

Peer review management

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Finding/creating a referee

In the referee module, click on the 'Invite a referee' button.

Invited referees Expected reports ⓘ

# Referee	Invitation Date	Status	Due Date	Recommendation	Action
<i>No invited referee</i>					

[🔍 Invite a referee](#)

You can search a referee using different criteria: e-mail address, last name, first name, or expertise fields if the journal uses them. For any search, please type in at least 2 letters and the system will display the relevant propositions. You may switch to classic search to use wild cards and filter referees precisely.

Search a referee in the database, [or add a new referee!!](#)

E-mail address	Last name	First name	Expertise fields	User information	Actions
<input type="text" value="john.doe@gmail.com"/>	<input type="text" value="mo"/>	<input type="text" value="John"/>	<input type="text" value="Type here"/>		
m.dumond@test.org	Dumond	Marie		1 papers sent 100% reviewed	📧 Invite
mm@test.fr	Mokh	Mlke		0 papers sent 0% reviewed	📧 Invite
c.monet@test.de	Monet	Claude		1 papers sent 100% reviewed	📧 Invite
yfj51745@cuoly.com	Montgomery	Daniel		1 papers sent 100% reviewed	📧 Invite

[You may want to add another referee ?](#)

For each referee found, the system displays his/her activity. If you click on the link or on the user logo you will get more information. For confidential reasons, you are not allowed to access the papers that you were not put in charge of.

📄 LIST OF ARTICLES: MARIE DUMOND AS REFEREE					
Reference	Title	Report sent	Date of last request ↑	Last referee status	Status of the paper
JEOS20220009	An adaptive stochastic Galerkin method based on ...	1	17/06/2022	✓ Report received	Editorial decision proposed

If the referee you're looking for is not registered in the system, you can add and invite them with the link 'add a new referee'.

Search a referee in the database. [or add a new referee!!](#)

E-mail address	Last name	First name	Expertise fields	User information
<input type="text" value="john.doe@gmail.com"/>	<input type="text" value="mo"/>	<input type="text" value="John"/>	<input type="text" value="Type here"/>	
m.dumond@test.org	Dumond	Marie		1 papers sent 100% reviewed
mm@test.fr	Mokh	Mike		0 papers sent 0% reviewed
c.monet@test.de	Monet	Claude		1 papers sent 100% reviewed
yfj51745@cuoly.com	Montgomery	Daniel		1 papers sent 100% reviewed

[You may want to add another referee ?](#)

When you have chosen the referee, click on the 'Invite' button, this will open the invitation pop-up window, where you can edit the invitation letter, or send it directly.

REFEREE INVITATION ⓧ

[Referee invitation](#)

Uploading my own report on the paper

You can assign yourself as a referee on the paper. In this case, you will receive the usual referee link to upload your referee report, and the author will receive this report grouped with other referee reports.

Instead, please consider submitting an [editor report](#).

The difference between a referee and an editor report is slim: the editor report is identified as such to the author, and is distinguished in the author interface:

👤 Report(s) on this version

[Report by Referee 1](#)



[Report by Associate Editor - Nicolas Boes](#)

[Editorial decision letter](#)

Contact a suggested referee

In the referee module, click on the 'Invite a referee' button.

Invited referees Expected reports ?

# Referee	Invitation Date	Status	Due Date	Recommendation	Action
No invited referee					

[🔍 Invite a referee](#)


If the journal requests this information during submission, you will have the possibility to invite the referee(s) suggested by the author.

Invite a referee ✕

Search a referee in the database (or add a new referee!) [Tips](#) [Switch to dynamic search](#) [Search with Prophy](#)

Name or e-mail address		Expertise fields	User information	Action
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="E-mail address"/>	<input type="text" value="Search an expertise field"/>	🔍

Start typing to search a referee

Referees suggested by the author 

Martin Scorcese	martin@edp.org	Not in database	📩 Add and invite
Quentin Tiou	quantin@edp.org	1 papers sent, 100% reviewed	👤 Invited as a referee

Alternate referees suggested by declined referee

Hidetaka Miyazaki	miya@edpsciences.org	4 papers sent, 25% reviewed	👤 Invited as a referee
Hideo Kojima	hideo@edp.org	7 papers sent, 0% reviewed	👤 Invited as a referee
Shigeru Miyamoto	shige@edp.org	Not in database	📩 Add and invite
Koji Kondo	koji@edp.org	Not in database	📩 Add and invite

Declined referees can also suggest their own colleagues to help you find an appropriate expert:

Invite a referee



Search a referee in the database (or add a new referee!)

