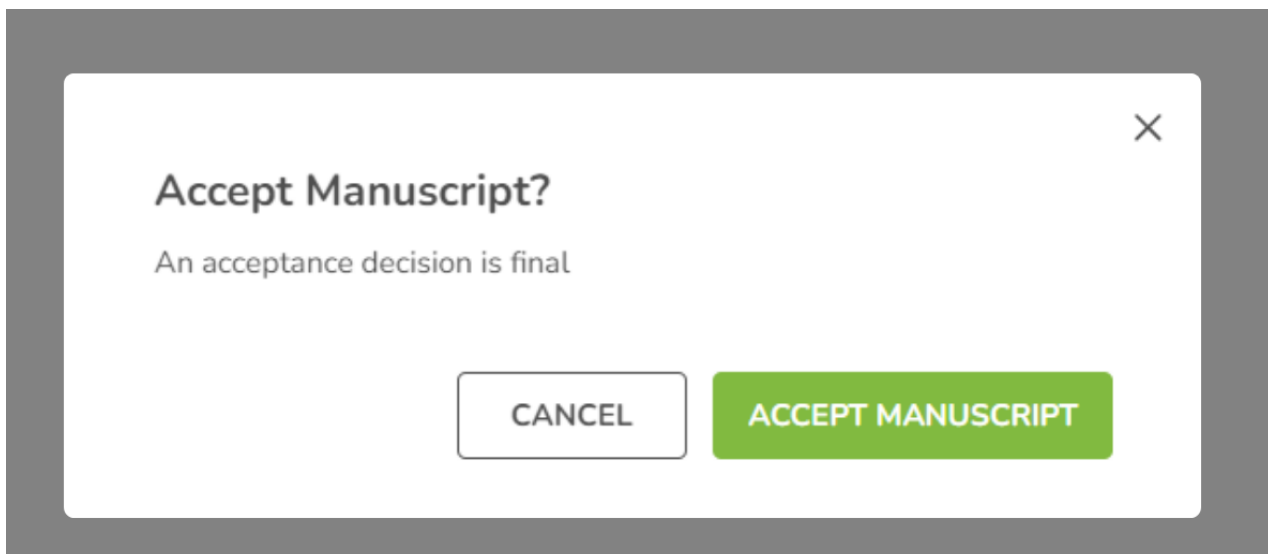
5. Click the **pencil icon** to edit sections of the email template, adding a message to the recipient.

The screenshot displays the 'Editorial Decision: Accept' interface. On the left, the 'Decision \* (?)' is set to 'Accept'. Below it, there are sections for 'Comment To Production' and 'Table of Contents', both marked as 'Not visible to authors and reviewers'. An 'Editorial Comments File.docx' of 25.79 KB is listed with a green checkmark. A 'Preview Decision Email' button is visible. The main area shows a preview of the decision email. A callout box with a pencil icon highlights the email content, indicating it can be edited. The email text includes: 'Dear Mrs. Peter Wiley, We are delighted to inform you that your article "C Testing for L/G" has been accepted for publication in Training. You can find comments from the editor and the reviewers at the bottom of this email, if applicable. What happens now? We will now check that all of your files are complete before passing them to our production team for processing. We will let you know soon if we require any further information. Once the manuscript has been sent to production, Wiley will email the corresponding author with information about:'. At the bottom, there are buttons for 'Revert to default template', 'Cancel', and 'Send Decision Email'. A status message at the bottom reads 'The Accept decision is final.'

6. Typed reviewer comments and any message from the Academic or Guest editor can also be edited, before clicking the **Send Decision Email** button to send the email. Please note, if the journal has access to Research Exchange Screening, the email is only sent to the author once the Peer Review Cycle Checks have been completed.



7. A pop-up confirmation panel will appear. To confirm the decision, click the **ACCEPT MANUSCRIPT** button



When a recommendation to accept is made, the manuscript will pass back to the decision-making editor.

When a decision to accept is made, if the journal has access to Research Exchange Screening, the manuscript is assigned to the journal's Editorial Assistant for Quality Checks. These checks include:

- A Peer Review Cycle Check to assess the integrity and validity of the peer review process.
- Material Checks to confirm that the manuscript is ready for production.

#### Reject Decision (After Peer Review)

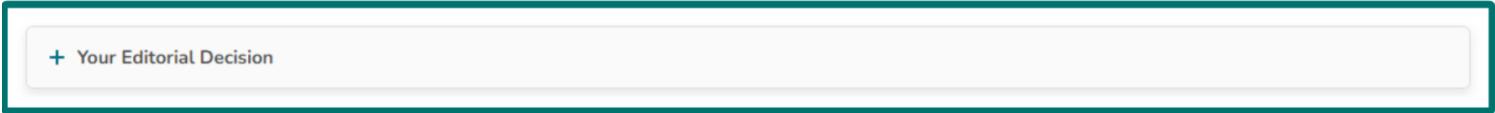
##### Applicable to:

Editorial Assistants\*, Journal Managers\*, Full Access Capability, Handling Editors, Lead Guest Editors

*\*Acting on behalf of an Editor: In the Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.*

If the manuscript is unsuitable for publication in the journal, follow these steps:

1. From the **Article Details** page, open the **Your Editorial Decision** section.



+ Your Editorial Decision

2. Click the downward arrow below the **Decision** heading and select the **Reject** option from the drop-down list.

The screenshot shows a web interface titled "Your Editorial Decision". At the top right, there is a link "About Publication Criteria". Below the title, there is a label "Decision \* ?" and a dropdown menu. The dropdown menu is open, showing the following options: "Select Decision", "Accept", "Minor Revision", "Major Revision", "Reject and Refer", "Reject and Send to Transfer Service", and "Reject - Do Not Transfer". The "Reject - Do Not Transfer" option is highlighted with a red border.

For Journals using Editor Driven Referral, this option will be labelled Reject – Do Not Transfer.

3. From the **Reject Reason** heading, select an option from the drop-down list. If one of the following reasons is selected, additional information needs to be provided:

- Other reasons submission is a mismatch for this journal
- Other issues with manuscript quality
- Other research concerns
- Other ethical concerns

Type the reason for the decision into the box labelled **Other Reasons**.

(For a full list of Reject Reasons, please refer to: [Appendix C: Reject Decision Reasons](#).)

Editors making a **Decision** will be able to select **Upload File For Author** to attach to the decision letter. The platform will automatically scan the document for any viruses.

— Your Editorial Decision

[About Publication Criteria](#)

Decision \* [?](#)

Reject

**Reject Reason \***

Other reasons submission is a mismatch for this journal

Not visible to authors and reviewers.

**Other Reasons \***

Please add any other reasons

Not visible to authors and reviewers.

[+ Upload File For Author](#)

If making a Recommendation, there is the option to type comments to the author and the decision -making editor.

**Message for Author *Optional***

**Message for Chief Editor *Optional***

4. Click the **Preview Decision Email** button.

— Your Editorial Decision

[About Publication Criteria](#)

Decision \* [?](#)

Reject

**Reject Reason \***

Other reasons submission is a mismatch for this journal

Not visible to authors and reviewers.

**Other Reasons \***

Please add any other reasons

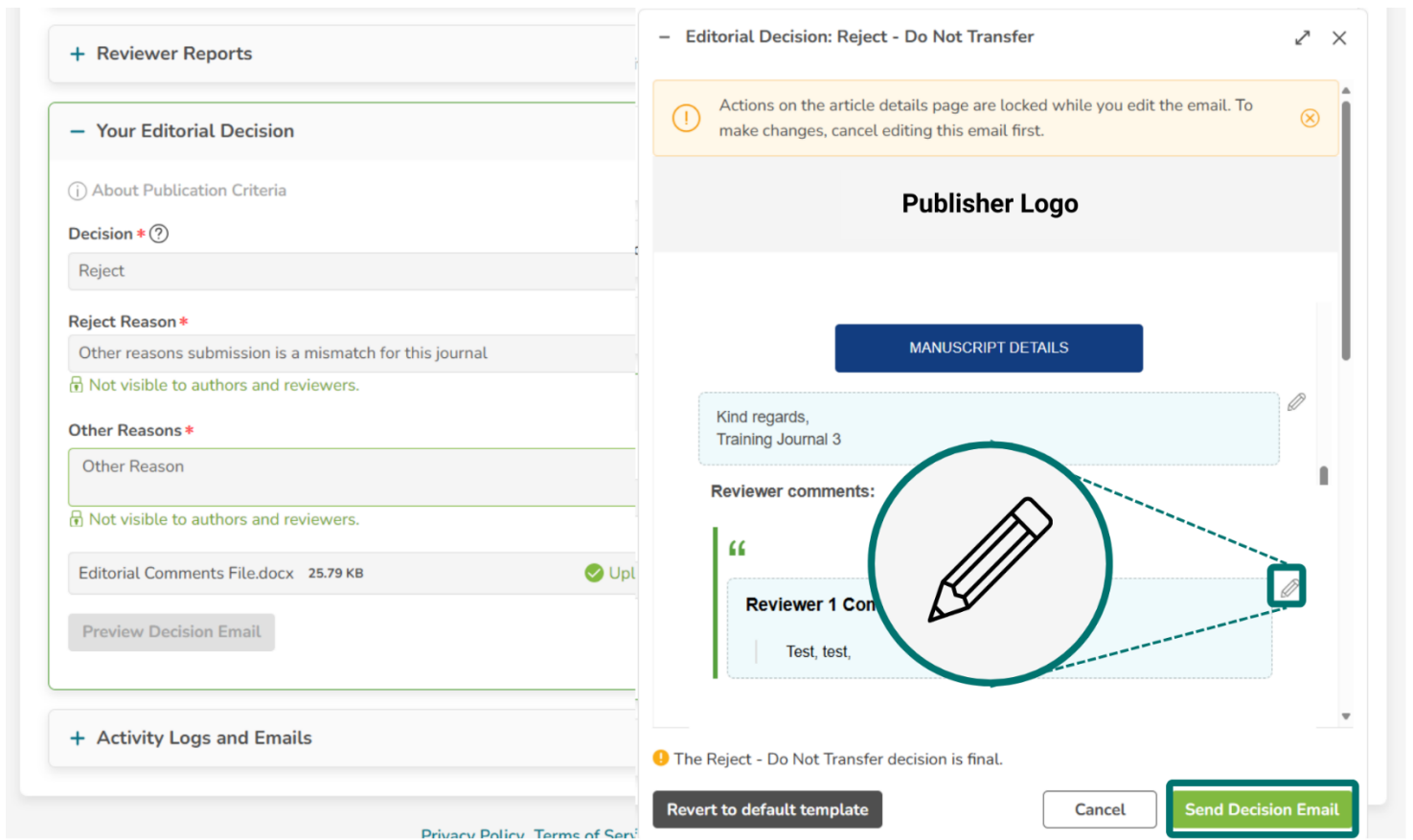
Not visible to authors and reviewers.

[+ Upload File For Author](#)

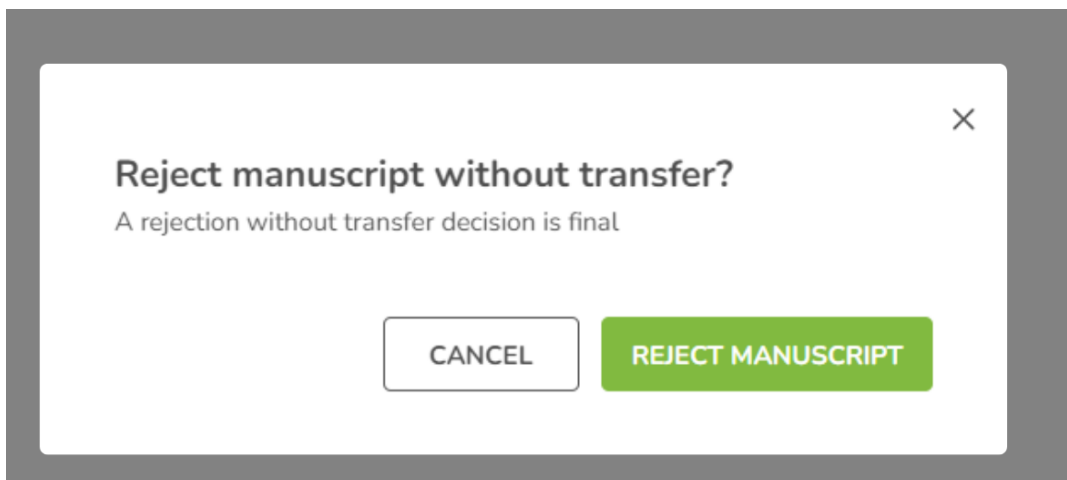
5. Click the **pencil icon** to edit sections of the email template, adding a message to the recipient.

The screenshot displays the Wiley Editorial Decision interface. On the left, the 'Your Editorial Decision' form is visible, including sections for 'Decision \*', 'Reject Reason \*', and 'Other Reasons \*'. A file named 'Editorial Comments File.docx' (25.79 KB) is shown as uploaded. A 'Preview Decision Email' button is located at the bottom of the form. On the right, a preview window titled 'Editorial Decision: Reject' shows the email template. A yellow warning box at the top states: 'Actions on the article details page are locked while you edit the email. To make changes, cancel editing this email first.' A large green circle highlights a pencil icon in the top right corner of the email preview, with a dashed line pointing to a smaller pencil icon in the top right corner of the main form. The email preview content includes: 'Dear Mr. \* John,', 'Thank you for submitting your [redacted] manuscript 4\* to our journal. After careful assessment, we have decided not to publish your manuscript in Training Journal 1.', 'You can find additional feedback from the editor here: [Editorial comments](#)', 'Comments from reviewers have been included at the bottom of this email to provide further details about this decision.', and 'If you are considering submitting this manuscript to another journal, Wiley Editing Services may be able to help. Wiley Editing Services are available to all authors and offer expert help with manuscript preparation, including [English language editing](#), translation, manuscript formatting, figure illustration, and graphical abstract design. To learn more, visit [the Wiley Editing Services](#)'. At the bottom of the preview window, there are three buttons: 'Revert to default template', 'Cancel', and 'Send Decision Email'.

6. Typed reviewer comments and any message from the Academic or Guest editor can also be edited, before clicking the **Send Decision Email** button to send the email.



7. A pop-up confirmation panel will appear. To confirm the decision, click the **REJECT MANUSCRIPT** button.



When a reject decision is made, the authors receive an email notification to communicate the decision to reject the manuscript without transfer.

## Reject and Refer (After Peer Review)

<b>Applicable to:</b>	Editorial Assistants*, Journal Managers*, Full Access Capability, Handling Editors, Lead Guest Editors
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*\*Acting on behalf of an Editor: In Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.*

***This decision is not available for all journals, The decision to **Reject and Refer** is only available for journals that are configured to support Editor -Driven Referral (EDR). Choose **Reject and Refer** if a manuscript is high quality but is unsuitable for publication in the journal for which it was submitted. Editors and reviewers making recommendations will only have the Reject option available. The decision-making editor will have these options available.***

To reject and refer a manuscript, follow these steps:

1. From the **Article Details** page, open the **Your Editorial Decision** section.
2. Click the downward arrow below the **Decision** heading and select the **Reject and Refer** option from the dropdown list.
3. A reject Reason is required. To give a reason, click the downward arrow below the **Reject Reason** heading and select an option from the drop-down list. To communicate the reason for the decision to the destination editors, add comments to the box labelled **Message to Destination Editors**. The editorial team of the receiving journal will be able to view this message, the name of

the editor who suggested the transfer, the date of transfer, and the journal from which the manuscript was transferred.

If one of the following reasons is selected, additional information needs to be provided:

- Other issues with manuscript quality
- Other research concerns
- Other ethical concerns

Type the reason for the decision into the box labelled **Other Reasons**.

4. Under the heading **Transfer to Other Journals**, select from the following:

- **Matching Journals** tab for a list of suggested journals. This list is populated automatically by matching the manuscript keywords to journals with an appropriate scope.
- **Journal Network** tab for a list of journals from the Journal Network. This list is populated by the Journal Administrator.
- **Search** to search for a journal in the Research Exchange journal database by title.

The **Matching Journals**, **Journal Network**, and **Search** lists include key information about each journal, including the publishing options and the Journal Impact Factor(TM). From here, the user can:

- Click a Journal Name to visit the journal homepage.
- Click **Add to List** button, to add a journal to the Transfer Offer List
- Click the **Remove** button, to remove a journal to the Transfer Offer List

**Up to five journals** can be added to this list to suggest to the author.

5. Editors making a **decision** will be able to select **Upload File For Author** to attach to the decision letter. The platform will automatically scan the document for any viruses.
6. Click **Preview Decision Email** to see a preview of the email with editable sections to add comments.
7. Click the **pencil** icon to edit sections of the email template, adding a message to the author. Click **Send Decision Email** to send the email.
8. Typed reviewer comments and any message from the Academic or Guest editor can also be edited, before clicking the **Send Decision Email** button to send the email.

*What happens next?*

When a Reject and Transfer decision has been made, authors will be informed in an email, which includes a list of up to five journals selected by the decision -making

editor, and a link to start the manuscript transfer. Authors can choose to update their manuscript before confirming their submission to a suggested journal. If the authors choose to transfer their manuscript, it arrives at the

new journal, identified as a transfer for further action.

For a full list of Reject Reasons, please refer to: [Appendix C: Reject Decision Reasons](#).

Revision Decision (After Peer Review)

Request minor or major revisions (After Peer Review)

**Applicable to:**

Editorial Assistants\*, Journal Managers\*, Full Access Capability, Handling Editors, Lead Guest Editors

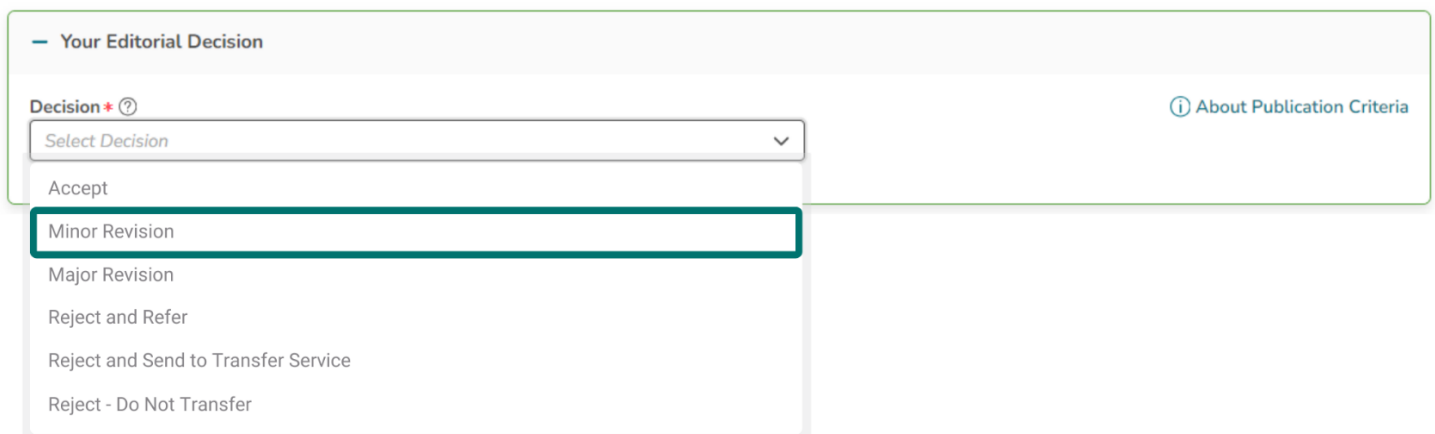
**\*Acting on behalf of an Editor:** In Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.

To request minor or major revisions, follow these steps:

1. From the **Article Details** page, open the **Your Editorial Decision** section.



2. Click the downward arrow below the **Decision** heading and select the **Minor Revision** or **Major Revision** option from the drop -down list.



3. Editors making a decision will be able to select **Upload File For Author** to attach to the decision letter. The platform will automatically scan the document for any viruses.

— Your Editorial Decision

[About Publication Criteria](#)

Decision \* [?](#)

Minor Revision ▼

[+ Upload File For Author](#)

[Preview Decision Email](#)

4. Click on **Preview Decision Email**.

— Your Editorial Decision

[About Publication Criteria](#)

Decision \* [?](#)

Minor Revision ▼

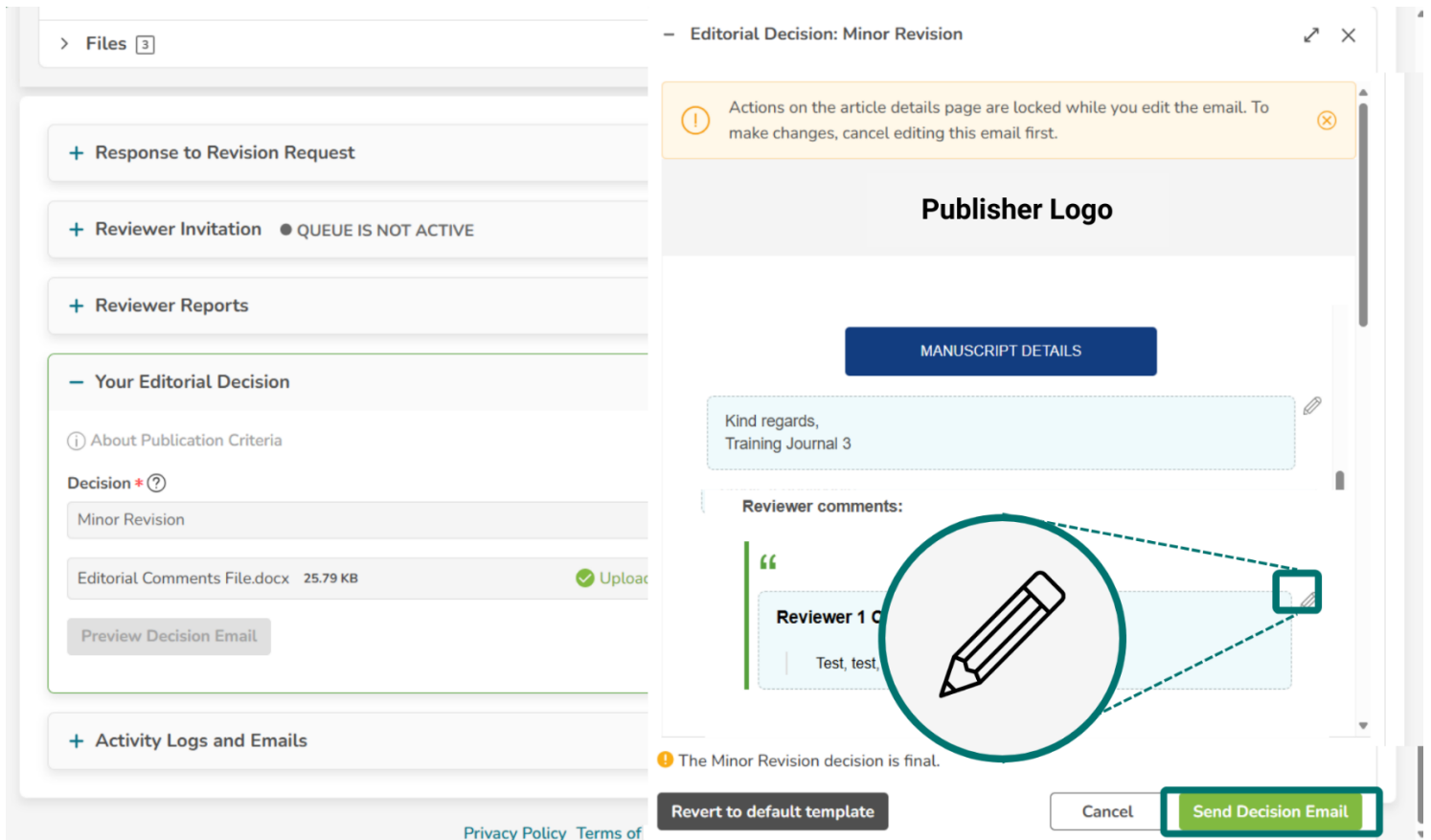
Editorial Comments File.docx 25.79 KB ✓ Uploaded [📄](#) [✕](#)

[Preview Decision Email](#)

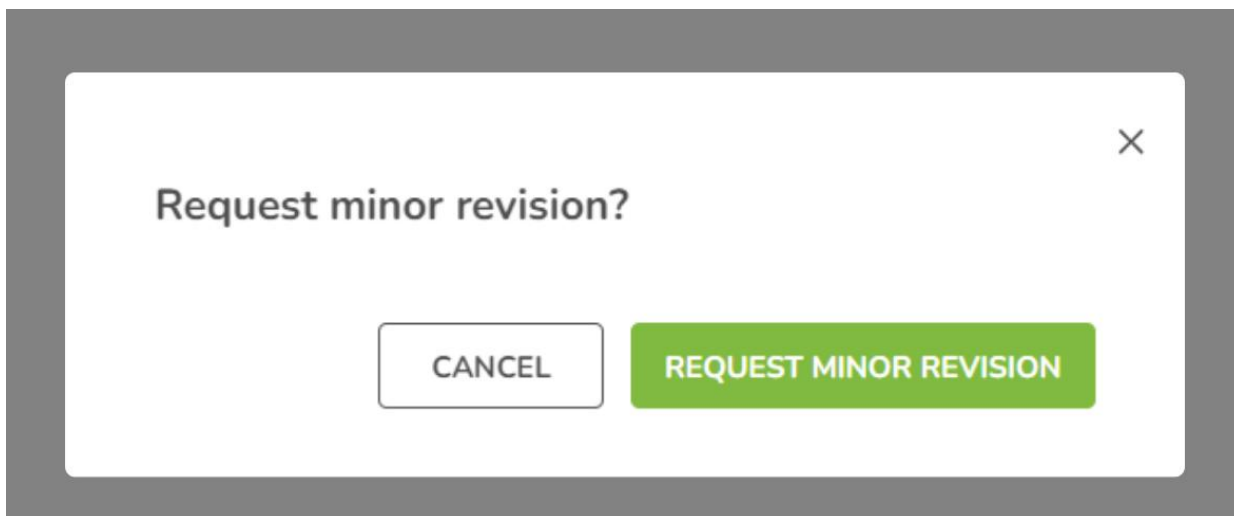
5. Click the **pencil icon** to edit sections of the email template, adding a message to the recipient.

The screenshot shows a web interface for managing an editorial decision. On the left, a sidebar contains several sections: 'Files' with a count of 3, '+ Response to Revision Request', '+ Reviewer Invitation' (with a note 'QUEUE IS NOT ACTIVE'), '+ Reviewer Reports', and '- Your Editorial Decision'. Under 'Your Editorial Decision', there is a link for 'About Publication Criteria', a 'Decision' dropdown set to 'Minor Revision', a file upload section for 'Editorial Comments File.docx' (25.79 KB, 'Uploaded'), and a 'Preview Decision Email' button. At the bottom of the sidebar is '+ Activity Logs and Emails'. The main content area is titled 'Editorial Decision: Minor Revision' and features a yellow warning box: 'Actions on the article details page are locked while you edit the email. To make changes, cancel editing this email first.' Below this is a preview of an email template. A large green circle with a pencil icon highlights a small edit icon in the top right corner of the email preview. The email text includes: 'Dear Mr. \* John,', 'Thank you for submitting... s test manuscript 4" to Training Journal 1.', 'After careful assessment, our editorial team has decided your manuscript requires minor revisions in order to proceed with the peer review process and be considered for publication. Reviewer comments are included at the bottom of this email to assist you in revising your manuscript.', 'You can find additional feedback from the editor here: [Editorial comments](#)', 'We ask that you return your revised manuscript by August 06, 2025. If you need more time, please let us know. We are happy to discuss an extended deadline.', and 'When submitting your revised manuscript, you will be asked to upload an'. At the bottom of the main area are three buttons: 'Revert to default template', 'Cancel', and 'Send Decision Email'.

