

ReviewerOne Requirements

Table of content

1) Introduction

2) Detailed flowchart

3) Finding Reviewers: Initial Submission

Step #1: Inviting reviewers for submission

Step #2: Select a Reviewer Candidate

Via Journal

Via ReviewerOne

Step #3: Invite the selected reviewers

Step #4: Reviewer Invitation Acceptance/Decline Decision

Step #5: Awaiting Reviewer Reports

Step #6: Register a Completed Peer Review

Step #7: Register an Editorial Decision

4) Finding Reviewers: Revised Submission

Step #1: Inviting reviewers for Existing Submission

Step #2: Continue with Existing reviewer, if available

Step #3: Retrieve additional Reviewer Candidates from the journal/ ReviewerOne (if needed)

Via Journal

Via ReviewerOne

Step #4: Invite the selected reviewers

Step #5: Reviewer Invitation Acceptance/Decline Decision

Step #6: Register a Completed Peer Review

Step #7: Register an Editorial Decision

5) Peer Reviewer

Step #1: Registration or Bulk Registration

Step #2: Login

Step #3: My Profile (By Default)

Sub step #3.1: Basic Details

Sub step #3.2: Institutional Details

Sub step #3.3: Research Background

Sub step #3.4: Peer Review Validation

Step #4: My Dashboard

Sub step #4.1: Task Overview

Sub step #4.2: Upcoming Deadlines

Sub step #4.3: Recent Activity

Sub step #4.4: Callender

Step #5: My Assignments

Sub step #5.1: Invitation

Sub step #5.2: Suggest a colleague (Optional)

Sub step #5.3: In Review

Sub step #5.4: Reviewed

Sub step #5.5: Miscellaneous

Step #6: Reviewing

Step #7: LMS

Step #8: Rewards and Recognition

Step #9: Invite and Refer

Step #10: History

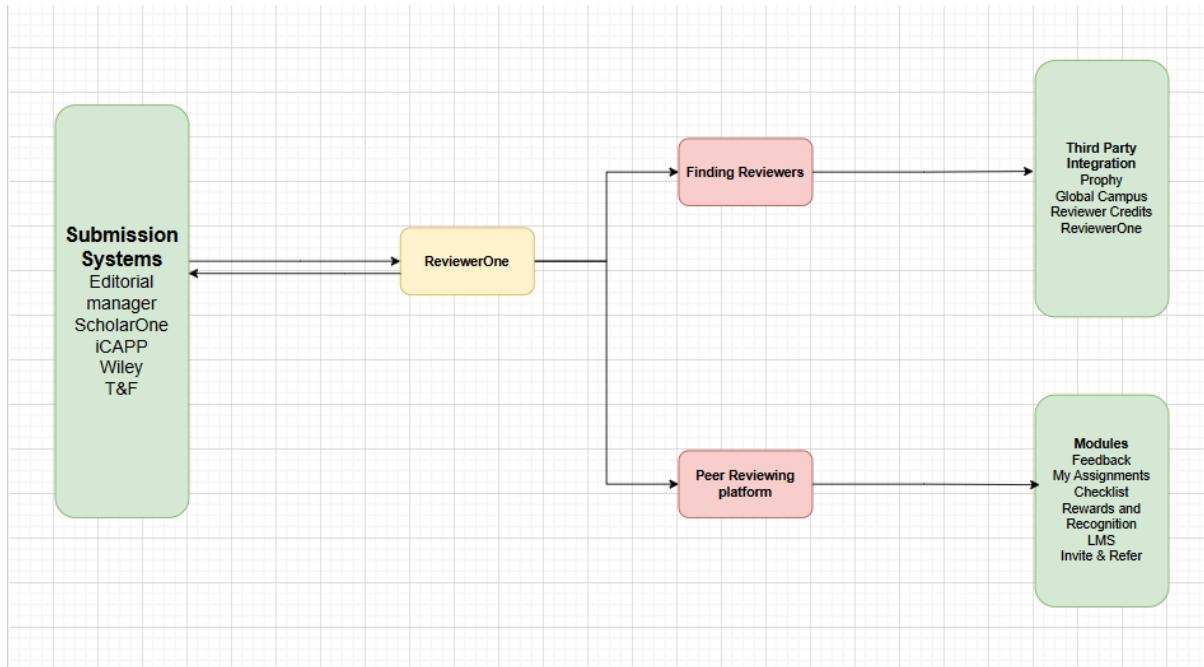
Step #11: Help and Support

Step #12: Profile completeness

Step #13: Callender

Step #14: Notifications

Introduction

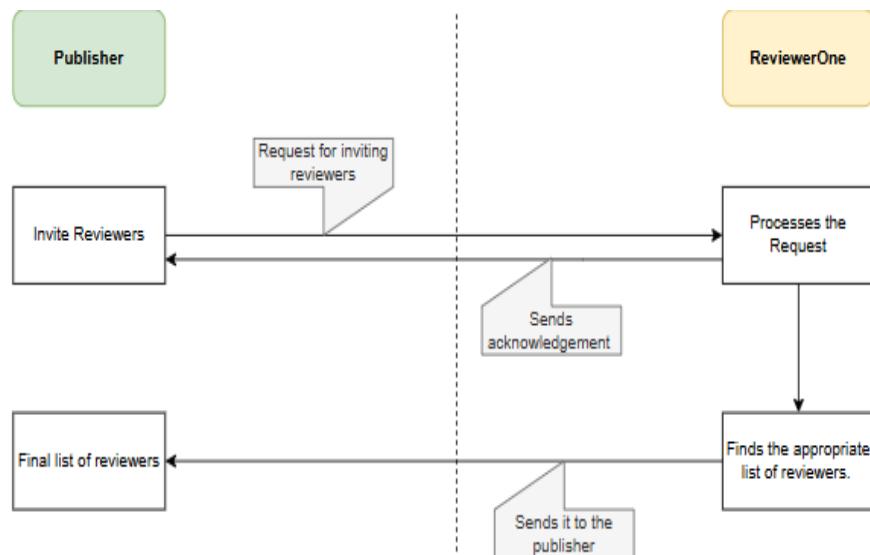


Submission systems such as Editorial Manager, ScholarOne, iCAPP, Wiley, and Taylor & Francis will interface with the ReviewerOne platform. ReviewerOne offers two core services: **Reviewer Discovery and Peer Review Management.**

