

# Research Exchange Review: Reviewer Guide

February 2026

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# 1. Introduction

This guide will help Reviewers to evaluate and provide feedback on research manuscripts using the Research Exchange Review platform.

## Peer Review

Peer Review is an essential part of the publication process for academic journals. It helps to ensure the quality and credibility of published research.

We will address the following key topics:

- **About Research Exchange Review** – an overview of the Research Exchange Review tools and functions that are available to Reviewers
- **Your role** – an explanation of the role a Reviewer plays in the peer review process
- **Invitations to review** – what to expect when you are invited to review a manuscript
- **Logging in** – how to access the Research Exchange Review application
- **Accessing a manuscript** – how to view and download a manuscript for review
- **Reviewing a manuscript** – guidelines for completing your Reviewer Report
- **Responding to revised manuscripts** – how to review a manuscript that has been revised by the author

- **Accessing support** – how to find help and support

## 2. About Research Exchange

### Research Exchange platforms

Scholarly publishing is changing at an extraordinary pace, so to help us seize new opportunities and face emerging challenges, we have introduced one common publishing process for academic journals.

This end-to-end process is supported by best-in-class systems and workflows that are intuitively integrated across the entire lifecycle, including:

- **Research Exchange Submission** is a platform authors and agents use to submit manuscripts for publication in Publisher Journals.
- **Research Exchange Review** is a platform editors use to manage the Peer Review process. The Research Exchange Review platform unlocks advanced screening tools and supports the process from the submission of a manuscript, through to final decision.

### A manuscript's journey

On its journey from submission to publication, a manuscript passes through five key stages.



The process starts when an author submits the manuscript using Research Exchange Submission or other submission platform.



When the submission is complete, the manuscript enters Research Exchange Review and, if you have access to Research Exchange Screening, passes through Submission Checks. These checks ensure that the manuscript meets the journal's standards for scope, quality, and integrity.



When Submission Checks are complete, the manuscript passes to an editor, and the Review process begins. At this point, the workflow can vary, depending on the journal's Editorial Model and Workflow.



When the review process is complete, the manuscript passes through Quality Checks if you have access to Research Exchange Screening to prepare the manuscript for production. These Quality Checks involve validating the peer review process and requesting any missing information.



When Quality Checks are complete, the manuscript is ready to move into Production.

### 3. About Research Exchange Review

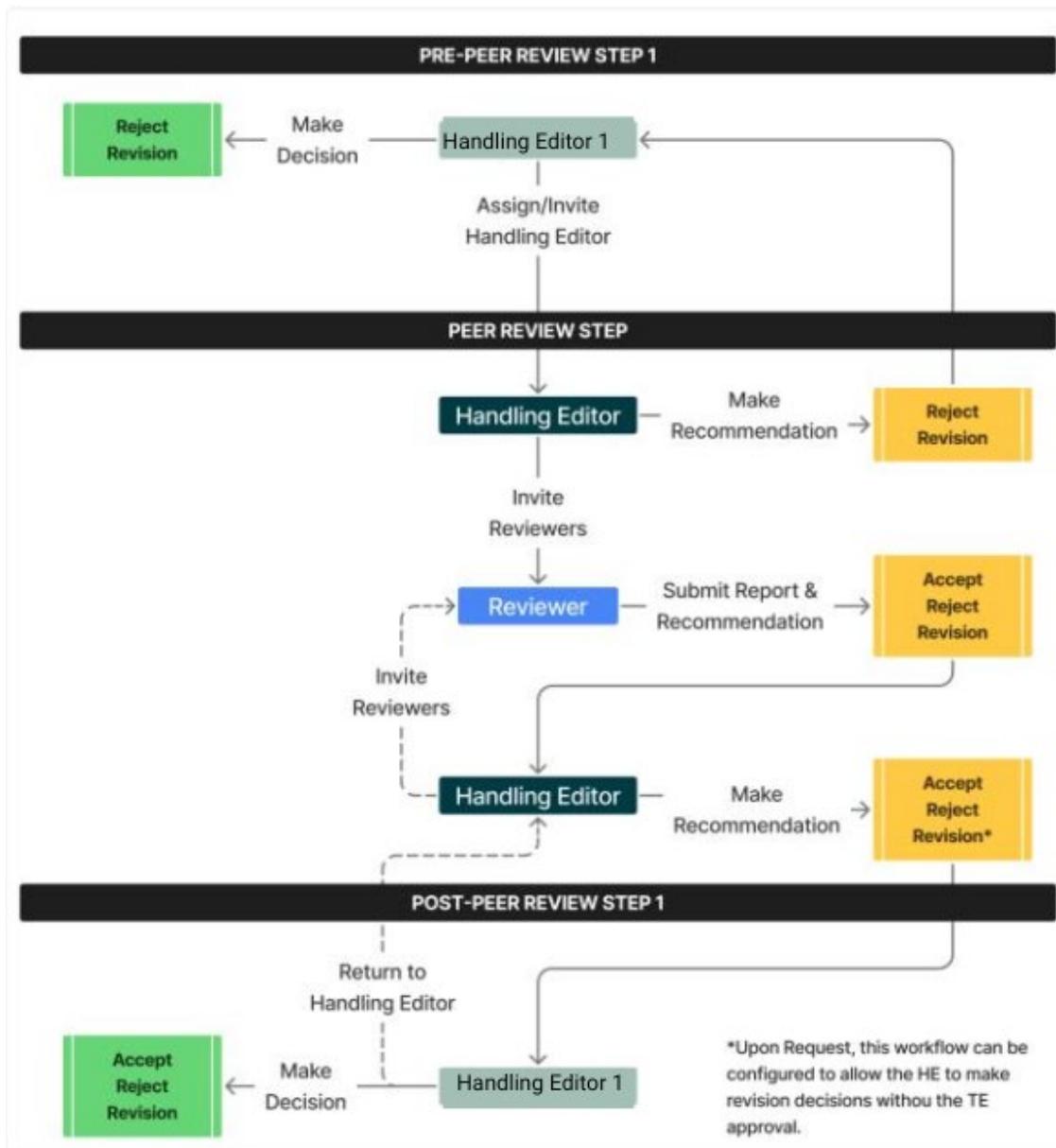
#### Peer review models

Research Exchange Review accommodates multiple standard editorial workflows and models, so the specific steps in the process can vary.

In the Research Exchange Review platform, these workflows are referred to as peer review models.

Here is an example of how a manuscript might move through Research Exchange Review on its journey towards publication.

**See below for an explanation of each step.**



## Step 1: Handling Editor (HE)

The Editor-in-Chief is assigned to the role of Handling Editor (TE). They can make a decision to move the manuscript to the next stage by inviting an Academic Editor to handle the manuscript.

Alternatively, the Handling Editor can:

- Request major or minor revisions from the author (for most journals, the revised manuscript will pass through Revision Checks before returning to Review)
- Reject the manuscript (this is sometimes referred to as a "desk reject")
- Reject the manuscript and refer it to another Publisher journal (for participating journals only)

### Step 2: Academic Editor (AE)

The Academic Editor (AE), usually a member of the Journal's Editorial Board, receives an email invitation to handle the manuscript. If they accept, the Academic Editor can move the manuscript to the next stage by inviting a minimum number of peer reviewers.

Alternatively, they can make a recommendation to:

- Request major or minor revisions from the author
- Reject the manuscript

This recommendation will pass to the Handling Editor for a decision.

### Step 3: Peer Reviewers (PR)

The chosen peer reviewers (PR) receive email invitations to evaluate the manuscript. If they accept, peer reviewers are asked to submit a Reviewer Report to Research Exchange Review.

They are also asked to make a recommendation to:

- Request major or minor revisions from the author
- Accept the manuscript
- Reject the manuscript

This recommendation will pass to the Academic Editor for consideration.

#### Step 4: Academic Editor (AE)

The Academic Editor (AE) receives email alerts when each Reviewer Report is submitted.

When the minimum number of reviews are complete, the Academic Editor makes a recommendation to:

- Request major or minor revisions from the author
- Accept the manuscript
- Reject the manuscript

This recommendation will pass to the Handling Editor for a decision.

