

# How to handle peer reviewers

Guide for editors

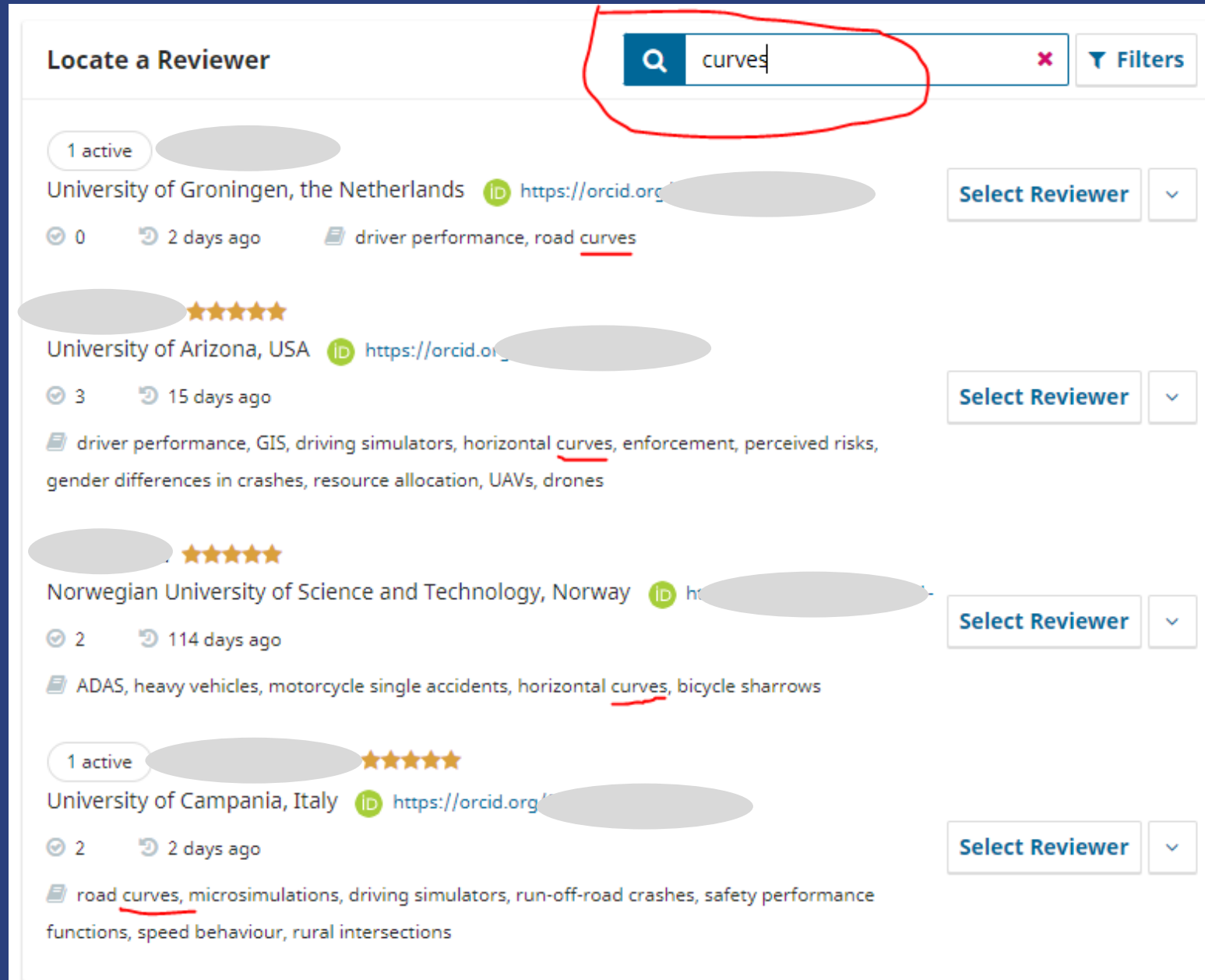


Well-organized reviewer  
database pays back



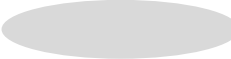


# Searching existing reviewers




You can search by names or keywords



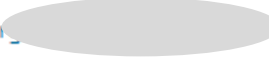





The screenshot displays the 'Locate a Reviewer' interface. At the top, a search bar contains the text 'curves' and is highlighted with a red circle. To the right of the search bar is a 'Filters' button. Below the search bar, there are four reviewer entries, each with a 'Select Reviewer' button and a dropdown arrow. The first entry is for a reviewer from the University of Groningen, the Netherlands, with 1 active reviewer, 0 reviews, and a search history of 'driver performance, road curves'. The second entry is for a reviewer from the University of Arizona, USA, with 3 reviews, 15 days ago, and a search history including 'driver performance, GIS, driving simulators, horizontal curves, enforcement, perceived risks, gender differences in crashes, resource allocation, UAVs, drones'. The third entry is for a reviewer from the Norwegian University of Science and Technology, Norway, with 2 reviews, 114 days ago, and a search history including 'ADAS, heavy vehicles, motorcycle single accidents, horizontal curves, bicycle sharrow'. The fourth entry is for a reviewer from the University of Campania, Italy, with 1 active reviewer, 2 reviews, 2 days ago, and a search history including 'road curves, microsimulations, driving simulators, run-off-road crashes, safety performance functions, speed behaviour, rural intersections'.