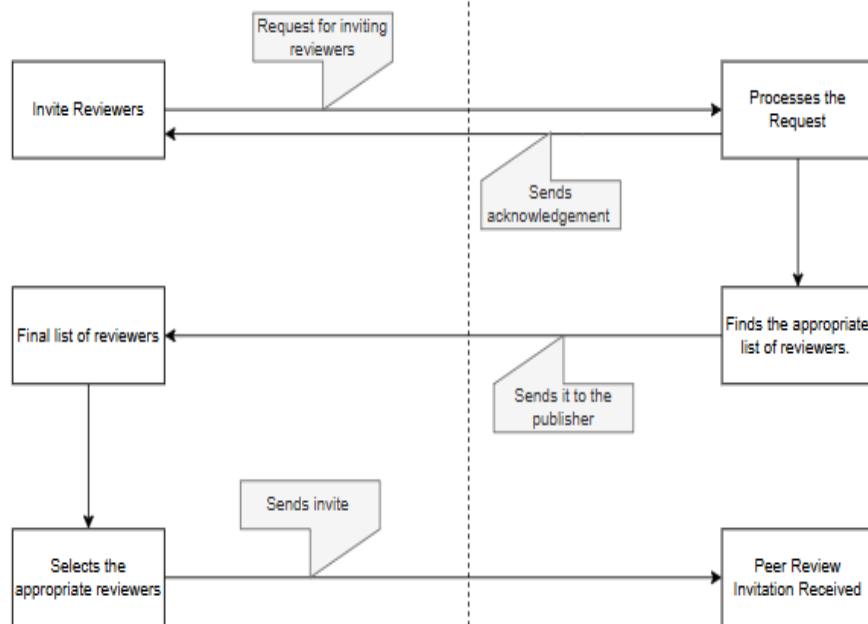
If the publisher opts to use ReviewerOne for identifying reviewers, they must pass specific manuscript details to our system. Based on this input, ReviewerOne will connect with third-party tools such as Prophy, Global Campus, Reviewer Credits, and its internal reviewer database to retrieve a suitable list of reviewers. This list is then returned to the publisher.

If the publisher selects a reviewer—either from our suggested list or based on other recommendations—they can initiate the Peer Review process through ReviewerOne. The selected reviewer will then conduct the review within the platform. Once completed, the review reports are transmitted back to the publisher.

Flowchart



If the publisher is not satisfied with the suggested list of reviewers, they may repeat the process multiple times until they are satisfied with the selection.



Finding Reviewers: Initial Submission

Step #1: Inviting reviewers for new submission

Required Role: Journal

Input

Sr no	Parameters	Required	Description
1.	Manuscript ID	Yes	Unique submission ID
2.	Article type	Yes	Type of article (e.g., Research, Review)
3.	Manuscript title	Yes	Title of the submission
4.	Authors	Yes	Names of all authors
5.	Author's Affiliation	Yes	Author's institute/organization
6.	Submission Date	Yes	Date of Manuscript Submission
7.	Journal name	Yes	Title of the journal.
8.	Status Date	Yes	Date of latest status update
9.	Review required	Yes	Number of reviews needed
10.	Abstract	Yes	Article summary
11.	Manuscript Files	Yes	All the uploaded files (manuscript, figures, etc.)
12.	Keywords	Yes	Related keywords
13.	Review type	Yes	Peer review privacy type (Open, single, double or triple blind))
14.	Subject Area	Yes	Area or discipline the manuscript belongs to
15.	Editor name	Yes	Handling editor name
16.	Version	Yes	Initial Submission/ Revised Submission rounds

Step #2: Select a Reviewer Candidate

Required Role: Journal/ReviewerOne

This can be done via Journal or via ReviewerOne. The below table is the output list via ReviewerOne.

#ReviewerOne Output Fields#

Sr no	Parameters	Required	Description
1.	Reviewers found	Yes	Number of reviewers found
2.	Reviewer Name	Yes	Full name of the reviewer
3.	Gender	Yes	Gender of the reviewer
4.	Reviewer Affiliation	Yes	Organization or institution affiliation
5.	Reviewer Topics	Yes	Reviewer's area of expertise/topics
6.	Most similar articles	Yes	Papers similar to manuscript authored
7.	Co-author list	Yes	People co-authored with the reviewer
8.	Conflicts of interests	Yes	Declared conflicts of interest like common institution, common articles, referenced articles, past co-authors
9.	Reviewer's country	Yes	Country of the reviewer
10.	Callender Availability	Yes	Reviewer's availability on calendar
11.	Reviewer email address	Yes	Official reviewer email address
12.	Reviewer ORCiD	Yes	ORCID iD for reviewer identity
13.	Yearly reviewer activity	Yes	Number of reviews completed yearly (e.g. last 10, 5, customizable years)

14.	h-index	Yes	H-index of reviewer from citation databases
15.	i10 index	Yes	i10-index count (publications \geq 10 citations)
16.	Citations	Yes	Citation counts of reviewer's work
17.	R-score	Yes	Reviewer score assigned to reviewer
18.	Assignments- Last 12 months	Yes	Assigned reviews over the past 12 months
19.	Declined- Last 12 months	Yes	Declined assignments in last 12 months
20.	Last Review (Days Ago)	Yes	Days since last review was completed
21.	Current Assignments	Yes	Number of ongoing assignments
22.	Reviews in progress	Yes	Reviews started but not yet submitted
23.	Complete Reviews	Yes	Successfully completed reviews
24.	Terminated after agreeing	Yes	Reviews canceled after initial agreement
25.	Last review agreed	Yes	Date when reviewer agreed to last review
26.	Last review completed	Yes	Date of most recent completed review
27.	Average TAT	Yes	Average turnaround time for reviews
28.	Average Review Rating	Yes	Average rating received from editors
29.	Date Last invited	Yes	Date of last review invitation
30.	Outstanding invitations	Yes	Pending invitations not responded to
31.	Reviewed	Yes	Total number of reviews submitted
32.	Agreed	Yes	Total number of accepted invitations
33.	Declined	Yes	Total number of declined invitations
34.	Un-invited before agreeing	Yes	Uninvited before accepting review task
35.	Terminated	Yes	Fully withdrawn reviews after initial invitation

Step #3: Invite the selected reviewers

Required Role: Journal

Input

Sr no	Parameters	Required	Description
1.	Reviewer Name	Yes	Full name of the reviewer
2.	Reviewer ID	Yes	Unique ID assigned to reviewer
3.	Invited Date	Yes	Date when the reviewer was invited
4.	Invitation Due date	Yes	Deadline by which the reviewer should respond to the invitation
5.	Reviewer email address	Yes	Official reviewer email address
6.	Reviewer ORCID	Yes	ORCID iD for reviewer identity
7.	Manuscript ID	Yes	Unique submission ID
8.	Article type	Yes	Type of article (e.g., Research, Review)
9.	Manuscript title	Yes	Title of the submission
10.	Authors	Yes	Names of all authors
11.	Author's Affiliation	Yes	Author's institute/organization