#### Step 5: Handling Editor (HE)

Based on recommendations and observations from Reviewers and the Academic Editor, the Handling Editor (TE) makes the final decision to

- Accept the manuscript (the manuscript will progress to Quality Checks)
- Request major or minor revisions from the author (for most journals, the revised manuscript will pass through Revision Checks before returning to Review)
- Reject the manuscript
- Reject the manuscript and refer it to another Publisher journal (for participating journals only)

## *Your role*

As a Reviewer, you will interact with the Research Exchange Review platform by:

- Responding to invitations to review manuscripts
- If the invitation is accepted, assessing the scope and suitability of the manuscript
- Reviewing the manuscript
- Preparing and submitting a Reviewer Report

Making a recommendation to accept, request revisions or reject the manuscript

## *Platform roles*

*For an overview of how the roles in the Research Exchange Review platform map to the role names typically used by academic journals, please refer to: [Research Exchange Roles and Responsibilities](#)*

---

## 4. Invitations to Review

### How manuscripts are assigned

Research Exchange Review employs sophisticated algorithms to make sure manuscripts are assigned to the most suitable reviewers.

To do this, we extract keywords from each manuscript, and match these to a reviewer's areas of interest and expertise.

In Research Exchange Review, your areas of interest and expertise are automatically identified from your activities, such as the articles you have read, published or contributed to. This information is drawn from external databases, such as Web of Science (WoS).

## Managing your areas of interest and expertise

To ensure that you receive manuscripts related to your areas of interest and expertise, we recommend updating and maintaining your Research Exchange profile. To find out how to make changes to your profile, please refer to:

### Managing your Profile

To respect your time, we also take reviewers' current workload into account. To do this, Research Exchange Review tracks the number of manuscripts assigned to a reviewer and prioritizes the person with the lowest workload.

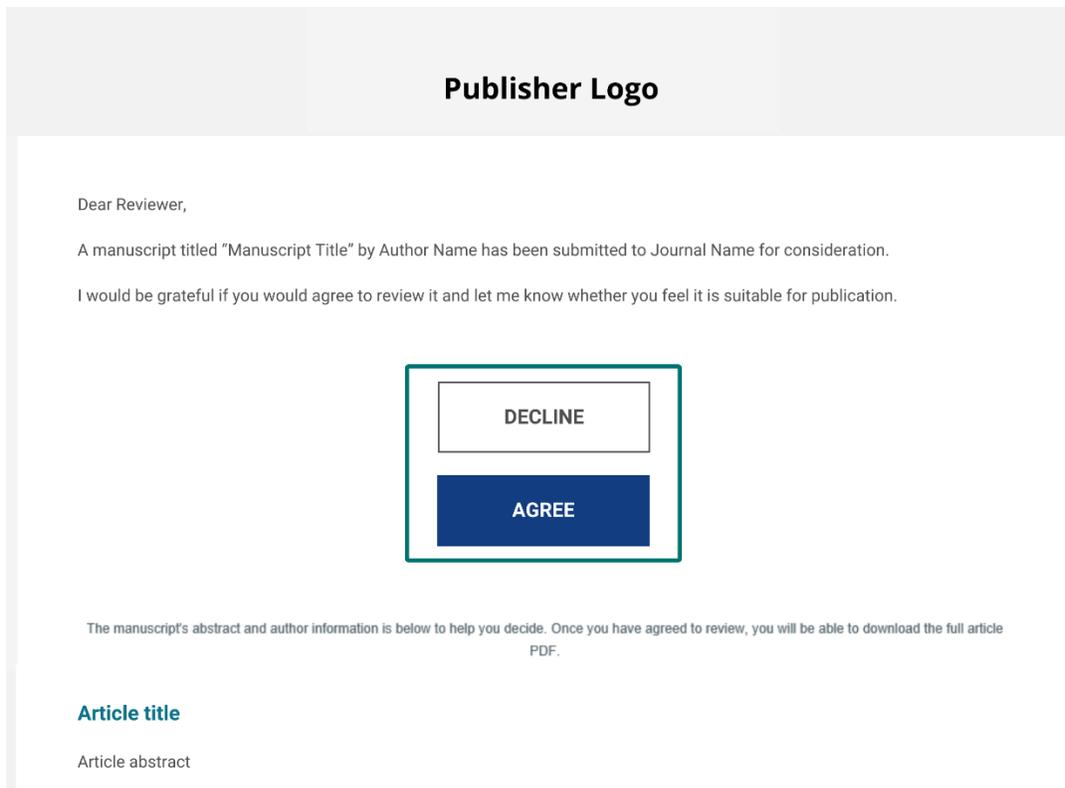
### Your workload

Information about a reviewer's current workload reflects every manuscript currently assigned to them in Research Exchange Review. So, if a reviewer is assigned to manuscripts for more than one journal, this will be reflected in the workload calculation.

### Email invitations

When you are invited to review a manuscript, you will receive an email request from the journal.

If the manuscript follows a transparent peer review workflow, you will be alerted to this before you decide to agree to review.



## Responding to the invitation

Reviewers have a limited time to respond to an invitation to review a manuscript.

### How long do I have?

Guidance on the time limits for acceptance of an invitation is included in the invitation to review the manuscript. The default time limit for responding to an invitation is 21 days.

You will also receive two automated reminder emails, to prompt you to respond. If you do not respond to the invitation within the time limit, a new reviewer will be invited, or you can request to be re-invited.

To help you decide whether to agree or decline, the invitation email will provide details including:

- The title of the paper
- The research abstract

For some journals, reviewers will also see the names of the authors.

**Remember:** You will only gain access to the full manuscript if you decide to accept the invitation. If you accepted or declined the manuscript by mistake, please contact the journal to let them know; they will escalate this to [reviewhelp@publisher.com](mailto:reviewhelp@publisher.com) for re-invitation or removal.

*If you decide to accept*

Click the **AGREE** button. This will take you to the Research Exchange Review login or sign-up page.

*If you decide to decline*

Click the **DECLINE** button. You will receive a message to thank you for letting us know.

**Access the platform**

To access Research Exchange Review without using an email invitation, use the link provided by your Publisher representative.

*Getting started*

To find out how to set up your Research Exchange Account, and for instructions on logging in to Research Exchange Review, please refer to: **Research Exchange QuickStart Guide**

## 5. Managing your Profile

**Accessing your account settings**

When you log in to Research Exchange Review, you will arrive at your **Dashboard**.

From this dashboard, you can access and edit your user profile by following these steps:

1. From the Dashboard, select the **downward arrow** next to your username.

The screenshot displays a dashboard interface. On the left, there is a 'Filters' section with three categories: 'Journal' (set to 'All'), 'Scope' (with 'My assigned manuscripts' selected and 487 items), and 'Priority' (with 'Action required' selected and 74 items). Below these are 'Status' filters: 'Assign AE' (45), 'Invite Reviewers' (14), 'Make Decision' (13), and 'Make Recommendation' (2). The main area is titled 'Action required' and shows two manuscript entries. The first entry (ID 1070914) is for 'Training Journal 2', submitted on Mar 25, 2025, and has a 'MAKE DECISION V1' button. The second entry (ID 1074920) is for 'Training Journal 3', submitted on Feb 18, 2025, and also has a 'MAKE DECISION V1' button. In the top right corner, there is a search bar and a user profile dropdown menu labeled 'NAME' with a downward arrow. A large orange circle highlights the downward arrow, and a dashed orange line connects it to the 'NAME' dropdown menu.

2. Click on the **My Profile** option.

**Publisher Logo** Search  NAME

My Profile

**Filters**

Journal

All

---

**Scope** ?

My assigned manuscripts 487

All manuscripts

---

**Priority** ?

Action required 74

In progress 292

Finalized 121

All 487

---

**Status** ?

Assign AE 45

Invite Reviewers 14

Make Decision 13

Make Recommendation 2

**Action required**

ID 1070914

**Manuscript title**

Annie Author researchexchangetraining+au@wiley.com SA CA

Article Type: Review Article Academic Editor: Unassigned Reviewer Reports: 0 Invited

Journal: Training Journal 2 Submitted on: Mar 25, 2025 (3 hours ago)

[MAKE DECISION](#) V1

ID 1074920

**Manuscript title**

John Wiley SA CA Peter Wiley

Article Type: Review Article Academic Editor: AE Training Reviewer Reports: 2 Invited, 2 Agreed, 2 Submitted

Journal: Training Journal 3 Submitted on: Feb 18, 2025 (1 month ago)

[MAKE DECISION](#) V1

### 3. Your Account Settings page will be displayed

**Publisher Logo** NAME

DASHBOARD / ACCOUNT SETTINGS

**Account Settings**

[Update Profile](#)

Your CONNECT account is the centralized control of all your personal profile information, sign in options, security settings and other areas of configuration.

First name **Training**

Last name **Chief**

Title **Dr**

Email **researchexchangetraining+chief@wiley.com**

Country **United States of America**

**My Affiliation** [Edit](#)

John Wiley & Sons (United States), Hoboken

**My Email Preferences**

Choose which emails you want to receive.

