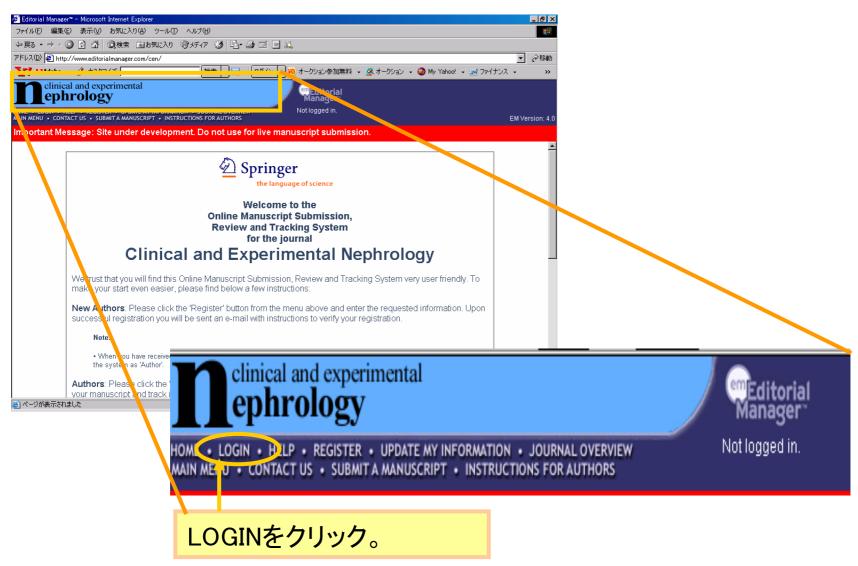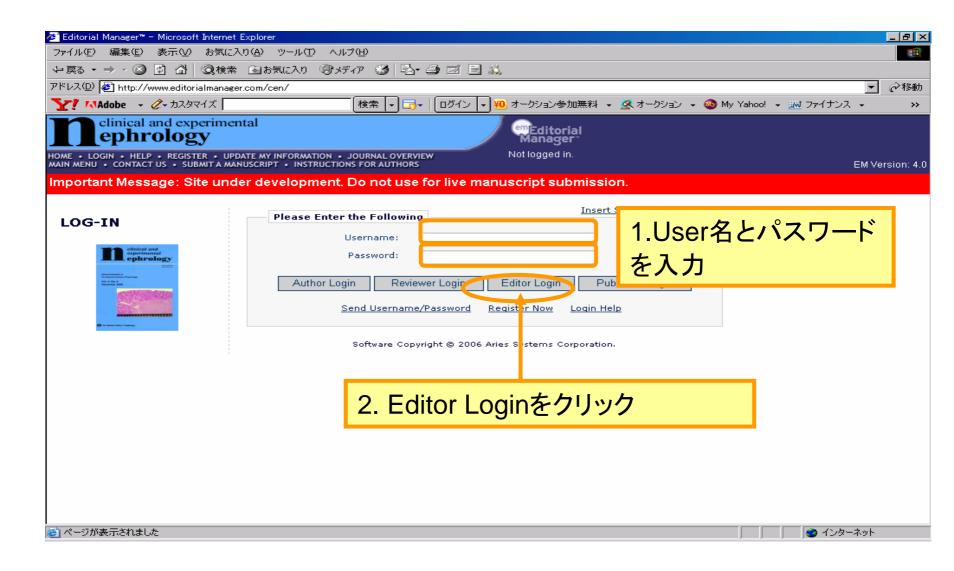# ＜参考：その他の便利な機能＞

- データベースにいないREの登録を事務局へ依頼
- **データベースにいないREの登録を自分で行い招聘**
- 査読段階に関わらず査読結果を出す
- Review依頼を断られた場合に次に指名するRE候補リストの作成

ログイン①
https://www.editorialmanager.com/cen/

LOGINをクリック。

ログイン ②

Main Menu

Associate Editor Main Menu

Submissions With:

0 Reviews Complete	1 Review Complete	2 Reviews Complete	3 Reviews Complete	4+ Reviews Complete
3	1	0	0	0

Search

Search Submissions | Search People

Editor 'To-Do' List

My Pending Assignments (2)

New Assignments (1)

Submissions with Required Reviews Co

Submissions Requiring Additional Reviewers (1)

Submissions with One or More Late Reviews (0)

Reviews in Progress (3)