12.	Submission Date	Yes	Date of Manuscript Submission
13.	Journal name	Yes	Title of the journal.
14.	Status Date	Yes	Date of latest status update
15.	Abstract	Yes	Article summary
16.	Manuscript Files	Yes	All the uploaded files (manuscript, figures, etc.)
17.	Keywords	Yes	Related keywords
18.	Review type	Yes	Peer review privacy type (Open, single, double or triple blind))
19.	Subject Area	Yes	Area or discipline the manuscript belongs to
20.	Editor name	Yes	Handling editor name
21.	Version	Yes	Initial Submission/ Revised Submission rounds

Step #4: Reviewer Invitation Acceptance/Decline Decision

Required Role: ReviewerOne

Output

Sr no	Parameters	Required	Description
1.	Invitation status	Yes	Current status: Accepted, Pending, or Declined
2.	Reminders sent	Yes	Number of reminder emails sent to the reviewer

Step #5: Awaiting Reviewer Reports

Required Role: ReviewerOne

Output

Sr no	Parameters	Required	Description
1.	Due date	Yes	Final date by which the reviewer must complete and submit the review after accepting the invite
2.	Extended Due Date	Yes	Revised deadline granted to the reviewer for completing the review
3.	Reminders sent	Yes	Number of reminder emails sent to the reviewer
4.	Reviewing Status	Yes	Current stage of the review process “Under Review”.
5.	Reviewer Activity	Yes	Reviewer Progress

Step #6: Register a Completed Peer Review

Required Role: ReviewerOne

Output

Sr no	Parameters	Required	Description
1.	Review Submitted date	Yes	The date on which the reviewer officially submitted report.
2.	Completed Status	Yes	Indicates that the reviewer has finished the review process and submitted their final report
3.	Reviewer Report	Yes	The detailed feedback, comments, and recommendations provided by the reviewer after evaluating the manuscript.

Step #7: Register an Editorial Decision

Required Role: Journal

Input

Sr no	Parameters	Required	Description
1.	Editor's Decision on Reviewer	Yes	Whether the review was later rejected /approved by the editor.
2.	Editor's decision on Manuscript	Yes	Final Decision: Accepted, Rejected, Revision, more reports needed.
3.	Status	Yes	With Editor

Finding reviewers: Revised Submission

Step #1: Inviting reviewers for Existing Submission

Required Role: Journal

Input

Sr no	Parameters	Required	Description
1.	Manuscript ID (Round number)	Yes	Unique submission ID along with the round number
2.	Article type	Yes	Type of article (e.g., Research, Review)
3.	Manuscript title	Yes	Title of the submission
4.	Authors	Yes	Names of all authors
5.	Author's Affiliation	Yes	Author's institute/organization
6.	Submission Date	Yes	Date of Manuscript Submission
7.	Journal name	Yes	Title of the journal.
8.	Status Date	Yes	Date of latest status update
9.	Review required	Yes	Number of reviews needed
10.	Abstract	Yes	Article summary
11.	Manuscript Files	Yes	All the uploaded files (manuscript, figures, etc.)
12.	Keywords	Yes	Related keywords
13.	Review type	Yes	Peer review privacy type (Open, single, double or triple blind))
14.	Subject Area	Yes	Area or discipline the manuscript belongs to
15.	Editor name	Yes	Handling editor name
16.	Version	Yes	Initial Submission/ Revised Submission rounds

Step #2: Continue with Existing reviewer, if available

Required Role: Journal

#Input

Sr no	Parameters	Required	Description
1.	Reviewer Name	Yes	Full name of the reviewer
2.	Reviewer ID	Yes	Unique ID assigned to reviewer
3.	Invited Date	Yes	Date when the reviewer was invited
4.	Invitation Due date	Yes	Deadline by which the reviewer should respond to the invitation
5.	Callender Availability	Yes	Reviewer's availability on calendar
6.	Reviewer email address	Yes	Official reviewer email address
7.	Reviewer ORCiD	Yes	ORCID iD for reviewer identity

Step #3: Retrieve additional Reviewer Candidates from the journal/ ReviewerOne (if needed)

This can be done via Journal or via ReviewerOne. The below table is the output list via ReviewerOne.

#ReviewerOne Output Fields#

Sr no	Parameters	Required	Description
1.	Reviewers found	Yes	Number of reviewers found
2.	Reviewer Name	Yes	Full name of the reviewer
3.	Gender	Yes	Gender of the reviewer
4.	Reviewer Affiliation	Yes	Organization or institution affiliation
5.	Reviewer Topics	Yes	Reviewer's area of expertise/topics
6.	Most similar articles	Yes	Papers similar to manuscript authored
7.	Co-author list	Yes	People co-authored with the reviewer
8.	Conflicts of interests	Yes	Declared conflicts of interest like common institution, common articles, referenced articles, past co-authors
9.	Reviewer's country	Yes	Country of the reviewer
10.	Callender Availability	Yes	Reviewer's availability on calendar
11.	Reviewer email address	Yes	Official reviewer email address
12.	Reviewer ORCiD	Yes	ORCID iD for reviewer identity
13.	Yearly reviewer activity	Yes	Number of reviews completed yearly (e.g. last 10, 5, customizable years)
14.	h-index	Yes	H-index of reviewer from citation databases
15.	i10 index	Yes	i10-index count (publications \geq 10 citations)
16.	Citations	Yes	Citation counts of reviewer's work
17.	R-score	Yes	Reviewer score assigned to reviewer
18.	Assignments- Last 12 months	Yes	Assigned reviews over the past 12 months
19.	Declined- Last 12 months	Yes	Declined assignments in last 12 months
20.	Last Review (Days Ago)	Yes	Days since last review was completed
21.	Current Assignments	Yes	Number of ongoing assignments
22.	Reviews in progress	Yes	Reviews started but not yet submitted
23.	Complete Reviews	Yes	Successfully completed reviews
24.	Terminated after agreeing	Yes	Reviews canceled after initial agreement
25.	Last review agreed	Yes	Date when reviewer agreed to last review
26.	Last review completed	Yes	Date of most recent completed review
27.	Average TAT	Yes	Average turnaround time for reviews
28.	Average Review Rating	Yes	Average rating received from editors
29.	Date Last invited	Yes	Date of last review invitation
30.	Outstanding invitations	Yes	Pending invitations not responded to
31.	Reviewed	Yes	Total number of reviews submitted
32.	Agreed	Yes	Total number of accepted invitations
33.	Declined	Yes	Total number of declined invitations
34.	Un-invited before agreeing	Yes	Uninvited before accepting review task
35.	Terminated	Yes	Fully withdrawn reviews after initial invitation