6. Typed reviewer comments and any message from the Academic or Guest editor can also be edited, before clicking the **Send Decision Email** button to send the email.



7. Click on the **Request Minor Revision** or **Request Major Revision** button to make the decision.



When a minor revision decision is made, the authors receive an email notification with details of the requested revision and are asked to

submit a revised version in Research Exchange Submission or other submission system.

When the authors submit the revised version, for most journals workflows that use Research Exchange Screening, the revised manuscript will pass through Revision Checks before returning to Research Exchange Review. The version name in Research Exchange Review will change from Version 1 to Version 2.

*To find out more about reviewing revised manuscripts, please refer to [Handling Revisions](#).*

## Return the Manuscript to Peer Review

<b>Applicable to*:</b>	Editorial Assistants**, Journal Managers**, Full Access Capability, Handling Editors, Lead Guest Editors
------------------------	--

*\* This is applicable in multiple -tier workflows where the Handling or Lead guest editor makes the final decision only.*

**\*\*Acting on behalf of an Editor:** *In the Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.*

In multiple-tier workflows where the academic editor or guest editor makes a recommendation to the Handling editor or lead guest editor, at times, the Handling editor or lead guest editor may not agree with the academic editor's or lead guest editor's

recommendation. There are several options for addressing this issue. (If Handling editor or lead guest editor agrees with the decision, they can simply make a final decision. Instructions for this are available in the [Editorial Decisions](#) section.)

### Overriding the Recommendation

The Handling editor or lead guest editor can choose to ignore the academic editor's or guest editor's recommendation and make their

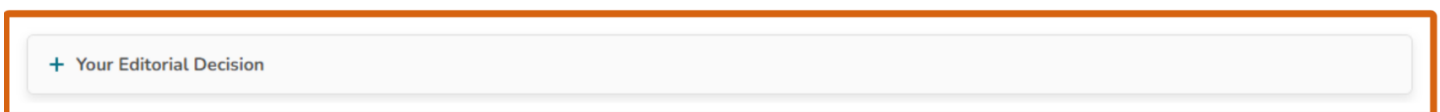
own alternative recommendation. In doing so, however, the Handling editor or lead guest cannot alter any of the reviewer reports that the editor has chosen to include. As such, it is recommended that the Handling editor or lead guest editor carefully review the reviewer reports before deciding to override the academic editor's or guest editor's recommendation, particularly in cases of accept or reject decisions. As an alternative, the Handling editor or lead guest editor can choose one of the following options instead.

#### Returning the Manuscript to the Handling Editor

A Handling or lead guest editor also has the option to send the manuscript back to the original handling editor alongside a message explaining why they are returning the manuscript (e.g., to request more peer review, to adjust the included reviewer reports, or alter an editorial recommendation).

To return a manuscript to the academic or guest Editor, follow these steps:

1. From the **Article Details** page, open the **Your Editorial Decision** section.



2. Click the downward arrow below the **Decision** heading and select the **Return to Academic Editor** or **Return to Guest Editor** option from the drop-down list.

— Your Editorial Decision

Decision \* (?) [About Publication Criteria](#)

Select Decision

- Minor Revision
- Major Revision
- Return to Academic Editor**
- Reject and Refer
- Reject and Send to Transfer Service
- Reject - Do Not Transfer

— Your Editorial Decision

Decision \* (?) [About Publication Criteria](#)

Select Decision

- Minor Revision
- Major Revision
- Return to Guest Editor**
- Reject and Refer
- Reject and Send to Transfer Service
- Reject - Do Not Transfer

3. Type notes into the **Comments to Academic Editor** or **Comments to the Guest Editor** box explaining why the manuscript is being returned.

— Your Editorial Decision

Decision \* (?) [About Publication Criteria](#)

Return to Academic Editor

**Comments for Academic Editor \***

**Make Decision**

— Your Editorial Decision

Decision \* (?) [About Publication Criteria](#)

Return to Guest Editor

**Return to Guest Editor\***

Make Decision

4. Click the **Make Decision** button.

— Your Editorial Decision

Decision \* (?) [About Publication Criteria](#)

Return to Academic Editor

Comments for Academic Editor \*

Make Decision

5. A pop-up confirmation panel will appear. To confirm the decision, click the **RETURN MANUSCRIPT** button.

×

**Return manuscript to Academic Editor?**

A decision to return the manuscript to the Academic Editor is final.

CANCEL RETURN MANUSCRIPT

When a manuscript is returned to the academic or guest editor, a final decision cannot be made until the academic or guest editor is ready to make another recommendation.

### Assigning another Academic or Guest Editor

A Handling or lead guest editor also has the option to assign the manuscript to another academic or guest editor on the editorial board to manage the peer review process and ultimately make another recommendation. The Handling or lead guest editor can include a message explaining why they are sending the manuscript to this new academic or guest editor (e.g., to request more peer review, to adjust the included reviewer reports, or alter an editorial recommendation). This process is the same as it was for the original academic editor invitation. Please see the section on [Assigning an Editor for the Peer Review Step](#) for more information.

## Editorial Recommendations

This section covers both the process for making an editorial recommendation and receiving an editorial recommendation.

### Available Recommendations

When an editor first receives a manuscript, their recommendation decision options will vary depending on their role in handling the manuscript. The following Recommendations are available in Research Exchange. These may change depending

on when the decision is being made and who is making it.

- Minor Revision
- Major Revision
- Reject

- Reject – Do Not Transfer
- Accept

## Recommendations before Peer Review

### Accept Recommendation (Before Peer Review)

<b>Applicable to:</b>	Academic Editors, Guest Editors, Editorial Assistants*, Journal Managers*, Full Access Capability
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**\*Acting on behalf of an Editor:** *In the Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.*

An Accept recommendation can only be made once the manuscript has received the minimum number of required reports set at the article or issue type level. This recommendation option will not be available in the drop-down list until the requirements have been met.

Some article types do not require peer review and will be configured in the platform so that they can be accepted without peer review.

### Reject Recommendation (Before Peer Review)

<b>Applicable to:</b>	Academic Editors, Guest Editors, Editorial Assistants*, Journal Managers*, Full Access Capability
-----------------------	---

**\*Acting on behalf of an Editor:** *In the Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.*

If the manuscript is unsuitable for publication, editors can follow these steps:

1. From the **Article Details** page, open the **Your Editorial Recommendation** section. Click the downward arrow below the Recommendation heading and select the **Reject** option from the dropdown list.

+ Reviewer Invitation 🔍 Reports: 1 Submitted ⓘ 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 1 Expired, 0 Revoked

+ Reviewer Reports 1 Report submitted 1 Used

- Your Editorial Recommendation 1 of 1 Required unique reviewers for accept decision 🔍

Recommendation\* 🔍

Choose in the list ▼

*If the journal supports Editor Driven Referral, this option will be labelled **Reject – Do Not Transfer**.*

- When making a **Recommendation**, it is required to add a Message for Author. It is optional to add a Message for Chief Editor. Decision -making editors will be able to edit or remove the message for the author, if necessary. Click **Preview Recommendation Email** to see a preview of the email with editable sections to add comments.

- Your Editorial Recommendation 1 of 1 Required unique reviewers for accept decision 🔍

Recommendation\* 🔍

Reject ▼

Message for Author\*

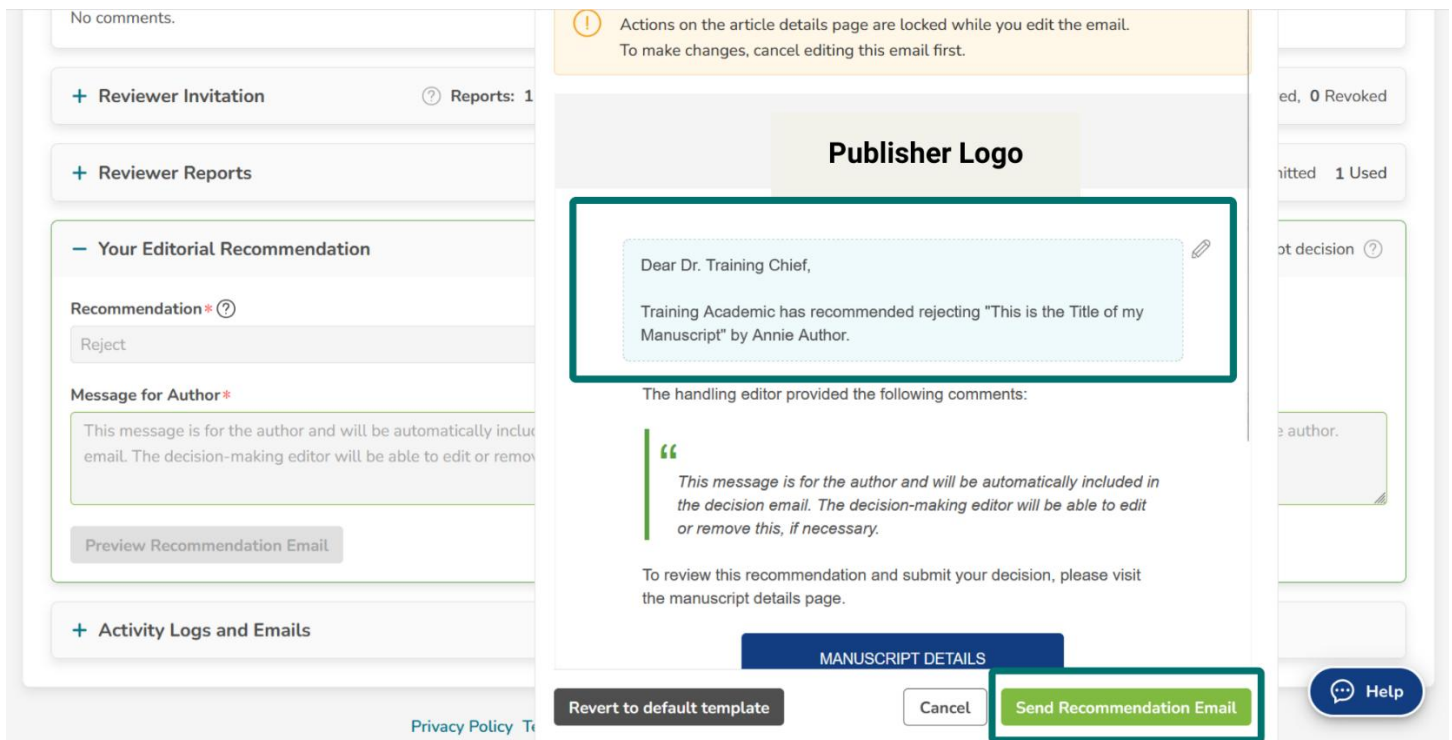
This message is for the author and will be automatically included in the decision email. The decision-making editor will be able to edit or remove this, if necessary.

Message for Chief Editor *Optional*

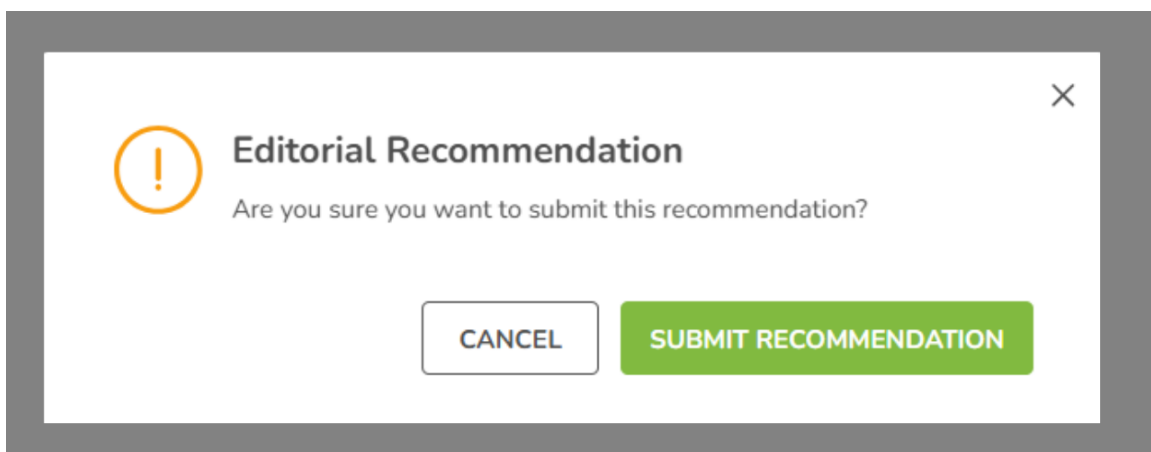
This is a confidential message for the Chief, and will not be visible to the author.

Preview Recommendation Email

- A preview of the email to the decision -making editor will appear with editable sections to add comments. **Click Send Recommendation Email** when the email is ready.



4. A pop-up confirmation panel will appear. To confirm the decision, click the **SUBMIT RECOMMENDATION** button.



5. The email will be sent to the decision-making editor, and the Editorial Comments section will be updated.

— Editorial Comments

Training Academic **AE** NOV 28, 2025

**Recommendation**  
Reject

**Message for Author**  
This message is for the author and will be automatically included in the decision email. The decision-making editor will be able to edit or remove this, if necessary.

**Message for Editorial Team**  
This is a confidential message for the Chief, and will not be visible to the author.

[View Recommendation Letter](#)

What happens next?

Recommendations will be passed to the decision -making editor for a final decision. Once a decision is made, the authors will receive an email notification to communicate

the decision to reject the manuscript without transfer.

(For a full list of Reject Reasons, please refer to: [Appendix B: Reject Decision Reasons](#))

### Revision Recommendation (Before Peer Review)

<b>Applicable to:</b>	Academic Editors, Guest Editors, Editorial Assistants*, Journal Managers*, Full Access Capability
-----------------------	---

***\*Acting on behalf of an Editor:** In the Review module, In the Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.*

To request minor or major revisions, follow these steps:

1. From the **Article Details page**, open the **Your Editorial Recommendation** section. Click the **downward arrow** below the Recommendation heading and select the **Minor Revision** or **Major Revision** option from the drop-down list.

+ Your Editorial Recommendation

- Your Editorial Recommendation

Recommendation \* ⓘ [About Publication Criteria](#)

Select Decision

Minor Revision

Major Revision

Reject and Send to Transfer Service

Reject and Refer

Reject - Do Not Transfer

2. Click on **Preview Recommendation Email**.

- Your Editorial Recommendation

Recommendation \* ⓘ

Minor Revision

Message for Author *Optional*

Message for Chief Editor *Optional*

Preview Recommendation Email

3. A preview of the email to the decision -making editor will appear with editable sections to add comments. Click **Send Recommendation Email** when the email is ready

Invitation log (0)

— Your Editorial Recommendation

Recommendation \* (?)

Minor Revision

Message for Author *Optional*

Recommendation message to the author

Preview Recommendation Email

+ Activity Logs and Emails

Privacy Policy

— Editorial Recommendation: Minor Revision

“ Recommendation message to the author

Please log in Research Exchange Re... this revision request.

MA

Kind regards,  
EA Training  
Training Journal 3

Reviewer Comments:

“ no comments provided

This email was sent to researchexchangetraining+chief@wiley.com by John Wiley & Sons, Inc.  
111 River Street, Hoboken, NJ 07030 USA. 877-762-2974.  
For more information, please see our [privacy policy](#).

Revert to default template

Cancel

Send Recommendation Email

4. A pop-up confirmation panel will appear. To confirm the decision, click the **SUBMIT RECOMMENDATION** button.

✕

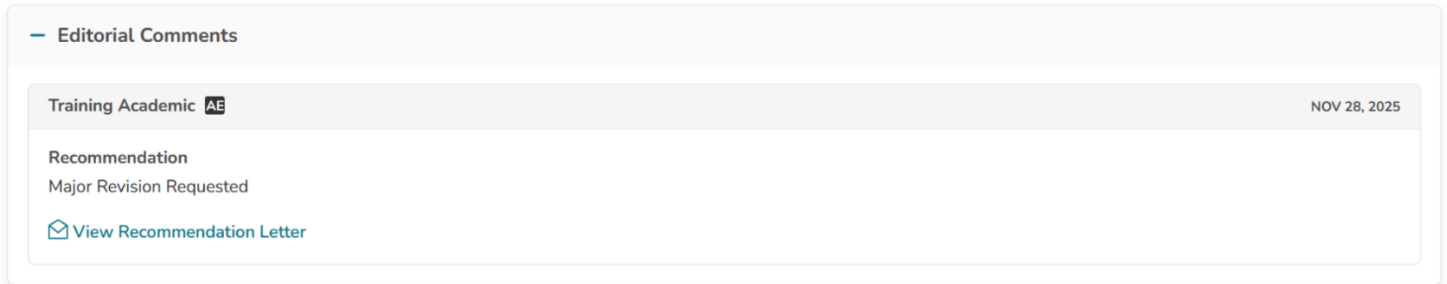
! **Editorial Recommendation**

Are you sure you want to submit this recommendation?

CANCEL

SUBMIT RECOMMENDATION

5. The email will be sent to the decision -making editor, and the Editorial Comments section will be updated.



**When a revision is requested:** To find out more about reviewing revised manuscripts, please refer to [Handling Revised Manuscripts](#).

## Recommendations after Peer Review

Based on the outcome of peer review, academic editors and guest editors in workflows where they make a recommendation can choose to:

- **Accept** if they feel that the manuscript is ready for publication without changes
- Request a **minor** revision if they feel the manuscript requires minor changes
- Request a **major** revision if they feel the manuscript requires major rework
- **Reject** the manuscript if they feel it is unsuitable for publication in the journal

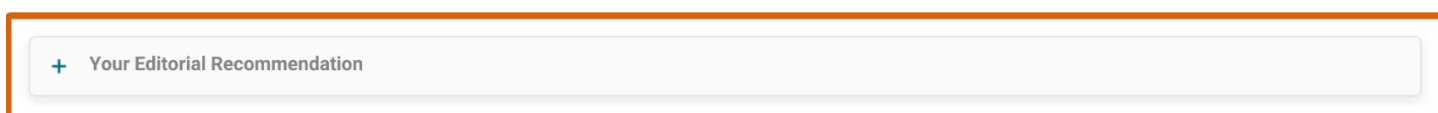
Recommendations are not final and will be passed on to the Handling editor or lead guest editor. The Handling editor or lead guest editor will review the reviewer reports, the recommendations, and then make their final decision.

## Accept Recommendation (After Peer Review)

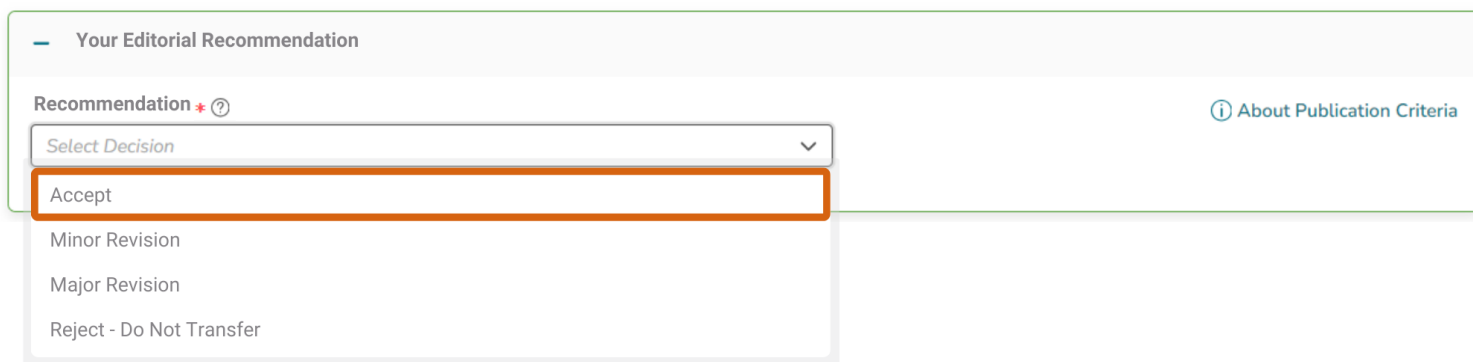
An accept decision can only be made once the manuscript has received the minimum number of required reports set at the article type level. To increase this, contact your publisher representative.

If the manuscript is ready for publication without changes, follow these steps:

1. From the **Article Details** page, open the **Your Editorial Recommendation** section.



2. Click the downward arrow below the **Recommendation** heading and select the **Accept** option from the drop-down list.



3. When making a **Recommendation**, it is required to add a **Message for Author**. It is optional to add a **Message for Editor**. Decision-making editors will be able to edit or remove the message for the author, if necessary.

— Your Editorial Recommendation

Recommendation \* (?)

Accept

**i** Best practice is to accept a paper with a minimum of 2 independent reviewer reports  
(Wiley Code of Conduct)

Message for Author *Optional*

Message for Editor *Optional*

Preview Recommendation Email

4. Click **Preview Recommendation Email** to see a preview of the email with editable sections to add comments.

— Your Editorial Recommendation

Recommendation \* (?)

Accept

**i** Best practice is to accept a paper with a minimum of 2 independent reviewer reports  
(Wiley Code of Conduct)

Message for Author *Optional*

Message for Editor *Optional*

Preview Recommendation Email

5. Click the **pencil icon** to edit sections of the email template, adding a message to the recipient, before clicking the **Send Recommendation Email** button to send the email.

REVIEWER ACTIVITY  
Invited: Apr 07, 2025  
Accepted: Apr 07, 2025  
Submitted: Apr 07, 2025

MASTER Dem  
Manage report  
Report is use

— Your Editorial Recommendation

Recommendation \* ?  
Accept  
Best practice is to accept a paper with a minimum of 2 independent reviewers (Wiley Code of Conduct)

Message for Author *Optional*

Preview Recommendation Email

+ Activity Logs and Emails

— Editorial Recommendation: Accept

Actions on the article details page are locked while you edit the email. To make changes, cancel editing this email first.

Dear Dr. Chief,  
AE Training has recommended the manuscript titled "Demo Manuscript-DATE2024-TJ3 (2...)" by Annie Author for publication.

The Academic Editor provided the following comments:

no comments provided

To review this decision, please visit the manuscript details page.

MANUSCRIPT DETAILS

Revert to default template Cancel Send Recommendation Email

6. A pop-up confirmation panel will appear. To confirm the decision, click the **SUBMIT RECOMMENDATION** button.

Editorial Recommendation

Are you sure you want to submit this recommendation?

CANCEL SUBMIT RECOMMENDATION

When a recommendation to accept is made, the manuscript will pass back to the decision-making editor.

When a decision to accept is made, the manuscript is assigned to the journal's Editorial Assistant for Quality Checks if the journal uses Research Exchange Screening) These checks include:

- A Peer Review Cycle Check to assess the integrity and validity of the peer review process.
- A Material Checks to ensure that the manuscript includes everything required by the journal's submission guidelines.

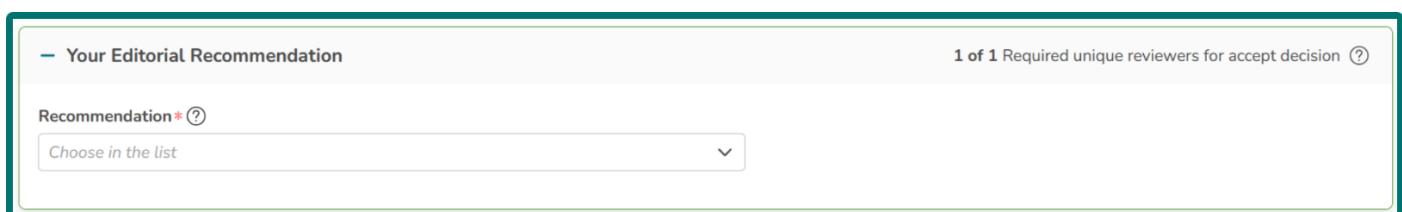
### Reject Recommendation (After Peer Review)

<b>Applicable to:</b>	Academic Editors, Guest Editors, Editorial Assistants*, Journal Managers*, Full Access Capability
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*\*Acting on behalf of an Editor In the Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.*

If the manuscript is unsuitable for publication, editors can follow these steps:

1. From the **Article Details** page, open the **Your Editorial Recommendation** section. Click the downward arrow below the **Recommendation** heading and select the **Reject** option from the dropdown list. If the journal supports Editor Driven Referral, this option will be labelled **Reject – Do Not Transfer**.



2. When making a **Recommendation**, it is required to add a **Message for Author**. It is optional to add a **Message for Chief**

**Editor.** Decision -making editors will be able to edit or remove the message for the author, if necessary.

Click **Preview Recommendation Email** to see a preview of the email with editable sections to add comments.

— Your Editorial Recommendation 1 of 1 Required unique reviewers for accept decision ?

Recommendation \* ?  
Reject

Message for Author \*  
This message is for the author and will be automatically included in the decision email. The decision-making editor will be able to edit or remove this, if necessary.

Message for Chief Editor *Optional*  
This is a confidential message for the Chief, and will not be visible to the author.

**Preview Recommendation Email**

3. A preview of the email to the decision -making editor will appear with editable sections to add comments. Click **Send Recommendation Email** when the email is ready.

No comments.

+ Reviewer Invitation ? Reports: 1

+ Reviewer Reports

— Your Editorial Recommendation

Recommendation \* ?  
Reject

Message for Author \*  
This message is for the author and will be automatically included in the decision email. The decision-making editor will be able to edit or remove this, if necessary.

Preview Recommendation Email

+ Activity Logs and Emails

Privacy Policy Terms

! Actions on the article details page are locked while you edit the email. To make changes, cancel editing this email first.

**Publisher Logo**

Dear Dr. Training Chief,

Training Academic has recommended rejecting "This is the Title of my Manuscript" by Annie Author.

