



Overview of the best ways to maintain and retain reviewers when using submissions systems

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- Offer reviewers clear instructions and guidelines:

The screenshot displays the 'AUTHORSERVICES' website. The main header includes the site name and the tagline 'Supporting Taylor & Francis authors'. A navigation bar at the top lists 'Choosing a journal', 'Writing your paper', and 'Making your submission'. The breadcrumb trail indicates the user is in 'Understanding peer review > You are here'. The main content area is titled 'Ethical guidelines for peer reviewers' and contains a list of five guidelines for reviewers.

AUTHORSERVICES

Supporting Taylor & Francis authors

Choosing a journal Writing your paper Making your submission

Understanding peer review > You are here

Understanding different type

Peer review can take many forms. The most common types are:

- Single-blind:** the reviewers know that you are the author, but they do not know who the reviewers are.
- Double-blind:** the reviewers don't know that you are the author, and you don't know who the reviewers are either.
- Open review:** you know the names of the reviewers, and the reviewers know your name. The review may include publishing the reviews alongside the article.
- Post-publication review:** after your article is published, reviewers can provide comments on the article.

Every Taylor & Francis journal publishes a statement describing the journal's peer review process, which is used by the journal within the [Aims & Scope section](#) or the [Journal Information](#) section.

Ethical guidelines for peer reviewers

We ask all peer reviewers to make every reasonable effort to adhere to the following ethical guidelines for Taylor & Francis journal articles they have agreed to review:

1. Reviewers must give unbiased consideration to each manuscript submitted for consideration for publication, and should judge each on its merits, without regard to race, religion, nationality, sex, gender, seniority, or institutional affiliation of the author(s).
2. Reviewers should declare any potential conflict of interest prior to agreeing to review a manuscript, including any relationship with the author that may potentially bias their review.
3. Reviewers must keep the peer-review process confidential; information or correspondence about a manuscript should not be shared with anyone outside the peer-review process.
4. Reviewers should provide a constructive, comprehensive, evidenced, and appropriately substantial peer-review report.
5. Reviewers must avoid making statements in their report which might be construed as impugning any person's reputation.





- Provide realistic timeframes



@@date to be populated upon sending@@

Dear Dr Gareth Meager:

The above manuscript, entitled "(Document not available)" has been submitted to Higher Education Pedagogies.

I would be grateful if you would kindly agree to act as a reviewer for this paper. The abstract appears at the end of this letter.

Please let me know as soon as possible if you will be able to accept my invitation to review. To do this please either click the appropriate link below to automatically register your reply with our online manuscript submission and review system, or e-mail me with your reply. [To facilitate timely peer review, we ask that all reviews are completed within 3 weeks.](#)

Should you accept my invitation to review this manuscript, you will be sent an email with a direct link to the scoresheet, which will be made available to you. You will then have access to the manuscript and reviewer instructions in your Reviewer Centre.





- Send a thank you letter

Letter Body: Insert Custom Merge Field | Insert System

%TODAYS_DATE%

Ref.: Ms. No. %MS_NUMBER%
%ARTICLE_TITLE%
%JOURNALFULLTITLE%

Dear %TITLE% %LAST_NAME%,

Thank You for your review of this manuscript.

You can access your review comments and the decision letter (when available) by logging onto the Editorial Manager site at:

%JOURNAL_URL%
username: %USERNAME%
password: %PASSWORD%

As a thank you please find a link to a voucher for a 30% discount on Taylor & Francis books:

www.tandf.co.uk/journals/pdf/books_discount_postcard.pdf





- Prompt reviewers to update their details/keywords

Auto-Suggest

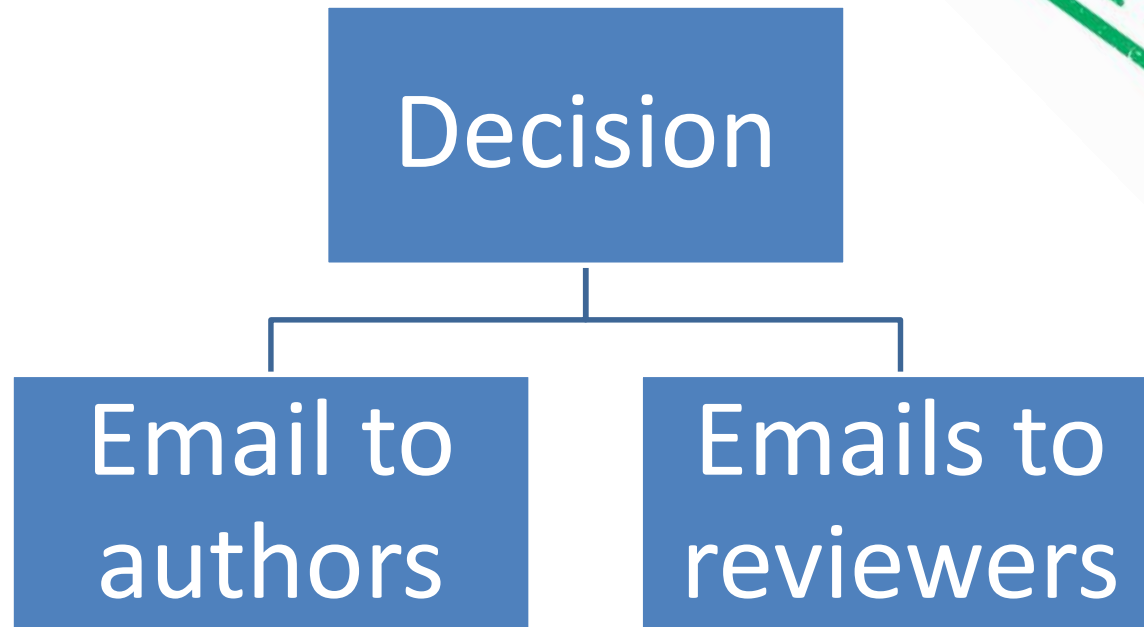
This feature searches for Reviewers with the selected manuscript keywords.

Green Capital,	OR
partnership	OR
change agents	OR
student engagement,	OR
Select a Keyword....	





- Send reviewers information on the decision reached





- Automatic reminders

Reminder Name	Reminder Type	Number of Days
A Response To Your Invitation is Required	No Response. Send Reminder.	7
Your Review is 7 Days Overdue	Reminder Past Due Date	7
Your Review is Due in 7 Days	Reminder Before Due Date	7



Reviewers Score - add template					
SW - Reviewer Scores are due in 1 week	<input type="checkbox"/>	<input checked="" type="checkbox"/>	--- ▼ or -7		
SW - Reviewer Scores are 1 week late	<input type="checkbox"/>	<input checked="" type="checkbox"/>	--- ▼ or 7		
SW - Reviewer Scores no longer needed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Abandoned ▼ or		
SW - Reviewer Scores now due	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Overdue ▼ or		
SW - Thank you for submitting your review	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed ▼ or		