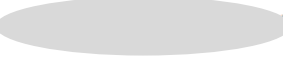
**Locate a Reviewer**




1 active   
University of Groningen, the Netherlands  <https://orcid.org/...> 




 0  2 days ago  driver performance, road curves




 ★★★★★  
University of Arizona, USA  <https://orcid.org/...> 

 3  15 days ago  
 driver performance, GIS, driving simulators, horizontal curves, enforcement, perceived risks, gender differences in crashes, resource allocation, UAVs, drones

 ★★★★★  
Norwegian University of Science and Technology, Norway  <https://orcid.org/...> 

 2  114 days ago  
 ADAS, heavy vehicles, motorcycle single accidents, horizontal curves, bicycle sharrow

1 active  ★★★★★  
University of Campania, Italy  <https://orcid.org/...> 

 2  2 days ago  
 road curves, microsimulations, driving simulators, run-off-road crashes, safety performance functions, speed behaviour, rural intersections

# Filtering reviewers

Filtering by rating (at least 3 stars) excludes reviewers who submitted poor reviews earlier.

‘Reviews completed’ (at least 1) shows reviewers who has proven to actually deliver reports.

**Add Reviewer** [Close]

Locate a Reviewer [Search] **Filters**

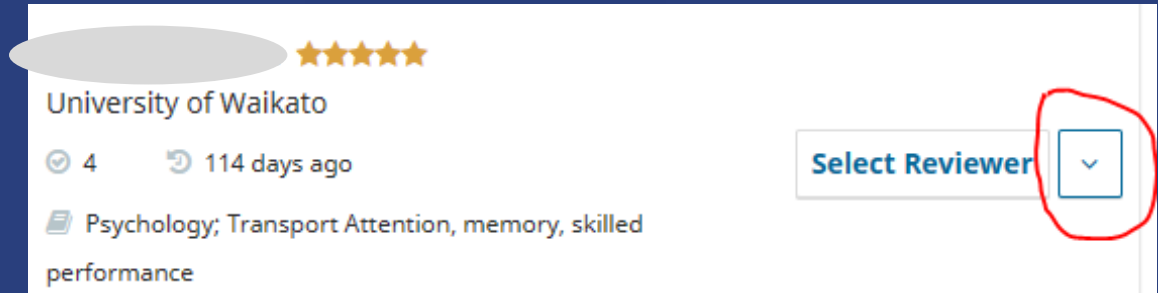
**Filters**

- Rated at least [Slider]
- Reviews completed **★ ★ ★ ★ ★** **1 or more** [Slider]
- Days since last review assigned [Slider]
- Active reviews currently assigned [Slider]
- Average days to complete review [Slider]