Step #4: Invite the selected reviewers

Required Role: Journal

#Input

Sr no	Parameters	Required	Description
1.	Reviewer Name	Yes	Full name of the reviewer
2.	Reviewer ID	Yes	Unique ID assigned to reviewer
3.	Invited Date	Yes	Date when the reviewer was invited
4.	Invitation Due date	Yes	Deadline by which the reviewer should respond to the invitation
5.	Reviewer email address	Yes	Official reviewer email address
6.	Reviewer ORCiD	Yes	ORCID iD for reviewer identity
7.	Manuscript ID	Yes	Unique submission ID
8.	Article type	Yes	Type of article (e.g., Research, Review)
9.	Manuscript title	Yes	Title of the submission
10.	Authors	Yes	Names of all authors
11.	Author's Affiliation	Yes	Author's institute/organization
12.	Submission Date	Yes	Date of Manuscript Submission
13.	Journal name	Yes	Title of the journal.
14.	Status Date	Yes	Date of latest status update
15.	Abstract	Yes	Article summary
16.	Manuscript Files	Yes	All the uploaded files (manuscript, figures, etc.)
17.	Keywords	Yes	Related keywords
18.	Review type	Yes	Peer review privacy type (Open, single, double or triple blind))
19.	Subject Area	Yes	Area or discipline the manuscript belongs to
20.	Editor name	Yes	Handling editor name
21.	Version	Yes	Initial Submission/ Revised Submission rounds

Step #4: Reviewer Invitation Acceptance/Decline Decision

Required Role: ReviewerOne

#Output

Sr no	Parameters	Required	Description
1.	Invitation status	Yes	Current status: Accepted, Pending, or Declined
2.	Reminders sent	Yes	Number of reminder emails sent to the reviewer

Step #5: Awaiting Reviewer Reports

Required Role: ReviewerOne

#Output

Sr no	Parameters	Required	Description
1.	Due date	Yes	Final date by which the reviewer must complete and submit the review after accepting the invite
2.	Extended Due Date	Yes	Revised deadline granted to the reviewer for completing the review
3.	Reminders sent	Yes	Number of reminder emails sent to the reviewer

4.	Reviewing Status	Yes	Current stage of the review process “Under Review”.
5.	Reviewer Activity	Yes	Reviewer Progress

Step #5: Register a Completed Peer Review

Required Role: ReviewerOne

#Output

Sr no	Parameters	Required	Description
1.	Review Submitted date	Yes	The date on which the reviewer officially submitted report.
2.	Completed Status	Yes	Indicates that the reviewer has finished the review process and submitted their final report
3.	Reviewer Report	Yes	The detailed feedback, comments, and recommendations provided by the reviewer after evaluating the manuscript.

Step #6: Register an Editorial Decision

Required Role: Journal

#Input

Sr no	Parameters	Required	Description
1.	Editor’s Decision on Reviewer	Yes	Whether the review was later rejected /approved by the editor.
2.	Editor’s decision on Manuscript	Yes	Final Decision: Accepted, Rejected, Revision, more reports needed.
3.	Status	Yes	With Editor

Peer Reviewer: Reviewer One

Step #1: Registration or Bulk Registration

Required Role: ReviewerOne

Sr no	Parameters	Required	Description
1.	Title	Yes	The professional or academic title of the user (e.g., Dr., Prof., Mr., Ms.).
2.	First name	Yes	The user's given name.
3.	Last name	Yes	The user's family or surname.
4.	Country	Yes	The country of residence or affiliation.
5.	Mobile number	Yes	The user's contact number.
6.	Highest academic Degree	Optional	The most advanced academic qualification achieved (e.g., PhD, MD, MSc).
7.	Email address	Yes	The user's valid email address used for login and communication.
8.	Consent statements	Yes	User agreement to terms and privacy policies.
9.	Create Password	Yes	A secure password to access the account.

Step #2: Login

Required Role: ReviewerOne

Sr no	Parameters	Required	Description
1.	Email address	Yes	The professional or academic title of the user (e.g., Dr., Prof., Mr., Ms.).
2.	Password	Yes	The user's given name.
3.	Login with ORCID	Yes	The user's family or surname.
4.	Login with Google	Yes	The country of residence or affiliation.
5.	Login with Lindekin	Yes	The user's contact number.
6.	Login with Twitter	Optional	The most advanced academic qualification achieved (e.g., PhD, MD, MSc).
7.	Consent statements	Optional	The user's valid email address used for login and communication.
8.	Consent statements	Yes	User agreement to terms and privacy policies.
9.	Create Password	Yes	A secure password to access the account.

Step #3: My Profile (By Default)

Sub step #3.1: Basic Details

Required Role: ReviewerOne

Sr no	Parameters	Required	Description
1.	Alternate email address	Optional	A secondary email address for backup communication or account recovery.
2.	Gender	Yes	The gender identity selected by the user.
3.	Birth Year	Yes	The year the user was born, used for demographic or eligibility purposes.
4.	Career Stage	Yes	The current stage of the user's professional or academic career (e.g., Early, Mid, Senior).
5.	Primary research Topic	Yes	The main field or subject area the user specializes in.

6.	ORCiD	Optional	A unique researcher identifier issued by the ORCID registry.
7.	Scopus ID	Optional	The unique author ID assigned by the Scopus database.
8.	WoS ID	Optional	Web of Science Researcher ID for citation and author tracking.
9.	Google Scholar ID	Optional	The unique identifier used to access the user's Google Scholar profile.

Sub step #3.2: Institutional Details

Required Role: ReviewerOne

Sr no	Parameters	Required	Description
1.	Department	Yes	The specific academic or professional division the user is affiliated with.
2.	Institution/University	Yes	The name of the institution or university where the user works or studies.
3.	Address	Yes	The full mailing or street address associated with the user's institution.
4.	State/Province	Yes	The regional administrative area of the user's institution or residence.
5.	City	Yes	The city where the user's institution or workplace is located.
6.	Zip/ Postal Code	Yes	The postal code for the address provided, used for mail and identification.

