

EPL Co-Editor Help Document

Contents

1.0 The Co-Editor Centre	3
2.0 Finding your way around an article.....	5
2.1 Notes.....	5
2.2 The information bar	6
2.3 Manuscript Information	8
2.3.1 The iThenticate report	9
2.4 Audit Trail	9
2.5 Manuscript Files:	10
3.0 Searching for and Inviting Referees on a New Article.....	10
3.1 Creating a new reviewer account.....	12
3.2 Different ways of searching for reviewers	13
3.2.1 Recommended/Opposed reviewers	13
3.2.2 Publons Referee Connect	14
3.2.3 Searching by reviewer name.....	15
3.2.4 The 'Quick Search'	16
3.2.5 The 'Advanced Search':	16
3.2.6 Searching by Keywords and "Wildcards":.....	18
3.2.5 Searching by related papers	20
3.2.7 Searching by your Co-Editor History:	21
3.3 Reviewer information.....	23
3.4 Adding reviewers to the article.....	24
4.0 Making a Recommendation.....	24
4.1 How many reports do we require before making a recommendation?	24
4.2 Explaining the Make Decision screen.....	26
4.3 Making a recommendation	28
4.3.1 Making a recommendation – rejecting without sending article for peer-review	29
4.4 What if I am unable to make a recommendation based on the reports received? ...	30
5.0 Revised Articles	31
5.1 Revised Articles – Making a recommendation.....	34
6.0 For Information - New Articles and For Information - Revised Articles.....	36
7.0 What if I need more help?	36

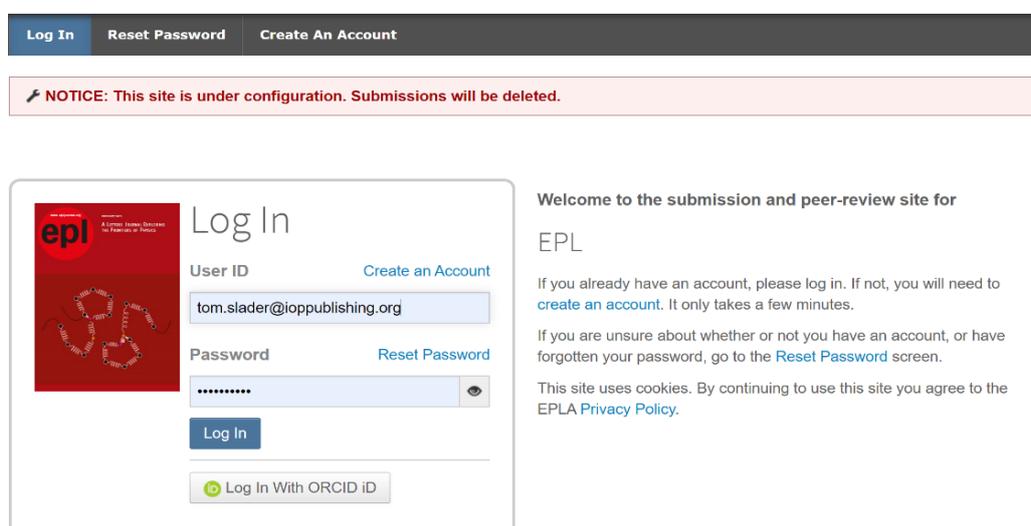
8.0 Appendix - Decision emails	38
8.1 Acceptance emails	38
8.1.1 Provisional acceptance:	38
8.1.2 Formal Accept:	39
8.1.3 Accept without review:	40
8.2 Revision Emails:	41
8.2.1 Minor Revision:	41
8.2.2 Moderate Revision:	43
8.3 Rejection Emails:	47
8.3.1 Reject to Resubmit:	47
8.3.2 Reject after review	48
8.4 Reject without review emails.....	49
8.4.1 Reject without review (quality):.....	49
8.4.2 Reject without review (scope):.....	50
8.4.3 Reject without review (Poor English):	51
8.4.4 Reject without review (iThenticate/plagiarism):.....	52
8.5 Reject and Transfer	52
9.0 Appendix - the iThenticate report	55
9.1 Abstract	55
9.2 Introduction.....	55
9.3 Method	55
9.4 Results and Discussion	55
9.5 Conclusions.....	55
10.0 Appendix - Searching by Keywords:.....	57
10.1 Searching keywords, example one: 'Relativistic wave equations'	57
10.1.1 Exact match	57
10.1.2 Trailing wildcard	58
10.1.3 Leading wildcard	58
10.1.4 Combined wildcard search	59
10.2 Searching keywords, example two: 'Perturbation theory'	60
10.2.1 Exact match	60
10.2.2 Trailing wildcard	61
10.2.3 Leading wildcard	62
10.2.4 Combined wildcard search	63

1.0 The Co-Editor Centre

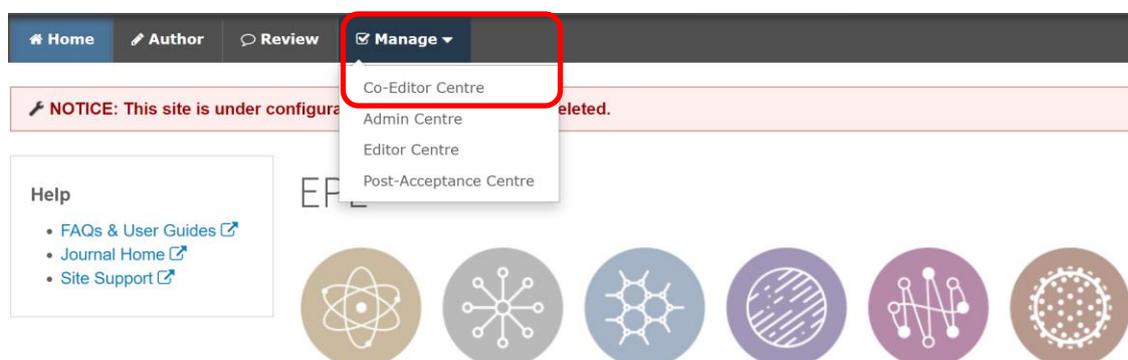
When an article is submitted to the journal and assigned to you as a Co-Editor, you will receive an email asking you to assess the suitability of the manuscript and manage the peer review process for it. By managing the peer review process, we are essentially asking you to select appropriate referees/reviewers and to make the publishing decisions that are required during the peer review process.

When you receive the email, if you cannot manage the review process for the article please contact your Admin support at editorial.office@epletters.net as soon as you can so that they can reassign the article to an alternative Co-Editor. If possible, please also suggest Co-Editors who you think could act as an alternative.

Firstly, after being assigned an article by the EPL admin, you will need to access your 'Co-Editor Centre' by following the links in the email to the ScholarOne Log In screen (shown below):



Once you have gained access you will see the screen shown below. Click on the 'Co-Editor' role from the 'Manage' dropdown box.



You will now see your Co-Editor 'dashboard'

Co-Editor Lists	Quick Search - Show Advanced Search
<p>You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.</p> <p>For Action - New Articles</p> <ul style="list-style-type: none"> 1 Invite Referees 0 Chase Overdue Referee Reports 0 Make Recommendation <p>For Action - Revised Articles</p> <ul style="list-style-type: none"> 0 Assign Referees 0 Chase Overdue Referee Reports 0 Make Recommendation <p>For Information</p> <ul style="list-style-type: none"> 0 Manuscripts Awaiting Revision 1 Pending Manuscripts <p>For Information - New Articles</p> <ul style="list-style-type: none"> 0 Awaiting Referee Responses to Invitations 0 Awaiting Referee Reports 0 Rescinded Referee Reports 0 Decisions Awaiting Confirmation <p>For Information - Revised Articles</p> <ul style="list-style-type: none"> 0 Awaiting Referee Reports 0 Rescinded Referee Reports 0 Decisions Awaiting Confirmation 	<p>You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."</p> <p>Saved Search: <input type="text" value="Select..."/> Edit</p> <p>Manuscript ID: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Author's First (Given) or Last (Family) name: <input type="text"/></p> <p>* Keywords: <input type="text"/> <input checked="" type="checkbox"/> Pick</p> <p>Search</p>

On the left-hand side is the menu which lists any articles that require your action (in the above example you can see that there is one new article which requires reviewer selection).

To access the list of articles that require your attention, click on the appropriate link, for example 'Invite Referees'. You will then be able to see any articles which require action (as shown in the example below):

Invite Referees		Manuscripts 1-1 of 1		
Manuscript ID ↑	Manuscript Title	Date Submitted ↓	Status	Take Action
Manuscript Type	Submitting Author			
EPL-100040	Polishing and planarization of single crystal diamond: state-ofthe-art and perspectives [View Submission]	21-Jan-2021	CE: Slader, Tom Admin: Slader, Tom ED: Fryer, John	<input checked="" type="checkbox"/>
Letter	Evans, David		<ul style="list-style-type: none"> Copyright Tracking 0 of 1 completed Select Referees (Due 28-Jan-2021) 0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned 	

[Export to CSV](#) Manuscripts 1-1 of 1

Please note that the system will automatically highlight any 'overdue' articles that should be prioritised over other articles appearing on the list.

Invite Referees				Manuscripts 1-1 of 1
Manuscript ID	Manuscript Title	Date Submitted	Status	Take Action
Manuscript Type	Submitting Author			
EPL-100010	John testing Co Ed Assignment [View Submission]	08-Jan-2021	CE: Loftus, Lucy Admin: Fryer, John ED: Not Assigned ● Select Referees (Due 15-Jan-2021) 6 days overdue <i>0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned</i>	<input checked="" type="checkbox"/>
Letter	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Any overdue articles on the list will be highlighted in red </div>			

Export to CSV Manuscripts 1-1 of 1

To access an individual article, click on the blue 'take action' button on the right-hand side.

2.0 Finding your way around an article

After accessing the article, click the 'Manuscript Information' tab to view the main article page and the author supplied information:

[Select Referees](#)

Manuscript Information

EPL-100050 Submitted: 03-Feb-2021; Last Updated: 03-Feb-2021; 8 days, 18 hours in review

- Maxwell theory
- [Desse, Kevin](#) (contact)
- Letter
- OA Agreed:
- Section: ELECTROMAGNETISM, OPTICS, ACOUSTICS, HEAT TRANSFER, CLASSICAL MECHANICS, AND FLUID DYNAMICS
- Special Issue:
- Select Referees (Due 11-Feb-2021)
1 day overdue
1 active selections; 1 invited; 1 agreed; 0 declined; 1 returned

CE: Burr, Frederic
 Admin: Burr, Frederic
 ED: [Fryer, John](#)

2.1 Notes

It is always advisable to check for any 'Notes' that have been made on the article by the EPL Admin during their initial check of the article. These appear at the very bottom of the screen. Clicking on the note icon will take you directly to the notes section at the bottom of the page. Any notes that are for your attention will have the heading 'FAO CE', as in the example below. Other notes may appear at this place but will only concern the Editorial Office internally.

There is a note icon in the top left (indicated below)

- If this is white (as shown), no notes have been added.
- If this is yellow, a note has been added to the article.
- If this is yellow with a purple circle – a new note was added very recently.

Complete Admin Checklist

EPL-100037 Submitted: 18-Jan-2021; Last Updated: 18-Jan-2021; 0 days, 18 hours in review

A Microfabricated Ion Trap Chip with a Sloped Loading Slot to Minimize Exposing Trapped Ions to Stray Charges

[Fryer, John \(proxy\)](#) (contact)

- Letter
- OA Agreed:
- [Complete Admin Checklist](#) (Due 19-Jan-2021)

CE: Not Assigned
Admin: Not Assigned
ED: [Fryer, John \(proxy\)](#)

PDF Supplemental Files Original Files Abstract Cover Letter External Searches Analysis

Scroll To... ▼

Peer Review Milestones

Date Submitted:	18-Jan-2021		
Admin:	Admin	Date to Admin:	18-Jan-2021
Editor:	Fryer, John proxy AU REF CE Admin ED PROD CONFIG	Date to Editor:	18-Jan-2021

To read the note, click on the note title link on the left-hand side.

Once you have read the note, clicking on the 'top' button located on the right which will return you to the top of the screen.

You can add your own notes by clicking 'Add note'. We recommend that you title your notes 'FAO Admin'.

Notes [view all notes](#)

Note Title	Updated By	Updated On	Edit	Delete
FAO CE - supplementary file included	Slader Tom - Admin	21-Jan-2021 8:40:53 AM		

+ Add a Note
▲ top

2.2 The information bar

Across the information bar located at the top of the screen you will see article information including the article reference number, the title, the list of authors, and the article type:

Complete Admin Checklist

Manuscript Information

- **EPL-100037** Submitted: 18-Jan-2021; Last Updated: 18-Jan-2021; 0 days, 18 hours in review
- A Microfabricated Ion Trap Chip with a Sloped Loading Slot to Minimize Exposing Trapped Ions to Stray Charges
- [Fryer, John \(proxy\)](#) (contact)
- Letter
- OA Agreed:
- [Complete Admin Checklist](#) (Due 19-Jan-2021)

CE: Not Assigned
Admin: Not Assigned
ED: [Fryer, John \(proxy\)](#)

Audit Trail

PDF Supplemental Files Original Files Abstract Cover Letter External Searches Analysis

Scroll To... ▼

Manuscript Files

Peer Review Milestones

Date Submitted:	18-Jan-2021	
Admin:	Admin	Date to Admin: 18-Jan-2021
Editor:	Fryer, John proxy AU REF CE Admin ED PROD CONFIG	Date to Editor: 18-Jan-2021

You can also see some 'shortcut buttons'.