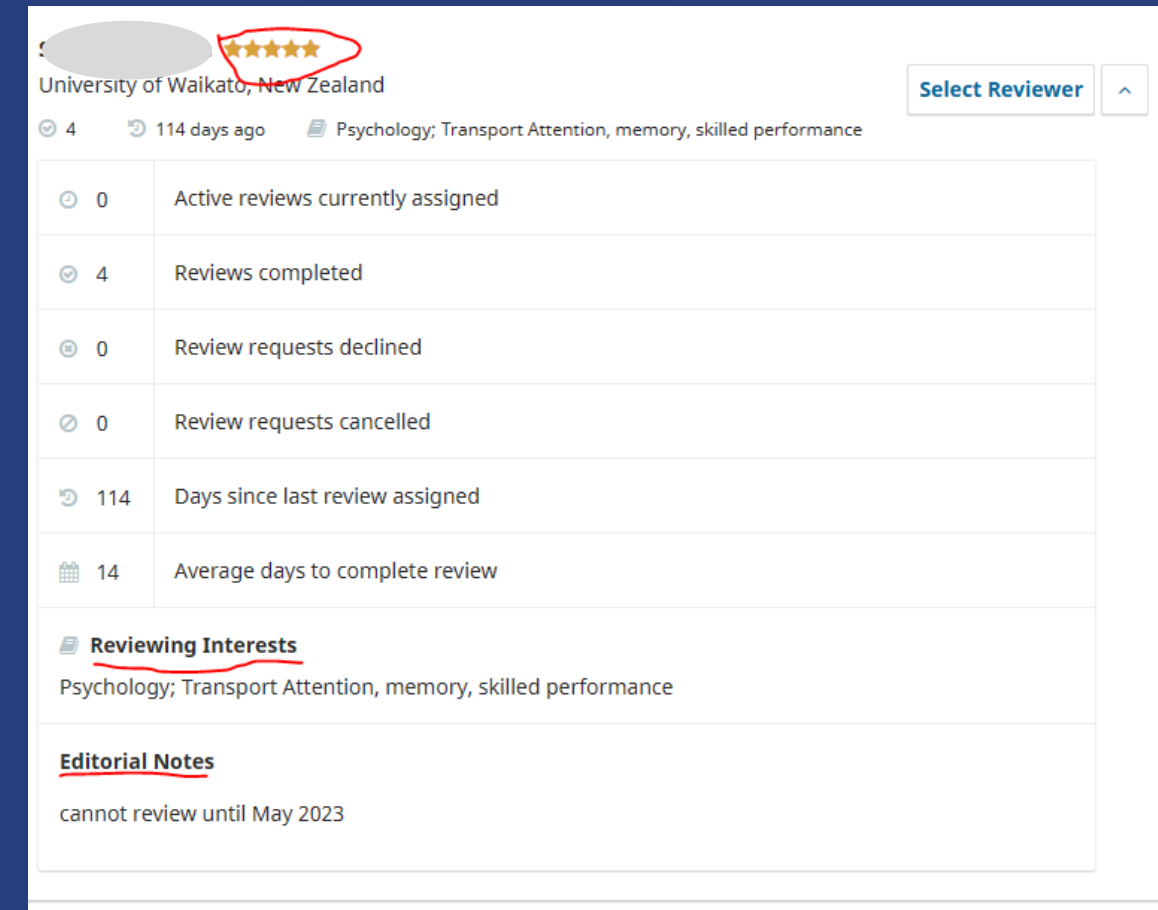
Reviewer	Rating	Days since last review assigned	Active reviews currently assigned	Average days to complete review	Actions
University of British Columbia	None	20 days ago	1 active	68 days ago	Select Reviewer
Institute of Transport Economics, Norway	★★★★★	20 days ago	1 active	68 days ago	Select Reviewer
Universität der Bundeswehr München	★★★★★	11 days ago	1 active	68 days ago	Select Reviewer

# Info about reviewers

Check info about the reviewer such as 'stars', reviewing interests, Editorial notes and review engagement statistics.



Reviewer profile card for University of Waikato. The reviewer's name is redacted with a grey oval. The profile shows a 5-star rating (5 yellow stars), 4 reviews, and a last review date of 114 days ago. The reviewer's interests are listed as Psychology; Transport Attention, memory, skilled performance. A 'Select Reviewer' button with a dropdown arrow is highlighted with a red circle.



Reviewer profile card for University of Waikato, New Zealand. The reviewer's name is redacted with a grey oval. The profile shows a 5-star rating (5 yellow stars), 4 reviews, and a last review date of 114 days ago. The reviewer's interests are listed as Psychology; Transport Attention, memory, skilled performance. A 'Select Reviewer' button with an upward arrow is visible. Below the profile information is a table of review engagement statistics.

0	Active reviews currently assigned
4	Reviews completed
0	Review requests declined
0	Review requests cancelled
114	Days since last review assigned
14	Average days to complete review

**Reviewing Interests**  
Psychology; Transport Attention, memory, skilled performance

**Editorial Notes**  
cannot review until May 2023

# Prevent reviewer's 'burnout'

**Important:** make sure to give at least three month (~100 days) before you send a new review request.

The screenshot shows the 'Locate a Reviewer' interface. At the top, there is a search bar with the text 'curves' and a 'Filters' button. Below the search bar, there are several filter sections on the left and a reviewer profile on the right.

