Reviewer Database

• Provide reviewers with the ability to accept, decline, or recommend review invitations.

• Includes invitation email reminders to reviewer and organizer.

• Send automated reminders to reviewers who have not completed their reviews about upcoming deadline.

• Add comment box for reviewers to send optional confidential comments to organizers.

• Prevent reviewers from being assigned to a review if they are from the same company as one of the authors.

• Matches reviewers to papers by keyword selection
During the draft paper submission process the author will now be asked to select a list of keywords.

These keywords will help organizers select a reviewer from the Reviewer Database.

Additional keywords can be added upon request from the TPC by contacting ASME staff.
Reviewer Database – Assigning Reviewers

Organizers can assign reviewers by:

- Scrolling though the Reviewer pull-down menu
- Searching for a reviewer by clicking on the “Search Reviewers” link
- Adding a reviewer to the database by clicking on the “Create Reviewer” link
Reviewer Database – Adding Reviewers to the Database

Enter the reviewer’s email address and click on the Verify User link.

If the user is already in the website or has an ASME single sign-on ID the form will pre-populate.

If the form does not pre-populate or if there is missing information fill in the required fields.
Reviewer Database – Finding Reviewers

Check-box Selection

Reviewers that match the paper’s keywords will appear on the Assign Reviewer screen.

Click on the Reviewer’s name to view how many papers they have been assigned.

Check the box next to the reviewer’s name to invite them to review the paper.

The date the reviewer is asked to respond by is set to five days by default. Organizers can change this date by typing the new date in the field.
Reviewer Database – Finding Reviewers

Pull-Down Menu Selection

Reviewers that match the keyword selection will appear in the pull-down menu.

Select the reviewer’s name from this list.

The respond by date is set at five days by default and can be changed by the organizer by typing in the field.
Reviewer Database – Review Invitations

When the review invitation has been sent an on-screen confirmation will appear.

The reviewer will also be listed under the assigned reviewers.

The invitation response status will also appear on this screen.
Reviewer Database – Review Invitations

Reviewers will receive an email with a link to respond to the invitation.

Reviewers can accept, decline, or state they are not available.

Organizers are copied on these email messages.
Reviewer Database – Review Invitations

When a reviewer accepts the invitation this will be noted on the Paper Detail screen.

Papers will not be listed as “Under Review” unless the minimum number of reviewers have been assigned.