リバイス原稿
AEによるReviewerの指名

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)

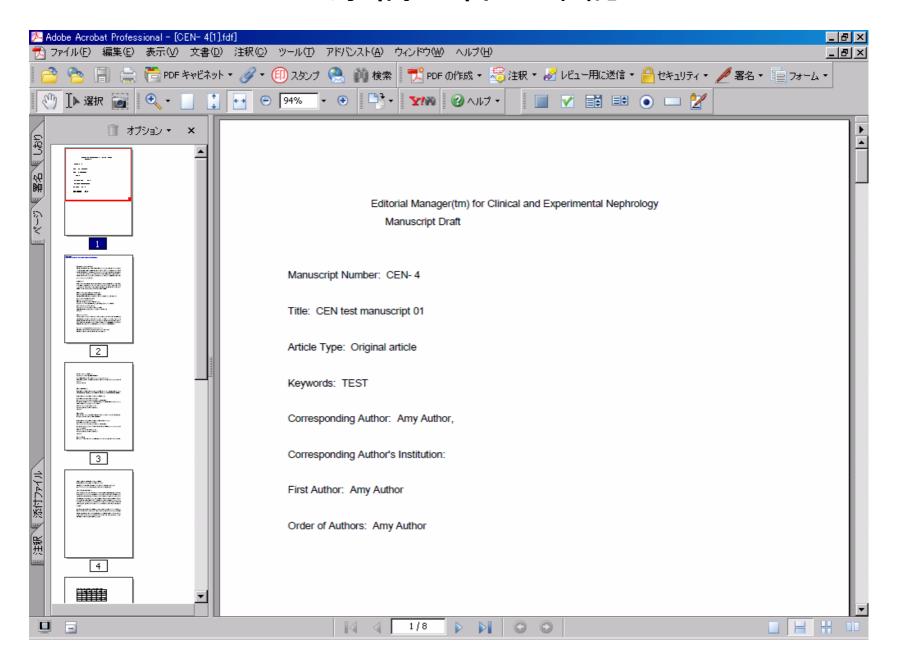Reviewers Invited - No Response (3)

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。
AEに割り振った原稿の中で、REを決めていないものを探します。

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 to 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 Decisio ▲▼
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 revision

<View Submission>をクリック

原稿内容の確認

Adobe Acrobat Professional - [CEN- 4[1].fdf]

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

原稿の詳細を確認

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 Deci~ up/down arrows to change the sort order.

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

Action ▲	Manuscript Number ▲ ▼
View Submission Details History **Invite Reviewers** Submit Editor's Decision and Comments Send E-mail	CEN- 4

Details for Manuscript Number CEN- 4 "CEN test manuscript 01"

Cancel   Save and Close

Manuscript Notes   Editors   Reviewers   Alternate Reviewers

Corresponding Author:	Amy Author Any Town, XX UNITED STATES
Corresponding Author E-Mail:	karen.cullen@springer.com;m-tomita@svt-ebs.co.jp
Author Comments:	
Turkey	
Other Authors:	
Article Type:	Original article
Keywords:	TEST
	Clinical Nephrology; Primary Glomerular Disease; Secondary Glomerular Disease; Nephrotic Syndrome; Mellitus; Tubulointerstitial Disease; Hereditary Disease; Urological Disease; ectrolyte/Acid-Base Disorders; Acute Renal Failure; Chronic Renal Failure; Hemodialysis; al Dialysis; Plasma Exchange/Apheresis/Others; Kidney Transplantation; Clinical blogy; Community Health Care; Others; Renal Hemodynamics/Hypertension; Hypertension: ypertension: Clinical; Renal Hemodynamics; Vasoactive Substance; Others; Bone Metabolism;

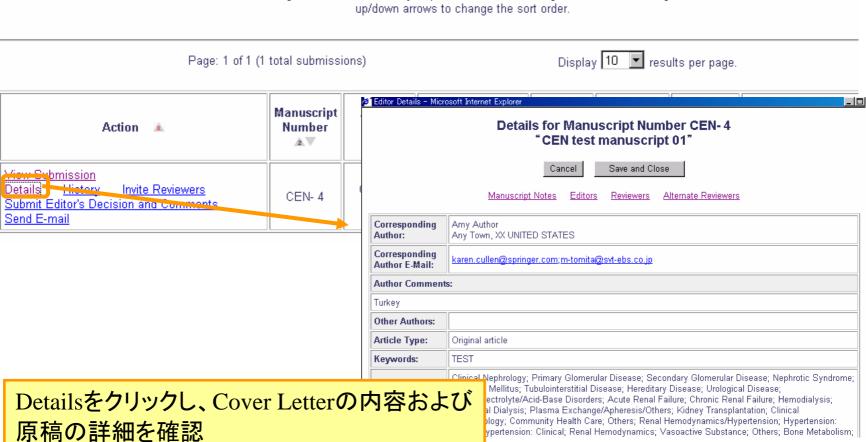Detailsをクリックし、Cover Letterの内容および
原稿の詳細を確認

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 Deci 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

Reviewerの検索1

Reviewer Selection Summary - Submission CEN-D-06-00002R1
"test for case report"

No Reviewers have been invited to review this submission.
Please choose a method for selecting Reviewers from the dropdown menu below, then click the 'Go' button.