Sub step #3.3: Research Background

Required Role: ReviewerOne

Sr no	Parameters	Required	Description
1.	Subject area	Yes	The specific academic or professional division the user is affiliated with.
2.	Number of articles reviewed	Optional	Total number of peer-reviewed articles completed by the reviewer.
3.	Not interested Publishers	Optional	List of publishers the reviewer does not wish to receive invitations from.
4.	Not interested Journals	Yes	Specific journals the reviewer prefers not to review for.
5.	Keywords	Yes	Key terms that reflect the reviewer's expertise and interest areas.
6.	Article type-Review experience	Optional	Types of articles the reviewer has experience reviewing (e.g., systematic review, clinical trial, meta-analysis).
7.	Editorial Board Member	Optional	Indicates if the reviewer is serving on any journal's editorial board.
8.	Invitation frequency	Optional	Preferred frequency for receiving review invitations (e.g., monthly, quarterly, annually).
9.	Review TAT	Yes	Average or preferred time to complete a review.
10.	COI declaration	Yes	Conflict of Interest declaration indicating transparency in the review process.

11.	Summary of annual records	Optional	Yearly summary of the reviewer's activity and performance metrics.
12.	Co-reviewing	Optional	Indicates if the reviewer collaborates with others for reviewing.
13.	Review Preference	Yes	Reviewer's preferences for reward based, paid or unpaid.
14.	Certificate	Optional	Availability of a certificate acknowledging the reviewer's contribution.
15.	APC discount	Optional	Discount on Article Processing Charges offered for completing reviews.
16.	Journal Access	Optional	Access to journal content provided as an incentive for reviewing.
17.	Conferences	Optional	Access to academic conferences provided by the journal or platform as part of reviewer benefits.
18.	Workshop	Optional	Access to webinars or workshops offered to enhance reviewer knowledge and peer review skills.
19.	Reference email Attachments	Yes	Section to upload or access reference documents and supporting materials for reviewer validation.

Sub step #3.4: Peer Review Validation

Required Role: ReviewerOne

Sr no	Parameters	Source	Required	Description
1.	Published work	ORCiD	Optional	List of published articles or research papers by the reviewer.
2.	Peer review work	ORCiD	Optional	Details of peer review assignments previously completed by the reviewer.
3.	DOI	Manual	Optional	Digital Object Identifier for the published work.
4.	Publisher Name	Manual	Optional	Name of the publisher.
5.	Journal Name/ISSN	Manual	Optional	Title and International Standard Serial Number of the journal.
6.	Date review Completed	Manual	Optional	Date when the peer review was officially submitted/completed.
7.	Manuscript ID	Manual	Optional	Unique identifier assigned to the manuscript under review.
8.	Editorial Office email address	Manual	Optional	Contact email for the journal's editorial office.
9.	Handling editor name	Manual	Optional	Full name of the editor responsible for managing the manuscript.
10.	Handling editor email address	Manual	Optional	Contact email of the handling editor.
11.	Publication DOI/URL	Manual	Optional	Web link or DOI of the final published version of the manuscript.
12.	Acknowledgement statement	Manual	Optional	Statement acknowledging the reviewer's contribution in the article.
13.	Monograph/Book Volume title	Manual	Optional	Title of the book or monograph reviewed.
14.	Book ISBN	Manual	Optional	International Standard Book Number of the monograph or book.
15.	Conference title	Manual	Optional	Title of the academic conference reviewed

16.	Conference country	Manual	Optional	Country where the conference was held.
17.	Paper Title	Manual	Optional	Title of the paper presented or submitted at the conference.
18.	Conference website	Manual	Optional	Official URL of the conference's website.
19.	Conference Organizer name	Manual	Optional	Name of the organization or individual hosting the conference.
	Conference Organizer email address	Manual	Optional	Contact email for the conference organizer.

Step #4: My Dashboard

Sub step #4.1: Task Overview

Required Role: ReviewerOne

Sr no	Parameters	Required	Description
1.	Pending Invitation	Yes	Reviewer has been invited to review a manuscript but has not yet accepted or declined the invitation.
2.	Active reviews	Yes	Manuscripts currently being reviewed by the reviewer; these are in progress and not yet submitted.
3.	Completed this year	Yes	Total number of reviews successfully completed and submitted by the reviewer during the current calendar year.

Sub step #4.2: Upcoming Deadlines

Required Role: ReviewerOne

Sr no	Parameters	Required	Description
1.	Manuscript Title	Yes	Title of the submission
2.	Journal name	Yes	Title of the journal.
3.	Publisher name	Yes	Name of the publisher.
4.	Manuscript ID	Yes	Unique submission ID
5.	Deadline	Yes	Pending days to complete and submit the manuscript review.
6.	Status	Yes	Current stage of the manuscript review process, such as Invited or In Review.

Sub step #4.3: Recent Activity

Required Role: ReviewerOne

Sr no	Parameters	Required	Description
1.	Review Submitted	Yes	The reviewer has successfully submitted their review report.
2.	New Review Invitation	Optional	A new manuscript review invitation has been received.
3.	Invitation Accepted	Optional	The reviewer has accepted the review invitation.
4.	Invitation Rejected	Optional	The reviewer has declined the review invitation.

5.	Invitation withdrawn	Optional	The editor has withdrawn the review invitation.
6.	Invitation Discarded	Optional	The system or editor has discarded the review invitation.
7.	Suggested another colleague	Optional	The reviewer has recommended a different colleague for the review.
8.	Extension requested	Optional	The reviewer has requested more time to complete the review.
10.	LMS Beginner course started	Optional	Reviewer has started the Beginner-level LMS course.
11.	LMS Intermediate course started	Optional	Reviewer has started the Intermediate-level LMS course.
12.	LMS Expert course started	Optional	Reviewer has started the Expert-level LMS course.
13.	Upcoming editor's webinar	Optional	A scheduled webinar for reviewers is coming up.
14.	Certificate downloaded	Optional	Reviewer has downloaded a course or review completion certificate.
15.	Points redeemed	Optional	Earned points have been used for rewards or benefits.
16.	Points earned	Optional	Reviewer has received points for completing tasks or training.
17.	Raised query	Optional	A query has been submitted by the reviewer to the support or editor.
18.	Response received	Optional	A response to a raised query has been received.
19.	Help manual accessed	Optional	The reviewer has accessed the help or user manual.
20.	History checked	Optional	Reviewer has viewed history.
21.	Colleague referred	Optional	A reviewer has referred a colleague to join the platform.
22.	Colleague accepted invitation	Optional	The referred colleague has accepted the invitation to join.
23.	Colleague rejected invitation	Optional	The referred colleague has declined the invitation.
24.	Invitation expired	Optional	The review invitation expired without response.
25.	Profile updated	Optional	Reviewer has made changes or updates to their profile.
26.	Marked availability	Optional	Reviewer has updated their calendar availability status.
27.	LMS new course added	Optional	A new course has been added to the LMS platform.
28.	Started new course/lecture	Optional	Reviewer has started a newly released course or lecture.
29.	Ongoing course/Lecture	Optional	Reviewer is currently enrolled in and attending a course or lecture.
30.	Completed course/Lecture	Optional	Reviewer has completed a course or lecture in LMS.
31.	Voucher issued	Optional	A reward voucher has been successfully issued to the reviewer.
32.	Password changed	Optional	System password changed

Sub step #4.4: Callender

Required Role: ReviewerOne

Sr no	Parameters	Required	Description
1.	Manage unavailability	Yes	Reviewer marked period when not available for reviews.
2.	Unavailable days	Yes	Specific dates selected as unavailable for review tasks.