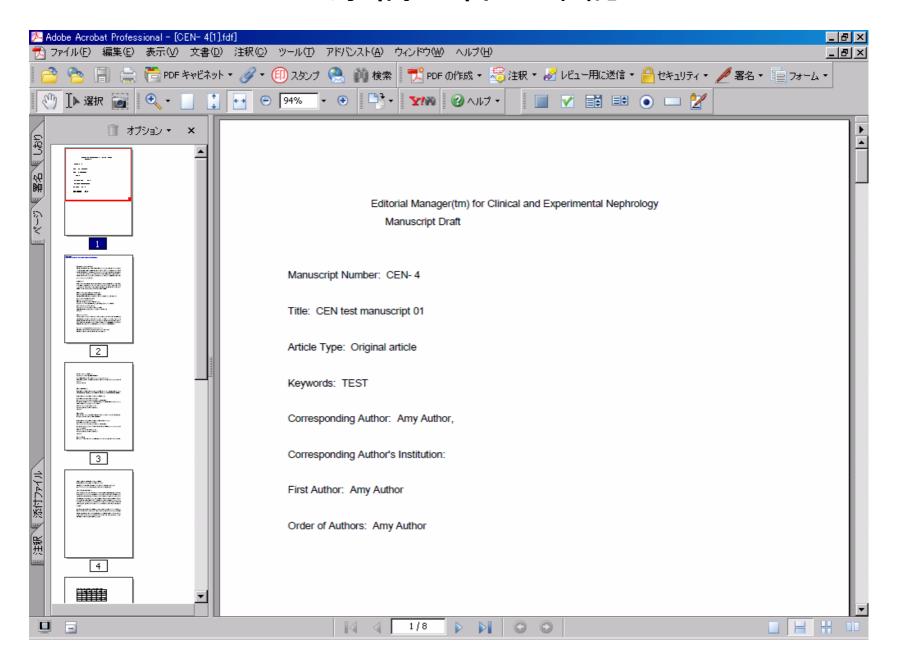Reviewers Invited - No Response (3)

Submissions Under Review (1)

<New Assignment>をクリック。

原稿の確認

担当原稿の一覧が表示されます。
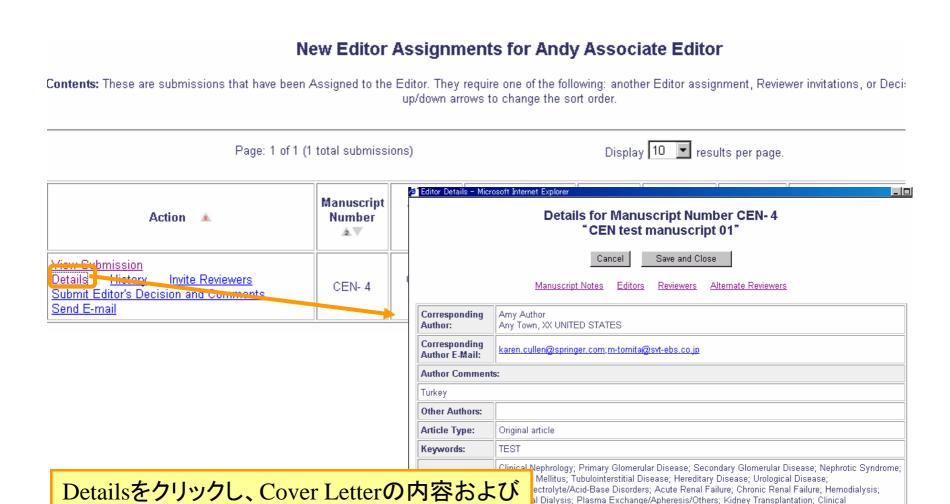
View All Assigned Submissions

Contents: This page lists all submissions that have been assigned to an Editor, for which the Editor's decision has not yet been made. This includes submissions w Reviewers, submissions out for review, submissions requiring a decision, and submissions which have a subordinate Editor's decision but not a decision from the top the decision-making chain.

Page: 1 of 1 (2 total submissions)   Display [10 ▼] results per page.

Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Author Name ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼	Editor with Current Responsibility ▲▼	View Decisi ▲▼
View Submission Details History Undo Editor Assignment Download Files Edit Submission Notify Editor View Reviewer and Editor Comments	CEN- 2R1	Original article	Trial Manuscript	Amy Author	Mar 21, 2006	Apr 18, 2006	Editor Assignment Pending	Edward Editor-in-Chief	Accept with mi with mi revision

<View Submission>をクリック

原稿内容の確認

ファイル(F) 編集(E) 表示(V) 文書(D) 注釈(C) ツール(T) アドバンスト(A) ウィンドウ(W) ヘルプ(H)

Editorial Manager(tm) for Clinical and Experimental Nephrology

Manuscript Draft

Manuscript Number: CEN- 4

Title: CEN test manuscript 01

Article Type: Original article

Keywords: TEST

Corresponding Author: Amy Author,

Corresponding Author's Institution:

First Author: Amy Author

Order of Authors: Amy Author

原稿の詳細、Cover Letterを確認

Detailsをクリックし、Cover Letterの内容および原稿の詳細を確認

REの選択作業

原稿確認後、REの選択作業に移る

New Editor Assignments for Andy Associate Editor

Contents: These are submissions that have been Assigned to the Editor. They require one of the following: another Editor assignment, Reviewer invitations, or Decis up/down arrows to change the sort order.

Page: 1 of 1 (1 total submissions)　　　　　　Display 10 ▼ results per page.

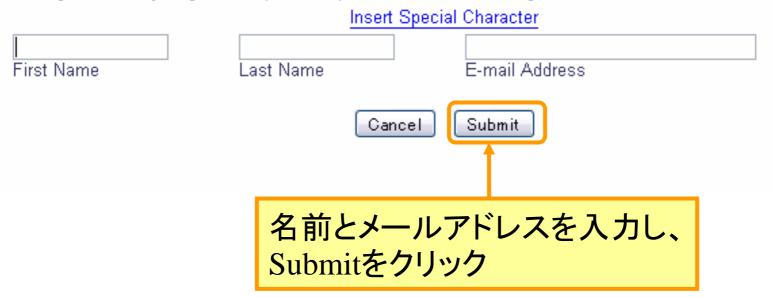| Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Author Name ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼
View Submission Details　History　Invite Reviewers Submit Editor's Decision and Comments Send E-mail	CEN-4	article	manuscript 01	Author	Apr 26, 2006	May 08, 2006	Editor Assignment Pending

<Invite Reviewers>をクリック

データベースにいないREを
自分で登録し招聘する

Invited Reviewers

Search My Journal [Search for Reviewers ▼] from [All Reviewers ▼] [Go]

There are no Reviewers Invited for this submission.

Alternate Reviewers

Select more Alternate Reviewers - [Search for Reviewers ▼] from [All Reviewers ▼] [Go]

There are currently no Alternate Reviewers selected for this submission.

Alternate Reviewers will be un-invited of days

Register and Invite New Reviewerをクリック

Register and Invite New Reviewer

My Suggest Reviewer Preferences   My Reviewer Display Preferences

Return to New Editor Assignments

Return to Main Menu

データベースにいないREの登録①

Proxy Registration

You may register a new user and send that new user a custom Welcome letter, or choose not to send a letter. To begin the Proxy Registration process, please enter the following information:
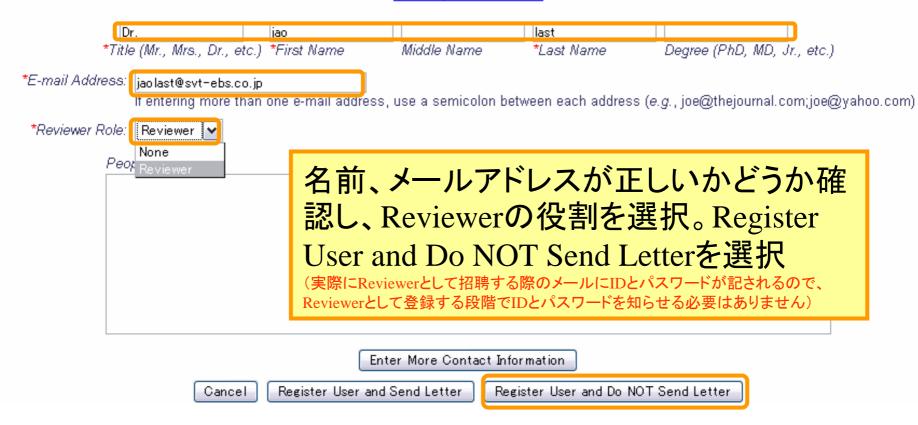
Insert Special Character

First Name　　　　Last Name　　　　E-mail Address

Cancel　Submit

名前とメールアドレスを入力し、
Submitをクリック

データベースにいないREの登録②

Proxy Registration

Please enter key information about the person you are registering.