Click on any one of these buttons in order to access the information.

- 'PDF' will open a PDF of the article
- 'Supplementary Files' opens any separate file which is associated with the article and will eventually be published online
(note that in the above example the button is 'greyed out' as there is no supplementary file associated with this article – if there was the button would be in bold like the other shortcut buttons in this example)
- Original Files will allow you to see all original files uploaded with the article.
- 'Abstract' will allow you to read the abstract provided by the author
- 'Cover Letter' allows you to access the authors cover letter.
- 'External Searches' enables you to take key article information and search using existing tools like Google and Web of Science.
- The iThenticate report (an explanation is given below in section: 2.3.1 The iThenticate report)

On the left-hand side of the screen you will see three tabs labelled 'Manuscript Information', 'Audit Trail' and 'Manuscript Files' (see below).

[Complete Admin Checklist](#)

EPL-100037 Submitted: 18-Jan-2021; Last Updated: 18-Jan-2021; 0 days, 18 hours in review

- A Microfabricated Ion Trap Chip with a Sloped Loading Slot to Minimize Exposing Trapped Ions to Stray Charges
- Fryer, John (proxy) (contact)
- Letter
- OA Agreed:
- Complete Admin Checklist (Due 19-Jan-2021)

CE: Not Assigned
Admin: Not Assigned
ED: Fryer, John (proxy)

PDF Supplemental Files Original Files Abstract Cover Letter External Searches Analysis

Scroll To...

Peer Review Milestones

Date Submitted:	18-Jan-2021		
Admin:	Admin	Date to Admin:	18-Jan-2021
Editor:	Fryer, John AU REF CE Admin ED PROD CONFIG proxy	Date to Editor:	18-Jan-2021

[top](#)

Duplicate Submission Check

This feature searches other submissions to this site and displays a relevancy % on both the manuscript title and the full author list to help identify potential duplicate submissions. The manuscript with the highest relevancy % on both title and author list will be displayed first.

2.3 Manuscript Information

Click on Manuscript Information and you will see a different view of the article information, including the title, article type, manuscript ID number, list of authors, keywords (as entered by the author), the research type of the article as entered by the author, any reviewers recommended or opposed by the author and a copy of their cover letter – see below.

Author-Supplied Data

Manuscript Type: Letter

Title: A Microfabricated Ion Trap Chip with a Sloped Loading Slot to Minimize Exposing Trapped Ions to Stray Charges

Manuscript ID: EPL-100037

Funding Information: There are no funders to report for this submission

Submitting Author: Fryer, John Save Fryer, John (proxy)

- primary affiliation
IOP Publishing Ltd - IT
Temple Circus Bristol BS1 6HG
United Kingdom of Great Britain and Northern Ireland

Authors & Institutions: Fryer, John proxy IOP Publishing Ltd - IT Temple Circus, Bristol BS1 6HG United Kingdom of Great Britain and Northern Ireland
<https://orcid.org/0000-0001-8678-8510>

Contact Author (populates the ##PROLE_AUTHOR_.,## e-mail tags): Fryer, John Save Current Contact Author: Fryer, John (proxy)

Article Keywords: Dynamic critical phenomena < Equations of state, phase equilibria, and phase transitions < CONDENSED MATTER: STRUCTURAL, MECHANICAL, AND THERMAL PROPERTIES, Equations of state of specific substances < Equations of state, phase equilibria, and phase transitions < CONDENSED MATTER: STRUCTURAL, MECHANICAL, AND THERMAL PROPERTIES, General studies of phase transitions < Equations of state, phase equilibria, and phase transitions < CONDENSED MATTER: STRUCTURAL, MECHANICAL, AND THERMAL PROPERTIES

Author Recommended Referees:

Author Opposed Referees:

Author Recommended Editors:

Author's Cover Letter: My cover letter appears here

Select Research Type
req Your manuscript is Experimental

2.3.1 The iThenticate report

iThenticate is a service that EPL uses to detect instances of plagiarism in New Submissions. The EPL admin will add a Note to the article to bring to your attention if iThenticate flags that a New Submission has a high percentage of content from another article:

Notes view all notes				
Note Title	Updated By	Updated On	Edit	Delete
FAO CE - please check iThenticate report	Slader Tom - Admin	08-Mar-2021 5:30:50 AM		
Add a Note				

You can view the report by clicking 'View the Originality Report' link:

Plagiarism Check [iThenticate User Guide](#)

Overall Similarity Index Percentage: **17%**

Report complete. View the Originality Report

Powered by iThenticate

Please use the report to judge whether the overlap with the highlighted articles is too high and therefore the new submission should be rejected. To reject the article due to the iThenticate report, please see section '4.3.1 Making a recommendation – rejecting without sending article for peer-review' for rejecting the article.

A guide to assessing the iThenticate report can be found in the Appendix (9.0 Appendix – the iThenticate report). If you have any questions about the report, please contact the EPL Admin (editorial.office@epletters.net).

2.4 Audit Trail

Clicking the 'Audit Trail' tab will allow you to view previous actions and emails that have been performed on the article. In the screenshot below you can see that the article was assigned to a Co-Editor and that the reviewer selection task became pending. You can read emails sent by clicking the letter icon:

Select Referees

EPL-100031 Submitted: 15-Jan-2021; Last Updated: 21-Feb-2021; 36 days, 20 hours in review

TEST MS - LETTER
 Fryer, John (contact)
 Letter
 OA Agreed:
 Section:
 Special Issue:
 Select Referees (Due 28-Feb-2021)
 0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned

CE: Slader, Tom
 Admin: Burr, Frederic
 Admin: Slader, Tom
 ED: Fryer, John

PDF Supplemental Files Original Files Abstract Cover Letter External Searches Analysis

Audit Trail - view all / letters only Events: 1-10 of 15

Date / Time	Event	Manuscript Status
21-Feb-2021 4:31 AM EST 21-Feb-2021 9:31 AM GMT	 o: tom.slader@iopublishing.org rom: s1support@iopublishing.org Subject: Please select referees for article EPL-100031 Results: Successfully sent.	
21-Feb-2021 4:31 AM EST 21-Feb-2021 9:31 AM GMT	CE Picks Referee became pending	CE: Slader, Tom Admin: Burr, Frederic Admin: Slader, Tom ED: Fryer, John * Select Referees (Due 28-Feb-2021) 0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned
21-Feb-2021 4:31 AM EST 21-Feb-2021 9:31 AM GMT	Assign CE became completed by Slader, Tom (Admin)	CE: Slader, Tom Admin: Burr, Frederic Admin: Slader, Tom ED: Fryer, John * Submitted

2.5 Manuscript Files:

Here you will be able to view files that have been uploaded by the authors. However, it is not necessary to view files here as they will be available to you by clicking in the information bar at the top of the page. You can see that a PDF of the article has been uploaded – we do not recommend that you click any of the buttons on this page ('Edit Details' or 'Delete'):

Select Referees (Due 28-Feb-2021)
 0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned

CE: Slader, Tom
 Admin: Burr, Frederic
 Admin: Slader, Tom
 ED: Fryer, John

PDF Supplemental Files Original Files Abstract Cover Letter External Searches Analysis

Manage Manuscript Files

Manuscript Files

Order	File Name	HTML / PDF Proof	Ready for Batch / Page Count	Edit Details	Delete
1	SB TEST MS - Letter.pdf (v1.0) Complete Document for Review (PDF Only) Uploaded by Fryer, John (Author) on 15-Jan-2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

3.0 Searching for and Inviting Referees on a New Article

Before beginning your search, you need to ensure that you are in the correct view. Click on the 'Select Referees' tab located on the top-right hand side of the article page.

Select Referees

EPL-100040 Submitted: 21-Jan-2021; Last Updated: 21-Jan-2021; 0 days, 1 hour in review

- Polishing and planarization of single crystal diamond: state-of-the-art and perspectives
- Evans, David (contact)
- Letter
- OA Agreed:
- Copyright Tracking
0 of 1 completed
- Select Referees (Due 28-Jan-2021)
0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned

CE: Slader, Tom
Admin: Slader, Tom
ED: Fryer, John

dit Trail PDF Supplemental Files Original Files Abstract Cover Letter External Searches Analysis

Key things to remember!

When searching for a potential reviewer you are searching a database – it does not contain the contact details of *everyone* so **you may need to add a new reviewer if they are not already on the database or ask the Editorial Office to add them for you.**

- Where possible it is advisable to select multiple reviewers. This helps when an invited reviewer has declined to report or does not respond as it means there is an alternative reviewer that can easily be invited.
- Try to avoid inviting reviewers who are at same institution as the authors and co-authors (or simultaneously inviting two different reviewers who are at the same institution as each other) to avoid any potential conflict of interest.
- Once the referee(s) selected, the Editorial Office will send the invitation(s) attaching the PDF file of the paper

As you add referees to an article they will appear in the 'Referee List';

Referee List

Order	Name	Status	History	Remove
Alternates				
				<input checked="" type="checkbox"/> Save

To the right of the Reviewer List is a Progress indicator, showing the number of reviews required to make a recommendation. It will default to '2' reviewers required.

Progress

# reviews required to make decision	<input type="text" value="2"/>
# active selections	0
# invited	0
# agreed	0
# declined	0
# returned	0
<input checked="" type="checkbox"/> Save	

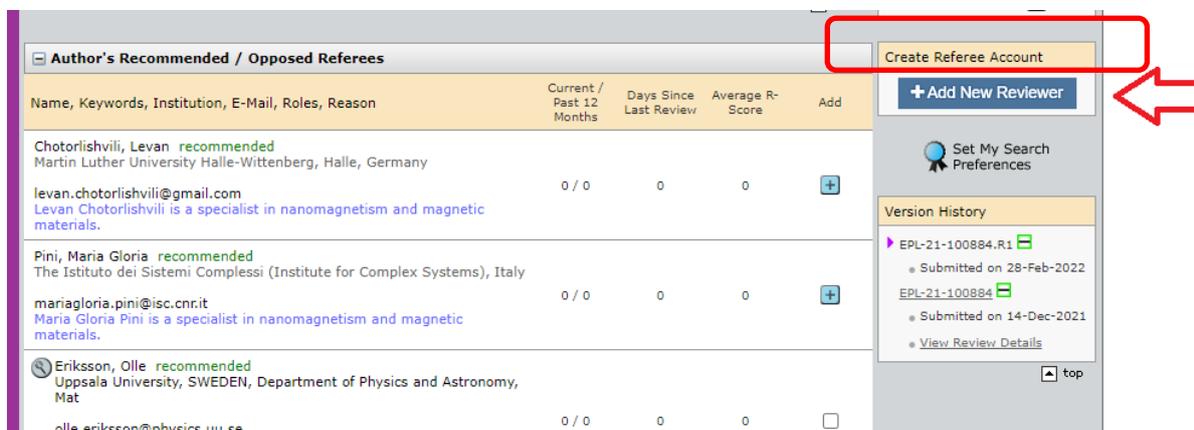
If you would like to make a recommendation on an article without sending it to any reviewers, you can change the '# reviews required to make decision' to '0' then click on 'Save'. This will allow you to make a recommendation on the article.

Please go to page 22 and 27 for an explanation of how to make a recommendation (or contact the Editorial Office for guidance - editorial.office@epleters.net).

3.1 Creating a new reviewer account

You may need to create a new account for a reviewer who is not present in the EPL database.

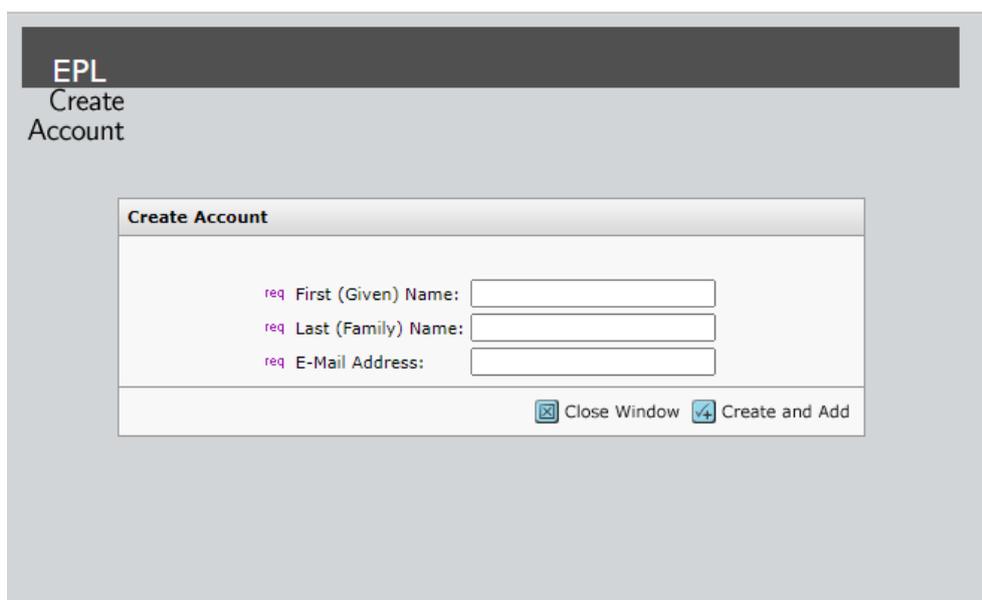
Click the 'Add New Reviewer' function located towards the top of the screen on the right-hand side (see below).