Receive Invitations to review manuscripts

## Updating your account settings

To edit your personal details, research areas and login details, click the **Update Profile** link:

**Publisher Logo** NAME ▾

DASHBOARD / ACCOUNT SETTINGS

### Account Settings

**CONNECT**  
Your CONNECT account is the centralized control of all your personal profile information and other areas of configuration.

[Update Profile](#)

|            |  |
|------------|--|
| First name | Training                                 |
| Last name  | Chief                                    |
| Title      | Dr                                       |
| Email      | researchexchangetraining+chief@wiley.com |
| Country    | United States of America                 |

#### My Affiliation

John Wiley & Sons (United States), Hoboken [Edit](#)

#### My Email Preferences

Choose which emails you want to receive.

Receive Invitations to review manuscripts

To view and edit your affiliation details, click the **Edit** link under the My Affiliation heading:

## Account Settings

CONNECT

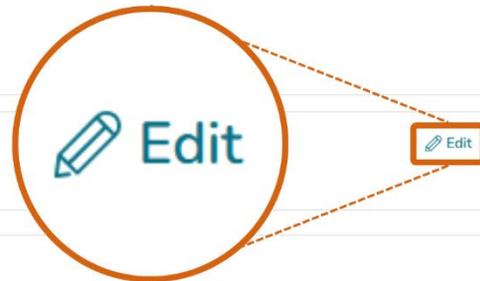
[Update Profile](#)

Your CONNECT account is the centralized control of all your personal profile information, sign in options, security settings and other areas of configuration.

|            |  |
|------------|--|
| First name | Training                                 |
| Last name  | Chief                                    |
| Title      | Dr                                       |
| Email      | researchexchangetraining+chief@wiley.com |
| Country    | United States of America                 |

## My Affiliation

John Wiley &amp; Sons (United States), Hoboken



## My Email Preferences

Choose which emails you want to receive.

Receive Invitations to review manuscripts



Your email preferences allow the journal to send invitations for you to review manuscripts by email. To change these preferences, use the toggle options under the **My Email Preferences** heading:

DASHBOARD / ACCOUNT SETTINGS

**Account Settings**

**CONNECT** [Update Profile](#)

Your CONNECT account is the centralized control of all your personal profile information, sign in options, security settings and other areas of configuration.

|            |  |
|------------|--|
| First name | Training                                 |
| Last name  | Chief                                    |
| Title      | Dr                                       |
| Email      | researchexchangetraining+chief@wiley.com |
| Country    | United States of America                 |

**My Affiliation** [Edit](#)

John Wiley & Sons (United States), Hoboken

**My Email Preferences**

Choose which emails you want to receive.

Receive Invitations to review manuscripts

## 6. Accessing Manuscripts

### Navigating the Review Dashboard

When you log in to Research Exchange Review, you will arrive at your Dashboard. Here you will find a list of the manuscripts assigned to you.

Each manuscript is presented on its own tile.

**Publisher Logo** Search  Research Exchange ▾

---

**Filters** Reset Filters

**Journal**  
All ▾

**Scope** ?

Reviewer 393

**Priority** ?

Action required 13

In progress 204

Finalized 176

All 393

**Status** ?

**Action required** Showing manuscripts: 1–10 of 13 Sort by: Submission date (newest first) ▾

ID 1010468 RESPOND TO INVITE V1

**Manuscript Title Special Issue**

Anonymous author(s)

**Article Type** **Academic Editor:**

Review Article Training Academic

**Journal:** Training Journal 2 **Submitted on:** Dec 01, 2025 (15 days ago)

ID 1022261 RESPOND TO INVITE V1

**Manuscript Title**

Anonymous author(s)

**Article Type** **Academic Editor:**

Review Article Training Academic

Help

On the right of each tile, a label indicates the next action or decision that should be taken.

In the example below, the label indicates that the next action is for a reviewer to respond to an invitation.

The screenshot displays a web interface for managing manuscripts. At the top left is the 'Publisher Logo'. To the right is a search bar with a magnifying glass icon and a dropdown menu labeled 'Research Exchange'. Below the logo is a 'Filters' section with a 'Reset Filters' button. The filters include: 'Journal' (set to 'All'), 'Scope' (with 'Reviewer' selected and 393 items), and 'Priority' (with 'Action required' selected and 13 items, 'In progress' with 204, 'Finalized' with 176, and 'All' with 393). A 'Status' filter is also present. The main content area shows 'Action required' manuscripts, displaying 'Showing manuscripts: 1-10 of 13' and a 'Sort by: Submission date (newest first)' dropdown. Two manuscript entries are visible: ID 1010468 with title 'Manuscript Title Special Issue' and ID 1022261 with title 'Manuscript Title'. Both have 'Anonymous author(s)' and 'Review Article' type. The academic editor for both is 'Training Academic'. The first entry was submitted on Dec 01, 2025 (15 days ago). Each entry has a 'RESPOND TO INVITE' button with a 'V1' version indicator. A 'Help' button is located at the bottom right of the list.

## Search

If you have multiple manuscripts assigned to you, click on the **Search** button at the top of the list to search for a manuscript by:

- Manuscript Title
- Manuscript ID (you will find this in the email invitation)
- Journal Name (this is useful if you are reviewing manuscripts for more than one journal)

The screenshot shows a web interface for managing manuscripts. At the top left is the 'Publisher Logo'. At the top right is a search bar with a magnifying glass icon and the text 'Search', and a dropdown menu labeled 'Research Exchange'. Below the search bar is a 'Filters' panel on the left and a main content area on the right. The 'Filters' panel includes a 'Journal' dropdown menu set to 'All', a 'Scope' section with a radio button for 'Reviewer' (393 items), and a 'Priority' section with radio buttons for 'Action required' (13 items), 'In progress' (204 items), 'Finalized' (176 items), and 'All' (393 items). The main content area shows a list of manuscripts. The first manuscript has ID 1010468, title 'Manuscript Title Special Issue', author 'Anonymous author(s)', article type 'Review Article', and academic editor 'Training Academic'. It was submitted on Dec 01, 2025 (15 days ago). A 'RESPOND TO INVITE V1' button is visible. The second manuscript has ID 1022261, title 'Manuscript Title', author 'Anonymous author(s)', article type 'Review Article', and academic editor 'Training Academic'. A 'Help' button is located at the bottom right of the main content area.

## Sort and filter

### *By Journal*

To filter your manuscript list by **journal**, use the journal filter to choose a specific journal from the drop-down menu.

This screenshot is identical to the one above, but with a red box highlighting the 'Journal' dropdown menu in the 'Filters' panel, which is currently set to 'All'. The rest of the interface, including the search bar, filters, and manuscript list, remains the same.

## By Priority

To refine your list by **priority**, choose the options:

- **Action Required** – to display manuscripts that require action from you (this view is displayed by default)
- **In Progress** – to display manuscripts that are awaiting action by other people
- **Finalized** – to display manuscripts where a final decision has been made, or there is no action left for you to take on the manuscript
- **All** – to display all manuscripts that are or have been assigned to you

The screenshot displays a web interface for managing manuscripts. At the top left is the 'Publisher Logo'. To the right is a search bar and a 'Research Exchange' dropdown. Below these is a 'Filters' sidebar with a 'Reset Filters' button. The 'Filters' section includes 'Journal' (set to 'All'), 'Scope' (with a 'Reviewer' option selected and 393 items), and 'Priority' (with 'Action required' selected and 13 items, 'In progress' with 204, 'Finalized' with 176, and 'All' with 393). The main content area shows a list of manuscripts under the heading 'Action required', with 'Showing manuscripts: 1-10 of 13' and a 'Sort by: Submission date (newest first)' dropdown. Two manuscript entries are visible: ID 1010468 with title 'Manuscript Title Special Issue' and ID 1022261 with title 'Manuscript Title'. Both entries show 'Anonymous author(s)', 'Review Article' type, and 'Academic Editor: Training Academic'. Each entry has a 'RESPOND TO INVITE V1' button. A 'Journal: Training Journal 2' and 'Submitted on: Dec 01, 2025 (15 days ago)' are also shown. A 'Help' button is located at the bottom right.

## By Status

To further refine your list by **Status**, choose from the available statuses shown. Each status will also display a count of the manuscripts sitting at this stage in the process.

Depending on the priority chosen, the statuses may differ. Here are some examples of statuses available under the different priorities.