Tips

Switch to dynamic search

Search with Prophy

Name or e-mail address

Expertise fields

User information

Action



Start typing to search a referee

Referees suggested by the author

Martin Scorcese	martin@edp.org	Not in database	Add and invite
Quentin Tiou	quentin@edp.org	1 papers sent, 100% reviewed	Invited as a referee

Alternate referees suggested by declined referee

Hidetaka Miyazaki	miya@edpsciences.org	4 papers sent, 25% reviewed	Invited as a referee
Hideo Kojima	hideo@edp.org	7 papers sent, 0% reviewed	Invited as a referee
Shigeru Miyamoto	shige@edp.org	Not in database	Add and invite
Koji Kondo	koji@edp.org	Not in database	Add and invite

In any case, Nestor will check and inform you

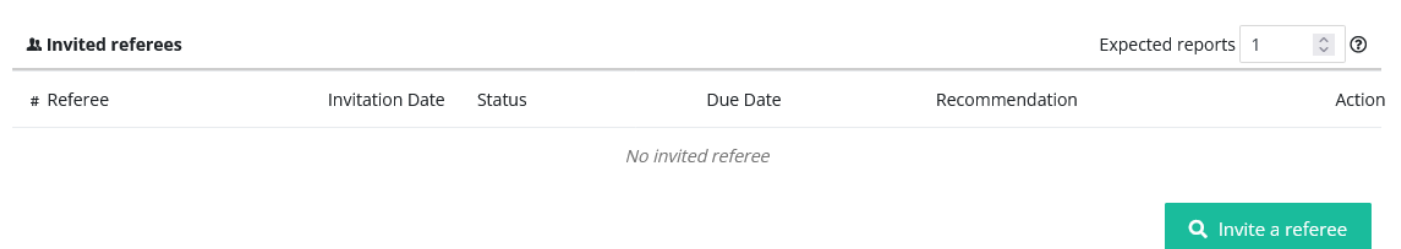
- if the suggested referee is absent in the data base (in which case you will need to create the referee)
- or if the suggested referee has already been contacted to review the paper

Referee AI search with Prophy

Starting 2025, Nestor has a partnership with the [Prophy referee finder tool](#)! Prophy is configured on a journal basis: to activate the feature, please contact us at support@nestor-edp.org

Triggering Prophy

In the referee module, click on the 'Invite a referee' button.

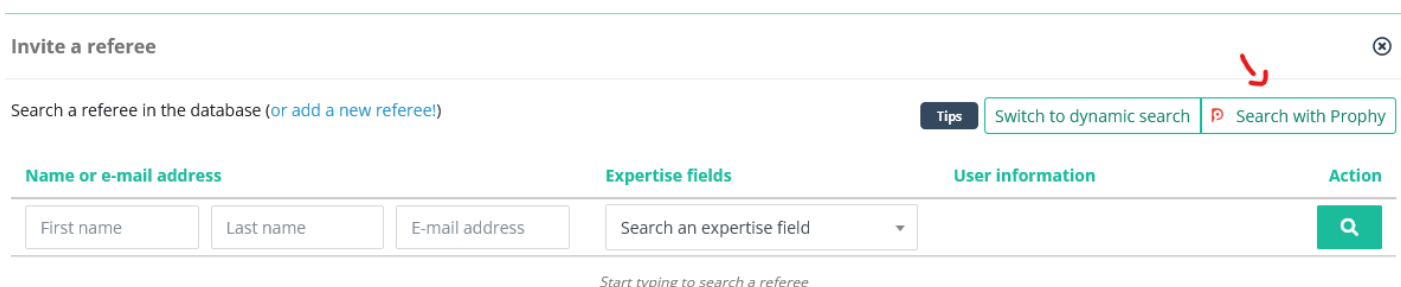


Invited referees Expected reports 1 ⓘ

# Referee	Invitation Date	Status	Due Date	Recommendation	Action
<i>No invited referee</i>					

[Invite a referee](#)