The screenshot shows a table of referees with columns for Name, Keywords, Institution, E-Mail, Roles, Reason, Current / Past 12 Months, Days Since Last Review, Average R-Score, and Add. The 'Add' column contains '+' icons for each row. On the right side, there is a sidebar with a 'Create Referee Account' button (highlighted with a red box) and a '+ Add New Reviewer' button (pointed to by a red arrow). Below these are 'Set My Search Preferences' and 'Version History' sections.

Name, Keywords, Institution, E-Mail, Roles, Reason	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Chotorlishvili, Levan recommended Martin Luther University Halle-Wittenberg, Halle, Germany levan.chotorlishvili@gmail.com Levan Chotorlishvili is a specialist in nanomagnetism and magnetic materials.	0 / 0	0	0	+
Pini, Maria Gloria recommended The Istituto dei Sistemi Complessi (Institute for Complex Systems), Italy mariagloria.pini@isc.cnr.it Maria Gloria Pini is a specialist in nanomagnetism and magnetic materials.	0 / 0	0	0	+
Eriksson, Olle recommended Uppsala University, SWEDEN, Department of Physics and Astronomy, Mat olle.eriksson@physics.uu.se	0 / 0	0	0	

A pop-up window appears:



The pop-up window is titled 'EPL Create Account'. It features a 'Create Account' form with three required fields: 'First (Given) Name', 'Last (Family) Name', and 'E-Mail Address'. Each field is preceded by 'req'. At the bottom of the form, there are two buttons: 'Close Window' and 'Create and Add'.

You will need to complete the 'required fields' (req) in order to create a new account.

Once you are ready to create the account click on the blue 'Create and Add' button. This will add the referee to the 'Reviewer List'.

If you are unsure of how to add a reviewer or if you think that the reviewer is in the EPL database, but you cannot find them, please email the EPL admin team for assistance (editorial.office@epleters.net).

The Editorial Office will then send the invitation(s) to the referee(s) attaching the PDF file of the paper.

3.2 Different ways of searching for reviewers

There are multiple ways of searching for reviewers in ScholarOne, including the authors' recommended (or opposed reviewers), by using the Publons database, and by searching through EPL's reviewer pool (Quick Search, Related Papers and the Advanced Search).

Please carefully read through the below guide before making your selections.

3.2.1 Recommended/Opposed reviewers

- These are suggested by the author at submission stage
- Authors do not always specify why a referee is "Recommended". It could be that they are the experts in the field, but some less scrupulous authors may be recommending friendly colleagues.
- If there isn't a 'magnifying glass' icon next to their name, they are *not* on the database.

The Recommended/Opposed reviewers section is located near the top of the screen, as shown below;

The Recommended/Opposed reviewers section is located just below the Reviewer List

Author's Recommended / Opposed Reviewers				
Name, Keywords, Institution, Roles, Reason	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
 Reviewer, Roseanne recommended Anodic Films, Batteries, Batteries - aqueous; Research Scientist Plymouth University Roles: AU REV Top researcher in field	1 / 6	5	0	
 Reviewer, Reginald opposed Anodic Films, Batteries, Batteries - aqueous; Staff Scientist London South Bank University Roles: AU REV Conflict of interest	2 / 9	5	0	

 Add
 top

To the right of the reviewers name you can see information on whether they already have another article, how many articles they have reviewed in the past 12 months, the number of

days since they last reviewed and the average 'R' score – which is an indicator of the quality of reviews they have submitted in the past.

If you wish to use any of the reviewers recommended by the authors, tick the box to the right of their name and then click on the blue 'Add' button. Remember, if they do not have a magnifying glass icon next to their name you will not be able to select them as they are not on our database. **You will need to create an account for them if you would still like to use them or alternatively contact the EPL Admin who can add them to the database for you (editorial.office@epleters.net).**

3.2.2 Publons Referee Connect

- This is a semi-automated search linked to the 'Publons' review database. The manuscript title is compared to Web of Science entries and the search returns potential reviewers based on this – it also shows verified reviews by the reviewer.
- The search can return some unrelated results so we advise using caution and doing research on the suggestion before adding a reviewer from the tool.
- If there isn't a magnifying glass next to their name, they are not on the database.

Publons Reviewer Connect Results		Search 5 Years of Publications		
Dig deeper on Publons.com				
Potential Reviewer Details	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
<p>Peter Y. H. Pang peterpang@nus.edu.sg; Natl Univ Singapore Verified reviews in Publons: 0 Articles in Web of Science: 3 Most Relevant Works:</p> <ul style="list-style-type: none"> Asymptotic Behavior of Solutions to a Tumor Angiogenesis Model with Chemotaxis-haptotaxis view details Global Existence of a Two-dimensional Chemotaxis-haptotaxis Model with Remodeling of Non-diffusible Attractant view details Global Boundedness and Decay Property of a Three-dimensional Keller-segel-stokes System Modeling Coral Fertilization view details 				
<p>Yifu Wang wangyifu@bit.edn.cn; Beijing Inst Technol Verified reviews in Publons: 0 Articles in Web of Science: 7 Most Relevant Works:</p> <ul style="list-style-type: none"> Asymptotic Behavior of Solutions to a Tumor Angiogenesis Model with Chemotaxis-haptotaxis view details Large Time Behavior of Solutions to a Fully Parabolic Attraction-repulsion Chemotaxis System with Logistic Source view details Global Existence of a Two-dimensional Chemotaxis-haptotaxis Model with Remodeling of Non-diffusible Attractant view details 				
<p>Chunhua Jin   jinchhua@126.com; South China Normal University Verified reviews in Publons: 1 Articles in Web of Science: 4 Most Relevant Works:</p> <ul style="list-style-type: none"> Large Time Behavior of Solutions to a Chemotaxis Model with Porous Medium Diffusion view details Boundedness and Global Solvability to a Chemotaxis-haptotaxis Model with Slow and Fast Diffusion view details Global Solvability and Large Time Behavior to a Chemotaxis-haptotaxis Model with Nonlinear Diffusion view details 				

If you wish to use any referees from this list, click on the blue 'Add' button to the right of the referee details. If they do not already have an existing account then you will be prompted to create an account for them when you click on the 'Add' button. **If you would like any assistance on creating an account, please contact the Editorial Office and ask them to do it for you.**

3.2.3 Searching by reviewer name

There are multiple ways of doing this:

Method	Pros	Cons
Quick search	Searches both first and	If searching common

	surnames Works well for unique names	names (e.g. Smith), will return high numbers
Advanced search	Separates out first name and last name Can also search for email	Only returns names which match *all* entered fields

TIP: these searches are searching our database, as the referee entered their details. So, John Smith may be in our database, but as J Smith. If putting full first name in doesn't return a name, try the initial and a wildcard (i.e. First Name: J* Surname: Smith will return J Smith, Jane Smith, James Smith... John Smith).

3.2.4 The 'Quick Search'

Type either the first (given) or last (family) name in the search box, then click on 'Search'.

3.2.5 The 'Advanced Search':

This search allows you to enter more detailed information when searching

Advanced Search

Reviewer Account Information

Salutation:	First (Given) Name:	Middle Name:	Last (Family) Name:
Any ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Degree:	E-Mail Address:	Comments:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Institution:	Department:		
<input type="text"/>	<input type="text"/>		
City:	State/Province:	Postal Code:	Country / Region:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ORCID iD
<http://orcid.org/>

Person Designations:

 Editorial Board Member
 Statistical Reviewer
 Fast Track Reviewer
 Deceased

Roles:

 Author
Reviewer
 Associate Editor
 Viewing Center

Exclude Institution*: Exclude Postal Code*:

*Multiple entries separated by commas are permitted

Exclude unavailable Reviewer

Keywords:
 AND ▼
 AND ▼
 AND ▼
 AND ▼

Reviewer Activity Information

# Current Assignments	Min: <input type="text"/>	Max: <input type="text"/>
# Assignments in Past 12 Months	Min: <input type="text"/>	Max: <input type="text"/>
# Days Since Last Review Submitted	Min: <input type="text"/>	Max: <input type="text"/>
# Invitations Declined in Past 12 Months	Min: <input type="text"/>	Max: <input type="text"/>
R-Score	Min: <input type="text"/>	Max: <input type="text"/>

Sort Order

Primary Sort: Ascending ▼

Secondary Sort: Descending ▼

[▲ top](#)

If you wish to add anyone from the results list, tick the box to the right of their name before clicking on the blue 'Add' button (see below).

17

Results - New Search - Modify Search - Change Sort				1-2 of 2
Search Criteria: Last (Family) Name = "reviewer"; Roles = "Journal of The Electrochemical Society -- Reviewer"				
Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add /Grant REV Role
Reviewer, Reginald. Anodic Films, Batteries, Batteries - aqueous; Staff Scientist London South Bank University Roles: AU REV	2 / 9	6	0	<input type="checkbox"/>
Reviewer, Roseanne. Anodic Films, Batteries, Batteries - aqueous; Research Scientist Plymouth University Roles: AU REV	1 / 6	6	0	<input type="checkbox"/>
New Search Modify Search				<input type="button" value="+ Add"/>
Export to CSV				Results 1-2 of 2

3.2.6 Searching by Keywords and "Wildcards":

- Use the "Keywords" (left-hand-side) box (shown below)
- This searches the keywords that have been entered into the reviewers' account (it will find reviewers that have information entered in keywords section on their contact record).
- Does Boolean (AND OR), takes wild cards (*) and exact terms ("error estimate")
- This is a more advanced feature

You can search using keywords in both the Related Paper search and the Advanced Search.

The keywords that you use to search for reviewers can be taken from the 'Author Supplied Data' on the 'Manuscript Information' page:

Article Keywords:	Nuclear astrophysics, Nuclear explosions
Author Recommended Referees:	
Author Opposed Referees:	
Author Recommended Editors:	
Author's Cover Letter:	We are submitting herewith a research paper entitled "Nuclear decay"

For example, the terms 'nuclear', 'explosion' and 'nuclear explosion' have been entered into the Keywords field by the authors.

Input the keywords into the search fields as shown below (after clicking back into the 'Select Referees' tab):

The screenshot shows a search interface with several sections:

- Shared Comments:** Five empty text input fields, each followed by an "AND" dropdown menu.
- Keywords:** A section highlighted with a red border containing five input fields. The first three contain "nuclear", "explosion", and "nuclear explosion" respectively. Each field has a checked "Pick" checkbox and an "AND" dropdown menu.
- Opt-in:** Five input fields, each with a checked "Pick" checkbox and an "AND" dropdown menu.
- Referee Activity Information:** A section with six rows of filters, each with a label and two input fields for "Min" and "Max":
 - # Current Assignments
 - # Assignments in Past 12 Months
 - # Days Since Last Review Submitted
 - # Invitations Declined in Past 12 Months
 - R-Score
 - M-Score
- Sort Order:** Two dropdown menus: "Primary Sort: Name (Last, First) Ascending" and "Secondary Sort: Number of Current Assignments Descending".
- Buttons:** "Clear" and "Search" buttons at the bottom right.

The search can be refined by adding Wildcards

To perform a multiple character wildcard search (i.e. to find 0 or more characters) use the asterisk (*) symbol.

For example, to search for the keywords test, tests or tester, you can use: test*

Exact match = nuclear explosion – Won't find nuclear and explosion

Partial match = nuclear explosion* - all accounts that have nuclear explosion

Part of search term = *Nuclear explosion*.

e.g. Search for *Nuclear* AND *Explosion* to find profiles that have nuclear and explosions as Keywords.

After clicking Search and bringing up the results, if you wish to add anyone from the results list, tick the box to the right of their name before clicking on the blue 'Add' button which appears at the end of the results list.

Please see '10.0 Appendix: Searching by Keywords' for a more detailed guide and examples of searching using keywords and wildcards.

3.2.7 Searching by related papers

This search function will enable you to search for authors and reviewers of articles similar to the one you are selecting reviewers for. This will enable you to select reviewers you know have experience with this type of article (either through previous reviews or having written an article in a similar field).

As you may not know the exact title of previous papers, we recommend that you add article Keywords to the search:

Related Papers Search

This feature searches for authors and referees of manuscripts with the selected criteria.

Author First (Given) Name: Author Middle Name: Author Last (Family) Name: Contact Author Only

Referee First (Given) Name: Referee Middle Name: Referee Last (Family) Name:

Manuscript ID: Manuscript Title:

Keywords:

<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND ▾
<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND ▾
<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND ▾
<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND ▾
<input type="text"/>	<input checked="" type="checkbox"/> Pick	

Sort Order

Primary Sort: ▾ ▾

Secondary Sort: ▾ ▾

Keywords can be searched similarly to the above guide on page 16, by using the keywords from the 'Author Supplied Data' section of the 'Manuscript Information'.

You can also search for related papers using author or reviewer names, the manuscript IDs of articles.