Manuscript Details

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as
2 [Change] review(s) have been completed.

Automatically un-invite Reviewers who do not respond within **0** [Change] day(s). Set this number to 0 to
turn off the automatic un-invitation process for this submission.

Invited Reviewers

Search My Journal ┌ Select from Previous Reviewers ▼ ┐ [Go]

Select from Previous Reviewers
Search for Reviewers   d for this submission.
Search by Classification Matches
Search by Personal Classifications
Suggest Reviewers

Alternate Review

Select more Alternate Reviewers - Search for Rev

There are currently no Alternate

Alternate Reviewers will be promoted if: (1) Invited Reviewer declines the review invitation, (2) Reviewer is
un-invited by an Editor prior to a Decision, (3) Reviewer does not respond to the invitation within the number

Select from Previous Reviewersを
選択し、Goをクリック

Reviewerの検索2

Select	Reviewer Name	Board Member	Classifications *		on Statisti

前回査読を担当した Reviewerがリストアップされる。

☑ Randolph Referee (Reviewer) No

(This person reviewed the previous version as Reviewer 2)

14 Class matches with MS
* 100.000 Clinical Nephrology
* 100.101 Primary Glomerular Disea
* 100.102 Secondary Glomerular Dis
* 100.103 Nephrotic Syndrome
* 100.104 Diabetes Mellitus
* 100.105 Tubulointerstitial Disease
* 100.106 Hereditary Disease
* 100.107 Urological Disease
* 100.108 Water/Electrolyte/Acid-Base Disorders
* 100.201 Acute Renal Failure
* 100.202 Chronic Renal Failure
* 100.203 Hemodialysis
* 100.204 Peritoneal Dialysis
* 100.205 Plasma Exchange/Apheresis/Others

Last Review Agreed: Jun 20, 2006 **Terminated:**
Last Review Completed: Jun 20, 2006 **Total Invitations:**
Last Review Declined: -
Avg Days Outstanding: 0
Reviewer Rating: 80

g Invitation

People Notes:

☑ Richard Reviewer (Reviewer) No

(This person reviewed the previous version as Reviewer 1)

14 Class matches with MS
* 100.000 Clinical Nephrology
* 100.101 Primary Glomerular Disease
* 100.102 Secondary Glomerular Disease
* 100.103 Nephrotic Syndrome
* 100.104 Diabetes Mellitus
* 100.105 Tubulointerstitial Disease

Reviews in Progress: 1 **Outstanding Invitation**
Completed Reviews: 21 **Agreed:**
Un-invited After Agreeing: 0 **Declined:**
Terminated After Agreeing: 0 **Un-invited:**
Last Review Agreed: Jun 20, 2006 **Terminated:**
Last Review Completed: Jun 20, 2006 **Total Invitations:**

REの選択

Reviewer Candidates

Check the box for each person you want to invite to review the submission, and then proceed with sending the default letter or a customized letter.

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

Select	Reviewer Name		Board Member	Classifications *	Reviewer Statistics (Agreed Invitations)		Invitation Statisti
☐	Richard Reviewer	(Reviewer)	No		Reviews in Progress:	0	Outstanding Invitations
					Completed Reviews:	5	Agreed:
					Un-invited After Agreeing:	0	Declined:
					Terminated After Agreeing:	0	Un-invited:
					Last Review Agreed:	May 09, 2006	Terminated:
					Last Review Completed:	May 09, 2006	Total Invitations:
					Last Review Declined:	-	
					ng:	0	
						0	

Reviewerを選択。

REの査読状況が表示されます

(* indicates match between Reviewer and Manuscript Classifications)

REの選択

先回のReviewの結果が見たい場合は、REの名前をクリック。

ピックアップしたRE候補に査読依頼メールを出す

The following reviews have been submitted. You may send a copy of the review to the new Reviewer by clicking the checkbox. To see the review, click the Reviewer's name. If you do choose to send a copy of the review to the new Reviewer, you will have an opportunity to edit that review before it is sent.

☐ Richard Reviewer (Previous Revision)

☐ Randolph Referee (Previous Revision)

Override Reviewer Due Date 07/05/2006 (mm/dd/yyyy)

Register and Invite New Reviewer

Request Unregistered Reviewer

Cancel　　Send Custom Letter　　Send Default Letter

リバイス時は、必ず<Send Custom Letter>をクリックしてください。リバイス時のInvitation Letterの内容は一回目の依頼文と異なるためです。

査読依頼メールの内容確認1

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 that person's name. When you click Send All Letters, that person will not be invited to review the submission.