The screenshot displays a manuscript management interface. On the left, there are three filter sections: 'Priority', 'Status', and 'Article type'. The 'Status' section is highlighted with a red box and contains two options: 'Respond to Invite' (7) and 'Complete Review' (6). The main area shows a list of manuscripts. The first manuscript has ID 1010468, is titled 'Manuscript Title Special Issue', and is a 'Review Article' by 'Anonymous author(s)'. It is assigned to 'Academic Editor: Training Academic' and is in the 'Action required' state. The second manuscript has ID 1022261, is titled 'Manuscript Title', and is also a 'Review Article' by 'Anonymous author(s)', assigned to 'Academic Editor: Training Academic'. Both manuscripts have a 'RESPOND TO INVITE V1' button. The interface includes a search bar, a 'Research Exchange' dropdown, and a 'Help' button.

| Priority   | Count |
|--|-------|
| <input checked="" type="radio"/> Action required | 13    |
| <input type="radio"/> In progress                | 204   |
| <input type="radio"/> Finalized                  | 176   |
| <input type="radio"/> All                        | 393   |

| Status                                     | Count |
|--|-------|
| <input type="checkbox"/> Respond to Invite | 7     |
| <input type="checkbox"/> Complete Review   | 6     |

| Article type                              | Count |
|---|-------|
| <input type="checkbox"/> Review Article   | 10    |
| <input type="checkbox"/> Research Article | 2     |
| <input type="checkbox"/> Original Article | 1     |

| ID      | Manuscript Title               | Article Type   | Academic Editor   | Submitted on               |
|---------|--------------------------------|----------------|-------------------|----------------------------|
| 1010468 | Manuscript Title Special Issue | Review Article | Training Academic | Dec 01, 2025 (15 days ago) |
| 1022261 | Manuscript Title               | Review Article | Training Academic |                            |

## By Article Type

To further refine your list by **Article Type**, choose from the available options shown. Each option will also display a count of the manuscripts submitted against this article type.

**Publisher Logo** Search  Research Exchange ▼

**Priority** ?

- Action required 13
- In progress 204
- Finalized 176
- All 393

**Status** ?

- Respond to Invite 7
- Complete Review 6

**Article type** ?

- Review Article 10
- Research Article 2
- Original Article 1

**Action required** Showing manuscripts: 1–10 of 13 **Sort by:** Submission date (newest first) ▼

ID 1010468 RESPOND TO INVITE V1

**Manuscript Title Special Issue**

Anonymous author(s)

|                     |                         |
|---------------------|-------------------------|
| <b>Article Type</b> | <b>Academic Editor:</b> |
| Review Article      | Training Academic       |

**Journal:** Training Journal 2 **Submitted on:** Dec 01, 2025 (15 days ago)

ID 1022261 RESPOND TO INVITE V1

**Manuscript Title**

Anonymous author(s)

|                     |                         |
|---------------------|-------------------------|
| <b>Article Type</b> | <b>Academic Editor:</b> |
| Review Article      | Training Academic       |

## Manuscript status

For more information on the Manuscript status please refer to: [Appendix A: Manuscript Status](#)

### *By Order Shown*

To change the order of your list, click the downward arrow below the **Sort by** heading and select an option from the dropdown list.

The screenshot shows a dashboard interface for managing manuscripts. At the top left is the 'Publisher Logo'. On the top right, there is a search bar and a 'Research Exchange' dropdown menu. The main content area is divided into a left sidebar with filters and a main list of manuscripts.

**Filters:**

- Priority:** Action required (13), In progress (204), Finalized (176), All (393)
- Status:** Respond to Invite (7), Complete Review (6)
- Article type:** Review Article (10), Research Article (2), Original Article (1)

**Manuscript List:**

- Manuscript 1:** ID 1010468, **Manuscript Title Special Issue**, Anonymous author(s), Article Type: Review Article, Academic Editor: Training Academic, Journal: Training Journal 2, Submitted on: Dec 01, 2025 (15 days ago). Action: RESPOND TO INVITE V1.
- Manuscript 2:** ID 1022261, **Manuscript Title**, Anonymous author(s), Article Type: Review Article, Academic Editor: Training Academic. Action: RESPOND TO INVITE V1.

A 'Help' button is visible in the bottom right corner of the manuscript list area.

## Responding to an invitation to review

To respond to an invitation to review from your Dashboard, follow these steps:

1. From the **Dashboard**, select the manuscript tile. The **Article Details** page will be displayed. Author names will not be visible for journals that follow anonymized workflows.

**Publisher Logo** Search  Research Exchange

---

**Filters** Reset Filters

Journal

All

**Scope** ?

Reviewer 393

**Priority** ?

Action required 13

In progress 204

Finalized 176

All 393

**Status** ?

**Action required** Showing manuscripts: 1–10 of 13 Sort by: Submission date (newest first)

ID 1010468 RESPOND TO INVITE V1

**Manuscript Title Special Issue**

Anonymous author(s)

**Article Type** **Academic Editor:**

Review Article Training Academic

---

Journal: Training Journal 2 Submitted on: Dec 01, 2025 (15 days ago)

ID 1022261 RESPOND TO INVITE V1

**Manuscript Title**

Anonymous author(s)

**Article Type** **Academic Editor:**

Review Article Training Academic

Help

2. The **Article Details** page provides key details about the submission, including the abstract, author declaration, and the authors' answers to key questions during the submission process.

Click on the **Show Affiliations** link to review the Author's affiliations. This will help you to identify any potential conflicts of interest, which could affect your eligibility to review the manuscript.

**Publisher Logo** Search Review

DASHBOARD / ARTICLE DETAILS Updated on Dec 15, 2025 Version 1

ID 1096103 **RESPOND TO INVITE V1**

**Manuscript Title**  
Annie Author SA CA 1 + Show Affiliations

**Article Type**  
Review Article

**Journal**  
Training Journal 3

**Manuscript Keywords** ?  
publishing; workflow; pace; scholarly communication; peer review; computer science; world wide web; electronic publishing

Chief Editor: Training Chief Academic Editor: Training Academic Submitted on: Dec 11, 2025 (5 days ago)

> Abstract **Help**

3. Depending on the journal settings, the manuscript files may only be available to view or download when you **accept the invitation to review**.

Some journals may allow reviewers to see the manuscript before accepting the invitation, for others, this will be hidden until after the invitation has been accepted.

Chief Editor: Training Chief Academic Editor: Training Academic Submitted on: Dec 11, 2025 (5 days ago)

> Abstract

> Author Declaration

Files  
Reviewer PDF  
The author chose not to provide this file.

— Respond to Invitation to Review

Do you agree to review this manuscript?\*

Agree  Decline

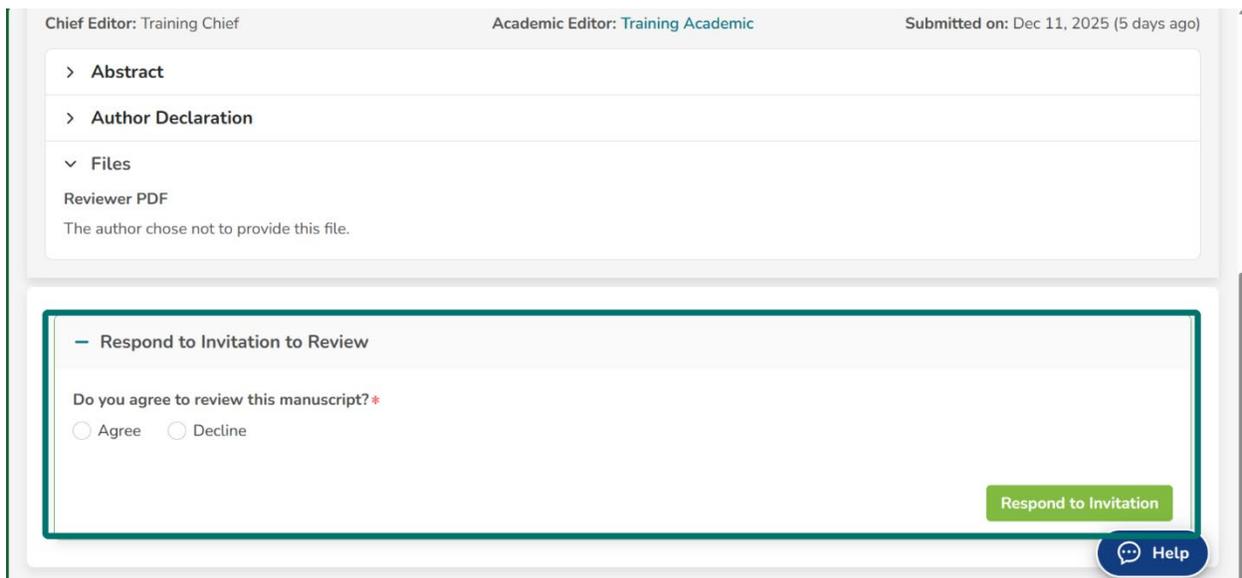
**Respond to Invitation** **Help**

4. To accept or decline the invitation, click the **Respond to Invitation to Review** button.

If you are confident that you have the expertise, and the time, to act as a Reviewer, and there are no conflicts of interest that might prevent you from reviewing the manuscript objectively, select the **Agree** radio button.