**Filters:**

- Rated at least:** A slider control.
- Reviews completed:** A slider control.
- Days since last review assigned:** A slider control with a value of 107-365. This section is circled in red.
- Active reviews currently assigned:** A slider control.
- Average days to complete review:** A slider control.

**Reviewer Profile:**

- Name:** Norwegian University of Science and Technology, Norw
- Rating:** 5 stars
- Location:** 2, 114 days ago
- Interests:** ADAS, heavy vehicles, motorcycle single accidents, horizontal curves, bicycle sharrows
- Action:** Select Reviewer button

**Reviewer Statistics:**

0	Active reviews currently assigned
2	Reviews completed
0	Review requests declined
0	Review requests cancelled
114	Days since last review assigned
17	Average days to complete review

**Reviewing Interests:** ADAS, heavy vehicles, motorcycle single accidents, horizontal curves, bicycle sharrows

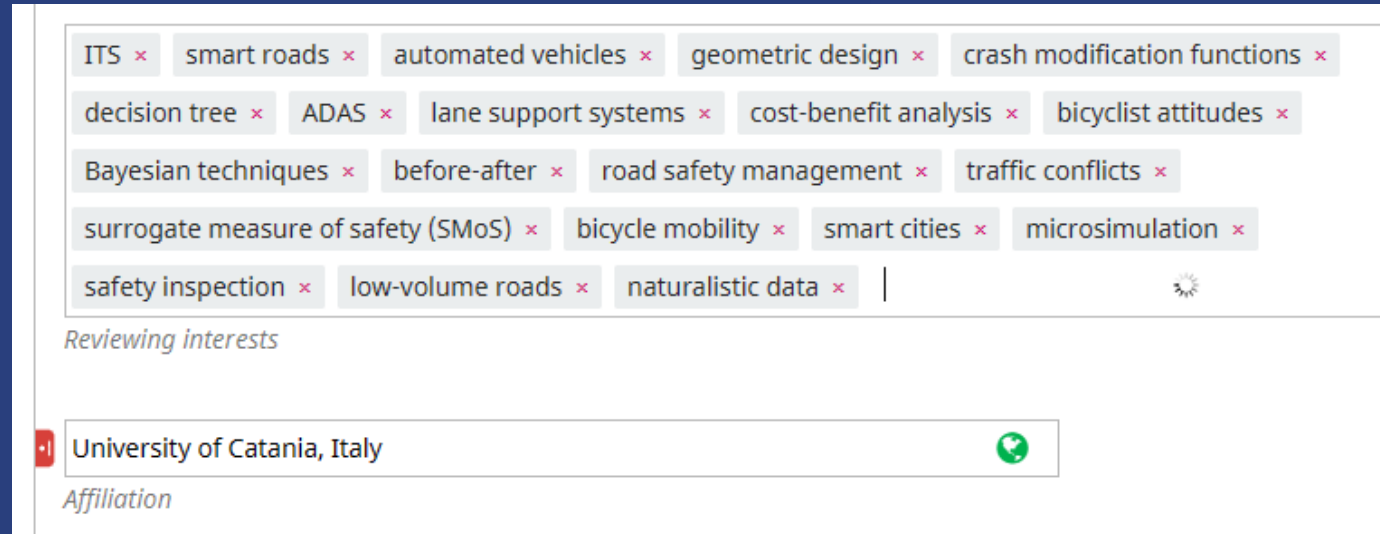
Taking care of reviewer database



# Adding new reviewer

Make sure to fill in **reviewing interests** and **affiliation** (incl. country).

Have many keywords, check reviewer's publication list for inspiration. Use specific words (*speed choice, risk perception, yielding*) rather than generic topics (*behaviour*)



The screenshot shows a form for adding a new reviewer. At the top, there is a list of keywords in grey boxes, each with a small 'x' icon to its right. The keywords are: ITS, smart roads, automated vehicles, geometric design, crash modification functions, decision tree, ADAS, lane support systems, cost-benefit analysis, bicyclist attitudes, Bayesian techniques, before-after, road safety management, traffic conflicts, surrogate measure of safety (SMoS), bicycle mobility, smart cities, microsimulation, safety inspection, low-volume roads, and naturalistic data. Below the keywords is a section labeled 'Reviewing interests' with a small gear icon. Underneath that is an 'Affiliation' field containing the text 'University of Catania, Italy' and a green checkmark icon.



# Acknowledging a review

When confirming a review, always set 'stars' to indicate its quality and usefulness.