Searching by author name will bring up a list of articles that the author has submitted, both as the corresponding author and as the co-author (Frederic Burr has again been used as an example):

Results - New Search - Modify Search - Change Sort 1-2 of 2				
Search Criteria: Related Author Last (Family) Name = "burr"				
Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add /Grant REF Role
Burr, Frederic. (epi Office) Direct reactions < , Computers in experimental physics < , Quantum statistical mechanics < European Physical Society https://orcid.org/0000-0002-0073-5782 Roles: AU REF VC CE Admin ED	0 / 5 (0 / 5) (0 / 5)	7 (7) (7)	0 0 0	<input type="checkbox"/>
EPL-100035 (Submitting Author)				
<ul style="list-style-type: none"> Happy new Year [View Submission] 				
EPL-100049 (Submitting Author)				
<ul style="list-style-type: none"> Transmission characteristics of terahertz waves in high temperature inhomogeneous magnetized plasma [View Submission] 				

The previous articles can be viewed by clicking on the article ID hyperlink. This will take you directly to the article, where you can see the full article, including the previous reviewers).

You will need to click on the article ID of the article that you are selecting reviewers for to get back to the reviewer search once you have viewed the previous submission:

Home
Author
Review
Manage

Co-Editor Dashboard
Invite Referees
Details for EPL-100054
Details for EPL-100049

ICE: This site is under configuration. Submissions will be deleted.

Link to notes: [view all notes for this article](#)

3 / 3

Select Referees

3.2.8 Searching by your Co-Editor History:

It may be useful to search for your own account and view articles where you acted as the Co-Editor. To do this, add your surname to the 'Quick Search' search bar (in this example we are using Frederic Burr) and select Co-Editor in the 'Roles' section and click 'Search':

Quick Search

First (Given) or Last (Family) Name:

Roles:

- EPL -- Referee
- EPL -- Board Member
- EPL -- Viewer
- EPL -- Co-Editor**
- EPL -- Editor

Sort Order

Primary Sort:

Secondary Sort:

Your account will then appear in the search results and you can view your previous articles by clicking on the magnifying glass image:

Results - [New Search](#) - [Modify Search](#) - [Change Sort](#) 1-2 of 2

Search Criteria: First (Given) or Last (Family) Name = "burr"

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add /Grant REF Role
 Burr, Fred. (epi Office) General linear dynamical systems < European Physical Society Roles: AU REF CE Admin ED	0 / 0 (0 / 0) (0 / 0)	0 (0) (0)	Blinded	<input type="checkbox"/>

And then clicking the 'CE History' tab to see a list of the articles. Click on the article ID to view them:

1 / 2

Account Information AU History REF History **CE History** ED History

Burr, Fred : Co-Editor History Analysis

The numbers below represent the count for EPL, followed by the count for EPL subfamily total, followed by the count for all of EPL_PARTNER.

3 (3) (3) Total number of manuscripts assigned in the past 12 months

3 (3) (3) Total number of manuscripts currently assigned

Manuscript History Statistics

For this Journal: Past 6 Months | [past 12 months](#) | [past 18 months](#) | [show all](#)

All Journals: [Past 6 Months](#) | [past 12 months](#) | [past 18 months](#) | [show all](#)

1-3 of 3

Manuscript ID, Title, Type, Authors	Status
EPL-100054 Optical Sensors for Continuous Glucose Monitoring Letter Fryer, John (contact)	CE: Burr, Fred Admin: Slader, Tom ED: Fryer, John Copyright Tracking 0 of 1 completed Select Referees (Due 23-Feb-2021) 0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned
EPL-100051 Nuclear decay Letter Burr, Frederic (contact); Fila, Soufiane	CE: Burr, Fred Admin: Desse, Kevin Admin: Slader, Tom ED: Fryer, John Copyright Tracking 0 of 1 completed Select Referees (Due 22-Feb-2021) 0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned
EPL-100049 Transmission characteristics of terahertz waves in high temperature inhomogeneous magnetized plasma Letter Burr, Frederic (contact)	CE: Burr, Fred Admin: Evans, David ED: Fryer, John Select Referees (Due 16-Feb-2021) 2 days overdue 0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned

3.4 Adding reviewers to the article

After you have found suitable reviewers to report on the article, you will need to add them. To do this, click on the tick box beneath the 'Add/Grant REF Role' heading and then click 'Add'

Results - New Search - Modify Search - Change Sort 1-2 of 2				
Search Criteria: First (Given) or Last (Family) Name = "referee"				
Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add /Grant REF Role
Referee, Richard. Roles: AU REF	0 / 2 (0 / 2) (0 / 2)	25 (25) (25)	0 0 0	<input type="checkbox"/>
Referee, Rosie. Roles: AU REF	0 / 2 (0 / 2) (0 / 2)	25 (25) (25)	0 0 0	<input checked="" type="checkbox"/>
New Search		Modify Search		Add
Export to CSV		Results 1-2 of 2		

Once you have selected the required number of reviewers for the article, you can log out as your task is complete. The EPL Admin team will invite the reviewers to report.

NB: Please note that if you are searching for a referee and notice that their details are incorrect, or find a duplicate contact record on the system, please contact the EPL Admin at editorial.office@epletters.net so that they can make any corrections to the system that may be required.

4.0 Making a Recommendation

4.1 How many reports do we require before making a recommendation?

The system is set up to default to two reports being required (see page 11 for changing the number of reviewers required). Once we have received two referee reports then the article will automatically be redirected to your Co-Editor Centre and will appear in the 'Make Recommendation' part of your queue:

For Action - New Articles

- 0 Invite Referees
- 0 Chase Overdue Referee Reports
- 2 Make Recommendation**

Click on the link to access the list of articles which require your recommendation. Click on the blue 'Take Action' button to access the article and view the referee reports:

Make Recommendation				Manuscripts 1-2 of 2
Manuscript ID ↑	Manuscript Title	Date Submitted ↓	Status	Take Action
Manuscript Type	Submitting Author			
EPL-100034	TEST MS - LETTER [View Submission]	15-Jan-2021	CE: Parsons, Samantha Admin: Slader, Tom ED: Fryer, John	<input checked="" type="checkbox"/>
Letter	Fryer, John		<ul style="list-style-type: none"> • Make Recommendation (Due 26-Jan-2021) 	

You will then be able to see the 'Make Recommendation' screen:

CE Recommend	Reviews
<p>Editor's Choice <input type="radio"/> Yes <input type="radio"/> No</p> <p>English should be improved by production office <input type="radio"/> Yes <input type="radio"/> No</p> <p>Please add any feedback suitable to be sent to the reviewers here, indicating the reviewer name.</p> <div style="border: 1px solid gray; height: 80px; width: 100%;"></div>	<p># reviews required to make decision <input type="text" value="2"/></p> <p> Fila, Soufiane</p> <ul style="list-style-type: none"> • Major revision required before acceptance • view review • rescind <p> Ruimy, Anne</p> <ul style="list-style-type: none"> • Reject (adds little new knowledge to the field; may be publishable in an partner journal) • view review • rescind <p style="text-align: right;"><input checked="" type="checkbox"/> Save</p>
<ul style="list-style-type: none"> <input type="radio"/> Accept <input type="radio"/> Accept without review <input type="radio"/> Minor Revision <input type="radio"/> Moderate Revisions <input type="radio"/> Reject to Resubmit <input type="radio"/> Reject <input type="radio"/> Reject without review <input type="radio"/> Transfer 	<p>Version History</p> <ul style="list-style-type: none"> ▶ EPL-100045 • Submitted on 28-Jan-2021

Comments	
Decision Comments (internal use only):	
<div style="border: 1px solid #ccc; height: 60px;"></div>	
Comments to author	
** Please add comments supporting the reasons for your decision, especially if rejecting. This will be included in the decision email sent to authors.	
<div style="border: 1px solid #ccc; height: 60px;"></div>	
Attach a File	Files attached
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach"/>	<ul style="list-style-type: none"> No files have been uploaded.
<input checked="" type="checkbox"/> Save as Draft <input checked="" type="checkbox"/> Submit	

4.2 Explaining the Make Decision screen

CE Recommend: This section allows you to alert the EPL Admin that you think an article is of high quality by ticking the 'Editor's choice'. You can also let the Admin know if the English used in the article should be improved.

There is also a box where you can add comments to the reviewers. Any comments entered here will be sent directly to the reviewers by the Editorial Office.

Decision Comments (internal use only): Any comments entered in this field will be internal only so it will be helpful to include any additional information. You could also include comments here for cases where you may disagree with/are over-ruling one of the reviewer reports

Comments to author: Please add any comments you have supporting your decision here, especially if you are rejecting the article. Please note that although these comments are labelled to the author, they (along with the recommendation) are sent to the EPL Admin team to confirm prior to the decision being sent to the author.

Reviews: To access the submitted reviews, click on the 'view review' link beneath the reviewer's name:

CE Recommend

Editor's Choice Yes No

English should be improved by production office Yes No

Please add any feedback suitable to be sent to the reviewers here, indicating the reviewer name.

Reviews

reviews required to make decision

Fila, Soufiane

- Major revision required before acceptance
- view review
- [rescind](#)

Ruimy, Anne

- Reject (adds little new knowledge to the field; may be publishable in an partner journal)
- [view review](#)
- [rescind](#)

Save

Version History

This will open up a pop-up window, showing you the reviewer's Quality Rating Assessment, Recommendation and their report (either entered into the text box or uploaded as an attachment). You will also be able to rate the reviewer's report in the Quality Assessment section at the bottom of the pop-up.

(It is possible to rescind a referee's report by clicking 'rescind', but please do contact the EPL Admin if you would like to do so.)

Reviewer 1: Ruimy, Anne					
Referee Affiliation	EDP Sciences, Editorial				
Manuscript ID:	EPL-100041				
Manuscript Type:	Letter				
Article Keywords:	General theories and models of atomic and molecular collisions and interactions < Atomic and molecular collision processes and interactions < ATOMIC AND MOLECULAR PHYSICS, Fluorescence, phosphorescence (including quenching) < Atomic properties and interactions with photons < ATOMIC AND MOLECULAR PHYSICS				
Date Submitted:	21-Jan-2021				
Manuscript Title:	The EPL document class				
Date Assigned:	22-Jan-2021				
Date Review Returned:	22-Jan-2021				
M-Score for this manuscript:	30.00				
Authors:	Fila, Soufiane				
GUIDE TO REVIEWER EPL is a letters journal exploring the frontiers of physics. For further guidance on refereeing for EPL, please read our guidelines here .					
QUALITY RATING Please rate the manuscript for the originality, significance and clarity of the content. Is the paper:					
	Low	Medium	High	Very High	Outstanding
Important to its specific subfield?	✓				
Scientifically sound?		✓			
Sufficiently novel?			✓		
Of general interest?				✓	
Clearly written?					✓
English Language					
Does this paper require substantial improvements to its English?					
Yes					
This article should be treated as CONFIDENTIAL and the information contained therein should not be cited until the article is published. The report should not be communicated directly to the author.					

Recommendation	
<input type="checkbox"/>	Accept
<input type="checkbox"/>	Revisions required before acceptance (only changes to the text are required)
<input checked="" type="checkbox"/>	Major revision required before acceptance
<input type="checkbox"/>	Reject but may resubmit (may be publishable in this journal following these substantial revisions)
<input type="checkbox"/>	Reject (adds little new knowledge to the field; may be publishable in a partner journal)
<input type="checkbox"/>	Reject (contains basic errors and faulty judgements; not publishable in any journal)
Would you be willing to review a revision of this manuscript?	
<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No
Comments	
COMMENTS TO THE EDITOR(S)	
Please enter any comments you wish to make to the Editor(s) that are not part of your report for the authors. Please bear in mind that authors can request to see these comments under the Data Protection Act 2018 if they so wish.	
major revision required	
COMMENTS TO THE AUTHOR(S)	
Please support your answers with written comments for the authors. If you choose to attach your full report as a file, please state this in the box below.	
major revision required	
Reviewer opted in to receive recognition on Publons? (Yes/No answer required)	
<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No
Attach a File	Files attached
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach"/>	<ul style="list-style-type: none"> TEST_Submission_3.docx PDF - [remove] <input checked="" type="radio"/> This file is for the Author and Editor <input type="radio"/> This file is for the Editor only

When rating a report, there are five quality assessment options to choose from:

Quality Assessment	
<input type="radio"/>	5. Excellent - Exceptionally detailed and adds valuable insight when informing decision.
<input type="radio"/>	2. Weak - Insufficient detail or unjustified recommendation but may still inform decision.
<input type="radio"/>	3. Satisfactory - Sufficient to inform a decision.
<input type="radio"/>	4. Good - Thorough, detailed, well-justified review, very useful in informing decision.
<input type="radio"/>	1. Very poor - Unsuitable review, not useful for informing decision.

After you have made your assessment, please click 'Save'.

The rating that you give a report will feed into the reviewer's R-Score (see page 21 for an explanation of what the 'R-Score' is and where to find it). The R-Score will be displayed in the reviewer's account. If you are unsure of how to rate the report, please contact the EPL admin team.

4.3 Making a recommendation

After you have viewed the reports and entered your comments into the text boxes, you can proceed with making your recommendation. To make your recommendation, click on the relevant 'decision' button:

<input type="radio"/>	Accept
<input type="radio"/>	Accept without review
<input type="radio"/>	Minor Revision
<input checked="" type="radio"/>	Moderate Revisions
<input type="radio"/>	Reject to Resubmit
<input type="radio"/>	Reject
<input type="radio"/>	Reject without review
<input type="radio"/>	Transfer

Comments

Decision Comments (internal use only):

This article should be revised

Comments to author

** Please add comments supporting the reasons for your decision, especially if rejecting. This will be included in the decision email sent to authors.