If you choose to decline, select the **Decline** radio button. You can ask to be re invited after declining, if needed.

You will be asked to confirm your choice.



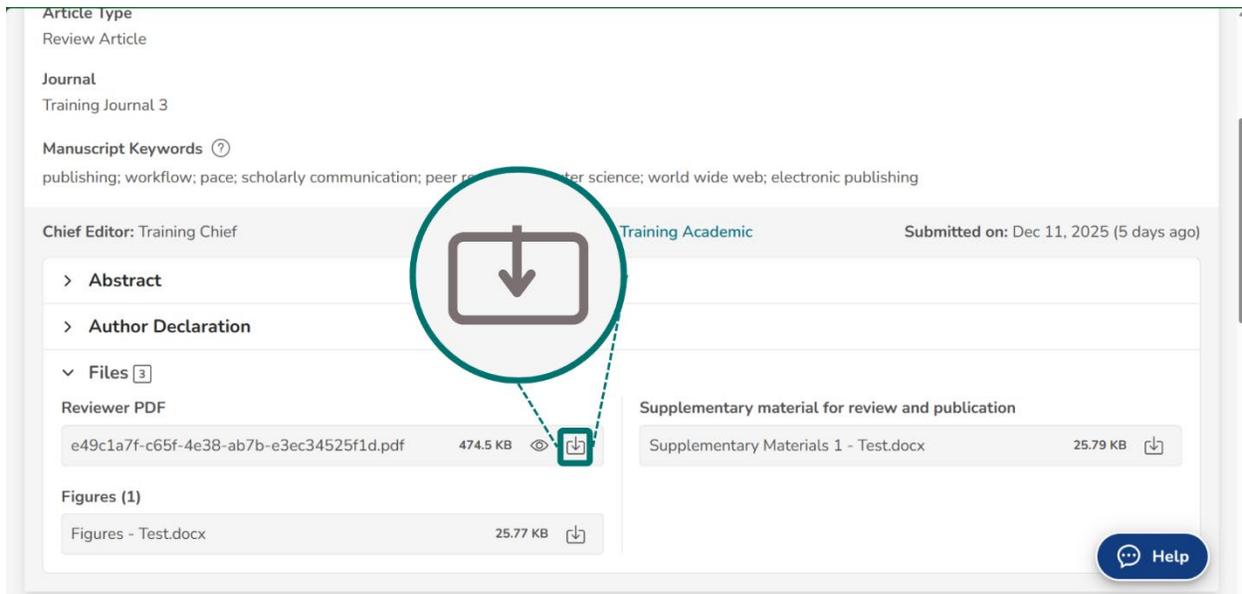
The screenshot shows a web interface for responding to a review invitation. At the top, it displays 'Chief Editor: Training Chief', 'Academic Editor: Training Academic', and 'Submitted on: Dec 11, 2025 (5 days ago)'. Below this, there are sections for 'Abstract', 'Author Declaration', and 'Files'. Under 'Files', there is a 'Reviewer PDF' section with the text 'The author chose not to provide this file.' The main section is titled 'Respond to Invitation to Review' and contains the question 'Do you agree to review this manuscript?\*' with two radio buttons: 'Agree' and 'Decline'. A green 'Respond to Invitation' button is located at the bottom right of this section. A blue 'Help' button is visible in the bottom right corner of the interface.

## Download a manuscript

When you agree to act as a Reviewer, the manuscript will be made available to you. Follow these steps to download the manuscript:

1. From the **Article Details** page, choose **Files**. Click the download icon to download the **Reviewer PDF**, which is a

single file that compiles all author-submitted files, or any supplementary material.



## 7. Reviewing a Manuscript

### What to look for

As a Peer Reviewer, you are expected to provide an objective and constructive evaluation of the research presented in a manuscript. Your role is to:

- Identify any strengths, weaknesses, or scientific and/or technical flaws
- Offer recommendations for improvement

**Remember** *The author will be able to see the comments you make, but your identity will be hidden. Please take care to ensure any files uploaded or comments do not include your name or any identifying information.*

When you are ready to begin your review, carefully read the manuscript and consider the following:

- What is the main question addressed by the research? Is it relevant and interesting?
- How original is the topic? What does it add to the subject area compared with other published material?
- Is the paper well written? Is the text clear and easy to read?
- Are the conclusions consistent with the evidence and arguments presented? Do they address the main question posed?
- If the author disagrees significantly with the current academic consensus, do they have a substantial case? If not, what would be required to make their case credible?
- If the paper includes tables or figures, what do they add to the paper? Do they aid understanding or are they superfluous?

### Timescales and deadlines

You have a limited time to submit your Reviewer Report. The number of days remaining for the completion of each outstanding review is displayed on the corresponding manuscript tile.

When a report is overdue, a warning message is displayed on the manuscript tile.

The screenshot shows a web interface for a journal submission system. At the top left is the 'Publisher Logo'. On the top right, there is a search bar and a 'Research Exchange' dropdown menu. Below the header, there are filters on the left side, including 'Journal' (set to 'All'), 'Scope' (set to 'Reviewer' with 393 items), and 'Priority' (options: 'Action required', 'In progress', 'Finalized', 'All'). The main content area displays a list of articles. The first article is highlighted and has a callout box that says '16 days to submit'. The second article has a callout box that says '20 days overdue'. Both articles have a 'COMPLETE REVIEW V1' button next to them. A 'Help' button is visible in the bottom right corner.

### *If you need more time*

If you are unable to submit your report in the available time, please contact the journal to request a deadline extension.

If you don't request an extension, your opportunity to submit a Reviewer Report will expire when the editor makes a decision to accept, reject, or request revisions to the manuscript. You will still be able to submit your report after the deadline has passed up until a decision has been made on the manuscript.

### *Giving your feedback*

When you have completed your review, follow these steps to submit your report on the Research Exchange Review platform:

1. From the **Article Details** page, click on the **Your Report** heading.

- > Abstract
- > Author Declaration
- > Files 3

+ Your Report

Help

2. Click the arrow under the **Recommendations** heading to reveal a list of options. Select an option to make an overall recommendation to:

- **Accept** – if you feel that the manuscript is ready for publication
- Make a **Minor revision** – if you suggest minor changes
- Make a **Major revision** – if you have identified areas that require major rework
- **Reject** – if you feel that the article is unsuitable for publication in the journal

– Your Report

[About Report Criteria](#)

