

Finding Reviewers

At Wiley we offer our journals access to reviewer finder tools. But here are a few additional strategies for finding reviewers – and some things to consider when you invite them...



Your Editorial Board

How to	Benefits	Things to consider
<ul style="list-style-type: none"> ✓ Many EEO systems allow you to designate editorial board members within the system. This allows for board members to be identified in reviewer searches. ✓ Some journals ask authors to suggest board members who could review. 	<ul style="list-style-type: none"> ✓ Makes your board an active part of the journal. ✓ Allows you to plan ahead by signing up board members to review a set number of articles per year. 	<ul style="list-style-type: none"> ✓ Some journals view the editorial board title as purely honorific. ✓ It's important to communicate what's expected of new board members.

Recommended Reviewers

Check [Wiley's Publication Ethics](#) guidelines for further guidance on recommended reviewers

How to	Benefits	Things to consider
<ul style="list-style-type: none"> ✓ Ask authors to list potential reviewers on submission. ✓ If you use ScholarOne or Editorial Manager, you can implement these recommendations there. 	<ul style="list-style-type: none"> ✓ Reviewers from different locations and specialties may be suggested. ✓ Authors may suggest scholars whose work has been influential on their thinking. 	<ul style="list-style-type: none"> ✓ Authors may recommend favourable reviewers – don't rely solely on their recommendation. ✓ There have been cases of fake reviewers being created by unscrupulous authors or agents. Be wary of generic email addresses (e.g. Gmail, yahoo, etc.) Make sure you check!

Your Database of previous reviewers

How to	Benefits	Things to consider
<ul style="list-style-type: none"> ✓ Work towards maintaining a fully accurate database. ✓ Some journals ask authors and reviewers to update their account, including contact information and keywords, when they log in. 	<ul style="list-style-type: none"> ✓ An up-to-date database allows you to find and track reviewers easily. 	<ul style="list-style-type: none"> ✓ Regular merging of duplicate accounts also helps to prevent editors inviting reviewers from out of date accounts.

Keywords

How to	Benefits	Things to consider
<ul style="list-style-type: none"> ✓ Keywords capture the themes of a manuscript or the areas of a reviewer's expertise. ✓ You can identify reviewers by matching manuscript keywords with reviewer keywords. 	<ul style="list-style-type: none"> ✓ Keywords are increasingly important as taxonomy for search engines and article linking, so most researchers are used to them. ✓ Allows for easy matching of manuscript to reviewers area of expertise. 	<ul style="list-style-type: none"> ✓ We recommend you develop a standard list of carefully selected keywords appropriate to the journal. ✓ Free text entry makes keyword matching difficult, so should be restricted. ✓ Some users may select a large number of keywords/ classifications in the hope of being invited to review lots of papers.

Other options

Ask reviewers who decline to suggest alternate reviewers.

Cited authors are likely to be suitable reviewers, particularly if their papers are broad review papers.

Faculty pages of key institutions.

What not to do

Ignore data protection legislation: unless information is given by the user or comes from a source in the public domain, don't use it to gather contact details.

Don't search and/or copy reviewer lists from other journals without permission.

Avoid using other marketing or subscription databases, - this will make you highly unpopular with the academics involved.