The handling editor provided the following comments:

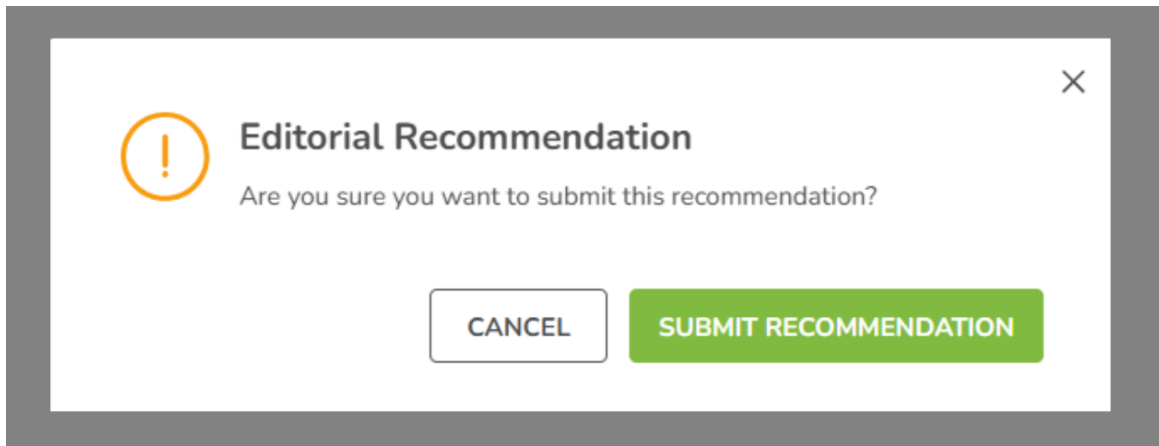
“ This message is for the author and will be automatically included in the decision email. The decision-making editor will be able to edit or remove this, if necessary. ”

To review this recommendation and submit your decision, please visit the manuscript details page.

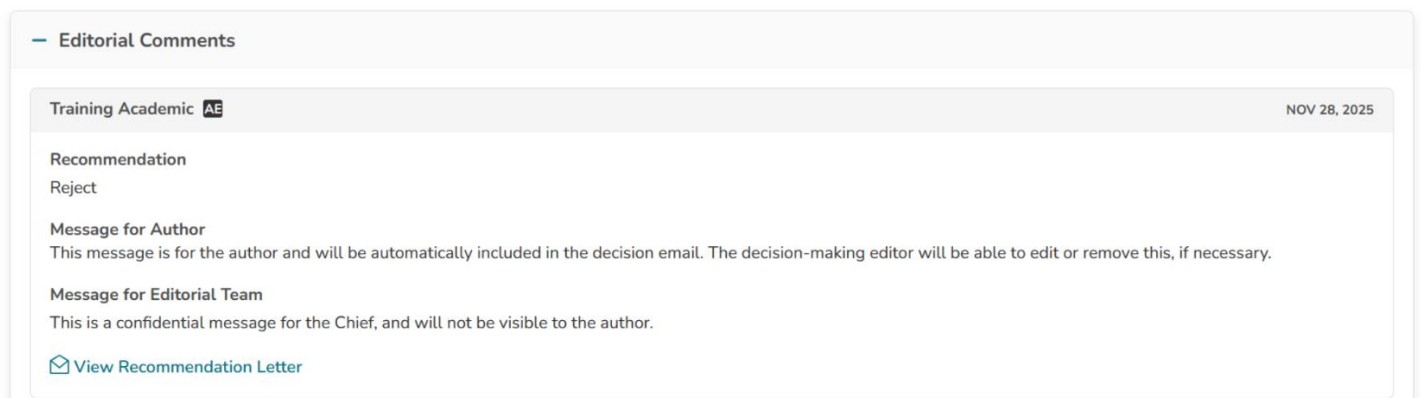
MANUSCRIPT DETAILS

Revert to default template Cancel **Send Recommendation Email** Help

4. A pop-up confirmation panel will appear. To confirm the decision, click the **SUBMIT RECOMMENDATION** button.



5. The email will be sent to the decision-making editor, and the Editorial Comments section will be updated.



**What happens next?** Recommendations will be passed to the decision-making editor for a final decision. Once a decision is made, the authors will receive an email notification to communicate the decision to reject the manuscript without transfer. (For a full list of Reject Reasons, please refer to: [Appendix C: Reject Decision Reasons](#))

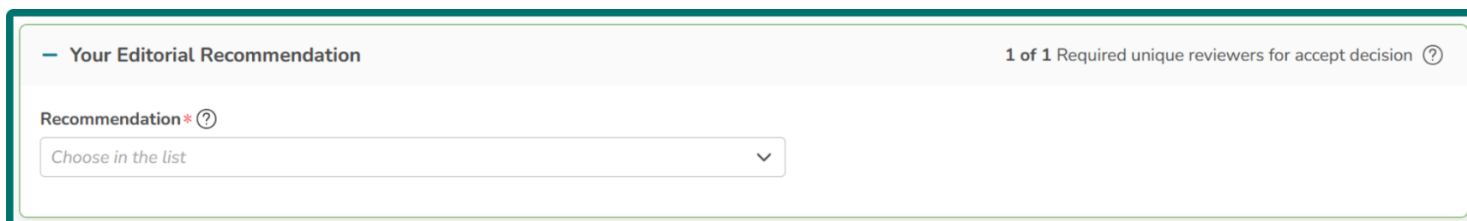
### Revision Recommendation (After Peer Review)

<b>Applicable to:</b>	Academic Editors, Guest Editors, Editorial Assistants*, Journal Managers*, Full Access Capability
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**\*Acting on behalf of an Editor** In Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.

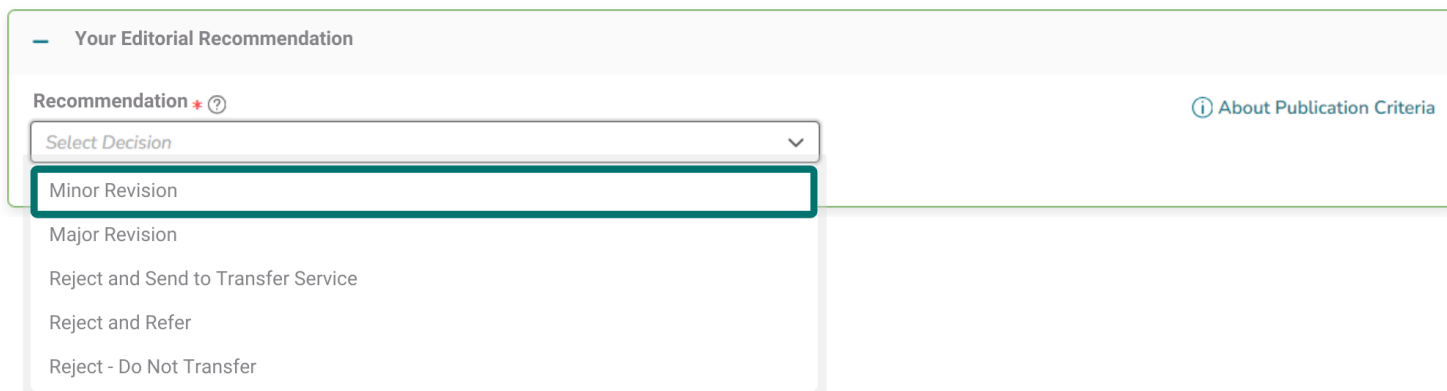
To request minor or major revisions, follow these steps:

1. From the **Article Details** page, open the **Your Editorial Recommendation** section



The screenshot shows a form titled "Your Editorial Recommendation" with a progress indicator "1 of 1 Required unique reviewers for accept decision". Below the title is a "Recommendation" field with a red asterisk and a help icon. The dropdown menu is currently closed, showing the text "Choose in the list" and a downward arrow.

Click the downward arrow below the **Recommendation** heading and select the **Minor Revision** or **Major Revision** option from the drop-down list.



The screenshot shows the same form as above, but with the "Recommendation" dropdown menu open. The menu lists several options: "Minor Revision", "Major Revision", "Reject and Send to Transfer Service", "Reject and Refer", and "Reject - Do Not Transfer". The "Minor Revision" option is highlighted with a teal border. A link "About Publication Criteria" is visible in the top right corner of the form area.

2. Click on **Preview Recommendation Email**

— Your Editorial Recommendation

Recommendation \* (?)

Minor Revision

Message for Author *Optional*

Message for Chief Editor *Optional*

Preview Recommendation Email

3. A preview of the email to the decision -making editor will appear with editable sections to add comments. Click **Send Recommendation Email** when the email is ready

Invitation log (0)

— Your Editorial Recommendation

Recommendation \* (?)

Minor Revision

Message for Author *Optional*

Recommendation message to the author

Preview Recommendation Email

+ Activity Logs and Emails

Privacy Policy

— Editorial Recommendation: Minor Revision

“ Recommendation message to the author

Please log in Research Exchange Re... this revision request.

MAI

Kind regards,  
EA Training  
Training Journal 3

Reviewer Comments:

“ no comments provided

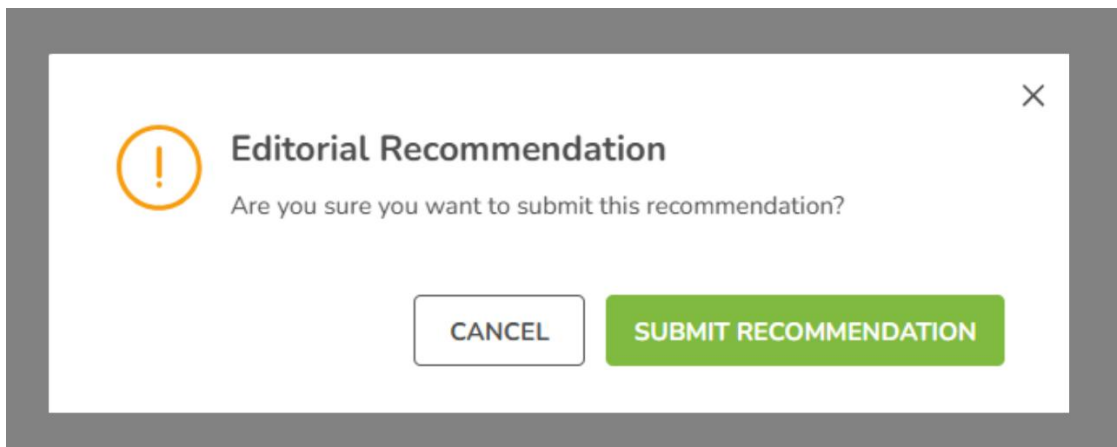
This email was sent to researchexchangetraining+chief@wiley.com by John Wiley & Sons, Inc.  
111 River Street, Hoboken, NJ 07030 USA. 877-762-2974.  
For more information, please see our [privacy policy](#).

Revert to default template

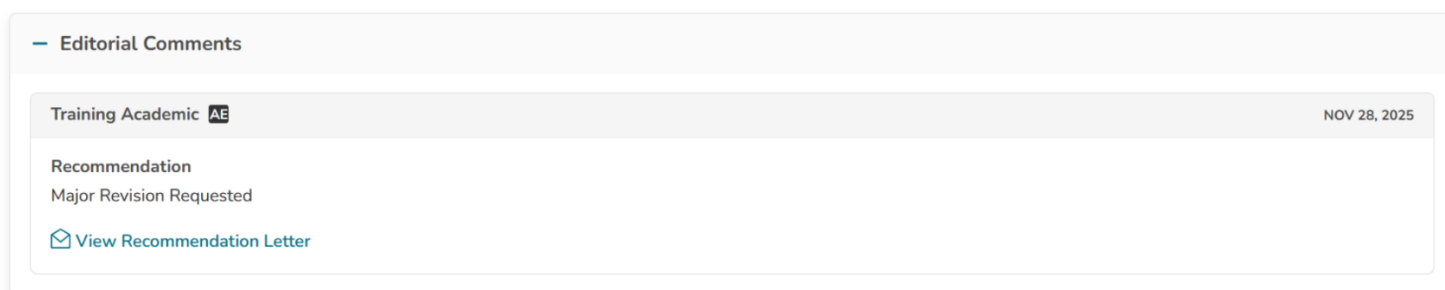
Cancel

Send Recommendation Email

4. A pop-up confirmation panel will appear. To confirm the decision, click the **SUBMIT RECOMMENDATION** button.



5. The email will be sent to the decision-making editor, and the **Editorial Comments** section will be updated.



**When a revision is requested:** To find out more about reviewing revised manuscripts, please refer to: [Handling Revisions](#)

## 8. Managing the Peer Review Step

<b>Applicable to:</b>	Academic Editors, Guest Editors, Editorial Assistants*, Journal Managers*, Full Access Capability
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**\*Acting on behalf of an Editor** In Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.

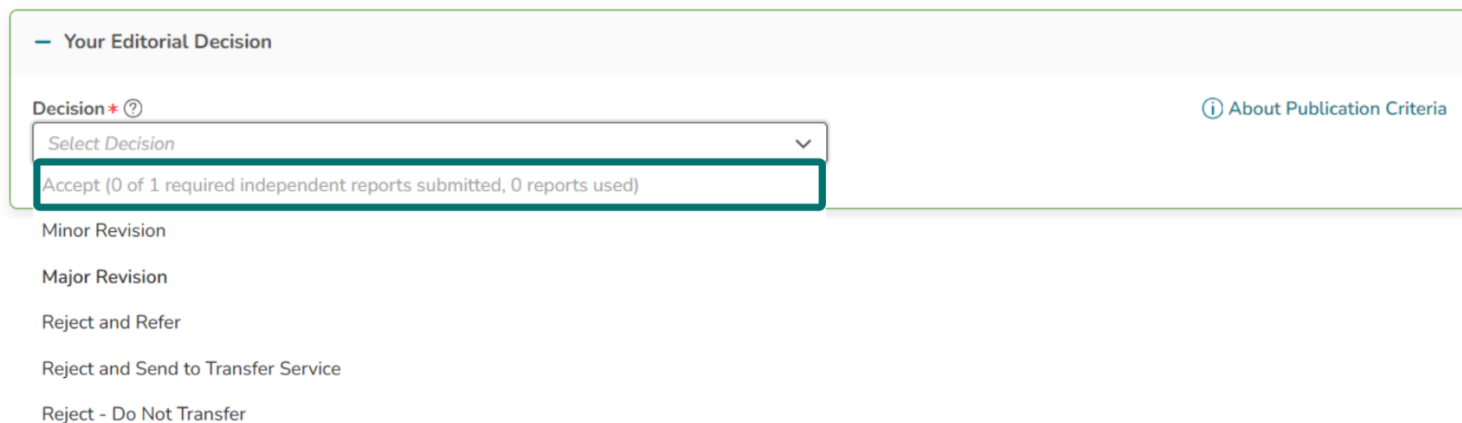
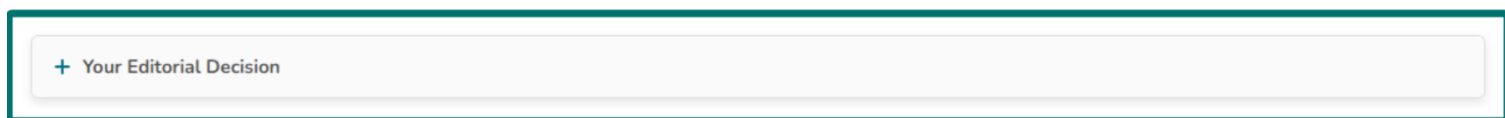
## Minimum Required Peer Reviewers

The minimum number of required reviewer reports is set by Article Type for the journal. Some article types can be set to zero if they do not require peer review.

The minimum number of reviewers for an article type is available to view in the platform. To see this, navigate to the Editorial Decision section on the Article Details page, and then view the number listed next to the Accept option. Editors managing the peer review process will also receive regular reminder emails to prompt them to invite the required number of reviewers.

Users who hold administrative roles on the journal (Editorial Assistants or Journal Managers) cannot be invited to review the manuscript.

1. Click the downward arrow below the **Decision** or **Recommendation** heading and read the message next to **Accept**.



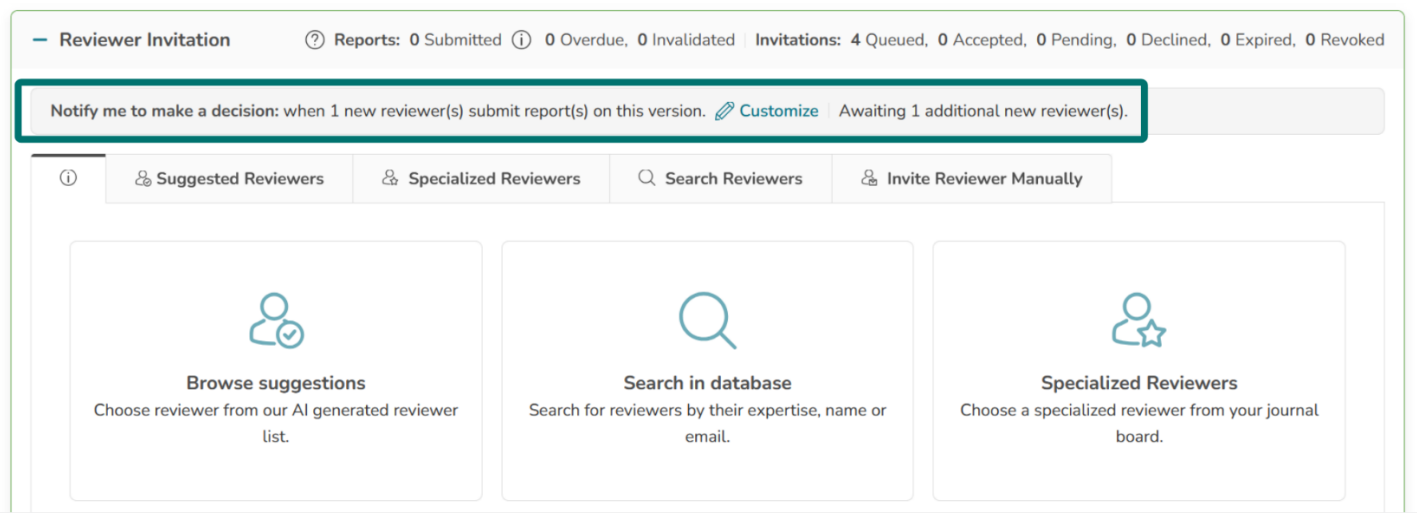
## Increasing Required Reports for a Manuscript

Handling Editors are now able to set the number of reviewer reports they expect on the current manuscript version to be notified to make a

decision or recommendation on the paper. Notification and reminders are coupled with the manuscript status, which transitions to “Make Decision”/“Make Recommendation” only when the number specified by the Handling Editor is reached, thus reducing unwanted reminders when the Handling Editor is not ready to take action. This provides greater flexibility and control over the editorial workflow.

To increase this, follow these steps;

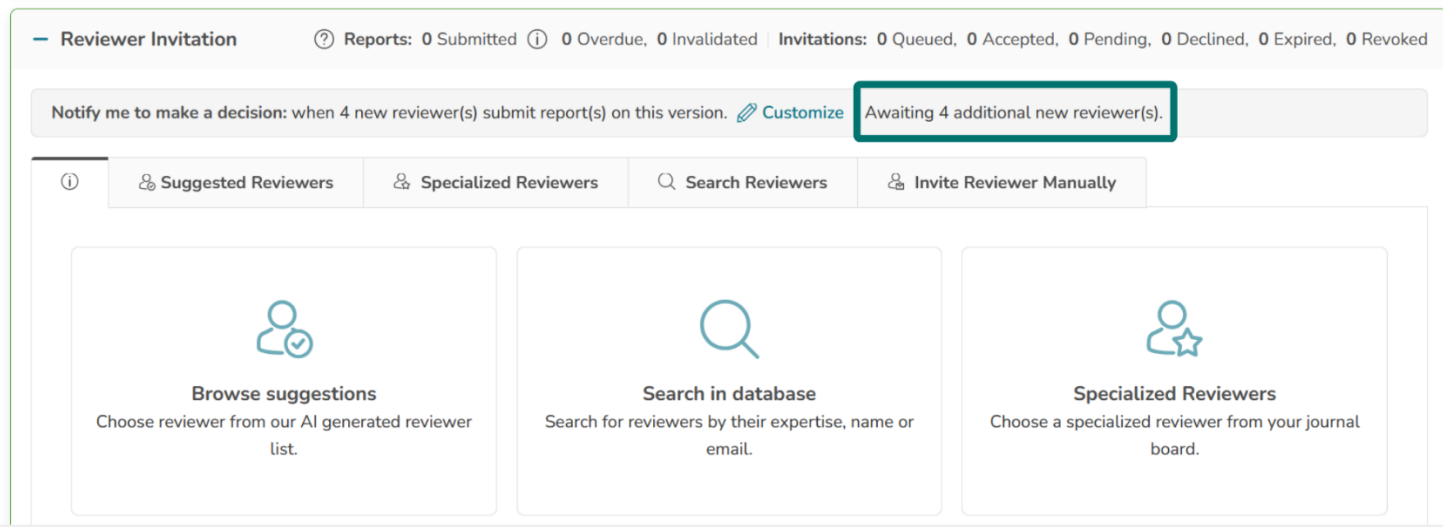
1. Go to the **Reviewer Invitation** section and select **customize**.



2. Enter the **expected number of reviewer reports**. This cannot be zero and if it is lowered below the minimum set at the article or issue type, then the ability to accept the manuscript will be locked. Click **save changes**. The manuscript status changes to the next workflow action (decision/recommendation) when the specified number of reports has been reached.

The image shows a dialog box titled "Notification preference to make a decision on this version" with a close button (X) in the top right corner. Below the title is the instruction: "Choose when you want to be notified to make decision on this version." The main content area is enclosed in a green border and contains the following elements: a text input field with the placeholder "Enter number"; a radio button selected for "Reports from new reviewers"; and a radio button for "Reports from any reviewers (new or returning)". Below this area is an information icon (i) followed by the text: "To make an accept decision on this manuscript, you need 1 more new reviewers to submit reports." At the bottom right, there are two buttons: "CANCEL" and "SAVE CHANGES", with the latter highlighted in green.

3. The updated number of required reviewer reports will be shown. The customize button remains available for users to adjust the number, either raising it above or reducing it to the minimum designated for the article or issue type. The minimum Research Integrity regulation set up at journal level.



— Reviewer Invitation    ? Reports: 0 Submitted    ⓘ 0 Overdue, 0 Invalidated    Invitations: 0 Queued, 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 4 new reviewer(s) submit report(s) on this version. [Customize](#) Awaiting 4 additional new reviewer(s).

ⓘ    👤 Suggested Reviewers    👤 Specialized Reviewers    🔍 Search Reviewers    👤 Invite Reviewer Manually

**Browse suggestions**  
Choose reviewer from our AI generated reviewer list.

**Search in database**  
Search for reviewers by their expertise, name or email.

**Specialized Reviewers**  
Choose a specialized reviewer from your journal board.

## Reviewer Information

Each reviewer will be represented by a tile. Each reviewer tile contains basic information including name, affiliation, and email address.

Additional information on the reviewer tile includes the following:

### Editorial Board Members

When a reviewer is an active member of the journal's editorial board and holds the role of Handling Editor, Academic Editor, or Editorial Assistant in the system, a label will display when their name appears in the suggested reviewer or search reviewer lists. If someone does not currently have a role on the manuscript and has not previously interacted with it (such as an Academic Editor declining to handle it), they may be invited to review.

— Reviewer Invitation ? Reports: 0 Submitted ! 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) | Awaiting 1 additional new reviewer(s).

! [Suggested Reviewers](#) [Specialized Reviewers](#) [Search Reviewers](#) [Invite Reviewer Manually](#)

[About Reviewer Suggestions](#)

Update results with custom keywords ?

Enter custom keywords

Show reviewers associated with this journal only.

[Update results](#) [Reset All](#) 66 results based on: default suggestions

Score <span>?</span>	Reviewer information	Performance statistics <span>?</span>
62%	<b>Chief PRPL</b> <span>!</span> <b>EDITORIAL BOARD MEMBER</b> John Wiley & Sons (United Kingdom), Chichester researchexchangedemo+chief@wiley.com	Currently reviewing: 0 Pending invitations: 0 Completed reviews: 0

[Invite Now](#) [Add To Queue](#) [Rate Suggestion](#)

Top keywords: Computer science; Law; Operating system; Political science; Process (computing); Sociology; Library science; Public relations; Publishing; Crimin... [+ More Details](#)

## ORCID

If the reviewer has linked an ORCID with their profile, it will be denoted with a small green button with the word ID on it next to their name.

Click the ID button next to the reviewer's name to display the reviewer's ORCID profile.

— Reviewer Invitation ? Reports: 0 Submitted ! 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) | Awaiting 1 additional new reviewer(s).

! [Suggested Reviewers](#) [Specialized Reviewers](#) [Search Reviewers](#) [Invite Reviewer Manually](#)

[About Reviewer Suggestions](#)

Update results with custom keywords ?

Enter custom keywords

Show reviewers associated with this journal only.

[Update results](#) [Reset All](#) 66 results based on: default suggestions

Score <span>?</span>	Reviewer information	Performance statistics <span>?</span>
62%	<b>Name</b> <span>!</span> <b>ID</b> Affiliation email@email.com	Currently reviewing: 0 Pending invitations: 0 Completed reviews: 0

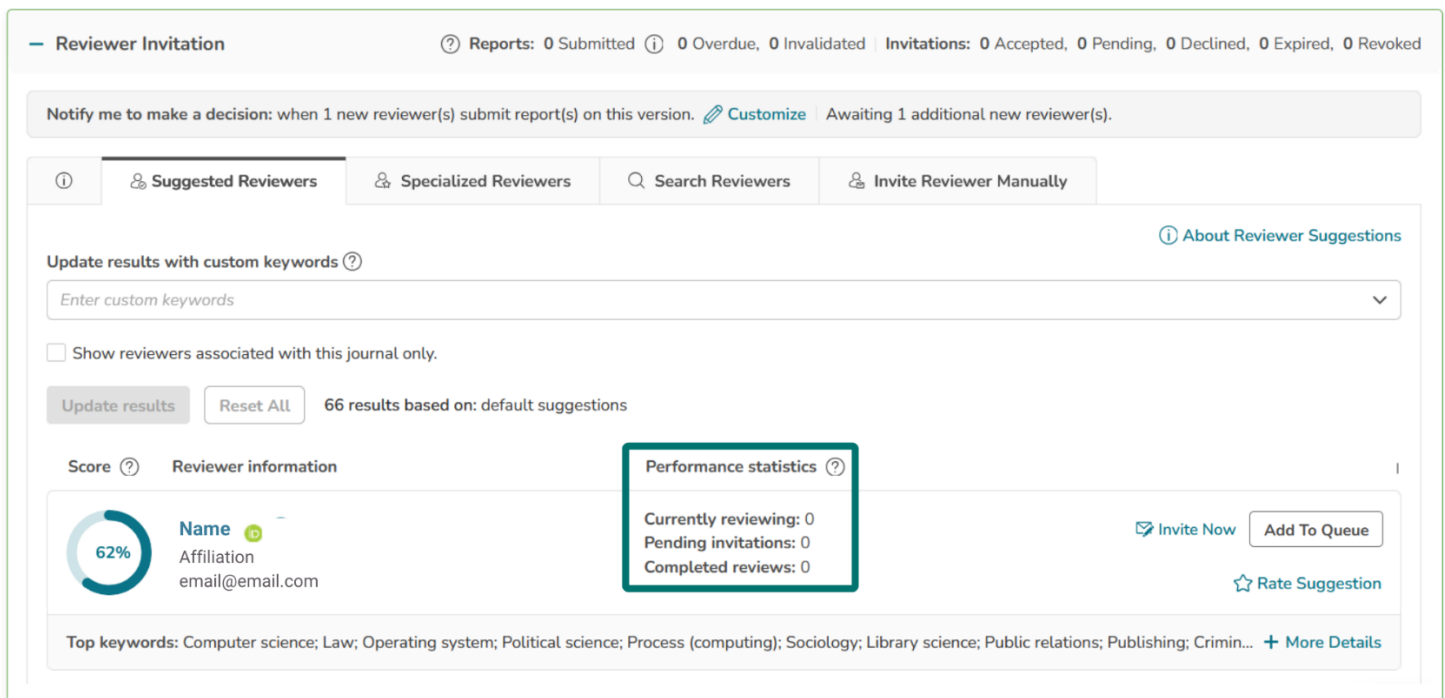
[Invite Now](#) [Add To Queue](#) [Rate Suggestion](#)

Top keywords: Computer science; Law; Operating system; Political science; Process (computing); Sociology; Library science; Public relations; Publishing; Crimin... [+ More Details](#)

## Performance Metrics

To provide an insight into the reviewer's availability, their current Research Exchange Review workload is displayed to the right of their name.