Recommendation \* ⓘ

Choose in the list ▼

- Accept
- Minor Revision
- Major Revision
- Reject

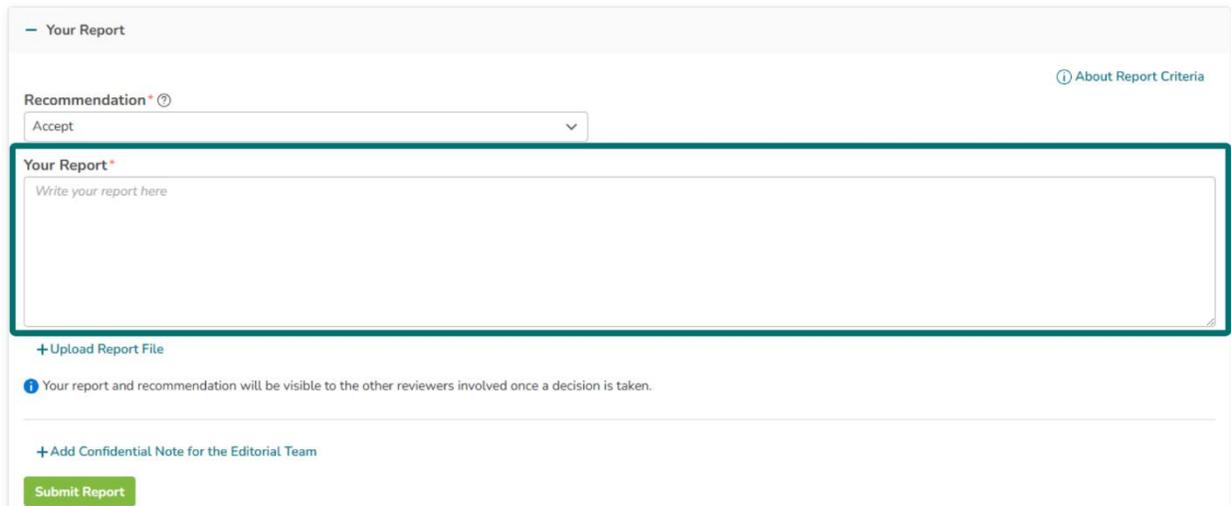
+ Upload Report File

**i** Your report and recommendation will be visible to the other reviewers involved once a decision is taken.

+ Add Confidential Note for the Editorial Team

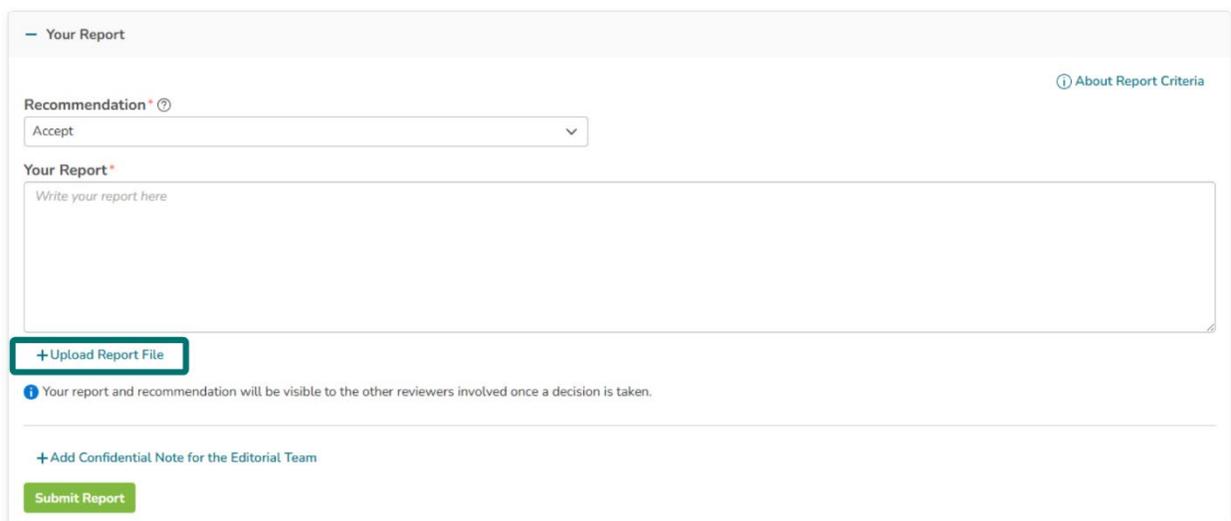
Submit Report

3. Add your detailed report into the text field. This text will be included in the decision email that is sent to the author and can be edited by the decision-making editor, if needed.



The screenshot shows a web form titled "Your Report". At the top left is a back arrow and the text "Your Report". At the top right is a link "About Report Criteria". Below this is a "Recommendation" dropdown menu with "Accept" selected. The main section is a large text area labeled "Your Report" with the placeholder text "Write your report here". This text area is highlighted with a red border. Below the text area is a link "+ Upload Report File". A blue information icon is followed by the text "Your report and recommendation will be visible to the other reviewers involved once a decision is taken." Below that is a link "+ Add Confidential Note for the Editorial Team". At the bottom is a green "Submit Report" button.

4. Or click the **Upload Report File** link to upload a report in Word or PDF format. A link to this file will be included in the decision email that is sent to the author. This cannot be edited by the decision-making editor.



This screenshot is identical to the one above, showing the "Your Report" form. However, the "+ Upload Report File" link is highlighted with a red border. The rest of the form, including the "Recommendation" dropdown, the "Your Report" text area, the information message, the "Add Confidential Note" link, and the "Submit Report" button, remains the same.

5. If you have additional comments for editors, but you don't want these comments to be seen by the author, click on the **Add Confidential Note for the Editorial Team** link.

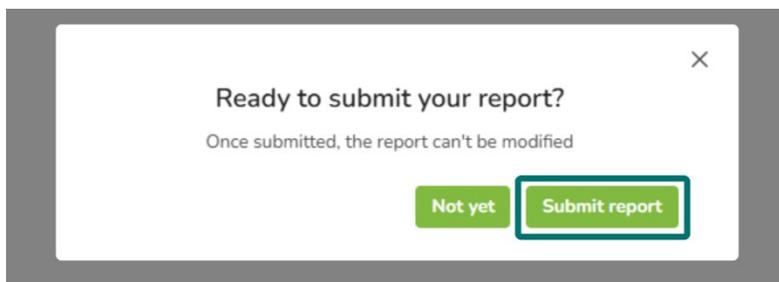
The screenshot shows a web form titled "Your Report". At the top left is a back arrow and the text "Your Report". At the top right is a link "About Report Criteria". Below this is a "Recommendation" dropdown menu with "Accept" selected. Underneath is a "Your Report" section with a text area containing the placeholder "Write your report here". Below the text area is a "+ Upload Report File" link. A blue information icon is followed by the text "Your report and recommendation will be visible to the other reviewers involved once a decision is taken." At the bottom, there is a green "Submit Report" button and a link "+ Add Confidential Note for the Editorial Team" which is highlighted with a red rectangular box.

6. Type your confidential notes in the text box.

This screenshot shows the same "Your Report" form as above, but with the "Add Confidential Note for the Editorial Team" link now expanded into a text box. The text box is titled "Confidential Note for the Editorial Team" and has a "Remove" link at the top right. The text area contains the placeholder "Write your confidential note for the editorial team here". The "Submit Report" button remains at the bottom.

7. Click the **Submit Report** button. A pop-up confirmation panel will be displayed.

8. From the pop-up confirmation panel, click the **Submit Report** button, to confirm your submission. If you are unable to submit your report, reach out to the journal's editorial office for support.



When you have submitted your Reviewer Report, you will receive a confirmation email. You will also receive an email notification if a manuscript is rejected or if it is accepted, to keep you informed of the outcomes of the manuscript, and to thank you for your time.

**Once you submit, you cannot make changes!**

*So please make sure your report is complete and ready to be submitted. To make changes to a submitted report, please contact the journal's editorial office.*

## Answering Custom Questions

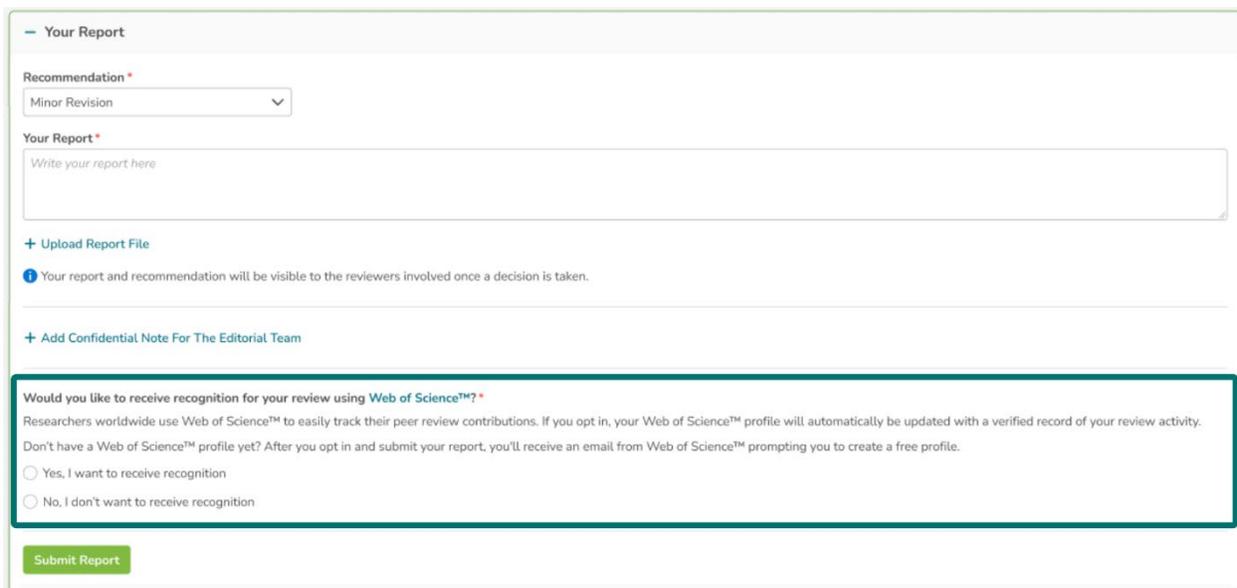
In addition to a text box and a file upload, some journals may require you to answer a series of questions as part of your report. These questions can be in formats such as Yes/No, checkbox, drop-down lists, and text boxes.