Please amend article as per the reviewers comments

Attach a File	Files attached
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach"/>	<ul style="list-style-type: none"> No files have been uploaded.

Save as Draft
 Submit

- Please also ensure that the reviewers' names are *not* included on the report.
- If for any reason you need to edit a file or report, please contact the EPL admin.
- **IMPORTANT! ACCEPT** – This recommendation should ONLY be used when you are ready to accept an article for publication and the author does not need to make any further changes. If the author needs to make any further amendments, then please use another recommendation option.
- Please note that the 'Decision Comments' field is internal only and should only be used if you wish to highlight anything for EPL admin – comments entered in this field will not be available to the author.
- Please add comments that you have for the authors to the 'Comments to the authors' box, your comments are especially important if you are rejecting the article.
- **The different decision emails can be viewed in the Appendix section (page 32)**

After choosing the recommendation and adding your comments, click on the blue 'Submit' button at the bottom of the page to confirm it and pass across to the EPL Admin.

4.3.1 Making a recommendation – rejecting without sending article for peer-review

After an initial assessment of the article, you may have decided that it is not appropriate for peer-review and should be rejected immediately. To do this, click the 'Reject without review' option and add the reason for rejection to the 'Decision Comments (internal use only)' box so that the EPL admin will know which 'reject without review' email to send to the authors (the reject without review emails and options can be viewed in the Appendix section, page 47). Please also add any comments to the authors you have by typing in the 'Comments to authors' box.

Once you have added your comments, please click on the blue 'Submit' button to confirm your recommendation so that the EPL admin can confirm the decision and send the email to the authors.

<input type="radio"/>	Accept
<input type="radio"/>	Accept without review
<input type="radio"/>	Minor Revision
<input type="radio"/>	Moderate Revisions
<input type="radio"/>	Reject to Resubmit
<input type="radio"/>	Reject
<input checked="" type="radio"/>	Reject without review
<input type="radio"/>	Transfer

Comments

Decision Comments (internal use only):

This article is not within scope. Please reject

Comments to author

**** Please add comments supporting the reasons for your decision, especially if rejecting. This will be included in the decision email sent to authors.**

Unfortunately your article is not within scope

4.4 What if I am unable to make a recommendation based on the reports received?

You may find that the reports submitted are conflicting, or one (or both) of them may not be of a high enough quality to be used in making a recommendation. In these cases, you may want to obtain an additional report.

To the right of the screen you will note a field which allows you to edit how many reports are required (see below):

Reviews	
# reviews required to make decision	2
<p> <u>Referee, Rosie</u></p> <ul style="list-style-type: none"> Major revision required before acceptance view review <p> <u>Referee, Richard</u></p> <ul style="list-style-type: none"> Revisions required before acceptance (only changes to the text are required) view review 	
<input checked="" type="checkbox"/> Save	

If you wanted to obtain an additional report increase the '# reviews required to make a decision' from 2 to 3 before clicking on the blue 'save' button. This will allow you to invite an additional referee (note that you may need to add further referee selections if there are no alternative referees already available on the list).

5.0 Revised Articles

When a revised version gets submitted, the EPL Admin will complete several administrative checks before assigning it back to you. You will be alerted by an email from the EPL Admin, asking you to log into your account and access the revised article:

Dear Dr Slader,

Re: "TEST MS - LETTER" by Fryer, John
Article reference: EPL-100023.R1

It is important for you to 'view all notes' (at the top of the screen) before taking action in case there is specific information about this article that you need to be aware of.

We have received this revised Letter for consideration in EPL.

Please can you assess the suitability of this revised manuscript for EPL and select which of the original referees (shown in the list) should receive the revised version. Please do not select new referees unless there is a good reason to do so. You are welcome to check the changes to the revised version yourself instead of selecting referees. Please complete this task by 03-Mar-2021.

You can access the manuscript directly here: https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmc04.manuscriptcentral.com%2Fep%3FURL_MASK%3D%5E3179794040e99be1e499e2f17b7bc&data=04%7C01%7Ctom.slader%40iopublishing.org%7Caec36b491364f68f31b08d8d8ca7b0a%7C9ee42e6bad04e639115f704f9ccced%7C0%7C0%7C637497711442263760%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAilCQlqoiV2luMzliLjB1IHR16lk1haWwWwllCjXVCi6Mn0%3D%7C1000&data=7nh0opiTbVul22yozkU18pDeEgIL2ferbu2lfetu%3D&reserved=0

Please log in using your case-sensitive user ID: tom.slader@iopublishing.org

You can also access the manuscript through your Co-Editor Centre at https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmc04.manuscriptcentral.com%2Fep%3FURL_MASK%3D%5E3179794040e99be1e499e2f17b7bc&data=04%7C01%7Ctom.slader%40iopublishing.org%7Caec36b491364f68f31b08d8d8ca7b0a%7C9ee42e6bad04e639115f704f9ccced%7C0%7C0%7C637497711442263760%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAilCQlqoiV2luMzliLjB1IHR16lk1haWwWwllCjXVCi6Mn0%3D%7C1000&data=HCZ8qoLlCgOjG12f99Lj4kUAKwip5HYDu6gaWlWQ%3D&reserved=0

For security purposes your password is not listed in this e-mail. If you have lost or forgotten your password, please follow this link to be sent a new one: https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmc04.manuscriptcentral.com%2Fep%3FURL_MASK%3D%5E3179794040e99be1e499e2f17b7bc&data=04%7C01%7Ctom.slader%40iopublishing.org%7Caec36b491364f68f31b08d8d8ca7b0a%7C9ee42e6bad04e639115f704f9ccced%7C0%7C0%7C637497711442263760%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAilCQlqoiV2luMzliLjB1IHR16lk1haWwWwllCjXVCi6Mn0%3D%7C1000&data=91Y2pZDM8Z25VaTNjDLx3g1rUS%2F7Mz2%2BwwhkDzUNJA%3D&reserved=0

If you are no longer able to oversee the peer review of this manuscript, please let us know immediately so we can ask another Co-Editor.

Thank you for your help with this Letter. We look forward to hearing from you soon.

You can either access the article by clicking the links in the above email or you can access it by logging into your Co-Editor centre and clicking 'Assign Referees' in the 'For Action – Revised Articles':

Co-Editor Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

For Action - New Articles

- [1 Invite Referees](#)
- 0 Chase Overdue Referee Reports
- 0 Make Recommendation

For Action - Revised Articles

- [1 Assign Referees](#)
- 0 Chase Overdue Referee Reports
- 0 Make Recommendation

And then click the blue tick box to access the article:

Assign Referees		Manuscripts 1-1 of 1		
Manuscript ID	Manuscript Title	Date Submitted	Status	Take Action
Manuscript Type	Submitting Author			
EPL-100023.R1	TEST MS - LETTER [View Submission]	24-Feb-2021	CE: Slader, Tom Admin: Slader, Tom ED: Fryer, John	<input checked="" type="checkbox"/>
Letter	Fryer, John		<ul style="list-style-type: none"> • Copyright Tracking 0 of 1 completed • Invite Referees (Due 25-Feb-2021) 2 active selections; 0 invited; 0 agreed; 0 declined; 0 returned 	

Export to CSV Manuscripts 1-1 of 1

This will take you directly to 'Invite Referees' screen. Here you will be able to view the updated PDF, the authors' responses, and reviewer reports on the original version of the article.

Invite Referees
Submitted: 24-Feb-2021; Last Updated: 24-Feb-2021; 0 days, 0 hours in review

EPL-100023.R1

- TEST MS - LETTER
- [Fryer, John](#) (contact)
- Letter
- OA Agreed:
- Section: CONDENSED MATTER: ELECTRONIC STRUCTURE, ELECTRICAL, MAGNETIC, AND OPTICAL PROPERTIES
- Special Issue:
- Copyright Tracking
0 of 1 completed
- Invite Referees (Due 25-Feb-2021)
2 active selections; 0 invited; 0 agreed; 0 declined; 0 returned

CE: Slader, Tom
Admin: Slader, Tom
ED: [Fryer, John](#)

PDF Supplemental Files Original Files Abstract Cover Letter External Searches Author's Response Analysis

Referee List				Progress	
Order	Name	Status	History	Remove	# reviews required to make decision
1	Referee, Richard (R0)	<input checked="" type="checkbox"/> Invite	Selected: 24-Feb-2021 view full history	<input checked="" type="checkbox"/>	2 <input checked="" type="checkbox"/>
2	Referee, Rosie (R0)	<input checked="" type="checkbox"/> Invite	Selected: 24-Feb-2021 view full history	<input checked="" type="checkbox"/>	0
Alternates					# invited
					# agreed
					# declined
					# returned
<input checked="" type="checkbox"/> Invite All <input checked="" type="checkbox"/> Save					<input checked="" type="checkbox"/> Save

To view the PDF click the PDF button. And to view the Author's Response click the Author's Response link:

The screenshot shows a submission interface for 'EPL-100023.R1'. At the top right, it states 'Submitted: 24-Feb-2021; Last Updated: 24-Feb-2021; 0 days, 0 hours in review'. Below this, there are several links and status indicators: 'TEST MS - LETTER', 'Fryer, John (contact)', 'Letter', 'OA Agreed:', 'Section: CONDENSED MATTER: ELECTRONIC STRUCTURE, ELECTRICAL, MAGNETIC, AND OPTICAL PROPERTIES', 'Special Issue:', 'Copyright Tracking (0 of 1 completed)', and 'Invite Referees (Due 25-Feb-2021) (2 active selections; 0 invited; 0 agreed; 0 declined; 0 returned)'. On the right side, it lists 'CE: Slader, Tom', 'Admin: Slader, Tom', and 'ED: Fryer, John'. At the bottom, there is a navigation bar with several buttons: 'PDF', 'Supplemental Files', 'Original Files', 'Abstract', 'Cover Letter', 'External Searches', 'Author's Response', and 'Analysis'. The 'PDF' and 'Author's Response' buttons are highlighted with red boxes.

The previous reviewer reports and the decision comments can be viewed by clicking the 'View Review Details' link further down the page:

The screenshot shows a detailed view of a submission. On the left, there is a section for 'Author's Recommended / Opposed Referees' with a table that currently has no entries. Below this is a 'Publons Referee Connect Results' section with a search filter for '5 Years of Publications'. The results show a potential referee, 'Frank Vanhaecke', with his contact information and a list of his most relevant works. On the right side, there is a 'Create Referee Account' form with fields for salutation, first and last names, and email address. Below the form is a 'Version History' section with two entries: 'EPL-100023.R1' submitted on 24-Feb-2021 and 'EPL-100023' submitted on 15-Jan-2021. The 'View Review Details' link for the second entry is circled in red.

This will bring up a pop up that includes the reports on the original version (from the reviewers and the Co-Editor) and the decision email sent to the authors.

The previous referees are automatically selected but the invitations are not sent automatically. Please inform the Editorial Office whether the previous referees or only one of them should be contacted. New referees can also be contacted at this stage. The names should be given to the Editorial Office which will send the invitation letter together with the different elements necessary for the review (PDF file, reply to the previous referees, previous reports).

Referee List					Progress	
Order	Name	Status	History	Remove	# reviews required to make decision	
1	Referee, Richard (R0)	<input checked="" type="checkbox"/> Invite	Selected: 24-Feb-2021 view full history	<input type="checkbox"/>	2	
2	Referee, Rosie (R0)	<input checked="" type="checkbox"/> Invite	Selected: 24-Feb-2021 view full history	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>
Alternates					<input checked="" type="checkbox"/> Invite All <input checked="" type="checkbox"/> Save	
					<input checked="" type="checkbox"/> Save	

If you feel that the article only needs to go back to one reviewer, you will need to set the number of required reviewers to '1' and click save:

Referee List					Progress	
Order	Name	Status	History	Remove	# reviews required to make decision	
1	Desse, Kevin European Physical Society proxy Grant an Extension	Agreed	Invited: 25-Feb-2021 Agreed : 25-Feb-2021 Due Date: 11-Mar-2021 Time in Review: 0 Days. view full history edit reminders	<input type="checkbox"/>	1	
2	Evans, David IOP Publishing Ltd proxy  https://orcid.org/0000-0002-2237-2724	<input checked="" type="checkbox"/> Invite	Selected: 09-Feb-2021 view full history	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>
Alternates					<input checked="" type="checkbox"/> Invite All <input checked="" type="checkbox"/> Save	
					<input checked="" type="checkbox"/> Save	

Create Referee Account
 Salutation:
 req First (Given) Name:

If you think that the article can be accepted without going back to the reviewers, please set the number of required reviews to '0'. This will take you directly to the 'Make a Recommendation' screen.

Please see the section below for information on making a recommendation on a revised article.