Step #5: My Assignments

Sub step #5.1: Invitation

Required Role: ReviewerOne

#Input

Sr no	Parameters	Required	Description
1.	Publisher name	Yes	Name of the publisher.
2.	Journal Cover Page	Yes	Visual cover or thumbnail of the journal.
3.	Manuscript Title	Yes	Title of the submission
4.	Impact Factor	Yes	Journal's current impact factor.
5.	Acceptance rate	Yes	Percentage of submitted papers accepted for publication.
6.	Access type	Yes	Open Access, Subscription-based or hybrid journal.
7.	ISSN	Yes	International Standard Serial Number of the journal.
8.	Predatory	Yes	Indicates whether the journal is listed as predatory or not.
9.	Editor name	Yes	Name of the handling or managing editor.
10.	Manuscript ID	Yes	Unique submission ID
11.	Article type	Yes	Category of manuscript (e.g., Research, Review).
12.	Invite date	Yes	Date on which the reviewer was invited.
13.	Submission type	Yes	New submission or revised manuscript.
14.	Visit website	Yes	Link to the journal's website.
15.	Journal email	Yes	Email invitation to review the article
16.	Due days	Yes	Number of days within which the invitation must be accepted.
17.	Final acceptance date	Yes	The final invitation acceptance date
18.	Abstract	Yes	Article summary
19.	Keywords	Yes	Related keywords
20.	Manuscript Files	Yes	All the uploaded files (manuscript, figures, etc.)
21.	Timeline	Yes	Invitation accepted date and the review submission date.
22.	Estimated time	Yes	Number of days to complete the review
23.	Author	Yes	Names of all authors
24.	Author's affiliation	Yes	Author's institute/organization
25.	Author ORCID	Optional	ORCID iD for author identity
26.	Job Title	Optional	Author's professional role
27.	Highest Academic Degrees	Optional	Author's top qualification
28.	Editor name	Yes	Name of the handling or managing editor.
29.	Review type	Yes	Indicates the peer review model used (e.g., Single-blind, Double-blind, Triple blind or Open review).
30.	Review conflict check	Yes	To acknowledge the conflict-of-interest checks.

31.	Decline	Optional	Declining the review invitation
32.	Start review	Optional	Action taken by the reviewer to begin evaluating the assigned manuscript

Sub step #5.2: Suggest a colleague (Optional)

Required Role: ReviewerOne

Sr no	Parameters	Required	Description
1.	First name	Yes	First name of the reviewer
2.	Last name	Yes	Last name of the reviewer
3.	Email address	Yes	Email address of the reviewer
4.	Country flag	Optional	Country of the reviewer
5.	Mobile number	Optional	Mobile number of the reviewer
6.	Degrees	Optional	Degrees of the reviewer
7.	Institution	Yes	Institution of the reviewer
8.	Expertise	Yes	Main areas of subject matter expertise relevant to the journal or manuscript.
9.	Keywords	Optional	Specific research interests or topics to help match the colleague with relevant reviews.
10.	Description	Optional	Additional remarks or context provided by the suggesting reviewer about why the colleague is suitable for peer review (e.g., past experience, publications, etc.).

Sub step #5.3: In Review

Required Role: ReviewerOne

#Output

Sr no	Parameters	Required	Description
1.	Publisher name	Yes	Name of the publisher.
2.	Journal Cover Page	Yes	Visual cover or thumbnail of the journal.
3.	Manuscript Title	Yes	Title of the submission
4.	Impact Factor	Yes	Journal's current impact factor.
5.	Acceptance rate	Yes	Percentage of submitted papers accepted for publication.
6.	Access type	Yes	Open Access, Subscription-based or hybrid journal.
7.	ISSN	Yes	International Standard Serial Number of the journal.
8.	Predatory	Yes	Indicates whether the journal is listed as predatory or not.
9.	Editor name	Yes	Name of the handling or managing editor.
10.	Manuscript ID	Yes	Unique submission ID
11.	Article type	Yes	Category of manuscript (e.g., Research, Review).
12.	Invite date	Yes	Date on which the reviewer was invited.
13.	Submission type	Yes	New submission or revised manuscript.
14.	Visit website	Yes	Link to the journal's website.
15.	Journal email	Yes	Email invitation to review the article
16.	Due days	Yes	Number of days within which the review must be accepted.
17.	Final acceptance date	Yes	The final review completion date

18.	Request extension	Optional	Reviewer formally asks for more time to complete the review
19.	Decline	Optional	Declining the review invitation
20.	Start review	Yes	Action taken by the reviewer to begin evaluating the assigned manuscript
21.	Resume review	Optional	Pick up where you left off in your saved review.

Sub step #5.4: Reviewing (reviewing screen)

Required Role: ReviewerOne

#Output

Sr no	Parameters	Required	Description
1.	Merged PDF	Yes	Full manuscript content including all key sections and metadata.
2.	Information	Yes	Journal and article details like name, ID, ISSN, access type, and board members.
3.	Table of Content	Yes	List of manuscript sections and subsections.
4.	AI reports	Yes	Automated checks for language, integrity, references, scope, novelty, plagiarism, and images.
5.	Editor comments	Optional	Notes from the editor on the manuscript.
6.	Comments	Yes	Reviewer remarks on the manuscript.
7.	Feedback	Yes	Reviewer's summary feedback after review.
8.	Checklist	Yes	Verified checks for each manuscript section.
9.	Worksteps	Yes	Displays the sequential actions a reviewer must complete to finish the review process.
10.	History	Yes	Logs all major activities and changes during the manuscript's review lifecycle.
11	Submit	Yes	Allows the reviewer to finalize and submit their completed review report to the editorial team.