In the invitation window, triggering the tool is straightforward:



Invite a referee ⓘ

Search a referee in the database (or [add a new referee!](#)) Tips [Switch to dynamic search](#) [Search with Prophy](#)

Name or e-mail address		Expertise fields	User information	Action
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="E-mail address"/>	<input type="text" value="Search an expertise field"/>	Search

Start typing to search a referee

When clicking "Search with Prophy", Nestor will send the manuscript to Prophy who:

- performs a concept analysis on the manuscript
- based on this analysis, will return a list of 50 referees to evaluate the paper

Checking the list of suggestions

Search a referee in the database (or [add a new referee!](#))

Tips

Switch to dynamic search

Name or e-mail address		Expertise fields	User information	Action
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="E-mail address"/>	<input type="text" value="Search an expertise field"/>	<input type="button" value="Q"/>
<i>Start typing to search a referee</i>				
Referees suggested by Prophy ?				
Jannach Dietmar	dietmar.jannach@aau.at		Score: 1.27 0 papers sent, 0% reviewed	<input type="button" value="Invite"/>
Deldjoo Yashar	yashar.deldjoo@poliba.it		Score: 1.04 Not in database	<input type="button" value="Add and invite"/>
McAuley Julian J.	jmcauley@ucsd.edu		Score: 0.99 1 papers sent, 0% reviewed	<input type="button" value="Invited as a referee"/>
Di Noia Tommaso	tommaso.dinoia@poliba.it		Score: 0.64 Not in database	<input type="button" value="Add and invite"/>
Anelli Vito Walter	vitowalter.anelli@poliba.it		Score: 0.52 Not in database	<input type="button" value="Add and invite"/>
+				

Prophy information

Score	1.27
Articles published	357
H-Index	51
Citations	12478

The list shows the first 5 referees. It is sorted by score, which represents the match between the manuscript's concepts and the referee's own papers. The higher the score, the higher the relevance of the referee to assess this paper.

From this interface, you can:

- click on each referee score to get more details on the referee
- invite the referee directly
- can click on (+) to expand the list of suggestions

Search a referee in the database (or [add a new referee!](#))

Tips

Switch to dynamic search

Name or e-mail address		Expertise fields	User information	Action
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="E-mail address"/>	<input type="text" value="Search an expertise field"/>	<input type="button" value="Q"/>
<i>Start typing to search a referee</i>				
Referees suggested by Prophy ?				
Jannach Dietmar	dietmar.jannach@aau.at		Score: 1.27 0 papers sent, 0% reviewed	<input type="button" value="Invite"/>
Deldjoo Yashar	yashar.deldjoo@poliba.it		Score: 1.04 Not in database	<input type="button" value="Add and invite"/>
McAuley Julian J.	jmcauley@ucsd.edu		Score: 0.99 1 papers sent, 0% reviewed	<input type="button" value="Invited as a referee"/>
Di Noia Tommaso	tommaso.dinoia@poliba.it		Score: 0.64 Not in database	<input type="button" value="Add and invite"/>
Anelli Vito Walter	vitowalter.anelli@poliba.it		Score: 0.52 Not in database	<input type="button" value="Add and invite"/>
+				



Managing invited referees

Actions on referees




Once a referee has been invited to review an article, it is listed in the referee module for this version.