Insert Special Character

Dr.	jao		last	
*Title (Mr., Mrs., Dr., etc.)	*First Name	Middle Name	*Last Name	Degree (PhD, MD, Jr., etc.)

*E-mail Address: jaolast@svt-ebs.co.jp

If entering more than one e-mail address, use a semicolon between each address (e.g., joe@thejournal.com;joe@yahoo.com)

*Reviewer Role: Reviewer

None
Reviewer

Peop

名前、メールアドレスが正しいかどうか確認し、Reviewerの役割を選択。Register User and Do NOT Send Letterを選択

（実際にReviewerとして招聘する際のメールにIDとパスワードが記されるので、Reviewerとして登録する段階でIDとパスワードを知らせる必要はありません）

Enter More Contact Information

Cancel | Register User and Send Letter | Register User and Do NOT Send Letter

登録したReviewerを実際に
Reviewerとして指名する①

Proxy Registration Complete

You have successfully registered jao last [jaolast@svt-ebs.co.jp].

Invite this person to review Manuscript GCAN1 "test test"

Reviewer Selection Summary

Editor Main Menu

Invite this person to review…をクリック

登録したReviewerを実際に
Reviewerとして指名する②

Select Reviewers - Customize Letters

You have selected the following people to invite to review this submission. Click Customize if you want to personalize a particular letter. Once you have customized a letter, an asterisk is displayed next to the person's name. If you do not explicitly customize the letter for a particular person, the default letter will be sent.

To change the letter sent to an individual Reviewer, click the Letter drop-down box next to that person's name and select a different letter. Note: if you personalize a letter, and then select a new letter, your personalized text will be lost.

If there is a person in the list whom you do *not* want to invite, check the Do Not Invite box next to thtat person's name. When you click Send All Letters, that person will not be invited to review the submission.

Name	Letter		Do Not Invite
Rebecca Reviewer * (Reviewer)	Editor invites Reviewer ▾	Customize	☐

Cancel   Send

Customizeをクリック

査読依頼メール内容の確認

メール画面が立ち上がります

Customize 'Reviewer Invited' Letter
Mayumi Tomita (Reviewer)

The Editors assigned to the current version of the submission are shown below. Check the box under cc: (carbon cop copy an Editor on the letter. Additional recipients can be copied by typing their e-mail addresses into the blank boxes cc:. Multiple e-mail addresses can be included, separated by semicolons (;).

Cancel   Preview Letter   Save

メールの内容を確認し、Saveボタンをクリック。

From:	"JAO Editorial Office"<jao@svt-
To:	**Mayumi Tomita**
Letter Purpose:	Reviewer Invited
Letter Subject:	*** %JOURNALFULLTITLE%: Reviewer Invitation for %ARTICLE_TITLE%
cc:	Editors Assigned to Manuscript
☐	Charles Chief (Chief Managing Editor)
☐	Emily Editor (Managing Editor)
cc:	
Line Wrap:	soft ▾

査読依頼メールの送付

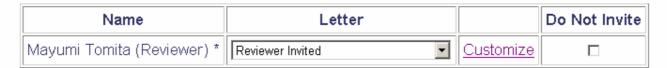
メール画面を閉じて
元の画面に戻ります

ect Reviewers - Customize Letters

to invite to review this submission. Click Customize if you want to personalize a
nized a letter, an asterisk is displayed next to the person's name. If you do not
explicitly customize the letter for a particular person, the default letter will be sent.

To change the letter sent to an individual Reviewer, click the Letter drop-down box next to that person's name and select a
different letter. Note: if you personalize a letter, and then select a new letter, your personalized text will be lost.

If there is a person in the list whom you do *not* want to invite, check the Do Not Invite box next to thtat person's name. When
you click Send All Letters, that person will not be invited to review the submission.

Name	Letter		Do Not Invite
Mayumi Tomita (Reviewer) *	Reviewer Invited	Customize	☐

Cancel　Send

Sendをクリック

REの指名が完了

An e-mail has been sent to the following Reviewers notifying them of the invitation:

Mayumi Tomita

Return to Reviewer Selection Summary

Return to New Editor Assignments

Return to Main Menu

他にもReviewerを指名したい場合は、<Reviewer Selection Summary>をクリックします。