5.1 Revised Articles – Making a recommendation

Once the reviewers report on the revised article received it will appear in the 'Make Recommendation' section of the 'For Action – Revised Articles' part of your work queue (see

below). You will receive an automatic email alert informing you that you now have a task to complete:

Co-Editor Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

For Action - New Articles

- [1 Invite Referees](#)
- 0 Chase Overdue Referee Reports
- 0 Make Recommendation

For Action - Revised Articles

- 0 Assign Referees
- 0 Chase Overdue Referee Reports
- 0 Make Recommendation**

For Information

- 0 Manuscripts Awaiting Revision
- [1 Pending Manuscripts](#)

For Information - New Articles

- 0 Awaiting Referee Responses to Invitations
- 0 Awaiting Referee Reports
- 0 Rescinded Referee Reports
- 0 Decisions Awaiting Confirmation

For Information - Revised Articles

- 0 Awaiting Referee Reports
- 0 Rescinded Referee Reports
- 0 Decisions Awaiting Confirmation

If you feel that the authors' response to the reviewers will help you to make a recommendation, it can be located by clicking on the 'Author's Response' button located in the information bar at the top of the article file (see below);

[Make Recommendation](#)

Submitted: 24-Jan-2021; Last Updated: 24-Jan-2021; 0 days, 0 hours in review

EPL-100018.R1

- TEST MS - LETTER
- [Fryer, John](#) (contact)
- Letter
- OA Agreed:
- [Copyright Tracking](#)
0 of 1 completed
- [Make Recommendation](#) (Due 31-Jan-2021)

CE: Parsons, Samantha
Admin: Slader, Tom
ED: [Fryer, John](#)

Trail | PDF | Supplemental Files | Original Files | Abstract | Cover Letter | External Searches | **Author's Response** | Analysis

The recommendation-making process is then the same as for original papers, although we do not recommend selecting any new reviewers to review the revised version at this stage.

Revised versions can be sent back to the authors for further revision if appropriate or can be accepted depending on what the reviewers have recommended. Please note that any recommendation made will be sent to the EPL Admin to check before confirming it.

If you wish to include any comments for the EPL Admin, please use the 'Decision Comments (internal use only)' field.

To confirm your recommendation, click on the blue 'Submit' button.

6.0 For Information - New Articles and For Information - Revised Articles

You do not need to do anything to the articles that appear in these sections. The sections are intended to keep you informed of articles progress.

'Manuscripts Awaiting Revisions' indicates the articles that have had decisions made on them and are currently being revised by the authors.

'Pending Manuscripts' shows you all articles that have been assigned to you to act as a Co-Editor. These articles will be at any stage of the editorial process.

'Awaiting Referee Responses to Invitations' and 'Awaiting Referee Reports' are articles currently waiting for a reviewers input (either to agree or decline to report or to submit their report).

'Rescinded Referee Reports' are for reports that were submitted but have been returned to the reviewer for them to update or amend their review.

'Decisions Awaiting Confirmation' are articles where you have made a publication recommendation and is currently with the Admin for confirmation.

<p>For Information</p> <ul style="list-style-type: none">0 Manuscripts Awaiting Revision<u>1</u> Pending Manuscripts <p>For Information - New Articles</p> <ul style="list-style-type: none">0 Awaiting Referee Responses to Invitations0 Awaiting Referee Reports0 Rescinded Referee Reports0 Decisions Awaiting Confirmation <p>For Information - Revised Articles</p> <ul style="list-style-type: none">0 Awaiting Referee Reports0 Rescinded Referee Reports0 Decisions Awaiting Confirmation
--

7.0 What if I need more help?

If you require any assistance at any stage of the review process, then please contact the EPL admin at editorial.office@epleters.net

NB: Although we will contact you when your assistance is required we recommend that you visit your Co-Editor Centre on a regular basis to check if any articles that are assigned to you require action.

If the EPL admin run out of reviewers for an article they will contact you and ask you to select and invite additional reviewers. If a recommendation becomes 'overdue' then they will send a reminder to you. In both cases we would be very grateful if you could take action as soon as possible so that we can maintain a high level of service to our authors.

8.0 Appendix - Decision emails

These are the decision emails that the EPL Admin team will send after you make your recommendation (see page 21). The emails will be populated with the author's name, article title and article ID when sent by the EPL Admin.

8.1 Acceptance emails

8.1.1 Provisional acceptance:

Dear Dr Fryer,

Re: "TEST MS - LETTER" by Fryer, John

Article reference: EPL-100023

We are pleased to tell you that we have provisionally accepted your Letter for publication in EPL. Any further comments from the referees can be found below and/or attached to this message. Our editorial team will now perform some final checks to ensure that we have everything we need to publish your Letter. These checks will enable our production team to publish your Letter as quickly and efficiently as possible. Once this is confirmed, your article will be formally accepted and we will inform you of this via email.

If you have chosen to publish your Letter on an Open Access basis, you will be responsible for ensuring that the article publication charge (APC) is paid in full. Once your Letter has been accepted, we will not be able to change the Open Access status of your manuscript.

Thank you for choosing to publish in EPL. We look forward to publishing your Letter.

Yours sincerely

Tom Slader:

On behalf of:

Dr Tom Slader

EPL Editorial Office

European Physical Society

6 rue des Frères Lumière

F - 68200 Mulhouse

tel/fax: + 33 389 32 94 44 / + 33 389 32 94 49

email: editorial.office@epleters.net

web: <https://www.epleters.net>

Twitter: @epI_journal

Reviewer(s)' Comments to Author:

Referee: 1

Referee comments to author(s)

Please accept the article

Referee: 2

Referee comments to author(s)

Please accept the article

EPL Admin Comments:

Comments to author(s):

(There are no comments.)

Co-Editor: This section will be populated with your name

Comments to author:

I agree with the reviewers. It should be accepted.

8.1.2 Formal Accept:

Dear Dr Fryer,

Re: "TEST MS - LETTER" by Fryer, John

Article reference: EPL-100023

We are pleased to inform you that your manuscript entitled "TEST MS - LETTER" by Fryer, John has been accepted for publication in EPL, as decided by the Co-Editor responsible, Dr Tom Slader.

PROOFS: The Production Office staff will contact you within the next days and inform you on the expected dispatch date of the proofs of your article.

Note that the e-mail will be sent to you (as corresponding author) and that a 48 HOURS LIMIT for checking and returning the proofs will have to be adhered to.

In case you might not be available, processing times will be much reduced if you can provide a second email address where we can contact you.

Remember that at this stage ONLY SMALL CORRECTIONS THAT DO NOT MODIFY THE CONTENT can be accepted. Since such modifications will be made directly on the files we already hold, revised or corrected electronic files should not be submitted at this stage.

Instead of the usual offprints, the .pdf file of the published version will be sent to you.

If you have chosen to publish your Letter on an open access basis, or if there are other charges related to your Letter you will receive an email with details on how to pay within the next few days.

Thank you for choosing to publish in EPL. We look forward to publishing your Letter.

Yours sincerely

Mr Frederic Burr

EPL Staff Editor

Mr Kevin Desse

EPL Editorial Assistant

On behalf of:

Co-Editor – Your name will appear here

EPL Editorial Office

European Physical Society

6 rue des Frères Lumière

F - 68200 Mulhouse

tel/fax: + 33 389 32 94 44 / + 33 389 32 94 49

email: editorial.office@epleters.net

web: <https://www.epleters.net>

Twitter: @epl_journal

Letter reference: **DSA03**

8.1.3 Accept without review:

Dear Dr Fryer,

Re: "TEST MS - LETTER" by Fryer, John

Article reference: EPL-100023

We are pleased to inform you that your manuscript entitled "TEST MS - LETTER" by Fryer, John has been accepted for publication in EPL, as decided by the Co-Editor responsible, Dr Tom Slader.

PROOFS: The Production Office staff will contact you within the next days and inform you on the expected dispatch date of the proofs of your article.

Note that the e-mail will be sent to you (as corresponding author) and that a 48 HOURS LIMIT for checking and returning the proofs will have to be adhered to.

In case you might not be available, processing times will be much reduced if you can provide a second email address where we can contact you.

Remember that at this stage **ONLY SMALL CORRECTIONS THAT DO NOT MODIFY THE CONTENT** can be accepted. Since such modifications will be made directly on the files we already hold, revised or corrected electronic files should not be submitted at this stage.

Instead of the usual offprints, the .pdf file of the published version will be sent to you.

If you have chosen to publish your Letter on an open access basis, or if there are other charges related to your Letter you will receive an email with details on how to pay within the next few days.

Thank you for choosing to publish in EPL. We look forward to publishing your Letter.

Yours sincerely

Mr Frederic Burr

EPL Staff Editor

Mr Kevin Desse

EPL Editorial Assistant

On behalf of:

Co-Editor – Your name will appear here

EPL Editorial Office

European Physical Society

6 rue des Frères Lumière

F - 68200 Mulhouse

tel/fax: + 33 389 32 94 44 / + 33 389 32 94 49

email: editorial.office@epletters.net

web: <https://www.epletters.net>

Twitter: @epl_journal

Letter reference: **ESANR01**

8.2 Revision Emails:

8.2.1 Minor Revision:

Dear Dr Fryer:

Manuscript ID EPL-100023 entitled "TEST MS - LETTER" which you submitted to the EPL, has been reviewed.

The comments of the reviewer(s) are included at the bottom of this letter.

As you can see from the enclosed reports, both recommendations are essentially positive, but both reviewers made specific suggestions for improving your paper.

Please revise your manuscript according to the referees' recommendations and submit a revised version to the Editorial Office together with a summary of the changes made and a detailed response to all points of criticism, in particular ones you have not addressed by making changes to the manuscript.

The modified text should also be highlighted in the manuscript. If the file is in EPL style, please use the command `\revision`. For other LaTeX files and Word documents, please use standard commands/tools for highlighting the modified text.

IMPORTANT NOTE:

From the date of this message you have FOUR WEEKS to send your revised manuscript back to the Editorial Office. If this time limit is not adhered to, your submission may be considered as withdrawn and a new submission date may be assigned to the paper when it is resubmitted.

Please take care to remain within the 7 pages in two column A4 format and make sure to send us the source files together with a .pdf file.

Finally, please bear in mind that appropriate references should always be cited, and update them in the revised version of your manuscript as necessary.

When preparing your revised manuscript, please note that the file requirements for submission include the following:

1. One complete PDF file which includes any figures and tables used, with the changes made in response to the reviewer comments highlighted.
2. One complete source file (the file used to create the PDF) which includes any figures and tables used. Please REMOVE any highlighting from this file after creating the PDF but before submitting it.

To revise your manuscript, log into <https://mc04.manuscriptcentral.com/epl> and enter your Author Center, where you will find your manuscript title listed under "Manuscripts with Decisions." Under "Actions," click on "Create a Revision." Your manuscript number has been appended to denote a revision.

You may also click the below link to start the revision process (or continue the process if you have already started your revision) for your manuscript. If you use the below link you will not be required to login to ScholarOne Manuscripts.

*** PLEASE NOTE: This is a two-step process. After clicking on the link, you will be directed to a webpage to confirm. ***

https://mc04.manuscriptcentral.com/epl?URL_MASK=f1c8825f60f64277aabba401e652d847

When submitting your revised manuscript, you will be able to respond to the comments made by the reviewer(s) in the space provided. You can use this space to document any changes you make to the original manuscript. In order to expedite the processing of the revised manuscript, please be as specific as possible in your response to the reviewer(s).

IMPORTANT: Your original files are available to you when you upload your revised manuscript. Please delete any redundant files before completing the submission.

Tex/Latex Files: Authors who have prepared their manuscript in Tex/LaTeX format must submit files which will convert properly to PDF in the ScholarOne conversion engines. We strongly encourage all authors using Tex/LaTeX to download the Clarivate ScholarOne Author guide for instructions and tips on preparing such files to ensure proper conversion to PDF.

<https://clarivate.com/webofsciencegroup/download/40177/>

Last but not Least: The journal production system pulls the titles and author names for accepted papers directly from the ScholarOne system. As such, please double check spelling and punctuation on the paper title and all author names during the submission of the revised paper to ensure that these are displayed correctly if your paper is accepted for publication.

Because we are trying to facilitate timely publication of manuscripts submitted to the EPL, your revised manuscript should be submitted by @@author due date will be populated when the email is sent@@. If it is not possible for you to submit your revision by this date, please contact us to request an extension of the revision period.

Once again, thank you for submitting your manuscript to the EPL and I look forward to receiving your revision.

Yours sincerely

Mr Frederic Burr

EPL Staff Editor

Mr Kevin Desse

EPL Editorial Assistant

On behalf of:

Dr Tom Slader

EPL Editorial Office

European Physical Society

6 rue des Frères Lumière

F - 68200 Mulhouse

tel/fax: + 33 389 32 94 44 / + 33 389 32 94 49

email: editorial.office@epleters.net

web: <https://www.epleters.net>

Twitter: @epl_journal

Reviewer(s)' Comments to Author:

Referee: 1

Referee comments to author(s)

This article is good. But should be revised slightly

Referee: 2

Referee comments to author(s)

This article is good, but should be revised

Co-Editor: Your name will appear here

Comments to author:

I agree with the reviewers. It should be revised.

Letter reference: **DSMi01**

8.2.2 Moderate Revision:

Dear Dr Fryer:

Manuscript ID EPL-100023 entitled "TEST MS - LETTER" which you submitted to the EPL, has been reviewed. The comments of the reviewer(s) are included at the bottom of this letter.

The attached reports contain points of criticism which are sufficiently adverse that the Co-editor, Dr Tom Slader, judged that the paper cannot be accepted in its present form.

If you feel that you can overcome or refute the criticism, you may submit a revised version.

Any resubmission should be accompanied by a summary of the changes made and a detailed response to all points of criticism, in particular ones you have not addressed by making changes in the manuscript.

The modified text should also be highlighted in the manuscript. If the file is in EPL style, please use the command `\revision`. For other LaTeX files and Word documents, please use standard commands/tools for highlighting the modified text.