Sub step #5.5: Reviewed

Required Role: ReviewerOne

#Output

Sr no	Parameters	Required	Description
1.	Manuscript ID	Yes	Unique submission ID
2.	Manuscript Title	Yes	Title of the submission
3.	Publisher name	Yes	Name of the publisher.
4.	Journal name	Yes	Title of the journal.
5.	Invite date	Yes	Date on which the reviewer invited.
6.	Accepted date	Yes	Date on which the reviewer accepted the invited.
7.	Completed date/Review returned date	Yes	Date when the peer review was officially submitted/completed.
8.	Submission type	Yes	New submission or revised manuscript.
9.	View	Yes	Enables the reviewer to access and review the submitted report, comments, checklist, and any feedback.

10.	Abstract	Yes	Article summary
11.	Keywords	Yes	Related keywords
12.	Manuscript Title	Yes	Title of the submission
13.	Journal name	Yes	Title of the journal.
14.	Editor name	Yes	Handling editor name
15.	Editor decision	Yes, after receiving it from the journal editor	Final decision made by the editor (e.g., Accept, Reject, Revise).
16.	Review decision	Yes	Final decision made by the reviewer (e.g., Accept, Reject, Revise).
17.	Average R score	Yes, after receiving it from the journal editor	Score given by the editor on review quality and recommendation.
18.	Due date	Yes	Deadline by which the reviewer is expected to complete the review.
19.	Time in review	Yes	Total duration the manuscript spent in the review process (from invitation acceptance to review submission).

Sub step #5.6: Miscellaneous

Required Role: ReviewerOne

#Output

Sr no	Parameters	Required	Description
1.	Manuscript ID	Yes	Unique submission ID
2.	Manuscript Title	Yes	Title of the submission
3.	Publisher name	Yes	Name of the publisher.
4.	Journal name	Yes	Title of the journal.
5.	Invite date	Yes	Date on which the reviewer invited.
6.	Declined date	Yes	Date on which the reviewer declined the invite or was automatically declined by the editor.
8.	Status	Yes	Indicates the current stage of the review, such as declined, withdrawn or discarded

Step #6: LMS

Required Role: ReviewerOne

Sr no	Parameters	Required	Description
1.	Course level	Yes	Indicates the stage of the course (e.g., Beginner, Intermediate, Expert)
2.	Enrol Now	Yes	Option to register and start the selected course
3.	Watch lecture	Yes	Button to view the video lecture of the course.
4.	Course description	Yes	A brief overview of the course content and learning objectives
5.	Lessons	Yes	List of individual topics or modules covered within the course

6.	Ratings	Yes	User feedback score (usually out of 5 stars) indicating overall course quality and learner satisfaction
7.	Webinars	Optional	A scheduled webinar for reviewers

Step #7: Rewards and Recognition

Required Role: ReviewerOne

Sr no	Parameters	Required	Description
1.	Your Achievement Overview	Yes	A dashboard showing your overall progress and contributions as a reviewer
2.	Reviews Completed	Yes	Total number of manuscript reviews successfully completed by the reviewer
3.	Total Points Earned	Yes	Cumulative points earned for completing reviews, courses, or other platform activities
4.	Certificates	Optional	Number of review or course completion certificates awarded to the reviewer
5.	Rewards Redeemed	Yes	Total number of rewards (e.g., vouchers, access passes) claimed using earned points
6.	Reward Tiers	Yes	Recognition levels based on reviewer performance and activity
7.	Emerging Reviewer	Optional	Entry-level tier for new reviewers who have just started contributing
8.	Expert Reviewer	Optional	Mid-level tier for reviewers with consistent and quality contributions
9.	Master Reviewer	Optional	Top-tier recognition for highly active and high-performing reviewers
10.	Redeem Rewards	Optional	Option to use earned points to claim available rewards like vouchers, discounts, or other benefits
11.	Recent Activity	Yes	Displays a log of your most recent point-earning actions with the date and time, helping you track when and how points were earned (e.g., completing a review, course, or referral)
12.	Reviewer Name	Yes	Displays the full name of the reviewer associated with their account and activity
13.	Reviewer tier	Yes	Indicates the reviewer's previously achieved tier level (e.g., emerging reviewer), showing their review journey history
14.	Progress	Yes	Shows the points remaining to reach the next tier and percentage completed
15.	Reviews This Month	Yes	Tracks current month's progress, showing how many reviews have been completed out of the target
16.	Redeem Rewards	Optional	A quick access button to view and claim rewards based on accumulated points
17.	View Certificate	Optional	Allows the reviewer to view or download their awarded certificate(s) for completed reviews or courses
18.	Next Milestone	Yes	Provides a motivational update on what is needed to reach the next reward tier
19.	Recent Achievement	Yes	Highlights the latest earned badge or recognition for commendable review performance

Step #8: Invite and Refer

Required Role: ReviewerOne

Sr no	Parameters	Required	Description
1.	Invite Colleagues	Optional	Option to refer peers by sending them an invitation to join the platform
2.	Referral Link	Optional	A unique link generated for you to share with others to track referrals
3.	Copy Link	Optional	Button to copy the referral link to your clipboard
4.	Share Your Referral Link	Optional	Allows you to share your referral link via different platforms (email, LinkedIn, twitter, WhatsApp, Facebook, Instagram etc.)
5.	Send Email Invitation	Optional	Feature to invite colleagues directly through email
6.	Email	Optional	Email address of the person you are inviting
7.	Personal Message	Optional	A custom note you can include in the invitation email
8.	Send Invitation	Optional	Button to send the referral invitation to the entered email address
9.	Recent Invitation	Optional	List showing the most recently sent invites
10.	Date Sent	Optional	The date when the referral invitation was sent
11.	Status	Optional	Current state of the invitation (e.g., Pending, joined, expired)
12.	Action	Optional	Available options for each invitation (e.g., Resend, Cancel)
13.	Pending	Optional	The invitation was sent but the person has not yet signed up or accepted it
14.	Joined	Optional	The referred person has successfully accepted the invitation and registered on the platform
15.	Expired	Optional	The invitation link is no longer valid, possibly due to time limits or inactivity
16.	My Referrals	Optional	Shows a list of people you have personally invited to the platform
17.	All Referrals	Optional	Displays a complete list of all referrals made through the system.
18.	Name or email	Optional	The name or email address of the referred person.
19.	Date Invited	Optional	The date when the invitation was originally sent
20.	Date Joined	Optional	The date when the referred person accepted the invitation and joined the platform
21.	Status	Optional	Current progress of the referral (e.g., expired, Joined, Pending)
22.	Points Earned	Optional	Number of reward points you earned through that referral
23.	Action - Remind	Optional	Option to send a reminder email to the person who hasn't joined yet
24.	Action - Invite Again	Optional	Option to resend the referral invitation to the same person
25.	Rewards	Optional	Overview section showing all the benefits and incentives earned through the platform
26.	Points Summary	Optional	A quick snapshot of total points earned, redeemed, and available
27.	Redeem Points	Optional	Option to use your earned points for rewards such as vouchers, discounts, or other benefits