This IS NOT visible to the reviewer, but it accumulates helpful statistics.

**Review: Rollator related single accidents and collision events in Sweden: Accident** ✕

circumstances and developments, and acute injury outcomes

F [redacted]

Once this review has been read, press "Confirm" to indicate that the review process may proceed. If the reviewer has submitted their review elsewhere, you may upload the file below and then press "Confirm" to proceed.

Completed: 2021-12-11 17:08

Recommendation: Accept Submission

**Reviewer Comments**

**For author and editor**

Dear authors, thank you for the careful changes made in the paper. I believe it is ready to be published.

**Reviewer Files**

No Files

**Recommendation**

Set or adjust the reviewer recommendation.

Accept Submission

**Reviewer rating**

Rate the quality of the review provided. This rating is not shared with the reviewer.

No rating

★★★★★

★★★★

★★★

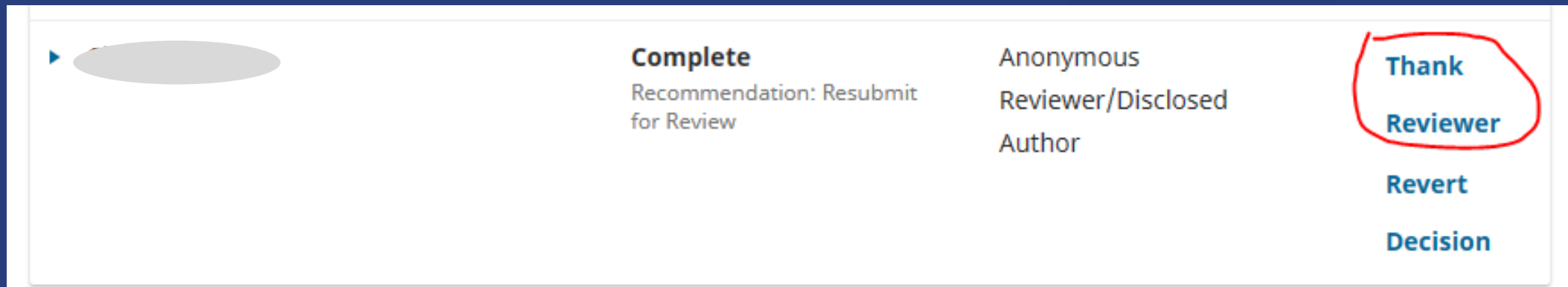
★★

★



## Acknowledging a review

Do not forget to send a 'thank you' mail to the reviewer. It is the least we can do for their efforts.



The screenshot shows a review status interface with the following elements:

- Complete**  
Recommendation: Resubmit for Review
- Anonymous Reviewer/Disclosed Author
- Thank Reviewer** (highlighted with a red circle)
- Revert
- Decision

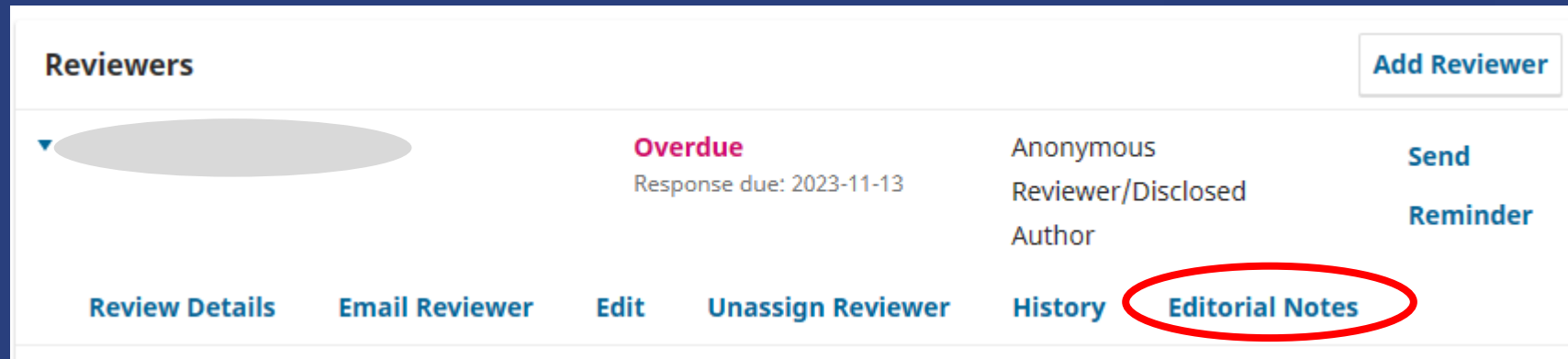
## Updates to reviewer's profile

A reviewer can change own research interests and affiliations through the journal system—but they never bother to do it.