IMPORTANT NOTE:

From the date of this message you have **FOUR WEEKS** to send your revised manuscript back to the Editorial Office. If this time limit is not adhered to, your submission may be considered as withdrawn and a new submission date may be assigned to the paper when it is resubmitted.

Please take care to remain within the 7 pages in two column A4 format.

Finally, please bear in mind that appropriate references should always be cited and update them in the revised version of your manuscript as necessary.

When preparing your revised manuscript, please note that the file requirements for submission include the following:

1. One complete PDF file which includes any figures and tables used, with the changes made in response to the reviewer comments highlighted.
2. One complete source file (the file used to create the PDF) which includes any figures and tables used. Please **REMOVE** any highlighting from this file after creating the PDF but before submitting it.

To revise your manuscript, log into <https://mc04.manuscriptcentral.com/epl> and enter your Author Center, where you will find your manuscript title listed under "Manuscripts with Decisions." Under "Actions," click on "Create a Revision." Your manuscript number has been appended to denote a revision.

You may also click the below link to start the revision process (or continue the process if you have already started your revision) for your manuscript. If you use the below link you will not be required to login to ScholarOne Manuscripts.

***** PLEASE NOTE:** This is a two-step process. After clicking on the link, you will be directed to a webpage to confirm. *******

https://mc04.manuscriptcentral.com/epl?URL_MASK=10fd6e663af7400fa668b9fda400011e

When submitting your revised manuscript, you will be able to respond to the comments made by the reviewer(s) in the space provided. You can use this space to document any changes you make to the original manuscript. In order to expedite the processing of the revised manuscript, please be as specific as possible in your response to the reviewer(s).

IMPORTANT: Your original files are available to you when you upload your revised manuscript. Please delete any redundant files before completing the submission.

Tex/Latex Files: Authors who have prepared their manuscript in Tex/LaTeX format must submit files which will convert properly to PDF in the ScholarOne conversion engines. We strongly encourage all

authors using Tex/LaTeX to download the Clarivate ScholarOne Author guide for instructions and tips on preparing such files to ensure proper conversion to PDF.

<https://clarivate.com/webofsciencegroup/download/40177/>

Last but not Least: The journal production system pulls the titles and author names for accepted papers directly from the ScholarOne system. As such, please double check spelling and punctuation on the paper title and all author names during the submission of the revised paper to ensure that these are displayed correctly if your paper is accepted for publication.

Because we are trying to facilitate timely publication of manuscripts submitted to the EPL, your revised manuscript should be submitted by @@author due date will be populated when the email is sent@@. If it is not possible for you to submit your revision by this date, please contact us to request an extension of the revision period.

Once again, thank you for submitting your manuscript to the EPL and I look forward to receiving your revision.

Yours sincerely

Mr Frederic Burr

EPL Staff Editor

Mr Kevin Desse

EPL Editorial Assistant

On behalf of:

Co-Editor – Your name will be here

EPL Editorial Office

European Physical Society

6 rue des Frères Lumière

F - 68200 Mulhouse

tel/fax: + 33 389 32 94 44 / + 33 389 32 94 49

email: editorial.office@epletters.net

web: <https://www.epletters.net>

Twitter: @epl_journal

Reviewer(s)' Comments to Author:

Referee: 1

Referee comments to author(s)

This article is good. But should be revised

Referee: 2

Referee comments to author(s)

This article is good, but should be revised

Co-Editor: Your name will appear here

Comments to author:

I agree with the reviewers. It should be revised.

Letter reference: **DSMo01**

8.3 Rejection Emails:

8.3.1 Reject to Resubmit:

Dear Dr. Slader

Re: Article Reference

Your Letter submitted to EPL, has now been refereed and the referee report(s) can be found below and/or attached to this message.

We regret to inform you that your Letter is not suitable for publication in EPL in its current form. The changes requested by the referees are substantial and are too significant to warrant a revision of the article in its current form. However, the referee(s) feel that if you rewrite the article as explained in the referee reports, including any further work recommended, it may then be suitable for reconsideration.

If you wish to rewrite your Letter, please take the referee comments fully into account and provide point-by-point responses with a full list of changes. We will treat the rewritten article as a new submission with a new article reference number and it will be peer reviewed again. Although we will go back to the previous referees for their opinion where possible, we may also contact further referees in order to ensure that the rewritten article meets our high quality and interest criteria. If it does not, the new version of the manuscript will be rejected.

You can resubmit your revised manuscript here: <https://mc04.manuscriptcentral.com/epl>

We would like to thank you for your interest in EPL.

Yours sincerely

Mr Frederic Burr

EPL Staff Editor

Mr Kevin Desse

EPL Editorial Assistant

On behalf of:

Co-Editor – **Your name will be added here**

EPL Editorial Office

European Physical Society

6 rue des Frères Lumière

F - 68200 Mulhouse

tel/fax: + 33 389 32 94 44 / + 33 389 32 94 49

email: editorial.office@epletters.net

web: <https://www.epletters.net>

Twitter: @epl_journal

Reviewer(s)' Comments to Author:

(Document not available)

(Document not available)

Letter reference: DSRR01

8.3.2 Reject after review:

Dear Dr Fryer,

Re: "TEST MS - LETTER" by Fryer, John

Article reference: EPL-100023

Your Letter, submitted to EPL, has now been refereed and the referee report(s) can be found below and/or attached to this message.

I regret to inform you that, on the basis of the attached resulting report(s) and the Co-Editor's own expertise, we cannot accept your manuscript for publication.

We would like to thank you for your interest in EPL.

Yours sincerely

Mr Frederic Burr

EPL Staff Editor

Mr Kevin Desse

EPL Editorial Assistant

On behalf of:

Dr Tom Slader

EPL Editorial Office

European Physical Society

6 rue des Frères Lumière

F - 68200 Mulhouse

tel/fax: + 33 389 32 94 44 / + 33 389 32 94 49

email: editorial.office@epletters.net

web: <https://www.epletters.net>

Twitter: @epl_journal

Reviewer(s)' Comments to Author:

Referee: 1

Referee comments to author(s)

This article is not good enough and should be rejected

Referee: 2

Referee comments to author(s)

This article should be rejected

Co-Editor:

Comments to author:

I agree with the reviewers. It should be rejected.

Letter reference: **DSR01**

8.4 Reject without review emails

8.4.1 Reject without review (quality):

Dear Dr Fryer,

Re: "TEST MS - LETTER" by Fryer, John

Article reference: EPL-100023

Thank you for your submission to EPL.

To be publishable in this journal, articles must be of high quality and scientific interest, and be recognised as an important contribution to the literature.

Your Letter has been assessed and has been found not to meet these criteria. It therefore does not warrant publication in EPL and has been withdrawn from consideration.

We are sorry that we cannot respond more positively and wish you luck in publishing your article elsewhere.

Yours sincerely

Mr Frederic Burr

EPL Staff Editor

Mr Kevin Desse

EPL Editorial Assistant

On behalf of:

Co-Editor – Your name will be added here

EPL Editorial Office

European Physical Society

6 rue des Frères Lumière

F - 68200 Mulhouse

tel/fax: + 33 389 32 94 44 / + 33 389 32 94 49

email: editorial.office@epletters.net

web: <https://www.epletters.net>

Twitter: @epl_journal

Co-Editor:

Comments to author:

This article is not good enough for EPL. It should be rejected without being sent to reviewers.

Letter reference: **DSRNR01**

8.4.2 Reject without review (scope):

Dear Dr Fryer,

Re: "TEST MS - LETTER" by Fryer, John

Article reference: EPL-100023

Thank you for your submission to EPL. Unfortunately the content of your Letter is not within the scope of the journal. Your manuscript has therefore been withdrawn from consideration. If you would like to see a copy of the journal scope please visit the journal web page at <https://iopscience.iop.org/journal/0295-5075/page/About-the-journal#scope>.

We would like to thank you for your interest in EPL.

Yours sincerely

Mr Frederic Burr

EPL Staff Editor

Mr Kevin Desse

EPL Editorial Assistant

On behalf of:

Co-Editor – Your name will appear here

EPL Editorial Office

European Physical Society

6 rue des Frères Lumière

F - 68200 Mulhouse

tel/fax: + 33 389 32 94 44 / + 33 389 32 94 49

email: editorial.office@epletters.net

web: <https://www.epletters.net>

Twitter: @epl_journal

Reviewer(s)' Comments to Author:

Co-Editor: Slader, Tom

Comments to author:

This article is not within scope. Please reject

Letter Reference: **DSR03**

8.4.3 Reject without review (Poor English):

Dear Dr Fryer,

Re: "TEST MS - LETTER" by Fryer, John

Article reference: EPL-100023

We regret to inform you that the editors of EPL cannot consider your manuscript in its current form. All manuscripts submitted to the journal must be written in clear English so that readers are able to understand the meaning of the article. We strongly advise you to ask an English-speaking colleague to check your manuscript before submitting it.

If you decide to re-write your manuscript to make its meaning clear to the referees (many of whom do not speak English as their first language), we will be happy to reconsider it.

We thank you for your interest in EPL.

Yours sincerely

Mr Frederic Burr

EPL Staff Editor

Mr Kevin Desse

EPL Editorial Assistant

On behalf of:

Co-Editor – Your name will appear here

EPL Editorial Office

European Physical Society

6 rue des Frères Lumière

F - 68200 Mulhouse

tel/fax: + 33 389 32 94 44 / + 33 389 32 94 49

email: editorial.office@epleters.net

web: <https://www.epleters.net>

Twitter: @epI_journal

Co-Editor:

Comments to author:

This language must be improved before the article can be considered. Please reject.

Letter reference: **DSR05**

8.4.4 Reject without review (iThenticate/plagiarism):

Dear Dr Fryer,

Re: "TEST MS - LETTER" by Fryer, John

Article reference: EPL-100023

Thank you for your submission to EPL. In accordance with our ethical policy we routinely check manuscripts with the text comparison service iThenticate. We have found that your article contains text which appears to have been replicated from the following published articles:

insert articles here

Your manuscript has therefore been withdrawn from consideration. All manuscripts considered for publication in EPL should report substantial new results and should never contain any text directly copied from previously published work, even if that work is your own or is included for the benefit of the reader. If you would like more information about our ethical policy it is available at <http://authors.iop.org/ethicalpolicy>

We take breaches of our ethical policy very seriously and in the past have taken action against authors found to have breached these guidelines.

Yours sincerely

Tom Slader

EPL Editorial Office

European Physical Society

6 rue des Frères Lumière

F - 68200 Mulhouse

tel/fax: + 33 389 32 94 44 / + 33 389 32 94 49

email: editorial.office@epleters.net

web: <https://www.epleters.net>

Twitter: @epI_journal

Letter reference: **DSR06**

8.5 Reject and Transfer

Dear Dr Fryer,

Re: "TEST MS - LETTER" by Fryer, John

Article reference: EPL-100023

Your Letter, submitted to EPL, has now been refereed and the referee report(s) can be found below and/or attached to this message.

As you can see from their enclosed reports, both recognize a certain quality of your work but also agree that it lacks the degree of novelty required from a Letter.

I regret to inform you that on this basis we cannot accept your manuscript for publication.

A suitably modified and enlarged version, in which some of the questions raised by the referee(s) could be addressed more in depth, would most likely deserve publication in a specialized journal.

Note that in that respect EPL has an agreement of mutual transfer with different journals.

The complete list of partner journals can be found here:

<https://www.epletters.net/physics-journal/agreement-with-other-journals/>

This agreement allows, when appropriate, to transfer a manuscript together with the existing report(s) to one of these journals, keeping the original submission date.

PROCEDURE:

The transfer is not automatic and you should submit your revised paper formally to the Editorial Office of the journal receiving the transfer, mentioning previous consideration by EPL under the reference number.

It is also highly recommended to join a reply to the referee(s) when submitting the paper to the partner journal.

This possibility of transfer is valid within 4 months after the rejection of the paper by EPL.

The editorial transfer agreement respects the editorial independence of all journals involved in it. Therefore the editor of the other journal remains entirely free in his/her decisions and may decide to go through further review.

Please note that you can choose only one journal!!

We would like to thank you for your interest in EPL.

Yours sincerely

Mr Frederic Burr

EPL Staff Editor

Mr Kevin Desse

EPL Editorial Assistant

On behalf of:

Co-Editor – **Your name will be added here**

EPL Editorial Office

European Physical Society

6 rue des Frères Lumière

F - 68200 Mulhouse

tel/fax: + 33 389 32 94 44 / + 33 389 32 94 49

email: editorial.office@epletters.net

web: <https://www.epletters.net>

Twitter: @epl_journal

Reviewer(s)' Comments to Author:

Referee: 1

Referee comments to author(s)

This should be rejected

Referee: 2

Referee comments to author(s)

I don't think this article is appropriate for EPL.

Co-Editor:

Comments to author:

This article is not good enough for EPL. It can be transferred to another journal

Letter reference: **DSR13**

9.0 Appendix - the iThenticate report

A high percentage of overlap does not always indicate ethical misconduct and a low percentage does not necessarily mean that the overlap is not concerning and can be ignored. Particularly close attention should be paid to portions of reproduced text in the Abstract, Results and Conclusions.

9.1 Abstract

- Loose collections of words/phrases: Indicator of possibly related articles in the published literature.
- Reproduced sentence: Clear indicator that this is very similar to a previous article.
- Reproduced paragraph: If a large portion of the abstract is reproduced, this indicates plagiarism.