Consider each reviewer's workload by checking the number of manuscripts currently allocated to them. If a reviewer is working on multiple manuscripts, this could delay the process.



The screenshot displays the 'Reviewer Invitation' interface. At the top, it shows summary statistics: Reports: 0 Submitted, 0 Overdue, 0 Invalidated, and Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked. Below this is a notification bar: 'Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. Customize Awaiting 1 additional new reviewer(s)'. The main section has tabs for 'Suggested Reviewers', 'Specialized Reviewers', 'Search Reviewers', and 'Invite Reviewer Manually'. There is a search bar for 'Update results with custom keywords' and a checkbox for 'Show reviewers associated with this journal only'. Below that are 'Update results' and 'Reset All' buttons, with a note '66 results based on: default suggestions'. The reviewer's profile is shown with a 'Score' of 62%, 'Reviewer information' (Name, Affiliation, email), and 'Performance statistics' (Currently reviewing: 0, Pending invitations: 0, Completed reviews: 0). There are buttons for 'Invite Now', 'Add To Queue', and 'Rate Suggestion'. At the bottom, there are 'Top keywords' and a '+ More Details' link.

To sort by manuscripts submitted to a specific journal, use the Journal filter.

## Reviewer Conflicts of Interest

A warning will appear to draw attention to any potential **Conflicts of Interest**.

Hover over this label to display details of the conflict of interest. Consider selecting an alternative reviewer if the conflict of interest

cannot be managed. For more information on how conflict of interest warnings work in the system, please see [Appendix F](#).

**Reviewer Invitation**      ? Reports: 0 Submitted    ? 0 Overdue, 0 Invalidated    Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#)    Awaiting 1 additional new reviewer(s).

① **Suggested Reviewers**    Specialized Reviewers    Search Reviewers    Invite Reviewer Manually

Update results with custom keywords ?  
Enter custom keywords

Show reviewers associated with this journal only.

Update results    Reset All    66 results based on: default suggestions

**CONFLICT OF INTEREST**

Score ?    Reviewer information    Performance statistics ?

62%    **CONFLICT OF INTEREST**

**Name**    **Affiliation**  
John Wiley & Sons (United Kingdom), Chichester  
email@email.com

Currently reviewing: 0  
Pending invitations: 0  
Completed reviews: 0

Invite Now    Add To Queue    Rate Suggestion

Top keywords: Computer science; Law; Operating system; Political science; Process (computing); Sociology; Library science; Public relations; Publishing; Crimin... [+ More Details](#)

**Reviewer Invitation**      ? Reports: 0 Submitted    ? 0 Overdue, 0 Invalidated    Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#)    Awaiting 1 additional new reviewer(s).

① **Suggested Reviewers**    Specialized Reviewers    Search Reviewers    Invite Reviewer Manually

**Potential conflict of interest identified!**  
Priscila Benitez<sup>1</sup> has the same affiliation as the following authors:

- D Dowling<sup>1</sup>

<sup>1</sup> John Wiley & Sons (United Kingdom), Chichester

Update results with custom keywords ?  
Enter custom keywords

Show reviewers associated with this journal only.

Update results    Reset All    default suggestions

**CONFLICT OF INTEREST**

62%    **CONFLICT OF INTEREST**

**Name**    **Affiliation**  
John Wiley & Sons (United Kingdom), Chichester  
email@email.com

Currently reviewing: 0  
Pending invitations: 0  
Completed reviews: 0

Invite Now    Add To Queue    Rate Suggestion

Top keywords: Computer science; Law; Operating system; Political science; Process (computing); Sociology; Library science; Public relations; Publishing; Crimin... [+ More Details](#)

## Reviewer Information Panel (Suggested & Search Tabs)

In the Suggested Reviewer tab, the user will also have the option to expand the review's information into a larger profile. For more information about each suggested reviewer, click on their **name**.

— Reviewer Invitation ? Reports: 0 Submitted 1 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) | Awaiting 1 additional new reviewer(s).

1 **Suggested Reviewers** Specialized Reviewers Search Reviewers Invite Reviewer Manually

[About Reviewer Suggestions](#)

Update results with custom keywords ?

Show reviewers associated with this journal only.

[Update results](#) [Reset All](#) 66 results based on: default suggestions

Score <span>?</span>	Reviewer information	Performance statistics <span>?</span>
<div><div><div><div><div><span>62%</span></div></div></div></div></div>	<p><b>Name</b> -</p> <p>Affiliation email@email.com</p>	<p>Currently reviewing: 0 Pending invitations: 0 Completed reviews: 0</p> <p><a href="#">Invite Now</a> <a href="#">Add To Queue</a></p> <p><a href="#">Rate Suggestion</a></p>

Top keywords: Computer science; Law; Operating system; Political science; Process (computing); Sociology; Library science; Public relations; Publishing; Crimin... [+ More Details](#)

— Reviewer Invitation ? Reports: 0 Submitted 1 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) | Awaiting 1 additional new reviewer(s).

1 **Suggested Reviewers** Specialized Reviewers Search Reviewers Invite Reviewer Manually

[About Reviewer Suggestions](#)

Update results with custom keywords ?

Show reviewers associated with this journal only.

[Update results](#) [Reset All](#) 66 results based on: default suggestions

Score <span>?</span>	Reviewer information	Performance statistics <span>?</span>
<div><div><div><div><div><span>62%</span></div></div></div></div></div>	<p><b>Name</b> -</p> <p>Affiliation email@email.com</p>	<p>Currently reviewing: 0 Pending invitations: 0 Completed reviews: 0</p> <p><a href="#">Invite Now</a> <a href="#">Add To Queue</a></p> <p><a href="#">Rate Suggestion</a></p>

Top keywords: Computer science; Law; Operating system; Political science; Process (computing); Sociology; Library science; Public relations; Publishing; Crimin... [+ More Details](#)

A panel will display further information and links to relevant articles published by the reviewer. Click the **INVITE REVIEWER** to invite the reviewer. Or you can select **ADD TO QUEUE** to add them to your queue.

The screenshot shows the 'Reviewer Invitation' interface. At the top, it displays statistics: Reports: 0 Submitted, 0 Overdue, 0 Invalidated, and Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked. Below this is a notification bar: 'Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. Customize | Awaiting 1 additional new reviewer(s)'. The main area has tabs for 'Suggested Reviewers', 'Specialized Reviewers', 'Search Reviewers', and 'Invite Reviewer Manually'. There is a search bar for 'Update results with custom keywords' and a checkbox for 'Show reviewers associated with this journal only'. Below that are 'Update results' and 'Reset All' buttons, with a note '66 results based on: default suggestions'. The reviewer profile section includes a 'Score' of 62%, 'Reviewer information' (Name, Affiliation, email@email.com), and 'Performance statistics' (Currently reviewing: 0, Pending invitations: 0, Completed reviews: 0). Two buttons, 'Invite Now' and 'Add To Queue', are highlighted with a red box. A 'Rate Suggestion' link is also present. At the bottom, 'Top keywords' are listed: Computer science; Law; Operating system; Political science; Process (computing); Sociology; Library science; Public relations; Publishing; Crimin... with a '+ More Details' link.

### Reviewer Score (Suggested Reviewers only)

In the Suggested Reviewer tab, the user will find an additional metric. Each reviewer is assigned a **score**, which is a rank based on a combination of factors: a reviewer's matching expertise, recency of publication, relevance, and number of similar articles published.

### Reviewer Keywords

Some **Top Keywords** will be displayed on the reviewer tile. These keywords are automatically generated from the reviewer's full publication history and align with the subject matter of the manuscript under review. A limited number will be shown due to space restrictions.

— Reviewer Invitation ? Reports: 0 Submitted 1 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) | Awaiting 1 additional new reviewer(s).

1 [Suggested Reviewers](#) [Specialized Reviewers](#) [Search Reviewers](#) [Invite Reviewer Manually](#)

[About Reviewer Suggestions](#)

Update results with custom keywords ?

Enter custom keywords

Show reviewers associated with this journal only.

[Update results](#) [Reset All](#) 66 results based on: default suggestions

Score <span>?</span>	Reviewer information	Performance statistics <span>?</span>
	<b>Name</b> <span>10</span> Affiliation email@email.com	Currently reviewing: 0 Pending invitations: 0 Completed reviews: 0

[Invite Now](#) [Add To Queue](#) [Rate Suggestion](#)

Top keywords: Computer science; Law; Operating system; Political science; Process (computing); Sociology; Library science; Public relations; Publishing; Crimin... [+ More Details](#)

Clicking **More Details** will open the reviewer drawer. There are two sections, **Top Keywords** and **Other Publication Keywords**, that can be expanded. Other Publication Keywords are automatically generated from the reviewer's full publication history and reflect other topics and fields they have published in over time.

— Reviewer Invitation ? Reports: 0 Submitted 1 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) | Awaiting 1 additional new reviewer(s).

1 [Suggested Reviewers](#) [Specialized Reviewers](#) [Search Reviewers](#) [Invite Reviewer Manually](#)

[About Reviewer Suggestions](#)

Update results with custom keywords ?

Enter custom keywords

Show reviewers associated with this journal only.

[Update results](#) [Reset All](#) 66 results based on: default suggestions

Score <span>?</span>	Reviewer information	Performance statistics <span>?</span>
	<b>Name</b> <span>10</span> Affiliation email@email.com	Currently reviewing: 0 Pending invitations: 0 Completed reviews: 0

[Invite Now](#) [Add To Queue](#) [Rate Suggestion](#)

Top keywords: Computer science; Law; Operating system; Political science; Process (computing); Sociology; Library science; Public relations; Publishing; Crimin... [+ More Details](#)

Score <sup>?</sup> Current affiliation

64% John Wiley & Sons (Germany), Weinheim

How accurate is this reviewer suggestion?

Not accurate at all

Somewhat accurate

Accurate

Top Keywords <sup>?</sup>

Computer science

Law

Operating system

Political science

Process (computing)

Sociology

Library science

Public relations

Publishing

Criminal justice

Other Publication Keywords <sup>?</sup>

Economic Justice

Mathematics

Demography

Criminology

Social psychology

Medicine

Gender studies

Psychiatry

Psychology

Perception

Engagement

Reviewed Manuscripts (0)

Published Articles (21)

Retractions (0)

<sup>i</sup> The following metrics & titles are based on data from our own publishing platform.

CURRENTLY REVIEWING

1 manuscript(s)

LATEST REVIEW REPORT

No report

INVITED IN LAST 6 MONTHS

3 time(s)

LATEST INVITATION RESPONSE

28 day(s) ago

Reviewer Activity

Last accepted invitation: 28 day(s) ago

Review Report Metrics

Average report speed: No report

## Reviewer Suggestion Rating

In-app feedback enables editors and admins to provide direct feedback on reviewer suggestions.

— Reviewer Invitation ? Reports: 0 Submitted ! 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) | Awaiting 1 additional new reviewer(s).

! [Suggested Reviewers](#) [Specialized Reviewers](#) [Search Reviewers](#) [Invite Reviewer Manually](#)

[About Reviewer Suggestions](#)


Update results with custom keywords ?

Enter custom keywords

Show reviewers associated with this journal only.

Update results [Reset All](#) 66 results based on: default suggestions

Score ? Reviewer information Performance statistics ?


**Name** !  
 Affiliation  
 email@email.com

Currently reviewing: 0  
 Pending invitations: 0  
 Completed reviews: 0

[Invite Now](#) [Add To Queue](#)  
[Rate Suggestion](#)

Top keywords: Computer science; Law; Operating system; Political science; Process (computing); Sociology; Library science; Public relations; Publishing; Crimin... [+ More Details](#)

Clicking **Rate Suggestion** will allow editors and admins to rate the accuracy of the suggestion and provide detailed feedback.

— Reviewer Invitation ? Reports: 0 Submitted ! 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) | Awaiting 1 additional new reviewer(s).

! [Suggested Reviewers](#) [Specialized Reviewers](#) [Search Reviewers](#) [Invite Reviewer Manually](#)

[About Reviewer Suggestions](#)


Update results with custom keywords ?

Enter custom keywords

Show reviewers associated with this journal only.

Update results [Reset All](#) 66 results based on: default suggestions

Score ? Reviewer information Performance statistics ?


**Name** !  
 Affiliation  
 email@email.com

Currently reviewing: 0  
 Pending invitations: 0  
 Completed reviews: 0

[Invite Now](#) [Add To Queue](#)  
[Rate Suggestion](#)

Top keywords: Computer science; Law; Operating system; Political science; Process (computing); Sociology; Library science; Public relations; Publishing; Crimin... [+ More Details](#)

**How accurate is this reviewer suggestion? \***

Not accurate at all  
 Somewhat accurate  
 Accurate

**Reason**

Enter your detailed feedback

! This helps us improve the reviewer suggestions. You may submit feedback as often as needed.

[Cancel](#) [Submit Your Feedback](#)

Clicking **Rate Suggestion again** will allow editors and admins to rate the reviewer a second time. There is no limit to the number of times a

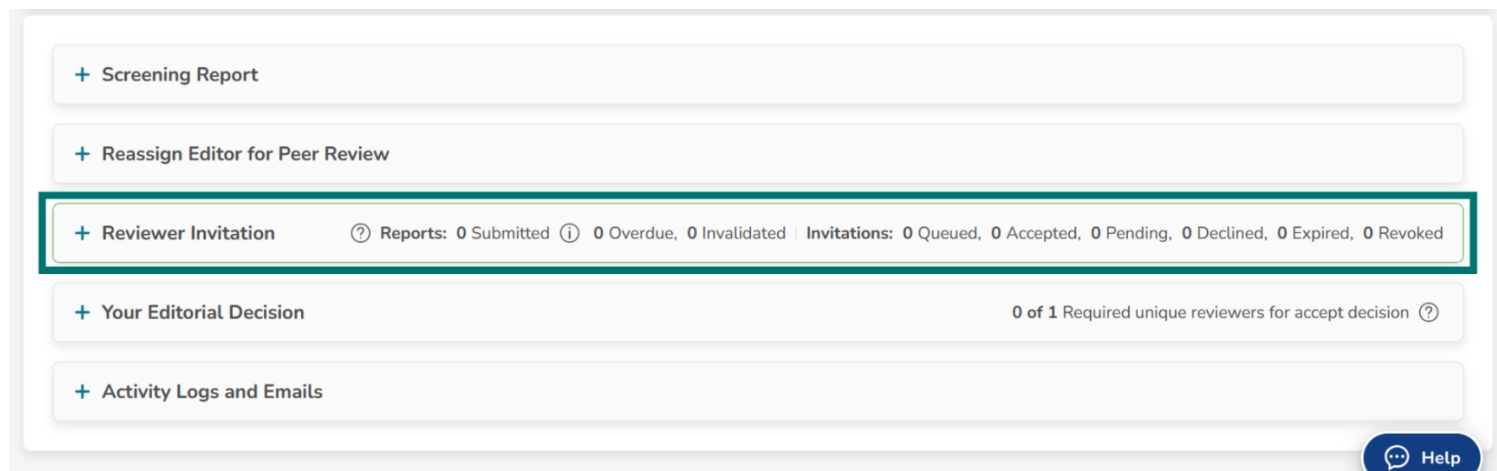
reviewer suggestion can be rated. Feedback data will be exported to inform reviewer algorithms and improve future suggestion quality.

## Finding and Inviting Reviewers to Peer Review

Academic Editors or Guest Editors are required to invite reviewers to review the manuscript. Users who hold administrative roles on the journal (Editorial Assistants or Journal Managers) cannot be invited to review the manuscript. Handling and Lead Guest Editors can carry out this task if they have assigned themselves as the Handling, Guest Editor, or have Full Access capability enabled.

To do this, follow these steps:

1. From the **Article Details** page, click the **Reviewer Invitation** heading.



2. In the **Reviewer Invitation** section, there are four choices:
  - a. Browse suggestions (Suggested reviewer tool)
  - b. Search in database (Search reviewer tool)
  - c. Specialized Reviewers (Search specialized reviewer tool)
  - d. Add a reviewer (Invite reviewer tool)

— Reviewer Invitation

Reports: 0 Submitted 0 Overdue, 0 Invalidated | Invitations: 0 Queued, 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) Awaiting 1 additional new reviewer(s).

Suggested Reviewers Specialized Reviewers Search Reviewers Invite Reviewer Manually

**Browse suggestions**  
Choose reviewer from our AI generated reviewer list.

**Search in database**  
Search for reviewers by their expertise, name or email.

**Specialized Reviewers**  
Choose a specialized reviewer from your journal board.

**Add your reviewer**  
Manually invite reviewer of your choice.

Help

## Suggested Reviewers

Based on the key topics addressed by the manuscript, Research Exchange Review will generate a list of suggested reviewers.

How are suggested reviewers determined?

The **Suggested reviewers** tool uses sophisticated technology to scan the manuscript, extracting author-supplied keywords and generating keywords based on the themes of the research. It then draws information from Research Exchange and from external academic databases to compile a list of potential reviewers. The tool matches manuscripts with the most suitable reviewers based on the degree of similarity between their areas of expertise and keywords extracted from the manuscript.

Suggested reviewers are ranked based on a combination of factors such as subject relevance, number of similar articles, and recency of the reviewer's publications.

Will co-authors appear in the suggested reviewers list?

Co-authors of a manuscript should not appear on the suggested reviewers list. This is a deliberate design choice to uphold the integrity of the peer review process by avoiding conflicts of interest. Research Exchange's conflict of interest check is based **on email address matching**. If a co-author creates a separate account using a **different email address**, the system may not detect the conflict, and they could appear in the suggested reviewer list.

It is advisable to remain vigilant when reviewing suggested reviewers, especially for manuscripts with multiple authors or complex collaboration histories. If a suggested reviewer appears to be a co-author or has a known relationship with the author, **do not proceed with the invitation**. Instead, manually search for alternative reviewers. Using the reviewer's Connect profile will help to verify affiliations and publication history if needed. If a conflict is suspected but not flagged by the system, escalate the case to your Publisher representative.

### Inviting a Suggested Reviewer

To choose a reviewer from the **Suggested reviewers** list, follow these steps:

1. Click the **Suggested reviewers** tab. The most suitable reviewers will appear at the top of the list.

— Reviewer Invitation ? Reports: 0 Submitted i 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) Awaiting 1 additional new reviewer(s).

① **Suggested Reviewers** Specialized Reviewers Search Reviewers Invite Reviewer Manually


? About Reviewer Suggestions

Update results with custom keywords ?

Enter custom keywords

Show reviewers associated with this journal only.

Update results Reset All 66 results based on: default suggestions

Score <span>?</span>	Reviewer information	Performance statistics <span>?</span>
 62%	<b>Name</b> Affiliation email@email.com	Currently reviewing: 0 Pending invitations: 0 Completed reviews: 0

[Invite Now](#) [Add To Queue](#)

[Rate Suggestion](#)

Top keywords: Computer science; Law; Operating system; Political science; Process (computing); Sociology; Library science; Public relations; Publishing; Crimin... [+ More Details](#)

2. To filter the results further, **type keywords into the custom keywords** search field.

— Reviewer Invitation ? Reports: 0 Submitted i 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) Awaiting 1 additional new reviewer(s).

① **Suggested Reviewers** Specialized Reviewers Search Reviewers Invite Reviewer Manually


? About Reviewer Suggestions

Update results with custom keywords ?

Enter custom keywords

Show reviewers associated with this journal only.

Update results Reset All 66 results based on: default suggestions

Score <span>?</span>	Reviewer information	Performance statistics <span>?</span>
 62%	<b>Name</b> Affiliation email@email.com	Currently reviewing: 0 Pending invitations: 0 Completed reviews: 0

[Invite Now](#) [Add To Queue](#)

[Rate Suggestion](#)

Top keywords: Computer science; Law; Operating system; Political science; Process (computing); Sociology; Library science; Public relations; Publishing; Crimin... [+ More Details](#)

Remove keywords individually by clicking the cross next to each keyword, or clear all at once with **Reset All**.

— Reviewer Invitation ? Reports: 0 Submitted i 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) | Awaiting 1 additional new reviewer(s).

i **Suggested Reviewers** [Specialized Reviewers](#) [Search Reviewers](#) [Invite Reviewer Manually](#)


Update results with custom keywords ? [About Reviewer Suggestions](#)

computer science ✕

Show reviewers associated with this journal only.

**Update results** **Reset All** 66 results based on: default suggestions

Score ? Reviewer information Performance statistics ?

 **Name**   
 Affiliation   
 email@email.com

Currently reviewing: 0   
 Pending invitations: 0   
 Completed reviews: 0

[Invite Now](#) [Add To Queue](#)   
 [Rate Suggestion](#)

Top keywords: Computer science; Law; Operating system; Political science; Process (computing); Sociology; Library science; Public relations; Publishing; Crimin... [+ More Details](#)

3. Tick the checkbox to filter the list of suggested reviewers to only show reviewers associated with this journal.

— Reviewer Invitation ? Reports: 0 Submitted i 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) | Awaiting 1 additional new reviewer(s).

i **Suggested Reviewers** [Specialized Reviewers](#) [Search Reviewers](#) [Invite Reviewer Manually](#)


Update results with custom keywords ? [About Reviewer Suggestions](#)

computer science ✕

Show reviewers associated with this journal only.

**Update results** **Reset All** 66 results based on: default suggestions

Score ? Reviewer information Performance statistics ?

 **Name**   
 Affiliation   
 email@email.com

Currently reviewing: 0   
 Pending invitations: 0   
 Completed reviews: 0

[Invite Now](#) [Add To Queue](#)   
 [Rate Suggestion](#)

Top keywords: Computer science; Law; Operating system; Political science; Process (computing); Sociology; Library science; Public relations; Publishing; Crimin... [+ More Details](#)

4. To immediately invite a reviewer from the list, click the **Invite Now** button. An email preview will appear. Certain sections, highlighted blue with a pencil icon, can be edited before sending. Click **Add to**

**Queue** to add the reviewer to the queue and send the invitation later.

The screenshot shows the 'Reviewer Invitation' interface. At the top, it displays statistics: Reports: 0 Submitted, 0 Overdue, 0 Invalidated, and Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked. A notification bar indicates: 'Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. Customize | Awaiting 1 additional new reviewer(s)'. Below this are tabs for 'Suggested Reviewers', 'Specialized Reviewers', 'Search Reviewers', and 'Invite Reviewer Manually'. A search bar is present with the placeholder 'Enter custom keywords'. There is a checkbox for 'Show reviewers associated with this journal only.' and buttons for 'Update results' and 'Reset All'. A status line shows '66 results based on: default suggestions'. The main content area has columns for 'Score', 'Reviewer information', and 'Performance statistics'. A reviewer tile is shown with a 62% score, a name, affiliation, and email. Performance statistics show: Currently reviewing: 0, Pending invitations: 0, Completed reviews: 0. The 'Invite Now' and 'Add To Queue' buttons are highlighted with a red box. A 'Rate Suggestion' link is also visible. At the bottom, there are 'Top keywords' and a '+ More Details' link.

See the [Reviewer Information](#) section for guidance on how to interpret the details on the Reviewer tile or to view a full reviewer profile.

## Search Reviewers

**Search reviewers** allows editors to find reviewers within a global Research Exchange Review database.

How does search reviewers work?

Search reviewers has a few means for working. It can locate reviewers in the Research Exchange reviewer database by name or keywords. Keywords for reviewers are generated by the reviewer's publication history.

Searching only my reviewer database

Some journals may have selected to bring a historical reviewer database to the Research Exchange system. To search for reviewers

only from a journal's historical database, click the check box below the search bar that reads Show reviewers **associated with this journal only**. Then, proceed with the search following the instructions in the **Inviting a Search Reviewer** section.

The screenshot shows the 'Reviewer Invitation' interface. At the top, it displays statistics: Reports: 0 Submitted, 0 Overdue, 0 Invalidated, and Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked. Below this is a notification bar: 'Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. Customize Awaiting 1 additional new reviewer(s)'. There are four tabs: 'Suggested Reviewers', 'Specialized Reviewers', 'Search Reviewers', and 'Invite Reviewer Manually'. Below the tabs is a section for 'Update results with custom keywords'. A search bar contains 'computer science'. A checkbox labeled 'Show reviewers associated with this journal only.' is checked and highlighted with a green box. Below the search bar are buttons for 'Update results' and 'Reset All', and a status message: '66 results based on: default suggestions'.

## Inviting a Searched Reviewer

To search for a reviewer, follow these steps:

1. Select the **Search reviewers** tab.

The screenshot shows the 'Reviewer Invitation' interface with the 'Search Reviewers' tab selected and highlighted with a green box. The top statistics are: Reports: 0 Submitted, 0 Overdue, 0 Invalidated, and Invitations: 0 Queued, 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked. The notification bar is the same as in the previous screenshot. Below the tabs, there are two sections: 'Search by' and 'Match type'. Under 'Search by', 'Keywords' is selected. Under 'Match type', 'Match any keyword (OR)' is selected. Below these is a 'Keywords' search bar with the placeholder text 'Enter keywords' and buttons for 'Search' and 'Clear'. At the bottom, there is an 'Invitation log (0)' section with a message: 'No reviewers added yet. Choose reviewer and click "Add to Queue" to get started.' A 'Help' button is visible in the bottom right corner.

## 2. To search by keyword, select the **Keywords** radio button

The screenshot displays the 'Reviewer Invitation' interface. At the top, there are statistics for Reports (0 Submitted, 0 Overdue, 0 Invalidated) and Invitations (0 Queued, 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked). Below this is a notification bar: 'Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. Customize Awaiting 1 additional new reviewer(s)'. The main navigation bar includes 'Suggested Reviewers', 'Specialized Reviewers', 'Search Reviewers', and 'Invite Reviewer Manually'. The 'Search Reviewers' section is highlighted with a red box and contains the following elements:

- Search by:** Radio buttons for 'Keywords' (selected) and 'Name or Email'.
- Match type:** Radio buttons for 'Match any keyword (OR)' (selected) and 'Match all keywords (AND)'.
- A text input field labeled 'Keywords' with the placeholder 'Enter keywords'.
- 'Search' and 'Clear' buttons.

Below the search section is the 'Invitation log (0)' section, which contains the message: 'No reviewers added yet. Choose reviewer and click "Add to Queue" to get started.' A 'Help' button is located in the bottom right corner.