## Continuing Medical Education (SME) Reviewer Credit

Publisher issues certificates to reviewers who submit reports to CME journals, in accordance with ACCME and AMA criteria. You have the option to receive a certificate by completing a short questionnaire about how reviewing a manuscript contributed to your education in the field.

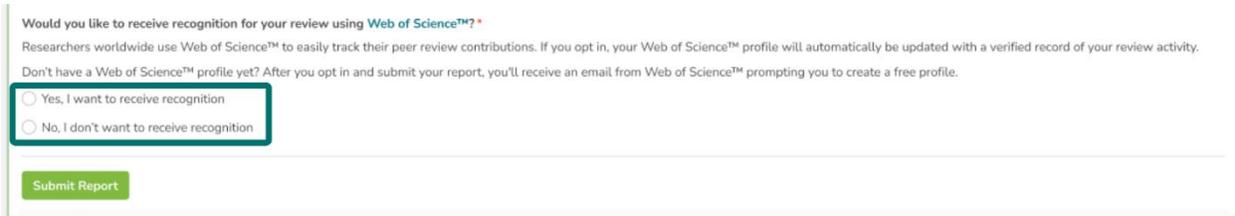
## Receiving Recognition for your Review

Some journals support an additional feature, which allows reviewers to choose whether a verified record of their review activity is published online. If this feature is supported, these additional options are displayed:



The screenshot shows a web form titled "Your Report". It includes a "Recommendation" dropdown menu with "Minor Revision" selected, a "Your Report" text area with the placeholder "Write your report here", and an "Upload Report File" button. Below these is an information icon and text: "Your report and recommendation will be visible to the reviewers involved once a decision is taken." There is also a link to "Add Confidential Note For The Editorial Team". A section is highlighted with a red border, containing the question: "Would you like to receive recognition for your review using Web of Science™?" followed by explanatory text and two radio button options: "Yes, I want to receive recognition" and "No, I don't want to receive recognition". At the bottom of the form is a green "Submit Report" button.

Select the radio buttons to decide whether you would like to receive recognition for your review activity.



Would you like to receive recognition for your review using Web of Science™? \*

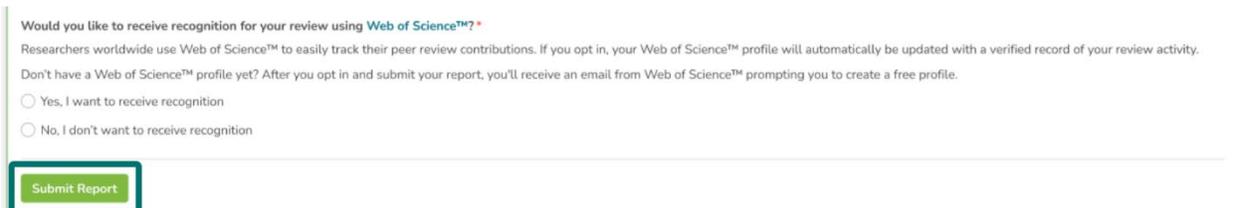
Researchers worldwide use Web of Science™ to easily track their peer review contributions. If you opt in, your Web of Science™ profile will automatically be updated with a verified record of your review activity. Don't have a Web of Science™ profile yet? After you opt in and submit your report, you'll receive an email from Web of Science™ prompting you to create a free profile.

Yes, I want to receive recognition

No, I don't want to receive recognition

Submit Report

Then click the **Submit Report** button.



Would you like to receive recognition for your review using Web of Science™? \*

Researchers worldwide use Web of Science™ to easily track their peer review contributions. If you opt in, your Web of Science™ profile will automatically be updated with a verified record of your review activity. Don't have a Web of Science™ profile yet? After you opt in and submit your report, you'll receive an email from Web of Science™ prompting you to create a free profile.

Yes, I want to receive recognition

No, I don't want to receive recognition

Submit Report

## 8. Responding to Revised manuscripts

### Invitations to review

If the authors are asked to revise their manuscript based on your feedback, they may submit a revised version. If you are required to review the revised manuscript, you will be notified by email when the revised version is available.

### When a revised manuscript is submitted

When the authors submit the revised version, for most journals workflows the revised manuscript will pass through Revision Checks before returning to Research Exchange Review. The version name in Research Exchange Review will change from Version 1 to Version 2.

### Completing your review

When you evaluate a revised manuscript, consider whether the authors have addressed the review comments and made appropriate changes.

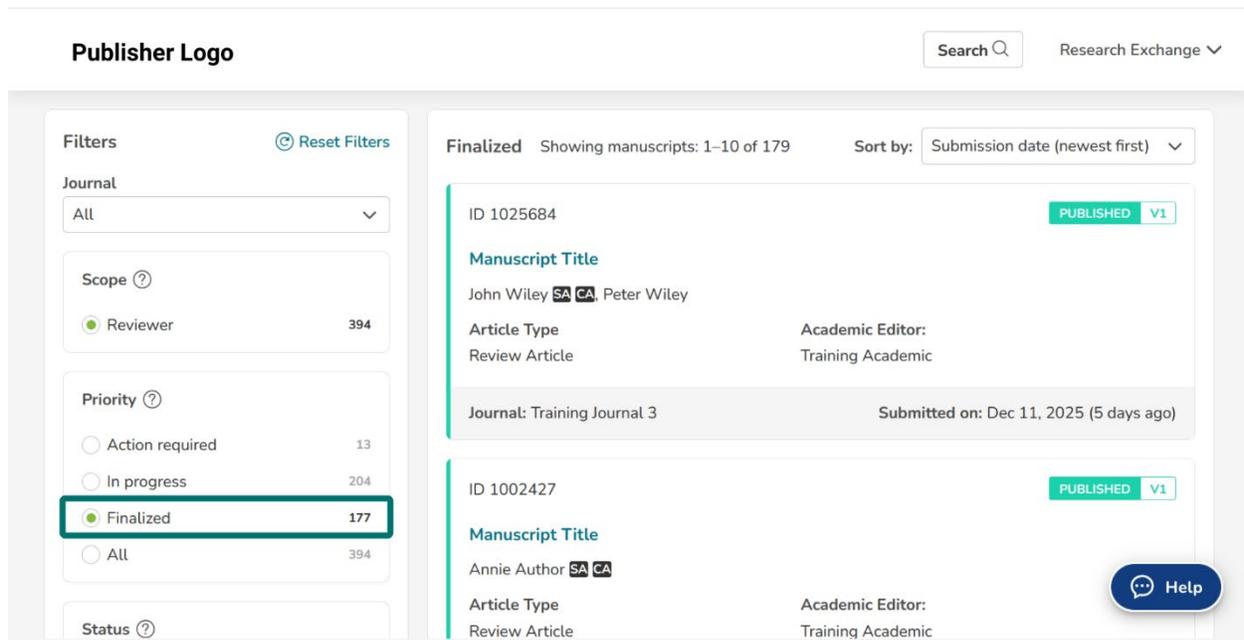
If you believe the revised manuscript is ready for publication, make a recommendation to **accept**.

If you think more work is needed, you can request that the authors make **major or minor revisions**.

## 9. Understanding Final Decisions

When an Accept or Reject decision is made on manuscripts that you have reviewed, you will receive an email notification. You can also view more information, such as the decision letters, directly in the Review module alongside information about Revision or Withdraw decisions. To see this information, follow these steps:

