

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](#)

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