Then choose an option under the **Match type** heading:

- Select the **Match any keyword** radio button to return results that match any of the user's keywords
- Select the **Match all keywords** radio button to return results that match all the user's keywords

The screenshot shows the 'Reviewer Invitation' page. At the top, there are statistics for Reports (0 Submitted, 0 Overdue, 0 Invalidated) and Invitations (0 Queued, 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked). Below this is a notification bar: 'Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. Customize Awaiting 1 additional new reviewer(s)'. The main navigation includes 'Suggested Reviewers', 'Specialized Reviewers', 'Search Reviewers', and 'Invite Reviewer Manually'. The 'Search Reviewers' section is active, showing 'Search by' options: 'Keywords' (selected) and 'Name or Email'. The 'Match type' section is highlighted with a red box, showing 'Match any keyword (OR)' (selected) and 'Match all keywords (AND)'. Below this is a 'Keywords' search bar with a dropdown arrow on the right. The 'Invitation log (0)' section below shows 'No reviewers added yet. Choose reviewer and click "Add to Queue" to get started.' A 'Help' button is in the bottom right corner.

3. Click the **arrow** in the keywords search bar to access a list of suggested keywords extracted from the manuscript.

This screenshot is identical to the one above, but with a red box highlighting the dropdown arrow on the right side of the 'Keywords' search bar. The rest of the interface, including the statistics, notification bar, navigation tabs, and invitation log, remains the same.

4. To select these suggested keywords, click the **checkboxes**.

— Reviewer Invitation ? Reports: 0 Submitted i 0 Overdue, 0 Invalidated | Invitations: 0 Queued, 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) | Awaiting 1 additional new reviewer(s).

Suggested Reviewers
  Specialized Reviewers
  Search Reviewers
  Invite Reviewer Manually

Search by:  Keywords  Name or Email
 Match type:  Match any keyword (OR)  Match all keywords (AND)
 [About Search](#)

Keywords:

KEYWORDS EXTRACTED FROM ARTICLE

medicine
  interstitial cystitis
  stem cell
  clinical trial
  mesenchymal stem cell
  fulguration
  fulminant
  urinary bladder
  cell therapy

Invitation log (0) [About Invitation Queue](#)

No reviewers added yet.  
Choose reviewer and click "Add to Queue" to get started.

[Help](#)

5. To search for a reviewer by name or email address, select the **Name or Email** radio button.

— Reviewer Invitation 0 Invited 0 Agreed 0 Submitted 0 Pending 0 Declined 0 Expired

Suggested reviewers (65)
  Search reviewers
  Invite reviewer manually

Search by:  Keywords  Name or Email
 [About Search](#)

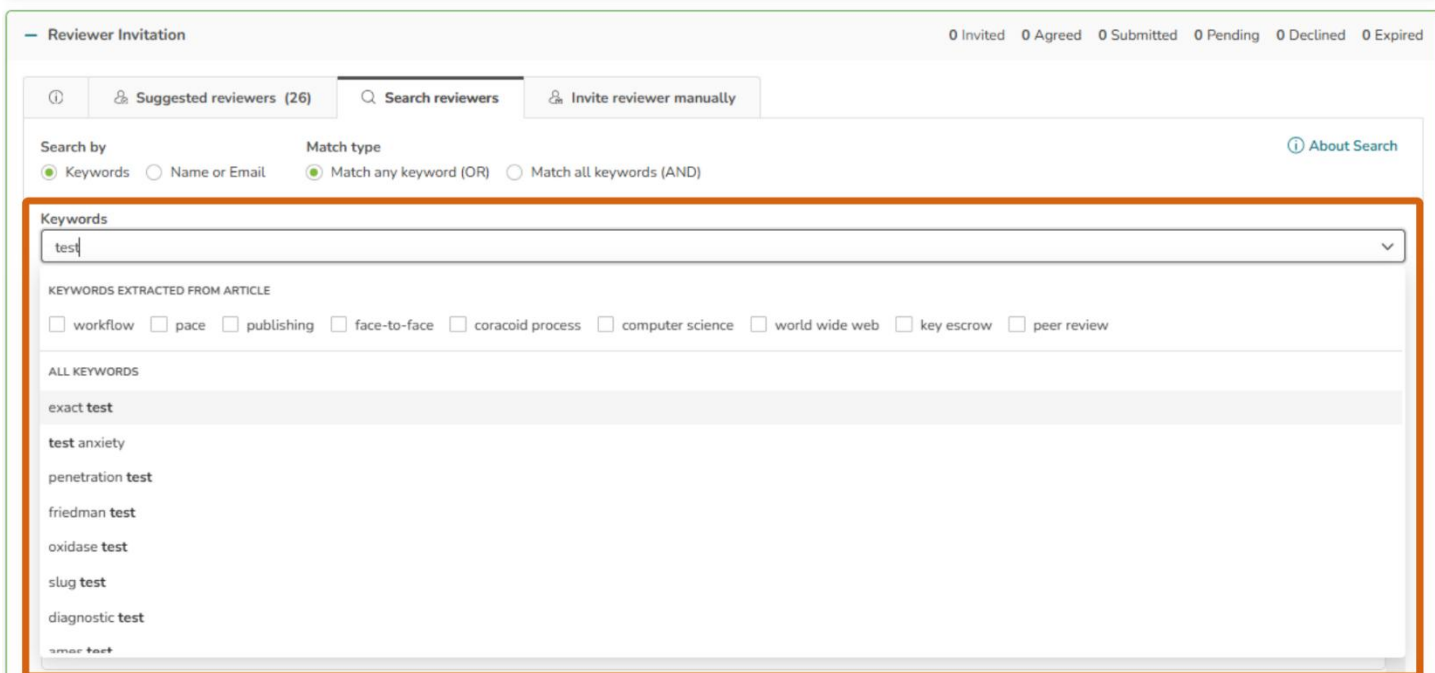
Name or email:

Show reviewers associated with this journal only ?

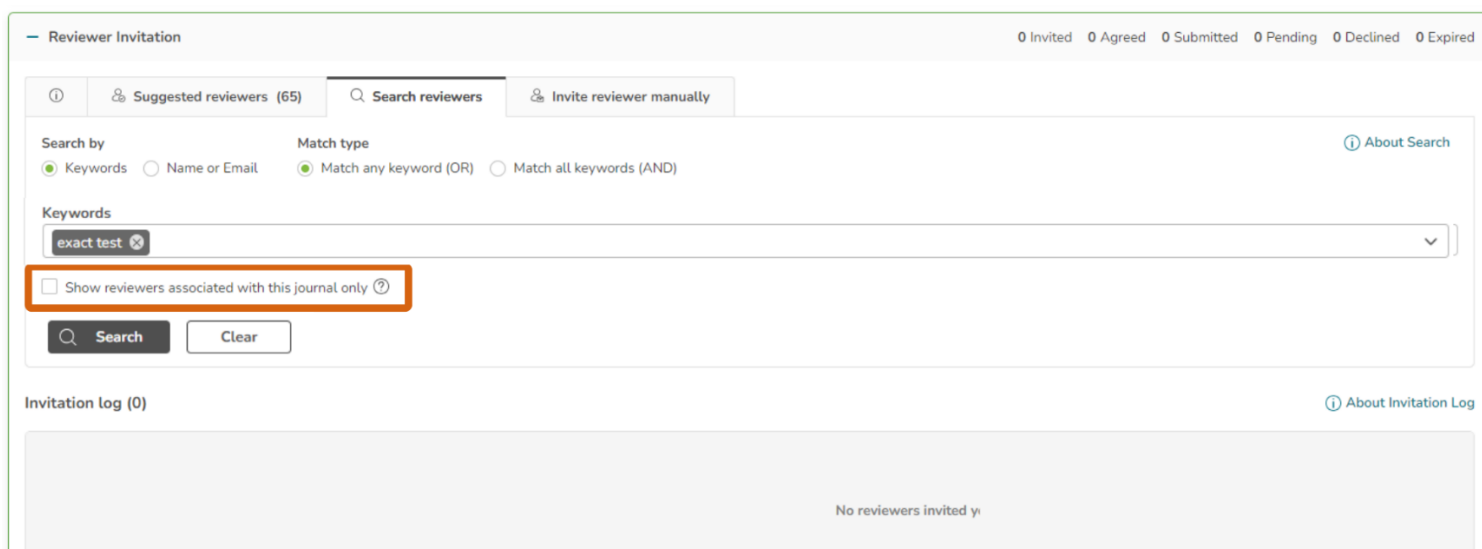
Invitation log (0) [About Invitation Log](#)

No reviewers invited yet.

6. When a search criterion has been chosen, type the search term into the search field. When typing, a list of suggestions will populate below the field.



7. To restrict the search to reviewers associated with the journal, check the box labeled **Show reviewers associated with this journal only**.



8. Click the **Search** button to display the results.

— Reviewer Invitation ? Reports: 0 Submitted i 0 Overdue, 0 Invalidated | Invitations: 0 Queued, 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) Awaiting 1 additional new reviewer(s).

i [Suggested Reviewers](#) [Specialized Reviewers](#) [Search Reviewers](#) [Invite Reviewer Manually](#)

Search by Match type i [About Search](#)

Keywords  Name or Email  Match any keyword (OR)  Match all keywords (AND)

Keywords

[Search](#) [Clear](#)

Invitation log (0) i [About Invitation Queue](#)

No reviewers added yet.  
 Choose reviewer and click "Add to Queue" to get started.

[Help](#)

9. To immediately invite a reviewer from the list, click the **Invite Now** button. An email preview will appear. Certain sections, highlighted blue with a pencil icon, can be edited before sending. Click **Add to Queue** to add the reviewer to the queue and send the invitation later.

— Reviewer Invitation ? Reports: 0 Submitted i 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) Awaiting 1 additional new reviewer(s).

i [Suggested Reviewers](#) [Specialized Reviewers](#) [Search Reviewers](#) [Invite Reviewer Manually](#)

i [About Reviewer Suggestions](#)

Update results with custom keywords ?

Show reviewers associated with this journal only.

[Update results](#) [Reset All](#) 66 results based on: default suggestions

Score <span>?</span>	Reviewer information	Performance statistics <span>?</span>
	<b>Name</b> Affiliation email@email.com	Currently reviewing: 0 Pending invitations: 0 Completed reviews: 0

[Invite Now](#) [Add To Queue](#) [Rate Suggestion](#)

Top keywords: Computer science; Law; Operating system; Political science; Process (computing); Sociology; Library science; Public relations; Publishing; Crimin... [+ More Details](#)

See the [Reviewer Information](#) section for guidance on how to interpret the details on the Reviewer tile or to view a full reviewer profile.

## Specialized Reviewers

Within Research Exchange, a Specialized Reviewer refers to a designated expert who is invited to evaluate manuscripts necessitating specialized assessment. When enabled for the journal, the person acting as the handling editor for the manuscript is authorized to invite specialist reviewers.

### How are Specialized Reviewers managed?

Specialized reviewers can be accessed through a separate tab. These reviewers are pre-assigned to the journal's specialized reviewer board with their designated specialist roles.

Journals may customize specialist reviewer roles as required. To request the addition or modification of roles on a journal's reviewer board, or to assign reviewers accordingly, please contact your publisher representative.

### Inviting a Specialized Reviewer

To find and invite a specialized reviewer, follow these steps:

1. Select the **Specialized Reviewers** tab.

— Reviewer Invitation ? Reports: 0 Submitted i 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) Awaiting 1 additional new reviewer(s).

i [Suggested Reviewers](#) **Specialized Reviewers** [Search Reviewers](#) [Invite Reviewer Manually](#)

Filter by role: All (4) ? [About Specialized Reviewers](#)

Source	Reviewer information	Reviewer Activity <span>?</span>	
	<p><b>DATA EDITOR</b> <b>CONFLICT OF INTEREST</b></p> <p><b>Academic Editor Training</b></p> <p>John Wiley &amp; Sons (United States), Hoboken researchexchangetraining+aeditor3@wiley.com</p>	<p>Currently reviewing: 0</p> <p>Pending invitations: 1</p> <p>Completed reviews: 1</p>	<a href="#">Invite Now</a>
	<p><b>STATISTICS EDITOR</b></p> <p><b>Review Two</b></p> <p>John Wiley &amp; Sons (United Kingdom), Chichester researchexchangetraining+reviewertwo@wiley.com</p>	<p>Currently reviewing: 4</p> <p>Pending invitations: 4</p> <p>Completed reviews: 37</p>	<a href="#">Invite Now</a>

Keywords: no keywords available. [+ More Details](#)

2. **Filter by role** to only show reviewers on the specialized reviewer board with specific roles.

— Reviewer Invitation ? Reports: 0 Submitted i 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) Awaiting 1 additional new reviewer(s).

i [Suggested Reviewers](#) **Specialized Reviewers** [Search Reviewers](#) [Invite Reviewer Manually](#)

**Filter by role:** All (4) ? [About Specialized Reviewers](#)

Source	Reviewer information	Reviewer Activity <span>?</span>	
	<p><b>DATA EDITOR</b> <b>CONFLICT OF INTEREST</b></p> <p><b>Academic Editor Training</b></p> <p>John Wiley &amp; Sons (United States), Hoboken researchexchangetraining+aeditor3@wiley.com</p>	<p>Currently reviewing: 0</p> <p>Pending invitations: 1</p> <p>Completed reviews: 1</p>	<a href="#">Invite Now</a>
	<p><b>STATISTICS EDITOR</b></p> <p><b>Review Two</b></p> <p>John Wiley &amp; Sons (United Kingdom), Chichester researchexchangetraining+reviewertwo@wiley.com</p>	<p>Currently reviewing: 4</p> <p>Pending invitations: 4</p> <p>Completed reviews: 37</p>	<a href="#">Invite Now</a>

Keywords: no keywords available. [+ More Details](#)

3. To invite a reviewer from the list, click the **Invite Reviewer** button. An email preview will appear. Certain sections, highlighted blue with a pencil icon, can be edited before sending.

— Reviewer Invitation ? Reports: 0 Submitted i 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) | Awaiting 1 additional new reviewer(s).

① [Suggested Reviewers](#) [Specialized Reviewers](#) [Search Reviewers](#) [Invite Reviewer Manually](#)

Filter by role: All (4) ? [About Specialized Reviewers](#)

Source	Reviewer information	Reviewer Activity <span>?</span>	
	<p><b>DATA EDITOR</b> <b>CONFLICT OF INTEREST</b></p> <p><b>Academic Editor Training</b></p> <p>John Wiley &amp; Sons (United States), Hoboken researchexchangetraining+aeditor3@wiley.com</p>	<p>Currently reviewing: 0</p> <p>Pending invitations: 1</p> <p>Completed reviews: 1</p>	<a href="#">Invite Now</a>
	<p><b>STATISTICS EDITOR</b></p> <p><b>Review Two</b></p> <p>John Wiley &amp; Sons (United Kingdom), Chichester researchexchangetraining+reviewertwo@wiley.com</p>	<p>Currently reviewing: 4</p> <p>Pending invitations: 4</p> <p>Completed reviews: 37</p>	<a href="#">Invite Now</a>

Keywords: no keywords available. [+ More Details](#)

## Manual Reviewer Invite

### Inviting a new reviewer manually

To invite a reviewer who is not currently registered on the Research Exchange Review module, follow these steps:

1. Click the **Invite Reviewer Manually** tab.

— Reviewer Invitation ? Reports: 0 Submitted i 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) | Awaiting 1 additional new reviewer(s).

① [Suggested Reviewers](#) [Specialized Reviewers](#) [Search Reviewers](#) [Invite Reviewer Manually](#)

[About Manual Invitation](#)

Please add reviewer details:

**Title** **First Name \*** **Last Name \*** **Email \***

**Affiliation**

[Invite Now](#) [Clear](#)

2. Choose the reviewer's title and add their name and email address into the required text fields (marked with an asterisk\*). To avoid delays, double-check that the reviewer's email address is correct. Enter the reviewer's affiliation. When typing, a list of suggestions will populate below the field. **Choose an affiliation** from the list.

The screenshot shows a web interface for "Reviewer Invitation". At the top, there are statistics: "Reports: 0 Submitted", "0 Overdue", "0 Invalidated", "Invitations: 0 Accepted", "0 Pending", "0 Declined", "0 Expired", "0 Revoked". Below this is a notification bar: "Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. Customize | Awaiting 1 additional new reviewer(s)".

The main interface has tabs: "Suggested Reviewers", "Specialized Reviewers", "Search Reviewers", and "Invite Reviewer Manually". The "Invite Reviewer Manually" tab is active, and a link "About Manual Invitation" is visible.

The form is titled "Please add reviewer details:" and contains the following fields:

- Title**: A dropdown menu with "Title" selected.
- First Name \***: A text input field with placeholder "Enter first name".
- Last Name \***: A text input field with placeholder "Enter last name".
- Email \***: A text input field with placeholder "Enter email".
- Affiliation**: A dropdown menu with placeholder "Select the affiliation".

At the bottom of the form are three buttons: "Invite Now" (with an envelope icon), "Add To Queue", and "Clear".

3. To immediately invite a reviewer from the list, click the **Invite Now** button. An email preview will appear. Certain sections, highlighted blue with a pencil icon, can be edited before sending. Click **Add to Queue** to add the reviewer to the queue and send the invitation later.

— Reviewer Invitation ? Reports: 0 Submitted i 0 Overdue, 0 Invalidated | Invitations: 0 Accepted, 0 Pending, 0 Declined, 0 Expired, 0 Revoked

Notify me to make a decision: when 1 new reviewer(s) submit report(s) on this version. [Customize](#) | Awaiting 1 additional new reviewer(s).

i 👤 Suggested Reviewers 👤 Specialized Reviewers 🔍 Search Reviewers 👤 Invite Reviewer Manually

[About Manual Invitation](#)

Please add reviewer details:

Title  First Name\*  Last Name\*  Email\*

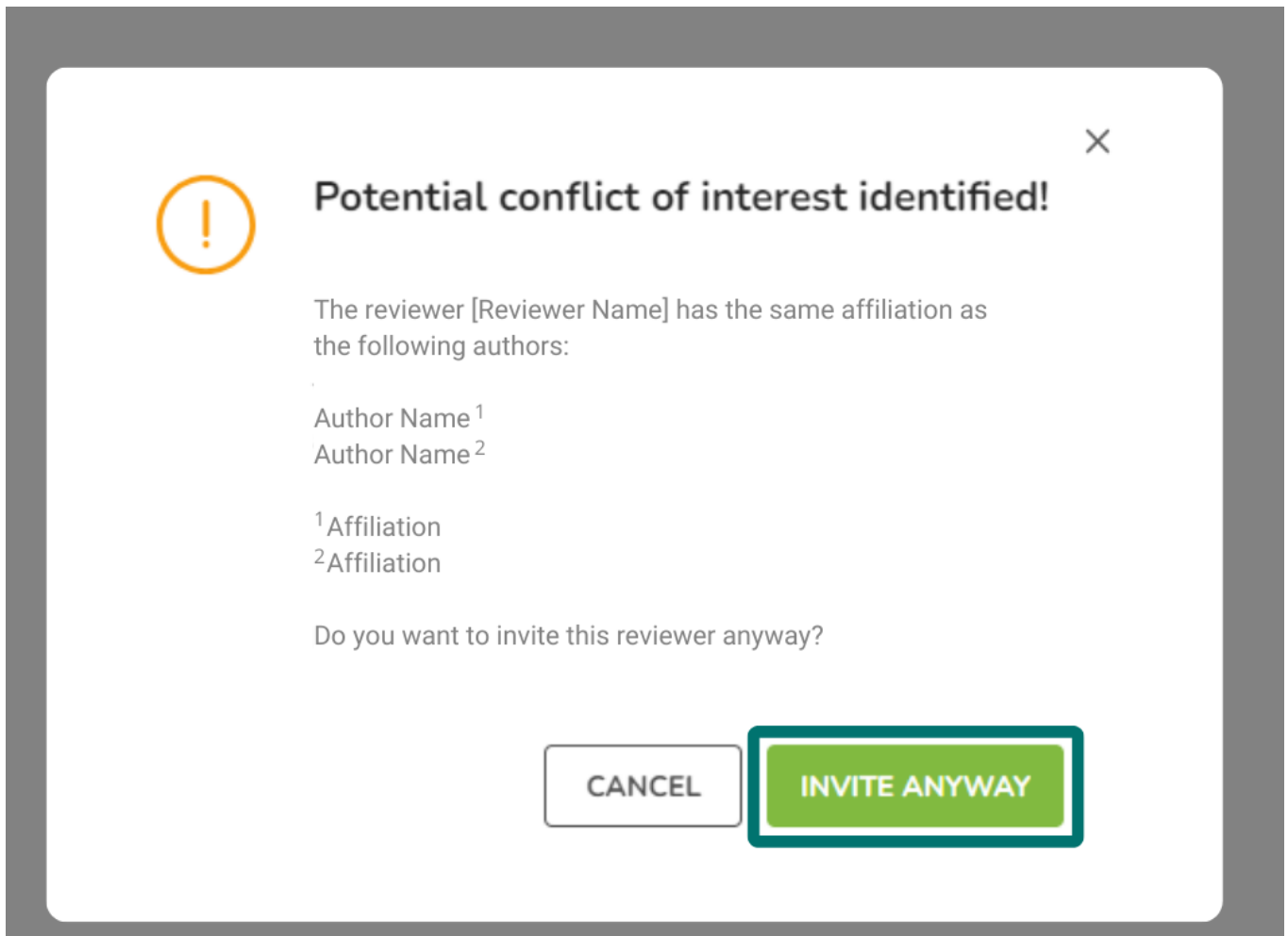
Affiliation

## Inviting Reviewers

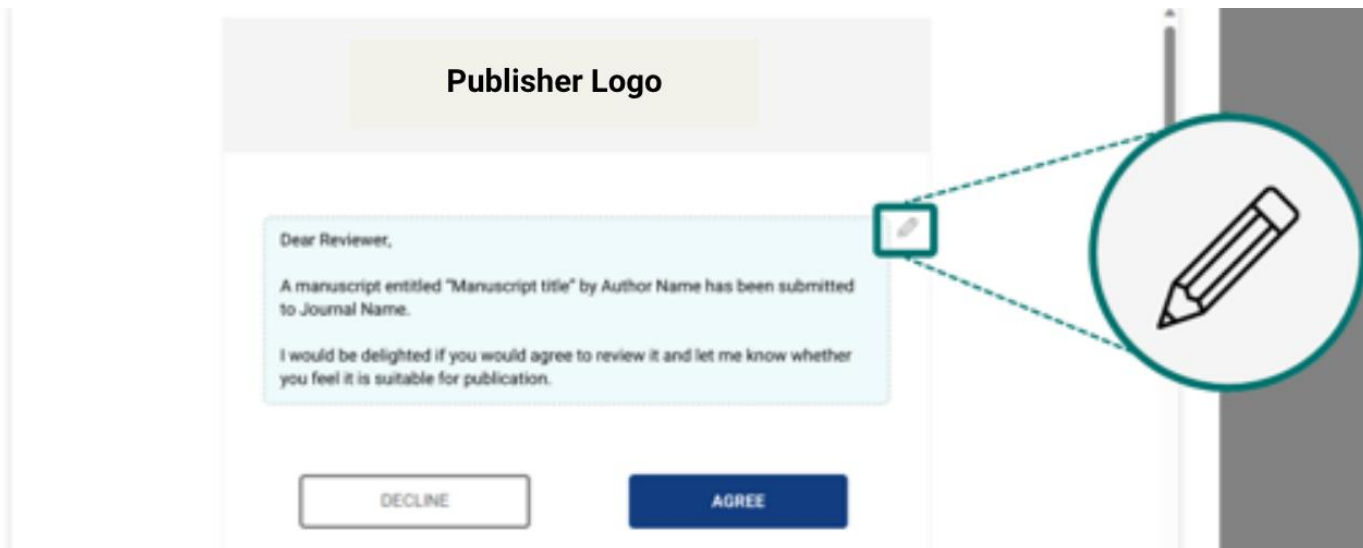
### Inviting Reviewers Immediately

To instantly invite a reviewer to evaluate a manuscript, click the **Invite Now** button, and follow these steps:

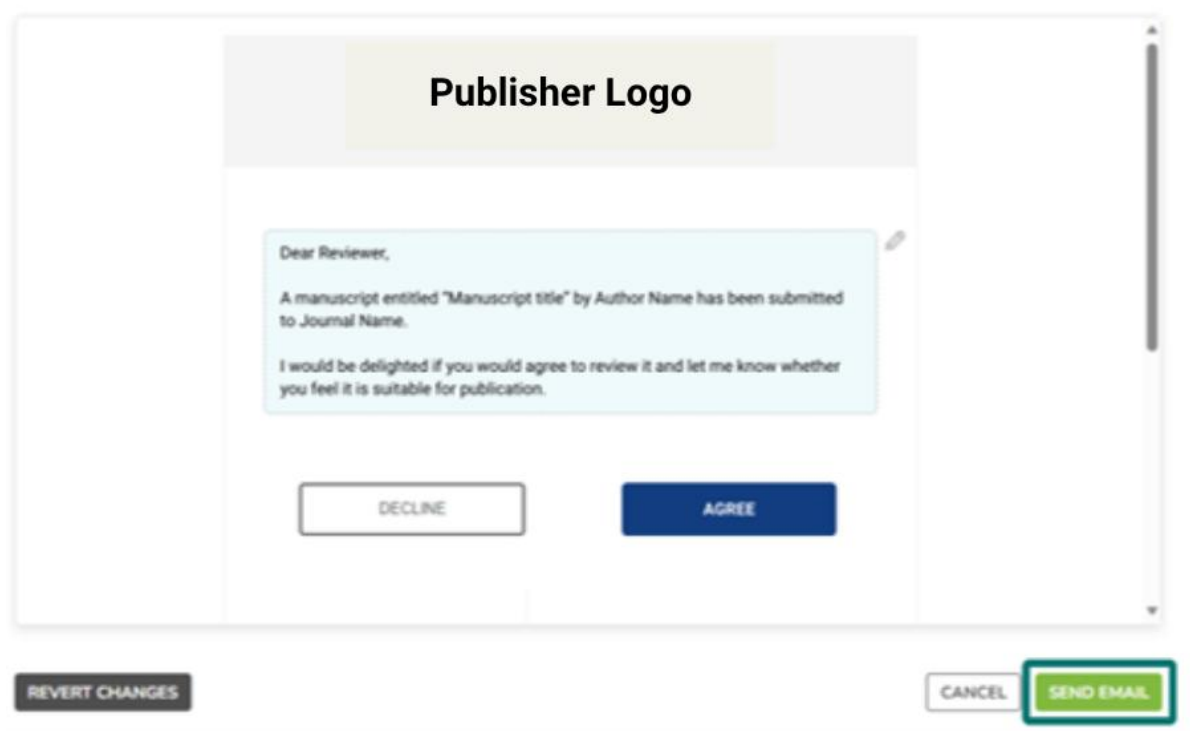
1. If there is a potential **conflict of interest**, a warning will appear. If confident that this risk can be managed, choose the **INVITE ANYWAY** button.



