MANAGING YOUR EDITORIAL OFFICE

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

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<th>How to</th>
<th>Benefits</th>
<th>Things to consider</th>
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<td>✓ 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.</td>
<td>✓ 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.</td>
<td>✓ Some journals view the editorial board title as purely honorific. ✓ It's important to communicate what's expected of new board members.</td>
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Recommended Reviewers

Check Wiley's Publication Ethics guidelines for further guidance on recommended reviewers

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<td>✓ Ask authors to list potential reviewers on submission. ✓ If you use ScholarOne or Editorial Manager, you can implement these recommendations there.</td>
<td>✓ Reviewers from different locations and specialties may be suggested. ✓ Authors may suggest scholars whose work has been influential on their thinking.</td>
<td>✓ 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!</td>
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Want more information? Go to www.wiley.com/editors
Your Database of previous reviewers

**How to**
- 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.

**Benefits**
- An up-to-date database allows you to find and track reviewers easily.

**Things to consider**
- Regular merging of duplicate accounts also helps to prevent editors inviting reviewers from out of date accounts.

**Keywords**

**How to**
- 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.

**Benefits**
- 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.

**Things to consider**
- 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.

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