

## Reviewers Functionality Check List

Do you have a requirement that you do not see on this list?

Do you have questions?

Send email to: [marketing@edmgr.com](mailto:marketing@edmgr.com)

Users can register themselves on the system and indicate their willingness to be Reviewers or can be registered by an Editor.	YES	
Reviewers can be categorized by journal-defined keywords (areas of expertise).	YES	
Editorial office can invite Reviewers to review a manuscript by email (See Editor Check List for more details).	YES	
The amount of information displayed to the Reviewer (e.g.abstract) before accepting the invitation is controlled by the journal office.	YES	
Reviewers can accept or decline a Reviewer invitation.	YES	
The system can be set up as "single-blind" or "double-blind".	YES	
Reviewers can submit their review online.	YES	
Reviewers can "save" their review for later submission.	YES	
Reviewers can select from a journal-defined list of recommendation terms.	YES	
Reviewers can rate the manuscript.	YES	
Reviewers can be presented with a journal-defined reviewer form.	YES	
Reviewers can proof and print their entire review before submission to the journal office.	YES	
Reviewers can view their previously completed assignments.	YES	
Reviewer does not have to download multiple PDFs for each item comprising a submission. In other words, the Reviewer has the convenience of downloading a single PDF.	YES	
Reviewer PDF has download links to high-resolution versions of images displayed in the PDF.	YES	
Reviewer can be prevented by the journal office from seeing some parts of Author submission PDF.	YES	
Reviewer PDF can include download links for supplementary materials such as video and audio files	YES	
When reviewing a revised manuscript, Reviewers can be given access to other Reviewers' comments (if the journal office considers this appropriate).	YES	
When reviewing a revised manuscript, Reviewers can be given access to the Editor's decision letter (if the journal office considers this appropriate).	YES	
When reviewing a revised manuscript, Reviewers have access to the prior revisions of the Author's manuscript.	YES	
Reviewers can be sent a journal-configured "thank-you" letter when they submit their recommendation.	YES	
Reviewers can be prompted to suggest alternate candidate Reviewers if they decline an assignment.	YES	
Journal offices can define multiple Reviewer roles. (e.g.Regular Reviewers and Biostatistical Reviewers) with different workflow parameters.	YES	
Editors can be granted access to detailed Reviewer statistics when selecting Reviewers.	YES	
Editors can send a request to the journal office to assign an unregistered reviewer or can directly register and invite a new Reviewer.	YES	

Reviewers can be granted the ability to automatically match the Author's manuscript title to similar titles in the MEDLINE database.	YES	
Due dates and deadlines are visible to Reviewers on screen and in email communications.	YES	
Reviewer reminder letters can be sent to Reviewers before a review is due and/or when a review is late. All Reviewer letters can be customized "on-the-fly" by the journal office.	YES	
A Reviewer's performance statistics are displayed to The Reviewer for each submission he or she reviewed, allowing the Reviewer to see how they performed over time.	YES	
Reviewers can indicate dates when they are not available.	YES	
Reviewers can complete a journal-defined Reviewer Form with "radio button" questions.	YES	
Reviewers can see instructions based on article type and Reviewer role.	YES	
Reviewers can upload attachments with their recommendations.	YES	
Reviewers can respond to reviewer assignments by clicking on secure links embedded in emails sent to them by the journal.	YES	
<b>For more Reviewer Functionality see: "EditorFunctionality Check List", and "Journal OfficeFunctionality Check List".</b>		