2. A draft email invitation is automatically generated. The blue sections can be edited to give more context or to add a personal message. This personal touch may start a dialogue and encourage the reviewer to engage with the process. To edit the email text, click the **pencil icon**.



3. When the message is ready to be sent, select the **SEND EMAIL** button. The reviewer will now receive an email invitation to review the manuscript. If you are unable to invite reviewers, reach out to your Publisher representative for technical support.



### ***What invited reviewers will see***

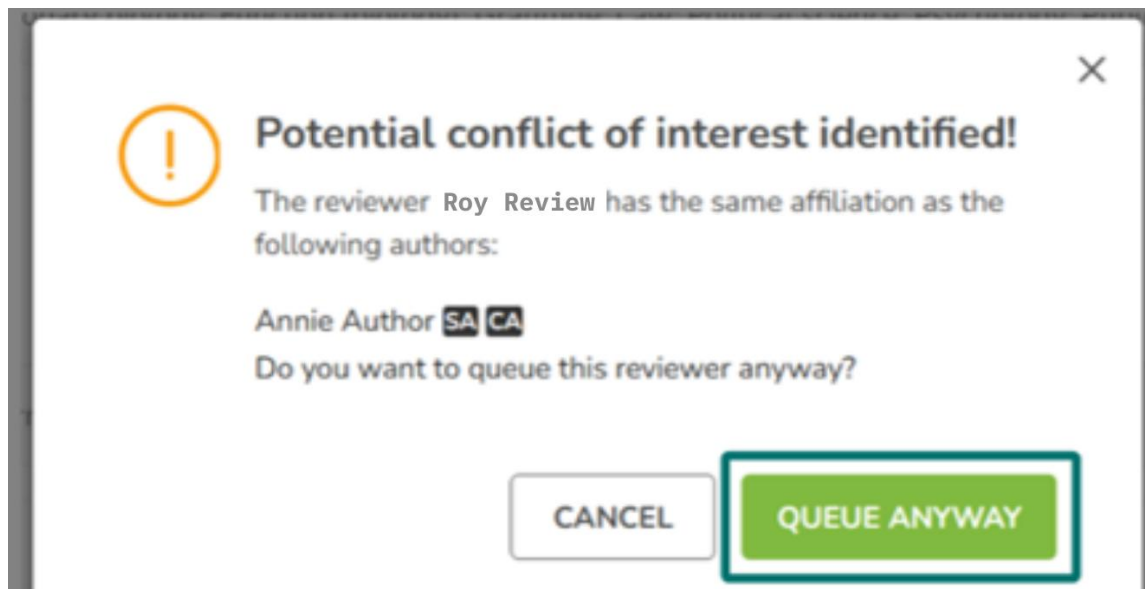
*By default, invited reviewers will see the title of the manuscript and the research abstract. For some journals, reviewers will also see the names of the authors.*

Reviewers will only gain access to the full manuscript if they decide to accept the invitation to review. If a journal requires reviewers to have access to the manuscript before accepting the invitation, they should reach out to their publisher representative to request this configuration.

### Inviting Reviewers using the Queue


To invite reviewers at a later stage, simply click the **Add to Queue** button and proceed with the following steps:

1. If there is a potential **conflict of interest**, a warning will appear. If you are confident that this risk can be managed, choose the **QUEUE ANYWAY** button.



2. They will be added to the Invitation Log under the **Queued Reviewers** section with the status **Queued**. By default, the queue will be switched off. Reviewers who were invited immediately will be listed under the **Invited Reviewers** section with the status **Pending Response**.

Invited Reviewers (1) Filter by status: All (1) ▾




**Research Exchange Reviewer** ⓘ ⓘ  
John Wiley & Sons (United Kingdom), Chichester  
researchexchangetraining+reviewer@wiley.com

Invited: Nov 20, 2025  
Time left to respond: 20 days

PENDING RESPONSE ⓘ

Top keywords: Medicine; Pathology; Biology; Mesenchymal stem cell; Stem cell; Cell biology; Internal medicine; Interstitial cystitis; Biotechnology; In vivo [+ More Details](#)

**Queued Reviewers (2)** ● QUEUE IS NOT ACTIVE 1 required new reviewer to start queue, 2 are optimal




**Review Two** ⓘ ⓘ  
John Wiley & Sons (United Kingdom), Chichester  
researchexchangetraining+reviewertwo@wiley.com

Currently reviewing: 7  
Pending invitations: 4  
Completed reviews: 45

Invitation email: Default  
[Customize invitation](#)

Top keywords: Internal medicine; Interstitial cystitis; Medicine; Urinary system; Urology; Bladder Pain Syndrome; Pathology; Urinary bladder; Urothelial Cell; Urothelium [+ More Details](#)



**Reviewer PRPL** ⓘ ⓘ  
University of Colorado Colorado Springs, Colorado Springs  
researchexchangedemo+reviewer@wiley.com

Currently reviewing: 11  
Pending invitations: 2  
Completed reviews: 154


Invitation email: Default  
[Customize invitation](#)

Top keywords: Medicine; Internal medicine; Interstitial cystitis; Pathology; Urinary system; Biology; Mesenchymal stem cell; Stem cell; Stem-cell therapy; Surgery [+ More Details](#)

[Help](#)

3. You can rearrange the list by dragging each reviewer tile.

**Queued Reviewers (2)** ● QUEUE IS NOT ACTIVE 1 required new reviewer to start queue, 2 are optimal




**Review Two** ⓘ ⓘ  
John Wiley & Sons (United Kingdom), Chichester  
researchexchangetraining+reviewertwo@wiley.com

Currently reviewing: 7  
Pending invitations: 4  
Completed reviews: 45

Invitation email: Default  
[Customize invitation](#)

Top keywords: Internal medicine; Interstitial cystitis; Medicine; Urinary system; Urology; Bladder Pain Syndrome; Pathology; Urinary bladder; Urothelial Cell; Urothelium [+ More Details](#)



**Reviewer PRPL** ⓘ ⓘ  
University of Colorado Colorado Springs, Colorado Springs  
researchexchangedemo+reviewer@wiley.com

Currently reviewing: 11  
Pending invitations: 2  
Completed reviews: 154



Invitation email: Default  
[Customize invitation](#)

Top keywords: Medicine; Internal medicine; Interstitial cystitis; Pathology; Urinary system; Biology; Mesenchymal stem cell; Stem cell; Stem-cell therapy; Surgery [+ More Details](#)

[Start Queue Invites](#) [Help](#)

4. To customize the invitation for a specific reviewer, click **Customize Invitation**. If the invitation is not customized, the default invitation will be sent.



Queued Reviewers (2) ● QUEUE IS NOT ACTIVE 1 required new reviewer to start queue, 2 are optimal

 <p><b>Review Two</b> ⓘ ⓘ John Wiley &amp; Sons (United Kingdom), Chichester researchexchangetraining+reviewertwo@wiley.com</p>	<p>Currently reviewing: 7 Pending invitations: 4 Completed reviews: 45</p>	<p>Invitation email: Default <a href="#">Customize invitation</a></p>	<p>QUEUED ⓘ</p>
<p>Top keywords: Internal medicine; Interstitial cystitis; Medicine; Urinary system; Urology; Bladder Pain Syndrome; Pathology; Urinary bladder; Urothelial Cell; Urothelium <a href="#">+ More Details</a></p>			
 <p><b>Reviewer PRPL</b> ⓘ ⓘ University of Colorado Colorado Springs, Colorado Springs researchexchangedemo+reviewer@wiley.com</p>	<p>Currently reviewing: 11 Pending invitations: 2 Completed reviews: 154</p>	<p>Invitation email: Default <a href="#">Customize invitation</a></p>	<p>QUEUED ⓘ</p>
<p>Top keywords: Medicine; Internal medicine; Interstitial cystitis; Pathology; Urinary system; Biology; Mesenchymal stem cell; Stem cell; Stem-cell therapy; Surgery <a href="#">+ More Details</a></p>			

[Start Queue Invites](#) [Help](#)

5. A reviewer can be invited immediately or removed from the queue. To do this, select the **circle icon with the ellipsis inside**, and choose the action you wish to take.

Queued Reviewers (2) ● QUEUE IS NOT ACTIVE 1 required new reviewer to start queue, 2 are optimal

 <p><b>Review Two</b> ⓘ ⓘ John Wiley &amp; Sons (United Kingdom), Chichester researchexchangetraining+reviewertwo@wiley.com</p>	<p>Currently reviewing: 7 Pending invitations: 4 Completed reviews: 45</p>	<p>Invitation email: Default <a href="#">Customize invitation</a></p>	<p>QUEUED ⓘ</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Invite reviewer now</li> <li><input checked="" type="checkbox"/> Remove from queue</li> </ul>
<p>Top keywords: Internal medicine; Interstitial cystitis; Medicine; Urinary system; Urology; Bladder Pain Syndrome; Pathology; Urinary bladder; Urothelial Cell; Urothelium <a href="#">+ More Details</a></p>			
 <p><b>Reviewer PRPL</b> ⓘ ⓘ University of Colorado Colorado Springs, Colorado Springs researchexchangedemo+reviewer@wiley.com</p>	<p>Currently reviewing: 11 Pending invitations: 2 Completed reviews: 154</p>	<p>Invitation email: Default <a href="#">Customize invitation</a></p>	<p>QUEUED ⓘ</p>
<p>Top keywords: Medicine; Internal medicine; Interstitial cystitis; Pathology; Urinary system; Biology; Mesenchymal stem cell; Stem cell; Stem-cell therapy; Surgery <a href="#">+ More Details</a></p>			

[Start Queue Invites](#)

6. To start the queue, click **Start Queue Invites**. The queue will only invite the minimum number of reviewers to meet the minimum required reports for this article or issue type. To increase the number of reviewers the queue will invite, follow the instructions [here](#).

Queued Reviewers (2) ● QUEUE IS NOT ACTIVE 1 required new reviewer to start queue, 2 are optimal

**Review Two** ⓘ ⓘ  
John Wiley & Sons (United Kingdom), Chichester  
researchexchangetraining+reviewertwo@wiley.com

Currently reviewing: 7  
Pending invitations: 4  
Completed reviews: 45

Invitation email: Default  
[Customize invitation](#)

QUEUED ⋮

**Top keywords:** Internal medicine; Interstitial cystitis; Medicine; Urinary system; Urology; Bladder Pain Syndrome; Pathology; Urinary bladder; Urothelial Cell; Urothelium [+ More Details](#)

**Reviewer PRPL** ⓘ ⓘ  
University of Colorado Colorado Springs, Colorado Springs  
researchexchangedemo+reviewer@wiley.com

Currently reviewing: 11  
Pending invitations: 2  
Completed reviews: 154

Invitation email: Default  
[Customize invitation](#)

QUEUED ⋮

**Top keywords:** Medicine; Internal medicine; Interstitial cystitis; Pathology; Urinary system; Biology; Mesenchymal stem cell; Stem cell; Stem-cell therapy; Surgery [+ More Details](#)

**▶ Start Queue Invites**

✕


### Confirm Starting the Queue

You are about to start the automatic queue invitations.

**CANCEL** **▶ START QUEUE INVITES**

7. The invited reviewers will move to the **Invited Reviewers** section with the status **pending response**.

**Invited Reviewers (2)** Filter by status: All (2) ▾




**Review Two** ⓘ ⓘ  
John Wiley & Sons (United Kingdom), Chichester  
researchexchangetraining+reviewertwo@wiley.com

Invited: Nov 20, 2025  
Time left to respond: 20 days

PENDING RESPONSE ⋮

Top keywords: Internal medicine; Interstitial cystitis; Medicine; Urinary system; Urology; Bladder Pain Syndrome; Pathology; Urinary bladder; Urothelial Cell; Urothelium [+ More Details](#)




**Research Exchange Reviewer** ⓘ ⓘ  
John Wiley & Sons (United Kingdom), Chichester  
researchexchangetraining+reviewer@wiley.com

Invited: Nov 20, 2025  
Revoked: Nov 20, 2025  
Reason: manually revoked

INVITATION REVOKED ⋮

Top keywords: Medicine; Pathology; Biology; Mesenchymal stem cell; Stem cell; Cell biology; Internal medicine; Interstitial cystitis; Biotechnology; In vivo [+ More Details](#)

**Queued Reviewers (1)** ● QUEUE IS ACTIVE 1 required new reviewer to start queue, 2 are optimal



**Reviewer PRPL** ⓘ ⓘ  
University of Colorado Colorado Springs, Colorado Springs  
researchexchangedemo+reviewer@wiley.com

Currently reviewing: 11  
Pending invitations: 2  
Completed reviews: 154

Invitation email: Default  
[Customize invitation](#)


QUEUED ⋮

Top keywords: Medicine; Internal medicine; Interstitial cystitis; Pathology; Urinary system; Biology; Mesenchymal stem cell; Stem cell; Stem-cell therapy; Surgery [+ More Details](#)

|| Pause Queue Invites

8. The queue can be paused at any time by clicking the **Pause Queue Invites** button.

**Invited Reviewers (2)** Filter by status: All (2) ▾




**Review Two** ⓘ ⓘ  
John Wiley & Sons (United Kingdom), Chichester  
researchexchangetraining+reviewertwo@wiley.com

Invited: Nov 20, 2025  
Time left to respond: 20 days

PENDING RESPONSE ⋮

Top keywords: Internal medicine; Interstitial cystitis; Medicine; Urinary system; Urology; Bladder Pain Syndrome; Pathology; Urinary bladder; Urothelial Cell; Urothelium [+ More Details](#)




**Research Exchange Reviewer** ⓘ ⓘ  
John Wiley & Sons (United Kingdom), Chichester  
researchexchangetraining+reviewer@wiley.com

Invited: Nov 20, 2025  
Revoked: Nov 20, 2025  
Reason: manually revoked

INVITATION REVOKED ⋮

Top keywords: Medicine; Pathology; Biology; Mesenchymal stem cell; Stem cell; Cell biology; Internal medicine; Interstitial cystitis; Biotechnology; In vivo [+ More Details](#)

**Queued Reviewers (1)** ● QUEUE IS ACTIVE 1 required new reviewer to start queue, 2 are optimal



**Reviewer PRPL** ⓘ ⓘ  
University of Colorado Colorado Springs, Colorado Springs  
researchexchangedemo+reviewer@wiley.com

Currently reviewing: 11  
Pending invitations: 2  
Completed reviews: 154

Invitation email: Default  
[Customize invitation](#)

QUEUED ⋮

Top keywords: Medicine; Internal medicine; Interstitial cystitis; Pathology; Urinary system; Biology; Mesenchymal stem cell; Stem cell; Stem-cell therapy; Surgery [+ More Details](#)

|| Pause Queue Invites

## Reviewer Queue Logic

The queue will invite selected reviewers in a prioritized order and invite only the required number of reviewers. If a reviewer declines or fails to respond within the designated timeframe, the system automatically sends an invitation to the next reviewer in the queue. This approach reduces unnecessary invitations, minimizes wasted reviewer effort, and helps shorten turnaround times.

When a reviewer declines or does not respond within the set timeframe of 7 days, the system automatically invites the next reviewer in the queue.

Declined reviewers can be re-invited or re-added to the queue.

### ***What invited reviewers will see***

*By default, invited reviewers will see the title of the manuscript and the research abstract. For some journals, reviewers will also see the names of the authors. Reviewers will only gain access to the full manuscript if they decide to accept the invitation to review. If a journal requires reviewers to have access to the manuscript before accepting the invitation, they should reach out to their publisher representative to request this configuration.*

## Reviewer Invitation Response Deadlines

Reviewers have **21 days to respond to an invitation** to review a manuscript. Research Exchange will send a series of automatic emails to reviewers to remind them of the response deadlines for invitations.

- If a reviewer **does not respond** within the deadline, they are informed by email that their invitation has expired.
- If the invitation has **expired**, they will need to be **re-invited** or **re-queued**, which can be done quickly and easily from the invitation log.

- If a reviewer was invited via the queue, they will have the same amount of time to respond to the invitation. However, the queue will invite an additional reviewer from the queue if the invitation is not accepted within 7 days.

*Reviewer re-invitation: To re-invite a reviewer after their invitation has expired, please refer to: [Re-inviting reviewers](#).*

## Reviewer Report Submission Deadlines

Once an invitation is accepted, reviewers will have a default of **14 days to submit their report**. Research Exchange Review will send a series of automatic reminders to remind reviewers of the deadlines for submitting their report.

- This default setting of 14 days can be **increased** at request to your publisher contact. Please note that some limited subject areas have extended default timelines. These include life sciences, math, stats, and economics. Please speak to your publisher contact if you are in one of these subject areas and would like more specific details.
- Reviewer **deadlines can be extended as many times as needed for as many days as needed** from the invitation log, before or after the report submission deadline.
- Reviewers can still **submit their reports after their deadline has passed**, if the editorial decision has not been made on the manuscript.

*If a reviewer needs more time: To extend the deadline for submission of a Reviewer Report, please refer to: [Extending reviewer deadlines](#).*

## Manuscript Information Available to Reviewers

Once an invitation is accepted, depending on the journal configuration, reviewers will have access to the following;

Information	Single Anonymized	Double Anonymized
-------------	-------------------	-------------------

Manuscript title and submission metrics (article type, issue type, journal name, keywords)	Visible	Visible
Conversation Tool	Not Visible	Not Visible
Author names and affiliations	Visible	Not Visible
Editors with assigned roles on the manuscript	Visible	Visible
Abstract	Visible	Visible
Author declarations	Visible	Visible, except responses to; <ul style="list-style-type: none"> <li>• "Is this research supported by funding?"</li> <li>• "Do you or any of your co-authors have a conflict of interest to disclose?"</li> </ul>
Manuscript files	Visible after acceptance unless the journal has configured this otherwise	Visible after acceptance unless the journal has configured this otherwise. Title pages with author identifying information will not be shared.
Submission questions	Not Visible	Not Visible

Information on what is included in the reviewer PDF can be found in Appendix H.

## **Reviewer Recognition**

*By default, once a report has been submitted, the reviewer will receive a confirmation email. They will also receive an email notification if a manuscript is rejected or if it is accepted, to keep them informed of the outcomes of the manuscript, and to thank them for their time.*

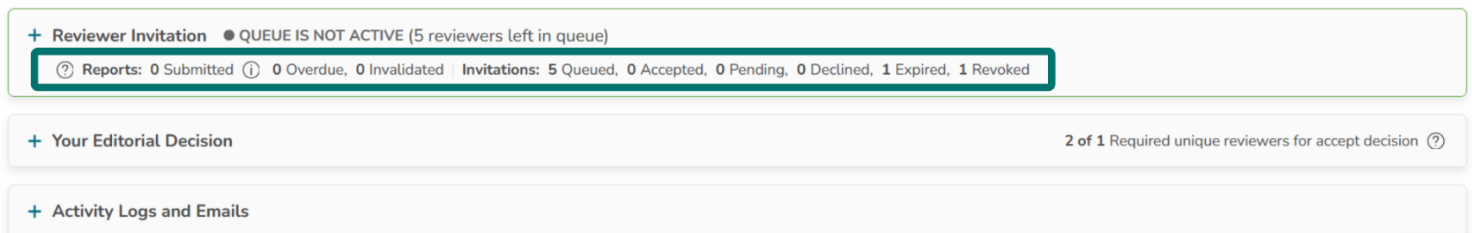
*Continuing Medical Education (CME) credit and the ability to choose whether a verified record of the review is published online are also features available on some journals to support reviewer recognition.*

### The invitation log

Editors will receive automated email updates to keep them informed about reviewers' progress against response times and deadlines. The status of each review invitation and report can be tracked using the **Invitation Log**.


Follow these steps to access the log:

1. From the **Article Details** page, scroll down to the **Reviewer Invitation** section. Alongside the section heading name, there is a summary invitation and submission metrics for the manuscript.



The screenshot shows a user interface for managing reviewer invitations. It features three main sections: 'Reviewer Invitation', 'Your Editorial Decision', and 'Activity Logs and Emails'. The 'Reviewer Invitation' section is highlighted with a red box and contains a summary of metrics: 'Reports: 0 Submitted, 0 Overdue, 0 Invalidated | Invitations: 5 Queued, 0 Accepted, 0 Pending, 0 Declined, 1 Expired, 1 Revoked'. The 'Your Editorial Decision' section shows '2 of 1 Required unique reviewers for accept decision'. The 'Activity Logs and Emails' section is currently collapsed.

Select the **Reviewer Invitation** heading to open the **Invitation Log**. The invited reviewers are listed here, along with the required response times for any outstanding items.



**Review Two** ⓘ ⓘ  
 John Wiley & Sons (United Kingdom), Chichester  
 researchexchangetraining+reviewertwo@wiley.com

Invited: Nov 20, 2025  
 Time left to respond: 20 days

PENDING RESPONSE ⋮

Top keywords: Internal medicine; Interstitial cystitis; Medicine; Urinary system; Urology; Bladder Pain Syndrome; Pathology; Urinary bladder; Urothelial Cell; Urothelium + More Details


2. There are labels next to each reviewer's name indicate the status of each review invitation.


**Review Two** ⓘ ⓘ  
 John Wiley & Sons (United Kingdom), Chichester  
 researchexchangetraining+reviewertwo@wiley.com

Invited: Nov 18, 2025  
 Declined: Nov 20, 2025

INVITATION DECLINED ⋮

Top keywords: Internal medicine; Interstitial cystitis; Medicine; Urinary system; Bladder Pain Syndrome; Etiology; Pathology; Urology; Disease; Lesion + More Details


**Review Two** ⓘ ⓘ  
 John Wiley & Sons (United Kingdom), Chichester  
 researchexchangetraining+reviewertwo@wiley.com

Invited: Nov 20, 2025  
 Time left to respond: 20 days

PENDING RESPONSE ⋮


Top keywords: Internal medicine; Interstitial cystitis; Medicine; Urinary system; Urology; Bladder Pain Syndrome; Pathology; Urinary bladder; Urothelial Cell; Urothelium + More Details

3. To revoke and reviewer invitations that are pending a response, hover over the entry in the list and click **Revoke invitation**.

Invitation log (7)

[About Invitation Queue](#)


Invited Reviewers (2) Filter by status: All (2) ▾


**Reviewer PRPL** ⓘ ⓘ  
 University of Colorado Colorado Springs, Colorado Springs  
 researchexchangedemo+reviewer@wiley.com

Invited: Oct 28, 2025  
 Expired: Nov 18, 2025

INVITATION EXPIRED ⋮  
 Re-queue reviewer  
 Re-invite reviewer


Top keywords: Computer science; Machine learning; NOMINATE; Psychology; Government (linguistics); Law; Library science; Linguistics; Parliament; Peer review + More Details


**REVIEWED PREVIOUS VERSION**  
**Anne author** ⓘ  
 researchexchangetraining+reviewertwo@wiley.com

Invited: Oct 28, 2025  
 Revoked: Oct 28, 2025  
 Reason: manually revoked

INVITATION REVOKED ⋮

4. When a reviewer has submitted their Reviewer Report, click the **Read the Report** link to view the report.


**STATISTICS EDITOR**  
**Chief PRPL** ⓘ  
 researchexchangedemo+chief@wiley.com

Invited: Nov 05, 2025  
 Accepted: Nov 05, 2025  
 Submitted: Nov 05, 2025

REPORT SUBMITTED

[Read The Report](#)

Keywords: no keywords available. + More Details

*What happens if there aren't enough reviewers?*

*If we can't find enough reviewers, editors may be asked to assess the manuscript again, to determine whether the search for willing reviewers should be continued or the manuscript should be rejected.*

*This process will begin at the point of twenty unresponsive or unwilling reviewers. At the point of thirty unresponsive or unwilling reviewers, we will consider withdrawing the manuscript.*

## Extending Reviewer Deadlines

### Applicable to:

Academic Editors, Guest Editors, Editorial Assistants \*, Journal Managers \*, (Handling Editor and Lead Guest Editors if assigned themselves as the Handling Editor), Full Access Capability

***\*Acting on behalf of an Editor** In Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.*

After the reviewer accepts the invitation, the report deadline can be extended as often and as long as needed, at any time. Follow these steps to extend the deadline:

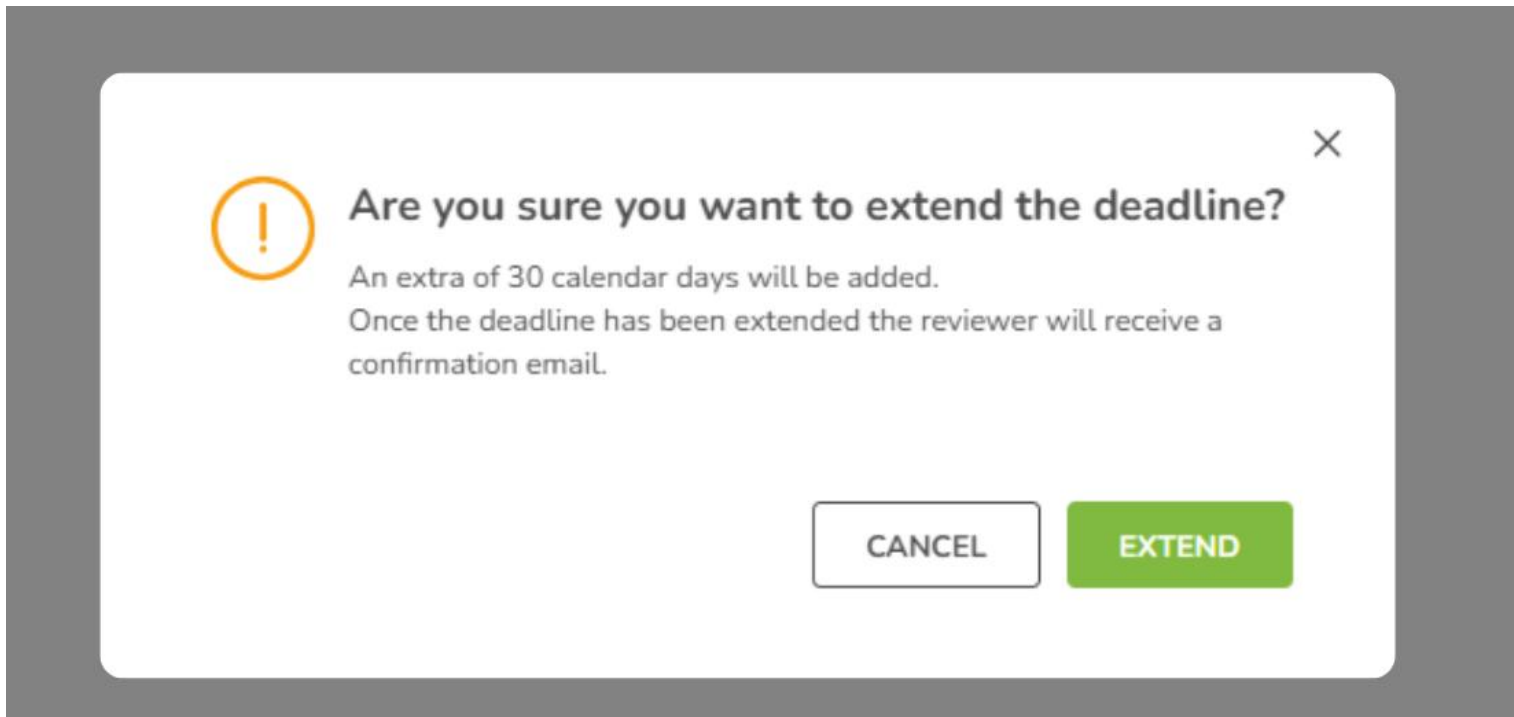
1. From the **Invitation Log**, click the **Extend deadline** button.