Instead, contact Editor-in-chief for making necessary updates.

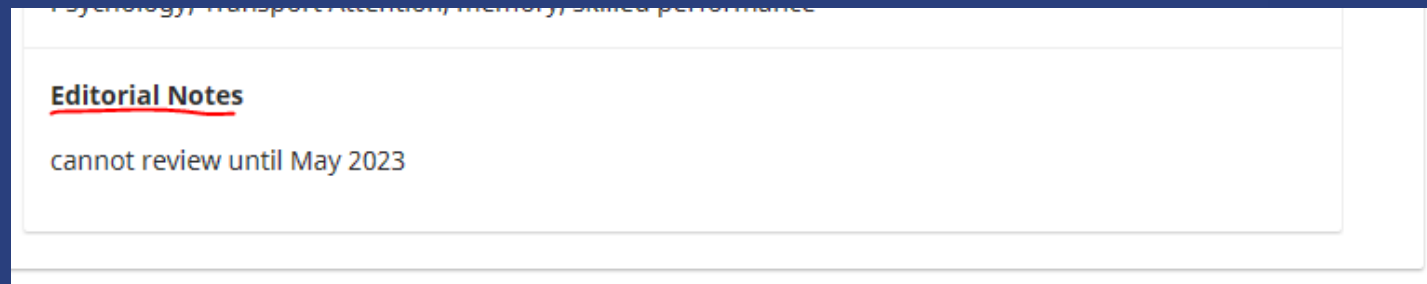
# Editorial notes

A very useful function is *Editorial Notes*. You may add a comment (e.g. regarding availability) which are not visible to the reviewer, but are visible to and editable by all editors.



Reviewers [Add Reviewer](#)

	<b>Overdue</b> Response due: 2023-11-13	Anonymous Reviewer/Disclosed Author	<a href="#">Send Reminder</a>		
<a href="#">Review Details</a>	<a href="#">Email Reviewer</a>	<a href="#">Edit</a>	<a href="#">Unassign Reviewer</a>	<a href="#">History</a>	<a href="#">Editorial Notes</a>



Editorial Notes

cannot review until May 2023

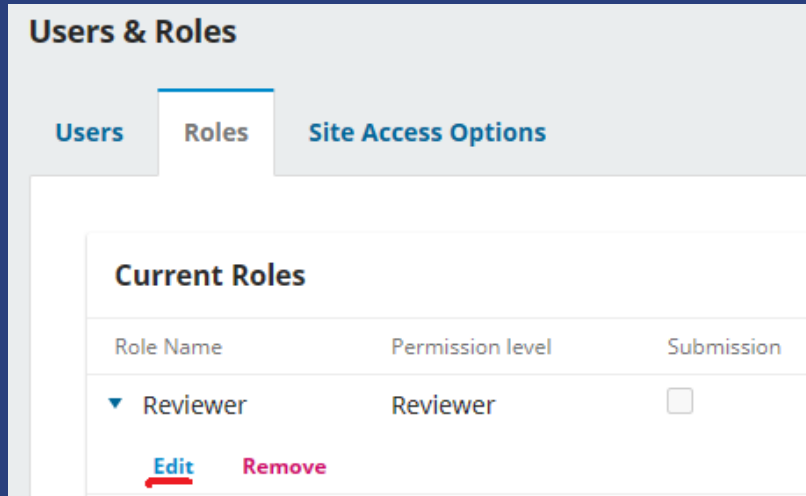
Where to find good reviewers?



# Self-registering

This option has been disabled!!!

→ Reviewers pool is carefully hand-picked by the editors!



**Users & Roles**

Users Roles Site Access Options

**Current Roles**

Role Name	Permission level	Submission
▼ Reviewer	Reviewer	<input type="checkbox"/>

[Edit](#) [Remove](#)

## Role Options

- Show role title in contributor list
- Allow user self-registration
- This role is only allowed to recommend a review decision.
- Permit submission metadata edit.



## Pro-active head hunting

If you have a good candidate in mind—talk in advance whether he/she can think of making a review in the future. Then the invitation will not come as a surprise.

Editor-in-chief can create reviewer accounts without an actual review request being sent (but a mail about a new account created is sent anyway).