The module keeps track of the status of each referee and proposes relevant actions to manage them:

Report(s) on this version		Number of expected reports		2		?
# Referee	Invitation Date	Last Reminders	Status	Due Date	Recommendation	Actions
Dr. Marie Dumond	12/08/2022		Answer pending	14/08/2022		
Prof. Thomas Arnold	12/08/2022		Answer pending	14/08/2022		
Prof. Max Car	12/08/2022		Answer pending	14/08/2022		


Here is the detail of each action:

	Remind the referee manually, the letter template content will adapt depending on the referee status. Note that automatic reminders may be active in your journal, please check with your Editorial Office.
	Cancel invitation if you no longer need this referee
	Acknowledge cancellation of the referee (if received outside of the system). Use with caution: as much as possible, referees should interact directly with the system.

	Acknowledge promised report from the referee (if received outside of the system). Use with caution: as much as possible, referees should interact directly with the system.
	Register a report manually (if received outside of the system). Use with caution: as much as possible, referees should interact directly with the system.
	Reinvite a canceled referee

Number of expected reports and impact on article status

For each article type, a number of expected reports can be set:

Number of expected reports <input type="text" value="2"/> 
--

This number determines the article status according to referees' answers:

- As long as **the expected number of promised reports** is not reached, the article will stay '**In search of referee**' status.
- When **the expected number of promised reports** is reached, the status will switch to '**Peer-review in progress**'.
- Finally, once all expected reports are received, the status will switch to '**Waiting editorial decision**'.

The number of expected reports depends on the article type, but can be adjusted if necessary for each article. Adjusting the number of expected reports will automatically impact the article status as described above:

Report(s) on this version		Number of expected reports <input type="text" value="2"/>				
# Referee	Invitation Date	Last Reminders	Status	Due Date	Recommendation	Actions
Dr. Marie Dumond	12/08/2022		Answer pending	14/08/2022		
Prof. Thomas Arnold	12/08/2022		Answer pending	14/08/2022		
Prof. Max Car	12/08/2022		Answer pending	14/08/2022		

✖ Cancel pending referees
🔍 Invite a referee



Reminders to referees

Reminders to referees may be either manual, or [configured to be sent automatically](#). For each referee, Nestor keeps track of the last reminder date, and the number of reminders already sent.

Report(s) on this version		Number of expected reports <input type="text" value="2"/>				
# Referee	Invitation Date	Last Reminders	Status	Due Date	Recommendation	Actions
1 Prof. Thomas Arnold	12/08/2022		Report received		Major Revision - 12/08/2022	
Dr. Marie Dumond	12/08/2022	15/08/2022	Report expected	14/08/2022		
Prof. Max Car	12/08/2022		Declined by refe...			

Checking/editing referee reports

Please click on the recommendation to open the referee report.

Recommendation
 Major Revision - 12/08/2022
 Major Revision - 16/08/2022

View report

You can edit the referee's questionnaire, comments and recommendation. You can upload a referee attachment (or replace it, if needed). In case the referee has uploaded more than one file, they will be available in a zip file.

Report by Marie Dumond



Date: 12/08/2022

Please fill out this questionnaire, you may give details in your report

Is the paper well written?

- Yes
- Bof
- NO non
- je ne sais pas lire

Have you checked the quality of the figures?

Sélectionnez une réponse ci-dessous / Please tick the relevant box.

- yes, they're good
- Maybe
- Average
- yes, they're poor
- too bad
- very poor

Detailed scientific report **to be communicated to the author(s)** (NB do not identify yourself) *:

My report to tha authors, please improve your manuscript!

Report File (optional):

File Aucun fichier choisi

[jeos20220028_Referee2.docx](#)

Select a recommendation *:

Major Revision

Confidential comments to the editor, suggestions for alternative referees:

my comments to the editor

Update this report

Uploading my own report on the paper

You can assign yourself as a referee on the paper. In this case, you will receive the usual referee link to upload your referee report, and the author will receive this report grouped with other referee reports.

Instead, please consider submitting an [editor report](#).

The difference between a referee and an editor report is slim: the editor report is identified as such to the author, and is distinguished in the author interface:

Report(s) on this version

[Report by Referee 1](#)



[Report by Associate Editor - Nicolas Boes](#)

[Editorial decision letter](#)