The screenshot shows the 'Invited Reviewers (2)' section. On the right, there is a 'Filter by status:' dropdown menu set to 'All (2)'. The main content area displays a reviewer's profile for 'Review Two' (John Wiley & Sons) with an 'INVITATION ACCEPTED' status. The reviewer's details include their name, affiliation, and email address. To the right of the profile, the invitation dates are listed: 'Invited: Nov 03, 2025' and 'Accepted: Nov 04, 2025'. Below these dates, it states 'Time left to submit: 13 days'. A green-bordered button labeled 'Extend deadline' is highlighted with a red box. At the bottom of the reviewer's card, it says 'Keywords: no keywords available. + More Details'.

2. A pop-up panel will appear. In the box marked **Extend Deadline**, type the number of days to extend the deadline by.

This screenshot is similar to the previous one, but with a pop-up dialog box overlaid on the right side. The dialog box has a title 'Extend Deadline' and contains the text: 'There is no extension limit for the deadline, add as many days as needed.' Below the text is an input field with the placeholder text 'Input number of days'. At the bottom of the dialog box is a dark button labeled 'Extend Deadline'. The background interface is dimmed, but the reviewer's details and the 'Extend deadline' button are still visible.


3. A pop-up panel will appear. To extend the deadline, click the **EXTEND** button. The reviewer will receive an email notification to inform them that their deadline has been extended.



Invitation log (2)

[About Invitation Log](#)

Invited Reviewers (2) Filter by status: All (2)

 <p><b>Review Two</b> ⓘ John Wiley &amp; Sons (United Kingdom), Chichester researchexchangetraining+reviewertwo@wiley.com</p>	<p>Invited: Nov 03, 2025 Accepted: Nov 04, 2025 Extended: +30 days Time left to submit: 1 month <a href="#">⌚ Extend deadline</a></p>	<p>INVITATION ACCEPTED</p>
--	---	----------------------------

Keywords: no keywords available. [+ More Details](#)

## Revoking invitations

### Applicable to:

Academic Editors, Guest Editors, Editorial Assistants \*, Journal Managers \*, (Handling Editor and Lead Guest Editors if assigned themselves as the Handling Editor), Full Access Capability

**\*Acting on behalf of an Editor** In Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.

When a reviewer's invitation is pending a response, the invitation can be revoked by following these steps:

1. Click the ellipsis icon next to the status label in the reviewer tile. Choose the **Revoke invitation** option. An email will be sent to the reviewer informing them their invitation has been revoked.

Invitation log (2) About Invitation Log

Invited Reviewers (2) Filter by status: All (2)

**Review Two** ⓘ

John Wiley & Sons (United Kingdom), Chichester  
researchexchangetraining+reviewertwo@wiley.com

Invited: Nov 03, 2025  
Accepted: Nov 04, 2025  
Extended: +30 days  
Time left to submit: 1 month  
[Extend deadline](#)

**INVITATION ACCEPTED**

Keywords: no keywords available. [+ More Details](#)

**Research Exchange Reviewer** ⓘ ⓘ

John Wiley & Sons (United Kingdom), Chichester  
researchexchangetraining+reviewer@wiley.com

Invited: Nov 05, 2025  
Time left to respond: 6 days

**PENDING RESPONSE** ⋮

**Revoke invitation**

Top keywords: Medicine; Pathology; Biology; Mesenchymal stem cell; Stem cell; Cell biology; Internal medicine; Interstitial cystitis; Biotechnology; In vivo [+ More Details](#)

[Help](#)

## Re-inviting reviewers with declined, expired, or revoked invitations

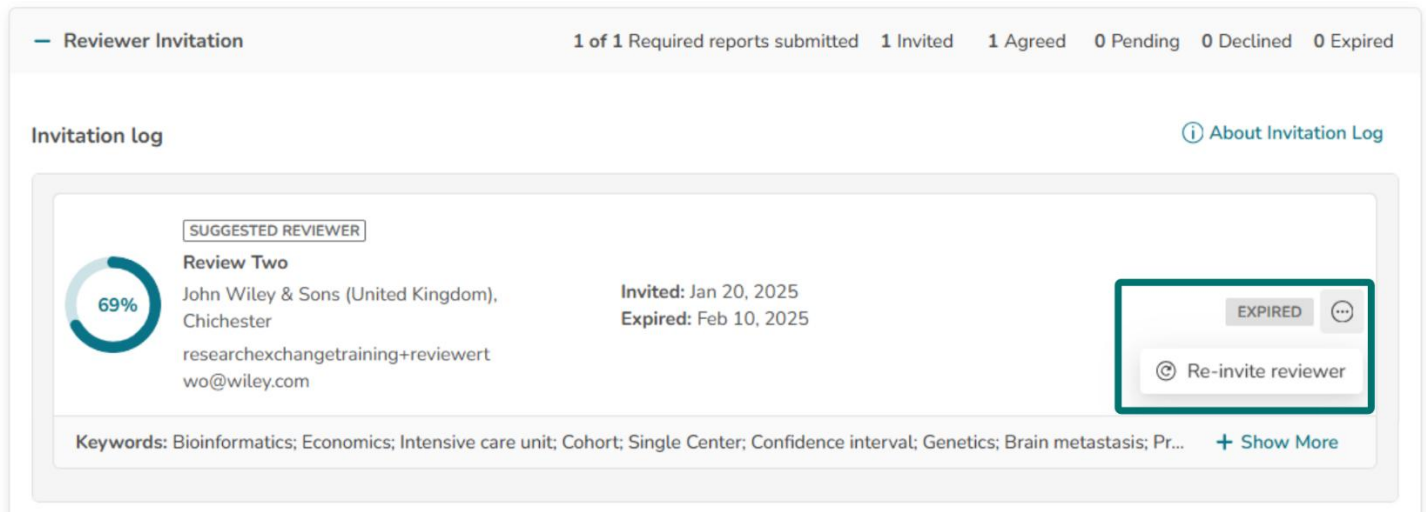
### Applicable to:

Academic Editors, Guest Editors, Editorial Assistants \*, Journal Managers \*, (Handling Editor and Lead Guest Editors if assigned themselves as the Handling Editor), Full Access Capability

**\*Acting on behalf of an Editor** In Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.

When a reviewer's invitation has declined, expired, or been revoked, the reviewer can be re-invited or re-queued by following these steps:

1. Click the ellipsis icon next to the status label in the reviewer tile. Choose the **Re-invite reviewer or Re-queue reviewer** option.



## 9. Handling Reviewer Reports

### Applicable to:

Academic Editors, Guest Editors, Editorial Assistants \*, Journal Managers \*, (Handling Editor and Lead Guest Editors if assigned themselves as the Handling Editor), Full Access Capability

**\*Acting on behalf of an Editor** In Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.

### Reviewer File Upload

Reviewers can upload a Word, PDF, or LaTeX file as part of their review. The platform will automatically scan the document for viruses and anonymize the file and metadata. Once submitted, everyone involved in

the manuscript's management will be able to view the files. Should the report be utilized, the author will have the capability to download the file via a secure link provided in the decision email, which is exclusively accessible to them.

Once a report has been submitted, the reviewer will receive an automated email thanking them for their report.

## Accessing Reviewer Reports

To review these reports, follow these steps:

1. When the required minimum number of Reviewer Reports are submitted, the manuscript will move into the **Action Required** section of the dashboard. The label on the **Article Details** page will either show the status **Make Decision** or **Make Recommendation**, depending on the journal's workflow.

**Publisher Logo** Search Training

DASHBOARD / ARTICLE DETAILS Updated on Jan 23, 2026 Version 1 Comments (0)

ID 1043542 **MAKE DECISION V1**

**This is the Title of my Manuscript**

Peter Wiley SA CA<sup>1</sup> + Show Affiliations

**Article Type**  
Review Article

**Journal**  
Training Journal 3

**Manuscript Keywords** ⓘ  
interstitial cystitis; medicine; stem cell; clinical trial; mesenchymal stem cell; fulguration; fulminant; urinary bladder; cell therapy

Chief Editor: Training Chief Academic Editor: Chief 3 Training Submitted on: Jan 15, 2026 (20 days ago)

2. To view the Reviewer Reports, from the **Article Details** page, scroll down to the **Reviewer Reports** section to access the reports. The number is an indication of the number of reports that have been submitted.

The screenshot displays a manuscript submission page for 'Sample Manuscript' (ID 1041696). The page includes a 'MAKE DECISION' button in the top right corner. The manuscript is by 'Annie Author' (SA CA<sup>1</sup> + Show Affiliations) and is a 'Research Article' type, part of a 'Special Issue' titled 'Special Issue Training' with a closing date of 08 NOV 2024. The journal is 'Research Exchange training journal 1'. Manuscript keywords are 'sample; statistics; mathematics'. The submission was made on 02 Jul 2024 (8 days ago) by the 'Lead Guest Editor: Training Chief' and 'Guest Editor: AE Training'. The interface shows a list of sections: Abstract, Author Declaration, Files (1), Screening Report, Reviewer Invitation (1 Invited, 1 Agreed, 1 Submitted, 0 Pending, 0 Declined, 0 Expired), Reviewer Reports (1) (highlighted with an orange border), and Your Editorial Decision.

3. The reviewer's recommendation will be displayed. They will choose from the following options:

- **Accept** – if they feel the manuscript is ready for publication without changes
- **Minor revision** – if they have suggested minor changes to the manuscript
- **Major revision** – if they have identified areas that require major rework
- **Reject** – if they feel the manuscript is unsuitable for publication in the journal


— Reviewer Reports 1 Report submitted 1 Used

Reviewer Reports Selection [About Reviewer Reports Selection](#)

**Reviewer 1: Research Exchange Reviewer** Oct 10, 2025

**Email:**  
researchexchangetraining+reviewer@wiley.com

**Affiliation:**  
John Wiley & Sons (United Kingdom), Chichester

**REVIEWER ACTIVITY**  


**Recommendation:**  
ACCEPT

**Confidential Note for the Editorial Team:**  
Enter some notes

**Reviewer Report:**  
Enter some comments.

**Manage report for editorial recommendation/decision** ⓘ  
✔ Report is used for editorial recommendation/decision. [Edit Selection](#)

4. The reviewer's **Confidential notes for the editorial team** will be visible.


— Reviewer Reports 1 Report submitted 1 Used

Reviewer Reports Selection [About Reviewer Reports Selection](#)

**Reviewer 1: Research Exchange Reviewer** Oct 10, 2025

**Email:**  
researchexchangetraining+reviewer@wiley.com

**Affiliation:**  
John Wiley & Sons (United Kingdom), Chichester

**REVIEWER ACTIVITY**  


**Recommendation:**  
ACCEPT

**Confidential Note for the Editorial Team:**  
Enter some notes

**Reviewer Report:**  
Enter some comments.

**Manage report for editorial recommendation/decision** ⓘ  
✔ Report is used for editorial recommendation/decision. [Edit Selection](#)

5. The user will also have access to the **Reviewer Report**, which will either be provided as an uploaded file or written directly within the module. The report will include answers to any questions from the configured scoresheet.

- Detailed feedback on the strengths and weaknesses of the manuscript
- Suggested changes that the reviewer recommends the authors implement

The screenshot displays the Wiley Reviewer interface for 'Reviewer 1: Research Exchange Reviewer' on 31 Jan 2025. The interface is divided into several sections:

- Reviewer Information:** Email: researchexchangengetraining+reviewer@wiley.com; Affiliation: John Wiley & Sons (United Kingdom), Chichester.
- REVIEWER ACTIVITY:** Invited: 22 Jan 2025; Accepted: 22 Jan 2025; Submitted: 31 Jan 2025.
- Recommendation:** A green 'ACCEPT' button is visible.
- Confidential Note for the Editorial Team:** Thank you for the opportunity to review.
- Reviewer Report:** A section containing:
  - Length of article is: Adequate
  - Number of figures is: Adequate
  - Number of tables is: Adequate
  - Please state any conflict(s) of interest that you have in relation to the review of this paper (state 'none' if this is not applicable). Reviewer has not provided a response.
  - My recommendation is to accept the paper.
- Attachments:** A file named 'Review Report - Test.docx' (13 kB) is listed.
- Management:** A link to 'Manage report for editorial recommendation/decision' is present, with a green checkmark indicating the report is used for editorial recommendation/decision. An 'Edit Selection' link is also available.

## Using Reviewer Reports

Reviewer reports are set to be automatically included in the email to the author by default. Reviewer reports can be excluded on a case -by-case basis, though, at an editor's discretion. Reviewers are not informed if their reports are excluded. To exclude a reviewer report, follow the instructions below.

1. Under the heading **Manage Report for editorial recommendation/decision**, the report is automatically selected to be used. Click **Edit Selection** to choose another option.

Reviewer Reports 1 Report submitted 1 Used


Reviewer Reports Selection About Reviewer Reports Selection

Reviewer 1: Research Exchange Reviewer Oct 10, 2025

Email: researchexchangetraining+reviewer@wiley.com

Affiliation: John Wiley & Sons (United Kingdom), Chichester

REVIEWER ACTIVITY



Recommendation: **ACCEPT**

Confidential Note for the Editorial Team:  
Enter some notes

Reviewer Report:  
Enter some comments.

Manage report for editorial recommendation/decision ⓘ  
 Report is used for editorial recommendation/decision. [Edit Selection](#)

## 2. From the options displayed:

- Select **Use Report** if the report is suitable
- Select **Do not use report** if the report is not suitable
- Click the **Confirm Selection** button once a choice has been made.

Reviewer 1: Peer Reviewer 01 Jul 2024

Email: researchexchangetraining+reviewer@wiley.com

REVIEWER ACTIVITY

Invited: 01 Jul 2024  
Accepted: 01 Jul 2024  
Submitted: 01 Jul 2024

Recommendation: **ACCEPT**

Confidential Note for the Editorial Team:  
Confidential Note for the Editorial Team

Reviewer Report:  
Report

Manage report for editorial recommendation/decision ⓘ  
 Use Report  Do not use report  
**Confirm Selection**

Manage report for editorial recommendation/decision ⓘ  
 Use Report  Do not use report  
**Confirm Selection**

The ability to include or exclude a reviewer report will remain in place until a final editorial decision is made. After a final editorial decision has been made, you cannot alter the choice to include or exclude a reviewer report.

In a multiple -tier workflow where the academic editor makes a recommendation to the Handling editor, the Handling editor will not automatically be able to amend the academic editor's decision to include or exclude a reviewer report. A Handling editor can, however, choose from multiple pathways if they disagree with an academic editor's decision. Please see the section [Overriding the Recommendation](#).

## 10. Handling Revisions

### Applicable to:

Handling Editors, Lead Guest Editors, Academic Editors, Editorial Assistants\*, Journal Managers\*, Full Access Capability

*\*Acting on behalf of an Editor In Research Exchange Review Editors will manage certain tasks. Users with an Editorial Assistant or Journal Manager system role can carry out these tasks on behalf of editors from their dashboard.*

When the authors submit the revised version, for most journal workflows, the revised manuscript will pass through Revision Checks before returning to Research Exchange Review. The version name in Research Exchange Review will change from Version 1 to Version 2 and for each subsequent version.

### Invitations to review

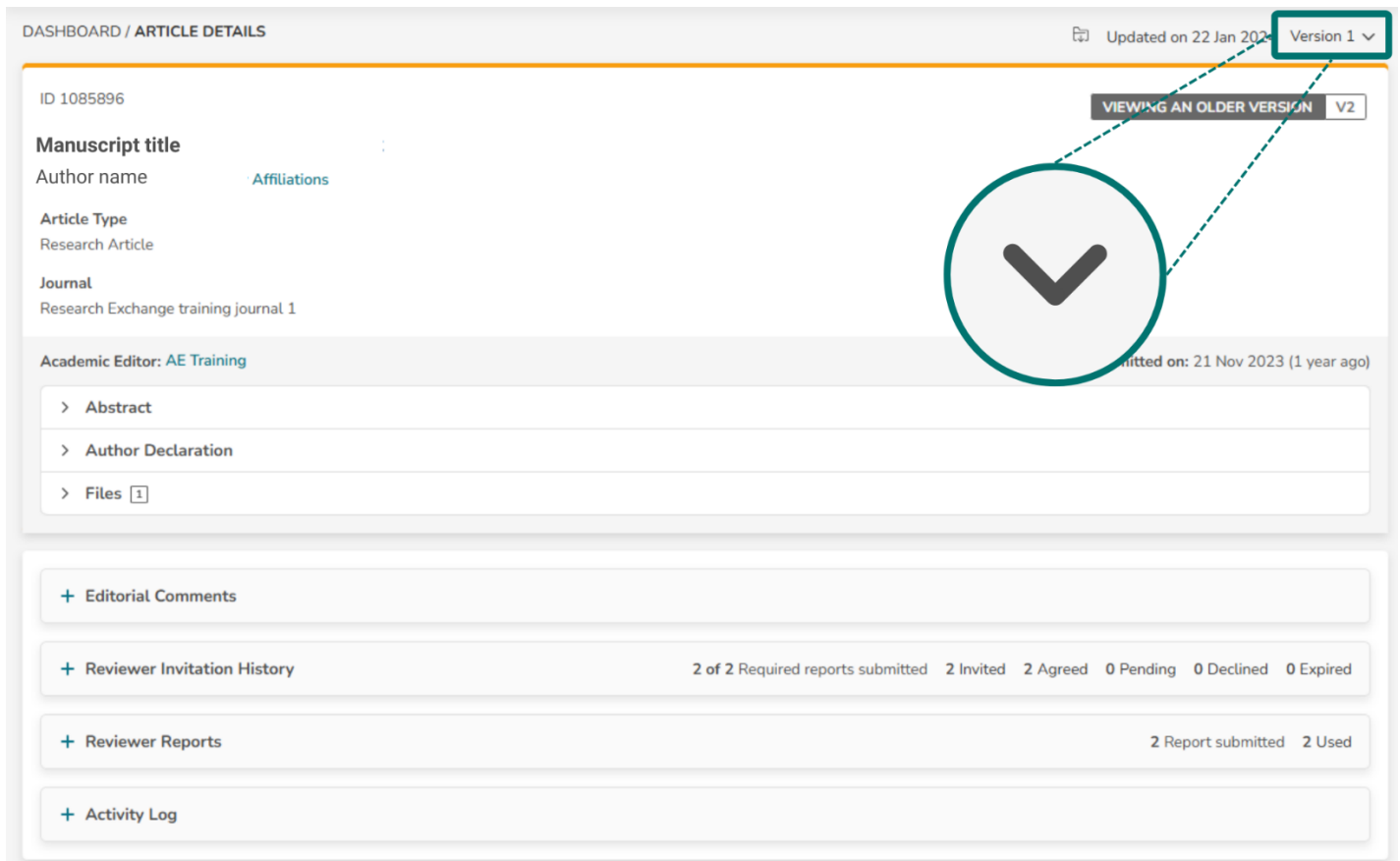
If the authors are asked to revise their manuscript, once resubmitted, it will return to the editors who requested the revision decision. They will

receive an email notifying them once the manuscript is available in the Review module.

## Viewing Manuscript versions

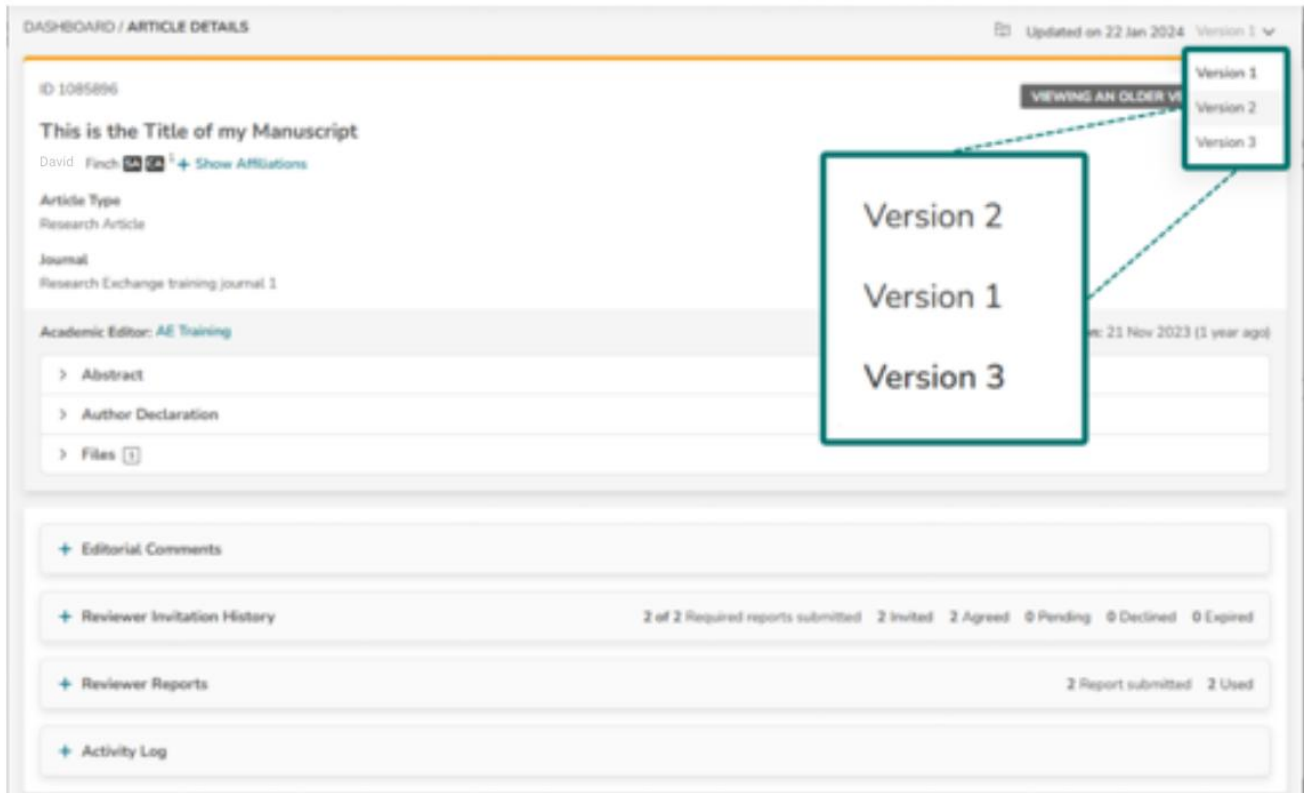
To view previous versions of a revised manuscript, follow these steps:

1. From the **Article Details** page, click the downward arrow next to the manuscript version number.



The screenshot displays the 'ARTICLE DETAILS' page for ID 1085896. At the top right, the current version is 'Version 1'. A green dashed circle highlights a downward arrow next to this version number. A dashed line connects this arrow to a 'Version 1' dropdown menu. A button labeled 'VIEWING AN OLDER VERSION V2' is also visible. The page includes fields for Manuscript title, Author name, Article Type (Research Article), and Journal (Research Exchange training journal 1). Below these are sections for Academic Editor (AE Training), Abstract, Author Declaration, and Files. At the bottom, there are expandable sections for Editorial Comments, Reviewer Invitation History (2 of 2 Required reports submitted), Reviewer Reports (2 Report submitted), and Activity Log.

2. Choose a version number to access the **Article Details** page for each version.



3. The Article Details page for previous versions of the manuscript gives access to details of reviewers who were invited to review each version.

ID 1085896

VIEWING AN OLDER VERSION V2

**Manuscript title**

Author name

[Affiliations](#)**Article Type**

Research Article

**Journal**

Research Exchange training journal 1

Academic Editor: [AE Training](#)

Submitted on: 21 Nov 2023 (1 year ago)

> [Abstract](#)> [Author Declaration](#)> [Files](#) 1+ [Editorial Comments](#)+ [Reviewer Invitation History](#)

2 of 2 Required reports submitted 2 Invited 2 Agreed 0 Pending 0 Declined 0 Expired

+ [Reviewer Reports](#)

2 Report submitted 2 Used

+ [Activity Log](#)

4. Reviewer Reports submitted for each version are also available to view.

DASHBOARD / ARTICLE DETAILS Updated on 22 Jan 2024 Version 1

ID 1085896 VIEWING AN OLDER VERSION V2

**Manuscript title**  
Author name [Affiliations](#)

**Article Type**  
Research Article

**Journal**  
Research Exchange training journal 1

Academic Editor: [AE Training](#) Submitted on: 21 Nov 2023 (1 year ago)

- > Abstract
- > Author Declaration
- > Files 1

+ Editorial Comments

+ Reviewer Invitation History 2 of 2 Required reports submitted 2 Invited 2 Agreed 0 Pending 0 Declined 0 Expired

+ Reviewer Reports 2 Report submitted 2 Used

+ Activity Log

## Reviewing revised manuscript

When evaluating a revised manuscript, consider whether the authors have addressed the previous review comments and made appropriate changes.

The original reviewers are **not** automatically invited to review the revised manuscript, but they can be easily re-invited. If re-invited, the email invitation should be edited to make it clear that they are being asked to evaluate the revised version.