Name	Letter		Do Not Invite
Randolph Referee (Reviewer)	Reviewer Assigned	Customize	☐
Richard Reviewer (Reviewer)	Reviewer Assigned Reviewer Assigned to Revised Manuscript	Customize	☐

Cancel   Send All Letters

Reviewer Assigned to Revised Manuscriptを選択し、Customizeをクリック。

査読依頼メール内容の確認2

Customize 'Reviewer Assigned' Letter
Richard Reviewer (Reviewer)

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

<table>
<tr><td>Cancel</td><td>Preview Letter</td><td>Save</td></tr>
</table>

From:	"Clinical and Experimental Nephrology"<cen@svt-ebs.co.jp>
To:	**Richard Reviewer**
Letter Purpose:	Reviewer Assigned
Letter Subject:	Invitation to Peer Review #%MS_NUMBE
cc:	Editors Assigned to Manuscript
☐	Edward Editor-in-Chief (Editor-in-Chief)
☐	Andy Associate Editor (Associate Editor)
cc:	
Line Wrap:	soft ▼
Letter Body:	Insert Special Character Open in New Window

メールの内容を確認し、Saveボタンをクリック。

査読依頼メールの送付

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 that person's name. When you click Send All Letters, that person will not be invited to review the submission.

Name	Letter		Do Not Invite
Randolph Referee (Reviewer)	Reviewer Assigned ▼	Customize	☐
Richard Reviewer (Reviewer)	Reviewer Assigned Reviewer Assigned to Revised Manuscript	Customize	☐

Cancel   Send All Letters

<Send　All Letters>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:

Richard Reviewer

Return to Reviewer Selection Summary

Return to New Editor Assignments

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

参考

その他のREの検索方法

- Search for Reviewers
- Search by Classification Matches
- Search by Personal Classifications
- Suggest Reviewer
- Select from Previous Reviewers (available for revisions only).

Search for Reviewers Mode

- Last Name
- First Name
- Position
- Department
- Institution
- City
- State
- Country

Search Reviewers - Manuscript Number CEN- 4
"CEN test manuscript 01"

Insert Special Character   Help with Searching

Criterion	Selector	Value	
Last Name ▼	Begins With ▼		END ▼
Last Name ▼	Begins With ▼		END ▼
Last Name ▼	Begins With ▼		

Clear   Search

検索する名前を入力し、Searchをクリックする。

Search by Personal Classifications

Search by Personal Classifications

Below is the complete list of Classification Terms currently assigned to people in this journal. Classification terms that are not assigned will not appear in the list. If you want to search for potential Reviewer candidates associated with particular Classifications, check the appropriate boxes and click 'Submit' to execute the search. A maximum of 5 Classifications may be selected in any given search.

Help with Searching

There are no Classification terms assigned to this submission.

Cancel Search

- ☑ 10.000 First Major Term
- ☑ 10.400 Another Minor Term under First
- ☐ 20.000 Second Major Term
- ☐ 30.000 Third Major Term

Cancel Search

ユーザー情報に付随しているClassificationから、適合したReviewer候補が表示される。

Manuscript Details ▶   Register and Invite New Reviewer

Reviewer Candidates

Below are the candidates matching the Classifications you selected to review this manuscript. Select the ones you want and send them either the default Reviewer assignment letter or a customized letter.

Page: 1 of 1 (3 total Reviewers)   Display 10 results per page.

70.000 Analgesics

Select	Reviewer Name	Board Member	Classifications*	Reviewer Statistics		Average Ratings
☐	Rhonda Reviewer (Reviewer)	No	2 Class matches with MS *70.000 Analgesics *70.100 Aspirin	Pending: Last Review Agreed: Last Review Completed: Avg Days Outstanding: Total Invitations: Agreed / Declined / Ignored: Terminated Reviews:	0 Dec 5 2003 8:51:01 Dec 5 2003 8:52:11 0 10 4 / 0 / 6 2	Reviewer: 0
	People Notes:					
☐	Ron The Reviewer (Reviewer)	No	1 Class match with MS *70.000 Analgesics	Pending: Last Review Agreed: Last Review Completed: Avg Days Outstanding:	1 Dec 29 2003 11:31:22 Dec 5 2003 8:46:04 7	Reviewer: 82.2
☐	Rose The Reviewer, PhD, MD (Reviewer)	No	1 Class match with MS *70.000 Analgesics	Pending: Last Review Agreed: Last Review Completed: Avg Days Outstanding: Total Invitations: Agreed / Declined / Ignored: Terminated Reviews:	0 Dec 5 2003 1:04:12 Dec 5 2003 1:04:34 6 31 20 / 3 / 8 3	Reviewer: 78.4
	People Notes:					

(* indicates match between Reviewer and Manuscript Classifications)

Page: 1 of 1 (3 total Reviewers)   Display 10 results per page.

Override Number of Days to Review 7

Register and Invite New Reviewer

Request Unregistered Reviewer

Cancel Send Custom Letter Send Default Letter