28.	Points Transaction History	Optional	Detailed log of all points activity including earning and redemption
29.	Date	Optional	The specific day when a transaction or points activity occurred
30.	Points	Optional	The number of points earned or redeemed in a single transaction
31.	Points Balance	Optional	Total number of points currently available in your account

Step #9: History

Required Role: ReviewerOne

#Output

Sr no	Parameters	Required	Description
1.	Date Last Agreed	Yes	The most recent date when the reviewer accepted a review invitation.
2.	Reviews in Progress	Yes	Count of ongoing manuscript reviews currently being handled by the reviewer.
3.	Outstanding Invitations	Yes	Count of pending review invitations not yet responded to by the reviewer.
4.	Total Invitations	Yes	Count of review invitations sent to the reviewer.
5.	Agreed to Review	Yes	Count of invitations the reviewer has accepted.
6.	Declined to Review	Yes	Count of invitations the reviewer has declined.
7.	Uninvited Before Agreeing to Review	Yes	Count of invitations withdrawn before the reviewer responded.
8.	Review Cancelled Before Agreeing to Review	Yes	Count of reviews cancelled before the reviewer gave a response.
9.	Total Completed Reviews	Yes	Count of reviews completed by the reviewer.
10.	Submitted on Time	Yes	Count of reviews submitted within the due date.
11.	Submitted Late	Yes	Count of reviews submitted after the due date.
12.	Unassigned After Agreeing to Review	Yes	Reviews unassigned after reviewer had accepted the invitation.
13.	Review Cancelled After Agreeing to Review	Yes	Reviews cancelled after reviewer agreed to take up the review.
14.	Last Review Submitted	Yes	Date of the most recent review submitted by the reviewer.

15.	Days to Respond to Invitation	Yes	Average number of days taken by the reviewer to respond to invitations.
16.	Days to Complete Review	Yes	Average number of days taken to complete the review once accepted.
17.	Days Late	Yes	Count of days the review was submitted past the deadline.
18.	Number of Reminders	Yes	Count of reminders sent to the reviewer for any pending reviews.
19.	Manuscript Rating	Yes	Average rating assigned by editors to the reviewer's submitted reviews.
20.	Accept	Yes	Count of reviews where the recommendation was "Accept."
21.	Major Revisions	Yes	Count of reviews where the recommendation was "Major Revisions."
22.	Minor Revisions	Yes	Count of reviews where the recommendation was "Minor Revisions."
23.	Reject	Yes	Count of reviews where the recommendation was "Reject."
24.	Manuscript ID	Yes	Unique identifier assigned to each manuscript.
25.	Invited Date	Yes	Date on which the reviewer was invited to review.
26.	Agreed Date	Yes	Date on which the reviewer accepted the review invitation.
27.	Completed Date	Yes	Date on which the reviewer submitted the review.
28.	Recommendations	Yes	Reviewer's final recommendation on the manuscript (e.g., Accept, Reject).
29.	Declined Date	Yes	Date on which the reviewer declined the invitation.
30.	Uninvited Date	Yes	The date when a previously sent review invitation was officially withdrawn before the reviewer accepted or responded.
31.	Review Cancelled Date	Yes	Date on which review cancelled after reviewer agreed to take up the review.
32.	Unassigned Date	Yes	Date on which the reviewer was unassigned after agreeing to review.

Step #10: Help and Support

Required Role: ReviewerOne

Sr No.	Field	Required	Description
1.	Manuscript ID	Yes	Unique identifier of the manuscript for which the query is being raised.
2.	Subject	Yes	A short title or summary of the issue/query being reported.
3.	Priority Level	Yes	Indicates the urgency of the query: Low (non-urgent), Medium, or High (urgent).
4.	Low	Yes	Select when the query is minor and does not require immediate resolution.
5.	Medium	Yes	Select when the issue should be resolved soon but is not blocking the process.
6.	High	Yes	Select when the query is critical and needs immediate attention.
7.	Description	Yes	Detailed explanation of the issue, including relevant context or error details.
8.	Attachments	Optional	Option to upload supporting documents, screenshots, or evidence related to the query.
9.	Submit	Yes	Button to send the query to the support.
10.	My Queries	Yes	A section where users can view all queries they have raised and track their status or responses from the support team.
11.	Help Manual	Yes	A detailed guide or documentation that explains how to use the platform's features step-by-step.
12.	FAQ's	Yes	A list of frequently asked questions with clear answers to help users resolve common issues or understand platform functionalities
13.	Contact us/Raise Query	Yes	Allows users to submit issues or questions related to a manuscript or platform, with priority level, description, and optional attachments.
14.	In Progress	Yes	The support team has started working on your query and it is currently being handled
15.	Pending	Yes	Your query has been submitted and is waiting for action or review by the support team
16.	Resolved	Yes	Your query has been addressed and marked as completed or closed by the support team

17.	View Conversation	Yes	Allows the user to see the complete communication thread related to a specific query, including responses from the support team and user follow-ups
18.	Query ID	Yes	Unique identifier automatically assigned to each submitted query
19.	Status	Yes	Current progress stage of the query (e.g., In Progress, Pending, Resolved)
20.	Created	Yes	Date when the query was initially submitted

Step #11: Profile completeness

Required Role: ReviewerOne

Sr. No.	Field	Required	Description
1	Add Your Personal Details	Yes	Complete the basic personal information section to enhance your profile.
2	Add Your Institutional Details	Yes	Provide institutional affiliation details to reflect your academic or professional background.
3	Add Your Research Background	Yes	Enter relevant research and review information to support your reviewer credentials.
4	Complete Profile	Yes	Indicates the overall progress of your profile completion based on filled sections.
5	Change Password	Yes	Allows the user to update their current password to enhance account security or reset forgotten credentials

Step #12: Notifications

Required Role: ReviewerOne

Sr No.	Parameters	Required	Description
1.	Time	Yes	Timestamp showing when the system sent the notification to the reviewer.
2.	Manuscript ID	Yes	Unique identifier of the manuscript related to the notification.
3.	Article Title	Yes	Title of the manuscript for which the notification was triggered.
4.	Mark as Read	Yes	Option to mark the notification as read and remove it from the unread list.

5.	View All	Yes	Button to view the complete list of all past and recent notifications in one place.
6.	Notification	Yes	The content or body of the notification providing specific information, updates, or actions related to reviewer activity