9.2 Introduction

- Loose collections of words/phrases: Not too concerning as there is only a limited number of ways to introduce a subject for research and some common phrases are bound to be used again.
- Reproduced sentence: Again, this is not too concerning but it is worth checking the highlighted article to determine how serious this is.
- Reproduced paragraph: If this is from their own work, then it is usually an indication of laziness by the author.

9.3 Method

- Loose collections of words/phrases: Not too concerning but a useful way of identifying related works.
- Reproduced sentence: This can depend on the context. It may be a very common step in a widely used process, in which case this is perfectly permissible. If this supposed to be a unique or unusual section of the method, this hints at incremental publishing.
- Reproduced paragraph: Large reproduced sections of the method are usually a clear indication of incremental publishing.

9.4 Results and Discussion

- Loose collections of words/phrases: Not too concerning but a useful way of identifying related works.
- Reproduced sentence: This can depend on the context. It may be a common way to discuss or present the results, in which case this is permissible. If the results are supposed to be novel or unusual, this hints at incremental publishing and the highlighted work should be investigated. For figure captions, this may indicate figures and results in common with already published work and this should be investigated.
- Reproduced paragraph: Large reproduced sections of the results and discussion are a clear indication of incremental publishing.

9.5 Conclusions

- Loose collections of words/phrases: Check source to determine if this is makes sufficient advance.

- Reproduced sentence: A clear warning sign. Carefully check the source to determine if this is incremental work. Consider rejecting with a warning.
- Reproduced paragraph: Indicator of serious self-plagiarism.

10.0 Appendix - Searching by Keywords:

There are four types of keyword searches when searching for reviewers:

- 1) Exact match - it will search only for the entered keyword and return limited results.
- 2) Trailing wildcard* - (asterisk after the keyword - e.g. keyword*). Will include reviewers that have the searched for keyword and *any phrase after it*.
- 3) *leading wildcard - (asterisk before the keyword - e.g. *keyword). Will include reviewers that have the searched for keyword and *any phrase before it*.
- 4) A *combined wildcard* - includes both a leading and trailing wildcard (asterisk before and after the phrase - e.g. *keyword*). Will include reviewers that have the searched for keyword and *any phrase before and after it*.

Please note, the wildcard searches work in both the advanced search keywords and the related papers keywords search options.

10.1 Searching keywords, example one: 'Relativistic wave equations'

10.1.1 Exact match

In this example, we are using 'Relativistic wave equations' from the author supplied keywords:

Article Keywords:	Lorentz and Poincaré invariance, Relativistic wave equations
Author Recommended Referees:	
Author Opposed Referees:	

To search using the keywords, copy and paste them into the 'Keywords' section of the 'Advanced Search' box and click 'Search':

The screenshot shows the 'Advanced Search' interface. It includes sections for 'Shared Comments', 'Keywords', 'Opt-in', 'Referee Activity Information', and 'Sort Order'. The 'Keywords' section has a red box around the text 'Relativistic wave equations'. The 'Search' button at the bottom right is also circled in red.

This will search the EPL database for any reviewers with 'Realistic wave equations' entered into their keywords:

 Simulik, Volodimir.						
Relativistic wave equations quantum field theory *, mathematical physics *, groups and algebras *, Electromagnetic wave propagation, Electromagnetic processes and properties, Quantum mechanics; Yes I would like to receive emails from EPS	0 / 0	0	0			<input type="checkbox"/>
	(0 / 0)	(0)	0			
	(0 / 0)	(0)	0			
National Academy of Sciences, Institute of Electron Physics						
Roles: AU REF						
 Sucu, Yusuf.						
Relativistic wave equations, Cosmology, Particle-theory and field-theory models of the early Universe, Quantum electrodynamics, Relativity and gravitation	0 / 0	0	0			<input type="checkbox"/>
	(0 / 0)	(0)	0			
	(0 / 0)	(0)	0			
Akdeniz Universitesi Fen Fakultesi						
Roles: AU REF						

Please note that the results page will not display all the reviewer's keywords (you may see that your searched keyword does not appear in the reviewer's keyword list above), to view the reviewer's full list of keywords, click on the magnifying glass next to their name.

10.1.2 Trailing wildcard

Add the wildcard after 'Realistic wave equations' to find results that include 'Realistic wave equations' but also include a phrase or keyword *after* the searched keyword:

Shared Comments:		Keywords:	
<input type="text"/>	AND ▾	relativistic wave equations*	<input checked="" type="checkbox"/> Pick AND ▾
<input type="text"/>	AND ▾	<input type="text"/>	<input checked="" type="checkbox"/> Pick AND ▾
<input type="text"/>	AND ▾	<input type="text"/>	<input checked="" type="checkbox"/> Pick AND ▾
<input type="text"/>	AND ▾	<input type="text"/>	<input checked="" type="checkbox"/> Pick AND ▾
<input type="text"/>		<input type="text"/>	<input checked="" type="checkbox"/> Pick
Opt-in:			
<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND ▾	
<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND ▾	
<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND ▾	
<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND ▾	
<input type="text"/>	<input checked="" type="checkbox"/> Pick		

And again, click 'Search' to bring up the results.

10.1.3 Leading wildcard

Add the wild card before 'Realistic wave equations' to find results that include realistic wave equations but also include a phrase or keyword *before* the searched keyword:

Shared Comments:

Keywords:

*relativistic wave equations: Pick AND ▾

Pick AND ▾

Pick AND ▾

Pick AND ▾

Pick

Opt-in:

Pick AND ▾

Pick AND ▾

Pick AND ▾

Pick AND ▾

Pick

You can see that the search results will include reviewers that have 'relativistic wave equations' as a keyword but it will include an additional word or phrase *before* the searched for keyword (exact solutions of **relativistic wave equations**):

 Klishevich, Vladimir V..

Dirac equation in a curved space-time *, Noncommutative integration method *, Group theory and its applications in physics *, **Exact solutions of relativistic wave equations** *, No I do not want to receive emails

0 / 0	0	0	<input type="checkbox"/>
(0 / 0)	(0)	0	
(0 / 0)	(0)	0	

Omsk State university, Department of Physics

Roles: AU REF

 Mironov, Bettin.

Gravitational waves: theory *, Einstein-Maxwell equations with fluids

10.1.4 Combined wildcard search

Add the wild card before and after the searched keyword:

Shared Comments:

Keywords:

*Relativistic wave equation Pick AND ▾

Pick AND ▾

Pick AND ▾

Pick AND ▾

Pick

Opt-in:

Pick AND ▾

Pick AND ▾

Pick AND ▾

Pick AND ▾

Pick

Here the results will include reviewers that have the keyword but will also include the keyword that includes phrases *before* and *after* it (Relativistic and non-relativistic **wave equations**. Quarkonium)

🔍 Ikhdaire, Sameer.

Relativistic and non-relativistic wave equations.
 Quarkonium *, Bound states and magnetic field effects *; No I do not want to receive emails

0 / 0	0	0
(0 / 0)	(0)	0
(0 / 0)	(0)	0

Near East University, Faculty of Engineering

Roles: AU REF

Please bear in mind that Combined wildcard searching will produce more results but may be less accurate.

10.2 Searching keywords, example two: 'Perturbation theory'

In second example, we are using 'Perturbation theory' from the author supplied keywords:

Article Keywords:	Perturbation theory Models of single neurons and networks, Computational techniques
Author Recommended Referees:	Xiaojuan Sun Beijing University of Posts and Telecommunications ✓ - sunxiaojuan@bupt.edu.cn Qinsheng Bi Jiangsu University ✓ - qbi@ujs.edu.cn Marzena Cizak Gonzaga University - Florence ✓ - marzena.cizak@ino.cnr.it Fang Han dong hua da xue ✓ - yadiahah@dhu.edu.cn Vivien Kirk The University of Auckland ✓ - v.kirk@auckland.ac.nz
Author Opposed Referees:	

10.2.1 Exact match

Again, take the keyword that you wish to search and add it into the keyword search box:

Shared Comments:

Keywords:

 Pick
 Pick
 Pick
 Pick
 Pick

Opt-in:

 Pick
 Pick
 Pick
 Pick
 Pick

This will bring up an exact match of reviewers who have 'Perturbation theory' entered as a keyword:

Results - New Search - Modify Search - Change Sort 1-1 of 1				
Search Criteria: Keywords = Perturbation theory Roles = "EPL -- Referee"				
Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add /Grant REF Role
 Macedo, Caio F. B.. Perturbation theory : Yes I would like to receive emails from EPS, Gravitational compact objects *, Black holes , Gravitational waves Universidade Federal do Para Roles: AU REF	0 / 0 (0 / 0) (0 / 0)	0 (0) (0)	0 0 0	<input type="checkbox"/>

10.2.2 Trailing wildcard

Add the wildcard after 'Perturbation theory' to find results that include perturbation theory but also include a phrase or keyword after the searched keyword:

Shared Comments:

Keywords: Perturbation theory* Pick AND

Opt-in:

Pick AND

Pick AND

Pick AND

Pick AND

Pick AND

Here you will see that an additional reviewer has been found. The new reviewer's result includes perturbation theory but includes 'in relativity' *after* the keyword that has been searched for (**perturbation theory** in relativity):

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add /Grant REF Role
 Macedo, Caio F. B.. Gravitational compact objects *, Black holes, Gravitational waves, Perturbation theory; Yes I would like to receive emails from EPS Universidade Federal do Para Roles: AU REF	0 / 0 (0 / 0) (0 / 0)	0 (0) (0)	0 0 0	<input type="checkbox"/>
 Pound, Adam. high-temperature superconductivity *, self-forces and motion in classical relativity *, perturbation theory in relativity *, Graphene; No I do not want to receive emails University of Guelph Roles: AU REF	0 / 0 (0 / 0) (0 / 0)	0 (0) (0)	0 0 0	<input type="checkbox"/>

Results 1-2 of 2

10.2.3 Leading wildcard

Add the wild card before 'Perturbation theory' to find results that include perturbation theory but also include a phrase or keyword before the searched keyword:

Shared Comments:

<input type="text"/>	AND	<input type="text" value="*Perturbation theory"/>	<input checked="" type="checkbox"/> Pick	AND
<input type="text"/>	AND	<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND
<input type="text"/>	AND	<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND
<input type="text"/>	AND	<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND
<input type="text"/>	AND	<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND

Opt-in:

<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND		
<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND		
<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND		
<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND		
<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND		

This search will include reviewers that have the exact match for perturbation theory in their Keywords but will also include reviewers who have a keyword or phrase *before* the searched for keyword. In the examples below you can see that the results now include results such as 'chiral **perturbation theory**' and 'black hole **perturbation theory**':

Ghorbani, Karim.						
Physics beyond the Standard Model *, Dark Matter Phenomenology *, Quantum Field Theory *, Chiral perturbation theory *, Yes I would like to receive emails from EPS		0 / 0	0	0		<input type="checkbox"/>
Arak University, Physics Department		(0 / 0)	(0)	0		
Arak University, Physics Department		(0 / 0)	(0)	0		
Roles: AU REF						
Khanna, Gaurav.						
Loop Quantum Gravity *, Loop Quantum Cosmology *, Black Hole Perturbation Theory *, Black Hole Collisions *, Close Limit Approximation *, Extreme-mass-ratio Inspirals *, Teukolsky Equation *, No I do not want to receive emails		0 / 0	0	0		<input type="checkbox"/>
University of Massachusetts Amherst, Department of Physics		(0 / 0)	(0)	0		
University of Massachusetts Amherst, Department of Physics		(0 / 0)	(0)	0		
Roles: AU REF						

10.2.4 Combined wildcard search

Add the wild card before and after the searched keyword:

Shared Comments:		Keywords:	
<input type="text"/>	AND ▾	<input type="text" value="*Perturbation theory*"/>	<input checked="" type="checkbox"/> Pick AND ▾
<input type="text"/>	AND ▾	<input type="text"/>	<input checked="" type="checkbox"/> Pick AND ▾
<input type="text"/>	AND ▾	<input type="text"/>	<input checked="" type="checkbox"/> Pick AND ▾
<input type="text"/>	AND ▾	<input type="text"/>	<input checked="" type="checkbox"/> Pick AND ▾
<input type="text"/>		<input type="text"/>	<input checked="" type="checkbox"/> Pick
Opt-in:			
<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND ▾	
<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND ▾	
<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND ▾	
<input type="text"/>	<input checked="" type="checkbox"/> Pick	AND ▾	
<input type="text"/>	<input checked="" type="checkbox"/> Pick		

This will bring up reviewers who have terms *before* and *after* perturbation theory. Here you can see a reviewer has been added to the search results who has ‘theoretical aspect of cosmological **perturbation theory** at the time of inflation which helps us to understand the CMB anisotropy’ as a keyword:

Basak, Abhishek.						
theoretical aspect of cosmological perturbation theory at the time of inflation which helps us to understand the CMB anisotropy *, primordial non-gaussianity. I am also investigating whether spinor field such as elkos can be an inflaton. *, No I do not want to receive emails		0 / 0	0	0		<input type="checkbox"/>
IISER - Thiruvananthapuram		(0 / 0)	(0)	0		
IISER - Thiruvananthapuram		(0 / 0)	(0)	0		
Roles: AU REF						

Please bear in mind that Combined wildcard searching will produce more results but may be less accurate, as you can see from the above search result.