## Inviting previous reviewers

Previous reviewers are not automatically invited to review a revised manuscript, but they can easily be re-invited by following these steps:

1. Click the **Reviewer Invitation** button.

**Publisher Logo** Name ▾

DASHBOARD / ARTICLE DETAILS Updated on Mar 20, 2025 Version 3 ▾

ID 1086335 MAKE DECISION V3

**Manuscript title**  
Author One, Author Two [+ Show Affiliations](#)

Article Type  
Review Article

Journal  
Training Journal 2

Associate Editor: Training Chief Academic Editor: AE Training Submitted on: Mar 20, 2025 (6 days ago)

- > Abstract
- > Author Declaration
- > Files (3)


+ Response to Revision Request

+ Reviewer Invitation 1 of 1 Required reports submitted 1 Invited 1 Agreed 0 Pending 0 Declined 0 Expired


2. Select the **Previous Version Reviewers** tab.

— Reviewer Invitation 1 of 1 Required reports submitted 1 Invited 1 Agreed 0 Pending 0 Declined 0 Expired


① 👤 Previous Version Reviewers (1) 👤 Suggested Reviewers(3) 🔍 Search Reviewers 👤 Invite Reviewer Manually




**Previous Version Reviewers**  
Choose a reviewer from earlier versions of this manuscript.



**Browse suggestions**  
Choose reviewer from our AI generated reviewer list.



**Search in database**  
Search for reviewers by their expertise, name or email.



**Add your reviewer**  
Manually invite reviewer of your choice.

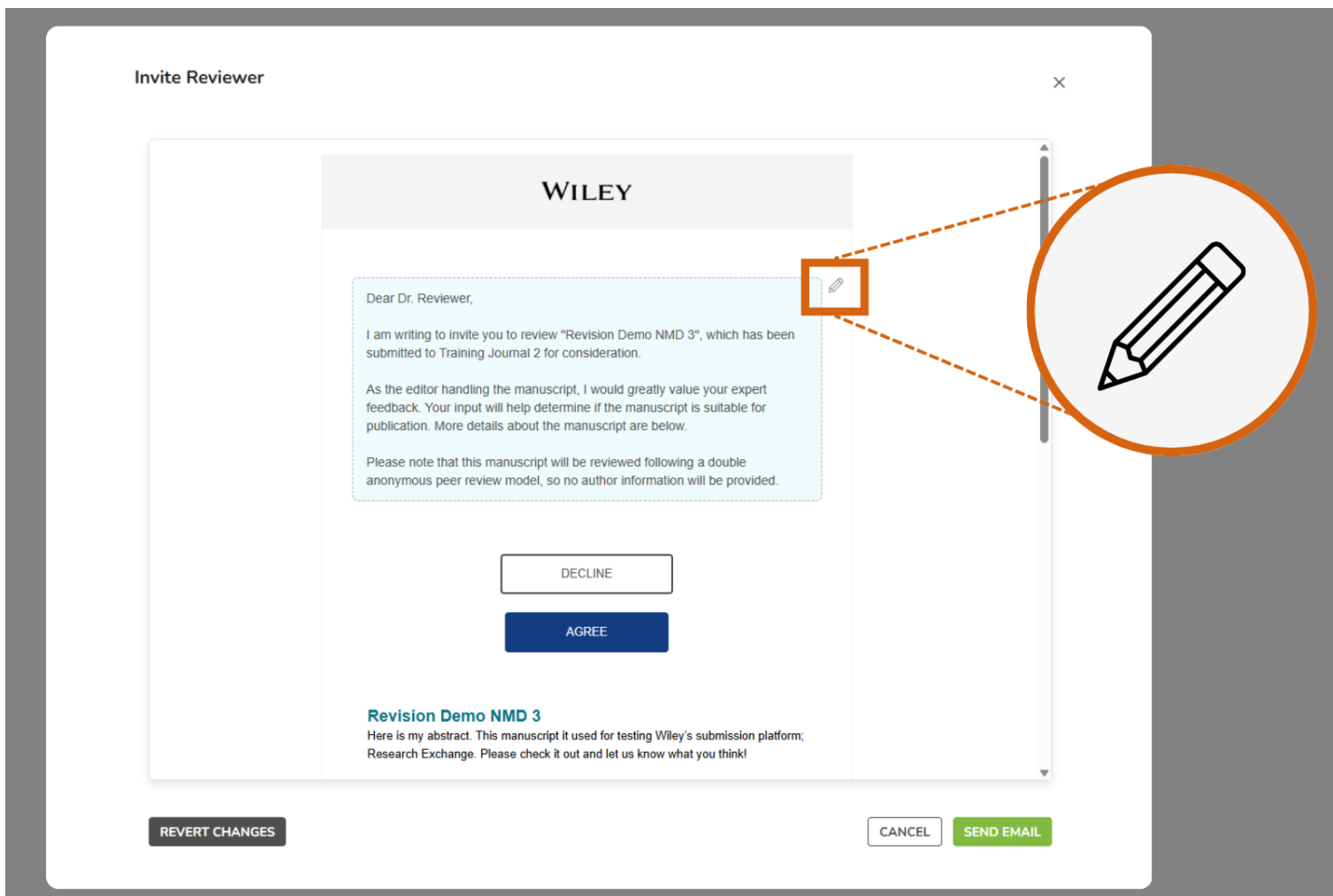
Invitation log (0) ① About Invitation Log

No reviewers invited yet

### 3. Click the **Invite reviewer** button.

The screenshot displays the 'Reviewer Invitation' interface. At the top, it shows '1 of 1 Required reports submitted' and a summary of reviewer status: '1 Invited', '1 Agreed', '0 Pending', '0 Declined', and '0 Expired'. Below this are navigation tabs: 'Previous Version Reviewers (1)', 'Suggested Reviewers(3)', 'Search Reviewers', and 'Invite Reviewer Manually'. The main content area is divided into 'Reviewer information' and 'Reviewer activity'. The reviewer information for 'Research Exchange Reviewer' includes a '57%' progress indicator, a 'REVIEWED PREVIOUS VERSION' badge, and contact details: 'John Wiley & Sons (United Kingdom), Chichester' and 'researchexchangetraining+reviewer@wiley.com'. The reviewer activity shows 'Currently reviewing: 6', 'Pending invitations: 6', and 'Completed reviews: 157'. A red-bordered button labeled 'Invite reviewer' is highlighted in the top right of the reviewer information section. Below this is an 'Invitation log (0)' section with a message: 'No reviewers invited yet'.

4. A draft email invitation is automatically generated. The text will make it clear that this is an invitation to review a manuscript again after it has been revised. To add a personal message or give more context, click the **pencil icon** to edit the blue sections of the text. Author names will not be visible for double anonymous journals. Once complete, click **Send Email**.



## Reviewer invitations

For instructions on how to invite new reviewers and edit the email invitation, please refer to [Inviting a Reviewer](#).

## Extending Author deadlines for revisions

<b>Applicable to:</b>	Editorial Assistants, Journal Managers
-----------------------	--

When a revision is requested, by default authors have 30 days to respond to a minor revision and 90 days to respond to a major revision. Although the default is not configurable, the deadline can be extended for author.

Research Exchange Review sends a series of automated reminders to authors, to confirm the submission deadline and provide updates as the final date approaches.

*Deadlines can vary, depending on the journal and the manuscript type. To find out more about the standard email cadence and deadlines in Research Exchange Review, please go to: [Appendix D: Email Cadence and Reminder Schedule](#)*

If an author misses the deadline for submitting their revised manuscript, a warning will be displayed on the manuscript tile in the dashboard. By hovering over this warning, you can see how many days have gone by since the deadline passed.

The screenshot displays the Research Exchange Review dashboard. At the top left is the 'Publisher Logo' and a search bar. The main area is divided into a left sidebar and a main content area. The sidebar contains 'Show manuscripts' (Assigned to me, Submitted by me), 'Manuscripts status' (Reset all), and a list of manuscript statuses with counts: In Review (Assign Editor: 127, Pending Editor Response: 0, Invite Reviewers: 213, Pending Reviewer response: 16, Under Review: 19, Awaiting Recommendation: 18, Revision Requested: 52, Revision Submitted: 0, Awaiting Decision: 42), Post Review, and Final. The main content area has filters for Journal, Section, Special Issue, Author Email, and Editor email. It shows two manuscript tiles. The first tile (ID 1075426) is for 'Training Journal 2' and has a red warning '42 days overdue' and a yellow 'REVISION REQUESTED V1' button. The second tile (ID 1080720) is for 'Manuscript Title' and has a red warning '116 days overdue' and a yellow 'REVISION REQUESTED V2' button. A 'Help' button is visible in the bottom right corner.

To extend the deadline for resubmission, follow these steps:

1. Click the manuscript tile to open the Article Details page. Click the **Extend Deadline** button.

**Publisher Logo** Search  EA ▼

DASHBOARD / ARTICLE DETAILS Withdraw  Updated on Jul 11, 2025 Version 1 ▼ Comments

ID 1075426 ⚠️ 42 days overdue ⌚ Extend Deadline REVISION REQUESTED V1

**This is a test paper.**  
John Smith SA CA <sup>1</sup> + Show Affiliations

Article Type  
Original Article

Journal  
Training Journal 2

Associate Editor: Training Chief Academic Editor: Academic Editor Training Submitted on: Jul 11, 2025 (4 months ago)

- > Abstract
- > Author Declaration
- > Files 3
- > Linked Papers 0

Help

2. In the box, type the number of days to add to the deadline. Click the **Extend Deadline** button.

**Publisher Logo** Search  EA ▼

DASHBOARD / ARTICLE DETAILS Withdraw  Updated on Jul 11, 2025 Version 1 ▼ Comments

ID 1075426 ⚠️ 42 days overdue ⌚ Extend Deadline REVISION REQUESTED V1

**This is a test paper.**  
John Smith SA CA <sup>1</sup> + Show Affiliations

Article Type  
Original Article

Journal  
Training Journal 2

Associate Editor: Training Chief Academic Editor: Academic Editor Training Submitted on: Jul 11, 2025 (4 months ago)

There is no extension limit for the deadline, add as many days as needed.

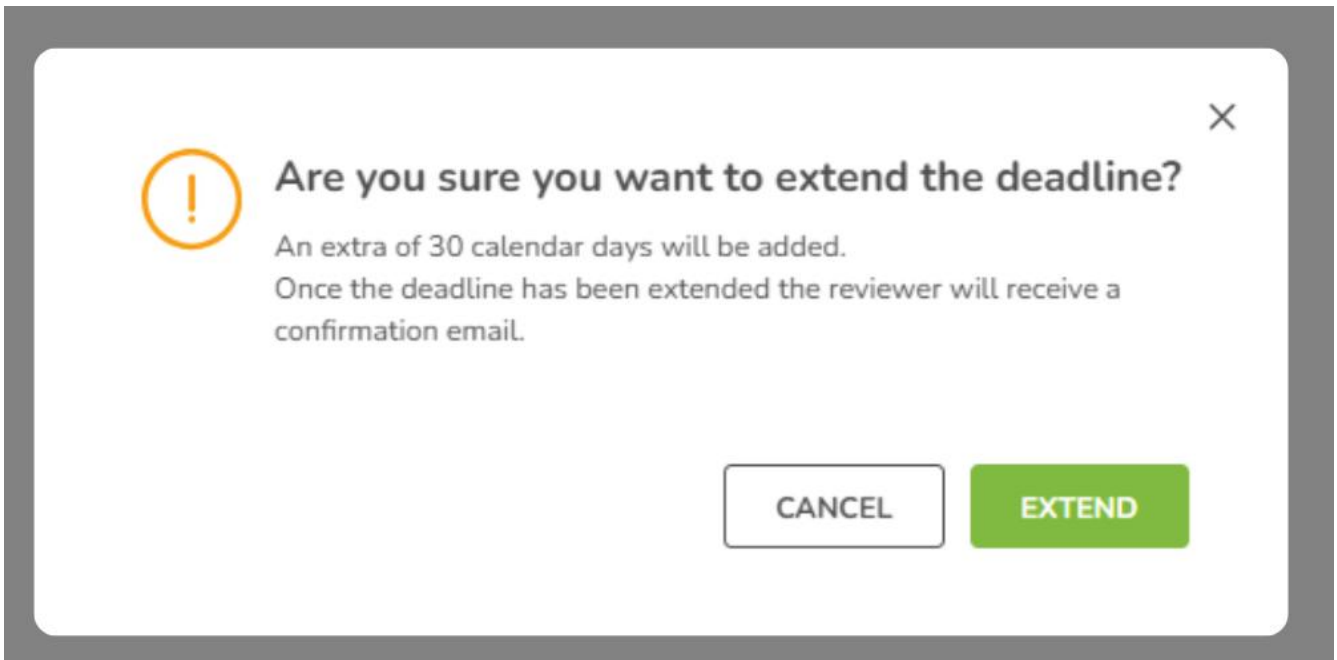
Additional days

Extend Deadline

- > Abstract
- > Author Declaration
- > Files 3
- > Linked Papers 0

Help

3. A popup window will appear. To extend the deadline, click the **EXTEND DEADLINE** button.



4. The deadline extension will be reflected. It can be extended again by following the same steps.

**Publisher Logo** Search  EA ▼

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DASHBOARD / ARTICLE DETAILS Withdraw  Updated on Nov 20, 2025 Version 1 ▼ Comments

ID 1075426 29 days to submit ⌚ Extend Deadline REVISION REQUESTED V1

**This is a test paper.**

John Smith SA CA <sup>1</sup> [+ Show Affiliations](#)

**Article Type**  
Original Article

**Journal**  
Training Journal 2

---

Associate Editor: [Training Chief](#) Academic Editor: [Academic Editor Training](#) Submitted on: Jul 11, 2025 (4 months ago)

> **Abstract**

> **Author Declaration**

> **Files** 3

> **Linked Papers** 0

Help

## 11. Accessing Support

Research Exchange has been designed to be simple and easy to use. The platform will alert users to any errors or missing information, and support is available to help with any technical issues.

### Technical Help

Please contact your Publisher representative for support.

### Editorial and Peer Review Help

Please contact your Publisher representative for assistance and information on Editorial and Peer Review policies for the journal.

## Appendix A: Screening Module Manuscript Status

In the Screening module, the status of each manuscript is marked with a label on the right of the manuscript tile.

Status	Meaning
New Manuscript Stage (SC)	The manuscript is assigned to the journal's screener for Submission Checks.
Returned to Draft (SC)	The journal's screener has escalated a potential issue during Submission Checks. The manuscript has been returned to the author.
Refused to Consider (SC)	The manuscript has failed to pass Submission Checks and will not be considered for publication.

Paused (SC)	The journal's screener has escalated a potential issue during Submission Checks.
New Manuscript Stage (RC)	The revised manuscript is assigned to the journal's screener for Revision Checks.
Paused (RC)	The journal's screener has escalated a potential issue during Revision Checks.
New Manuscript Stage (QC)	The manuscript is assigned to the journal's screener for Quality Checks.
Sent to Peer Review (QC)	The manuscript has been returned to peer review because issues were identified during Peer Review Cycle Checks.
Paused (QC)	The journal's screener has escalated a potential issue during Peer Review Cycle Checks.
New Manuscript Stage (MC)	The manuscript is assigned to the journal's screener for Material Checks.
Files Requested (MC)	The journal's screener has asked the author to provide missing files during Material Checks.
Paused (MC)	The journal's screener has escalated a potential issue during Material Checks.

## Appendix B: Review Module Manuscript Status

In the Review application, the status of each manuscript is marked on the right of the manuscript tile.

Status	Meaning
Assign AE (V1)	An Academic Editor needs to be assigned to handle the manuscript.
AE Invited (V1)	An Academic Editor has been invited to handle the manuscript but has not yet responded.
Respond to Invite (V1)	An Academic Editor needs to respond to an invitation to handle the manuscript.
AE Assigned (V1)	An Academic Editor has accepted the invitation to handle the manuscript.
Invite Reviewers (V1)	The minimum number of peer reviewers need to be invited to review the manuscript.
Invitation Pending (V1)	The minimum number of peer reviewers have not yet responded to an invitation to review the manuscript.
Reviewers Invited (V1)	The minimum number of peer reviewers have not yet accepted an invitation to review the manuscript.
Under Review (V1)	The minimum number of peer reviewers have accepted an invitation to

	review the manuscript, but some Reviewer Reports have not yet been submitted.
Revision Requested (V1)	Revisions have been requested, and the author has not yet submitted the revised manuscript.
Revision QA (V2)	The author has submitted a revised manuscript, but it is not yet ready for action.
Make Decision (V1)	A reviewed manuscript is awaiting a final editorial decision.
Make Recommendation (V1)	A reviewed manuscript is awaiting an editorial recommendation.
QA (V1)	An editorial decision to accept has been made and the manuscript is passing through Quality Checks.
Accepted (V1)	The manuscript has passed through the Peer Review Cycle Check stage of Quality Checks and has been accepted for publication. The manuscript is currently passing through the Material Checks stage of Quality Checks.

Rejected (V1)	An editor has made a decision to reject the manuscript.
Refused to Consider (v1)	An editor has made a decision to refuse to consider the manuscript for publication.
Published (V1)	The manuscript has successfully passed through the Material Checks stage of Quality Checks and moved forward into production.
Withdrawn (V1)	The manuscript has been declared void by the journal's Editorial Assistant or Administrator, usually because it was submitted in error.

## Appendix C: Screening Module Reject Decision Reasons

### Reject and Refer / Reject

- Out of Scope
- Lack of novelty/originality
- Lack of impact/too specialized
- Article type not accepted
- Other reasons submission is a mismatch for this journal
- Insufficient results/too preliminary
- Inadequate scholarly presentation
- Extensive language editing required
- Other issues with manuscript quality

## Reject - Do Not Transfer

- Flawed study design
- Flawed methodology
- Unsupported results/conclusion(s)
- Unscientific/unscholarly content (e.g., spam, junk)
- Other research concerns
- High textual similarity/(self-)plagiarism
- Suspected image manipulation
- Suspected data falsification/fabrication
- Suspected misconduct or violation
- Authorship or contributorship misrepresentation(s)
- Conflict(s) of interest/competing interest(s) or undisclosed conflict of interest
- Simultaneous submission to multiple journals
- Failure to disclose previous submission(s) or related articles under consideration/in press
- Sanctioned author(s) and/or their affiliated institution(s)
- Other ethical concerns

## Appendix D: Email Cadence and Reminder Schedule

### ***About this schedule***

*This schedule shows the standard cadence of automated email reminders generated by Research Exchange Review. Timeframes are expressed in **calendar days** rather than working days.*

### Academic or Guest Editor accepts or declines an email invitation

When an Academic or Guest Editor is invited to handle a manuscript, the schedule for reminders follows the standard timeframe below:

Days	Emails and actions
0	Academic Editor invited
2	1st Automated email: Reminder to accept or decline the invitation

4	2nd Automated email: Reminder to accept or decline the invitation
6	3rd Automated email: The Academic Editor is informed that the invitation has expired

### Academic or Guest Editor invites reviewers

Academic or Guest Editors receive automated reminders if they have invited fewer than the required number of reviewers. The schedule for these reminders follows the standard timeframe below:

Days	Emails and actions
0	Academic or Guest Editor is assigned to handle the manuscript
5	1st Automated email: Reminder to invite the required number of reviewers
8	2nd Automated email: Reminder to invite the required number of reviewers
11	If the required number of reviewer invitations have not been sent after 11 days, the Managing Editor or Journal Administrator (with an Editorial Assistant user role) receives an automated email alert for further action

Reminders to invite additional reviewers are **no longer** sent to editors when any of the following conditions are met:

- Editor has invited at least **5** reviewers
- Editor secured the **minimum number of reviewer reports** required to accept the paper
- At least **3** reviewers accepted

\*Please note, the criteria listed above (5 reviewers, 3 reviewers accepted) is an example and will depend on the configuration of the Editorial Model (Journal, Article Type, Issue Type) for the journal.

### Reviewers agree or decline invitations to review

Invited Reviewers receive automated reminders to agree or decline the invitation to review. The schedule for these reminders should follow the standard timeframe below:

Days	Emails and actions
0	The Reviewer is invited to review a manuscript
4	1st Automated email: Reviewer is reminded to accept or decline the invitation
7	2nd Automated email: Reviewer is reminded to accept or decline the invitation
14	3rd Automated email: Reviewer is informed that the invitation has expired.
21	Invitation Expires: Reviewer cannot accept the invitation to review unless re-invited.

### Reviewers submit Reviewer Reports

Reviewers who accept an invitation to review receive automated reminders to submit their Reviewer Report. The schedule for these reminders follows the standard timeframe below:

Days	Emails and actions
0	Reviewer accepts the invitation to review
4	1st Automated email: Reviewer is reminded to submit a Reviewer Report
7	2nd Automated email: Reviewer is reminded to submit a Reviewer Report

14	3rd Automated email: Reviewer is reminded to submit a Reviewer Report
24	4th Automated email: Reviewer is informed that the deadline has passed

If the deadline is extended, the reminder schedule will default to:

Days	Emails and actions
0	Reviewer accepts the invitation to review
9 days until deadline	1st Automated email: Reviewer is reminded to submit a Reviewer Report
5 days until deadline	2nd Automated email: Reviewer is reminded to submit a Reviewer Report
On the deadline	3rd Automated email: Reviewer is reminded to submit a Reviewer Report

Academic or Guest Editor makes a decision or recommendation

Academic or Guest Editors receive automated reminders to make an editorial decision or recommendation when all 3 of these conditions are met:

- The minimum number of reviewer reports has been met
- There are no pending reviewer invitations
- There are no pending reviewer reports

The schedule for these reminders follows the standard timeframe below:

Days	Emails and actions
0	The manuscript is ready for a decision or recommendation and has met all conditions

0	1st Automated email: Receive a reminder to make a decision or recommendation
14	2nd Automated email: Receive a reminder to make a decision or recommendation; Editorial assistant is informed that a decision or recommendation has not been made

### Handling or Lead Guest Editor makes a decision

Handling or Lead Guest Editors receive automated reminders to make an editorial decision when the recommendation from the Academic or Guest Editor has been submitted. The schedule for these reminders follows the standard timeframe below:

Days	Emails and actions
0	The manuscript is ready for a decision after the recommendation from the Academic or Guest Editor has been received
0	1st Automated email: Receive a reminder to make a decision
14	2nd Automated email: Receive a reminder to make a decision; Editorial assistant is informed that a decision has not been made

### Author is asked to make major or minor revisions

When an author is asked to make major or minor revisions to a manuscript, the author is reminded to revise and resubmit. The schedule for minor and major revision reminders follows the standard timeframe below:

Days	Emails and actions
0	Author is asked to make revisions to a manuscript
0	1st Automated email: Author is reminded to make revisions
14	2nd Automated email: Author is reminded to make revisions

21	3 <sup>rd</sup> Automated email: Author is reminded to make revisions
28	4 <sup>th</sup> Automated email: Author is reminded to make revisions  For Major revisions, emails will continue every 7 days until the 90 -day deadline.
30/90	5 <sup>th</sup> /13 <sup>th</sup> Automated email: Author is informed that the revision request has been withdrawn

## Appendix E: Conflicts of Interest

Research Exchange incorporates multiple layers of functionality to identify and manage potential conflicts of interest (COIs) throughout the editorial workflow. These mechanisms are designed to uphold the integrity of peer review and editorial decision-making while supporting transparency and accountability.

### Automated COI Detection

The platform automatically detects and surfaces potential COIs based on:

- **Name matches:** Editors and reviewers are identified if their name matches that of any of the manuscript authors.
- **Affiliation matches:** Editors and reviewers are identified if their institutional affiliations match those of the manuscript authors.
- **Direct email matches:** The system cross -references email addresses to identify overlap between authors, editors, and reviewers. Users are encouraged to maintain a single account to ensure accurate COI detection.
- **Shared Network or Device Use:** The Screening module includes an 'Unusual Activity Detection' tool post -acceptance that identifies

editors and reviewers operating from the same IP address, device, or network, which may indicate impersonation or collusion.

These instances all can be overridden at Editor discretion.

It is also important to identify any other possible conflicts of interest that are not covered by the system.

### Handling Editors Authoring Papers

If a conflict of interest is detected involving a Journal's Handling Editor, such as an affiliation match or authorship of the manuscript, the system will not automatically assign the editor to that manuscript.

In these cases, users with the Editorial Assistant or Journal Manager system roles may access the paper in the Review module and:

- Manually assign a different Handling editor from the journal board if maintaining a two-tier workflow is required,
- Manually assign an Academic Editor from the journal board to replace the Handling Editor, thereby converting the workflow to single-tier.

## Appendix F: Transferred Manuscripts

Transferred manuscripts refer to submissions moved from one journal to another within publisher's ecosystem. These transfers can occur between journals on the Research Exchange platform or from external systems such as ScholarOne:

- Reject and refer service; For journals that are configured to support editor-driven referral, where the manuscript will be referred to up to five journals, which can be selected by the decision -making editor.

## Transferred Manuscripts in Screening

### Identifying Transferred Manuscripts

From the Screening dashboard, you will be able to locate transferred manuscripts in the following ways;

On the Screening dashboard, the manuscript tile will have a 'Transferred' label.

On the Manuscript Details page, the 'Transferred' label will be shown in the Manuscript Info section.

### Available Information for Transferred Manuscripts

If a manuscript was transferred from a journal in Research Exchange using the reject and refer service, the transfer date, message to the destination editor, and the journal it was transferred from will appear in the Info Validation Section during Submission and Revision Checks.

### Available Actions on Transferred Manuscripts

Transferred manuscripts are processed in the Screening module in the same manner as non-transferred manuscripts.

## Transferred Manuscript in Review

### Identifying Transferred Manuscripts

From the editor dashboard in Review, you will be able to locate transferred manuscripts in the following ways;

Using the 'Other properties' filter, select 'Transferred'. This will filter your list to only show manuscripts that have been transferred, which are identified by a 'Transferred' label on the manuscript tile.

On the article details page, there will be a label that says 'Transferred'.

The transfer information section will be available for journals transferred from another journal on Research Exchange using the reject and refer service.

When selecting the 'Reviewer Reports' section on the article details page a notification will appear to alert the editor if the manuscript has transferred reports from another journal.

Within the 'Reviewer Reports' section, there will be a sub-section for Transferred Reviewer Reports. Each report will have a 'Transferred' label.

Editors can choose to use or disregard the report when making a decision or recommendation on the manuscript.

#### Available Information for Transferred Manuscripts

In the Review module, the manuscript will have the following information available to view;

- Manuscript files, including the reviewer PDF
- Submission metadata
- Transferred Information section, which will include; message from the destination editor, date of transfer, name of the editor who suggested the transfer, and the Research Exchange journal from which the manuscript was transferred (if transferred using the Reject and Refer service)
- Any reviewer reports that have already been collected before transfer

#### Re-inviting or Re-queuing Reviewers in the Transfer Log

Editors who receive a submission via an Editor Driven Referral Network can re-invite or re-queue reviewers who submitted reports to the journal that previously rejected the submission.

These reviewers will appear in the **Reviewer Invitation** section under the heading **Transfer Log**, which will be displayed above the Invitation Log.

The Transfer Log section will only be available on v1 of the transferred manuscript, provided there is at least 1 transferred report.

Editors will be able to re-invite or re-queue reviewers who reviewed for v1 of the transferred manuscript if required. One re-invited or re-queued they will move to the Invitation Log.

#### Available Actions on Transferred Manuscripts

Transferred manuscripts are processed in the Review module in the same manner as non-transferred manuscripts.

## Appendix G: Reviewer PDF

Reviewers are granted access solely to the files included in the Reviewer PDF generation. The following outlines which files are included and excluded from the Reviewer PDF:

Files Included in Reviewer PDF	Files Not Included in Reviewer PDF
Main Document ( MS Word, LaTeX PDF)	Main Document (LaTeX file)
Anonymized Main Document ( MS Word, LaTeX file)	Anonymized Main Document (LaTeX)
Main Document – Tracked Changes	Title Page
Author Response	LaTeX Supplementary File
Figure	Supplementary Material not for Review
Table	Cover Image
Supplementary Material for Review and Publication	Conflict of Interest
Additional Files for Review/Not for Publication	Cover letter/Comments
Transcription	Embedded Video

	Embedded Audio
	Forms: CONSORT Statement
	Forms: Systematic Review Statement
	Supplementary Zip Bundle
	README file
	Graphical Abstract files

To further reduce the risk of reviewers being able to identify authors and also streamline the reviewer interface, the following information has been hidden:

- **Double Anonymous Reviewers** will no longer see responses to:
  - "Is this research supported by funding?"
  - "Do you or any of your co -authors have a conflict of interest to disclose?"
- **Single Anonymous Reviewers** retain access to this information to identify potential conflicts.
- For all peer review model types, all Submission Questions will be hidden from reviewers.

# Document History

Version	Date
1	Jan 2026
1.1	April 2026