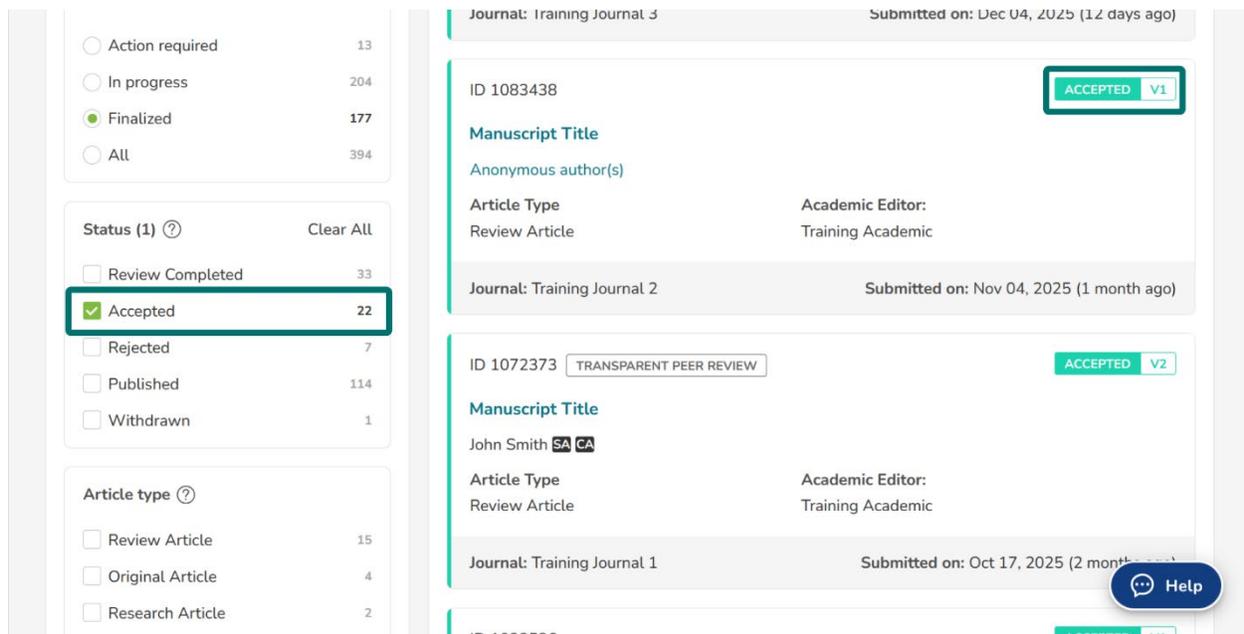
1. From the **Dashboard**, change the Priority filter to **Finalized**.



The screenshot shows a web interface for a publisher's dashboard. At the top left is the 'Publisher Logo'. On the right, there is a search bar and a 'Research Exchange' dropdown menu. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Filters' section with a 'Reset Filters' button. Under 'Journal', there is a dropdown menu set to 'All'. Under 'Scope', there is a 'Reviewer' filter with 394 items. Under 'Priority', there are three radio button options: 'Action required' (13), 'In progress' (204), and 'Finalized' (177), which is highlighted with a red box. Under 'Status', there is an 'All' filter with 394 items. The main panel is titled 'Finalized' and shows 'Showing manuscripts: 1-10 of 179'. It has a 'Sort by' dropdown set to 'Submission date (newest first)'. Two manuscript cards are visible. The first card has ID 1025684, is marked 'PUBLISHED V1', and lists 'John Wiley SA CA, Peter Wiley' as authors. The second card has ID 1002427, is marked 'PUBLISHED V1', and lists 'Annie Author SA CA' as authors. A 'Help' button is located in the bottom right corner of the main panel.

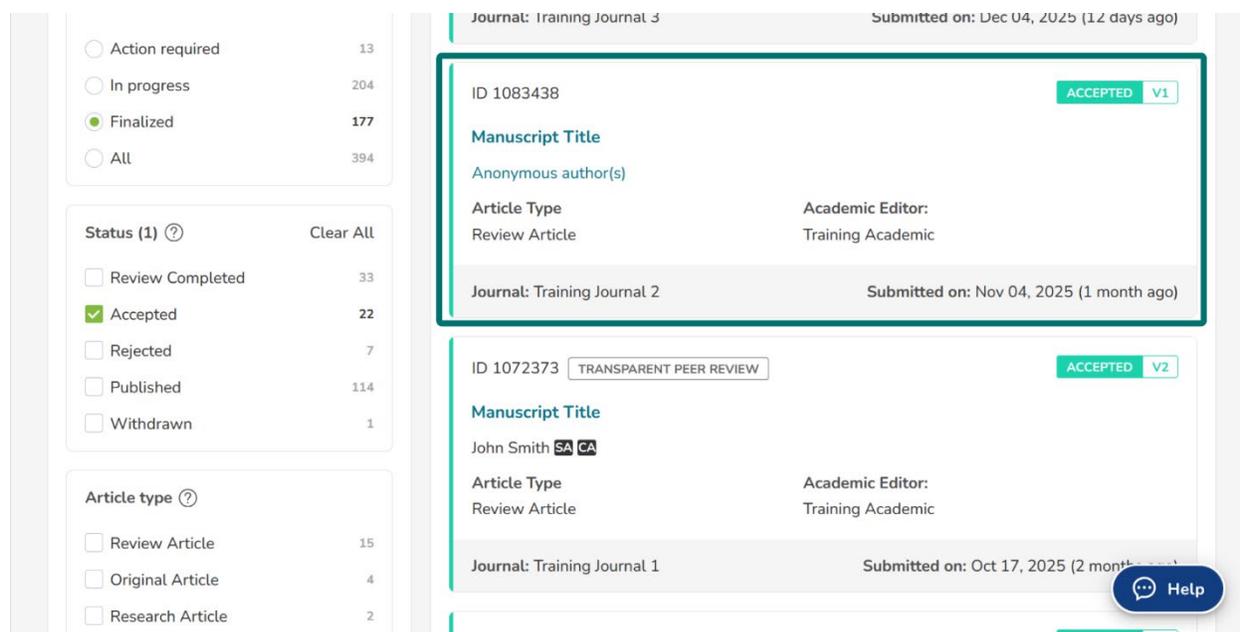
2. Select the **status** of the manuscript. Below are the final decision statuses to choose from:

- **Accepted** – Manuscript accepted; undergoing post-acceptance quality checks.
- **Published** – Quality checks complete; manuscript in production.
- **Review Completed** – Your review is done; no further action needed.
- **Rejected** – Manuscript rejected by editors.
- **Withdrawn** – Manuscript withdrawn by author or publisher.



Revision decisions are not considered finalized. To check for manuscripts with this decision, select **In Progress** from the Priority list, and filter to the status **Revision Requested**.

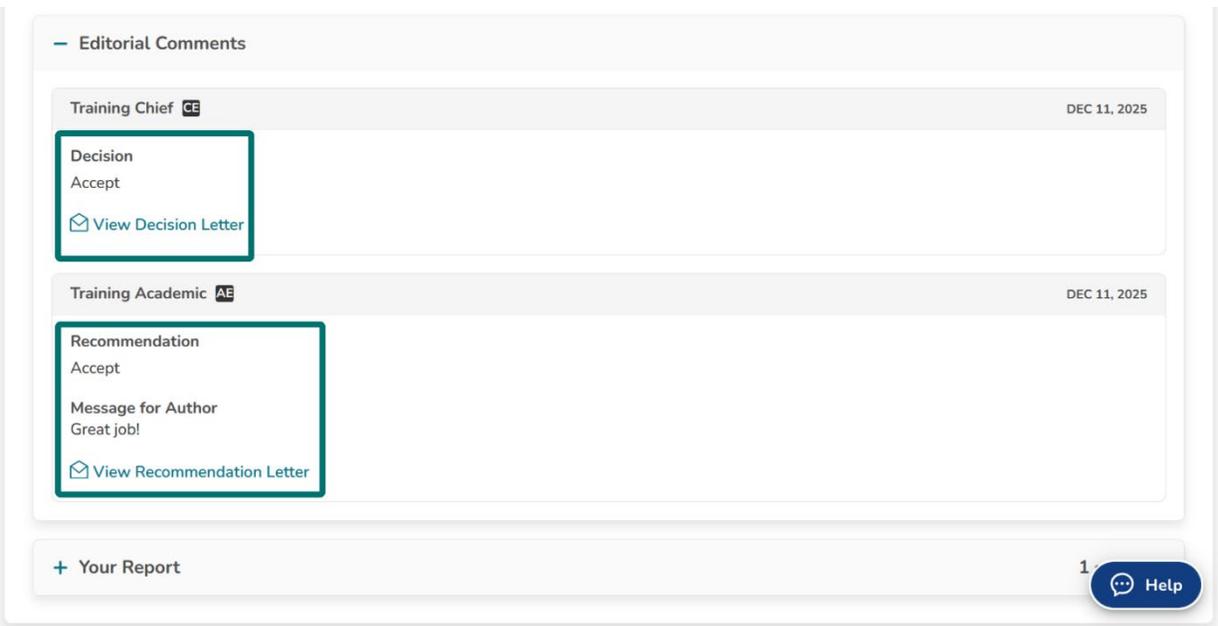
**3. Select the manuscript** to open the Article Details Page.



#### 4. Scroll down to the **Editorial Comments** section.

For journals utilizing a single-anonymized review process, upon a manuscript decision of Accept, Reject, Major Revision, or Minor Revision, you will have immediate access to the recommendation and/or decision email. This correspondence will include written reports from other reviewers, if available, as well as comments provided by editors. Please note that any links contained within the email will not be accessible.

For journals utilizing a double-anonymized review process, upon a manuscript decision of Accept, Reject, Major Revision, or Minor Revision, you will have immediate access to the recommendation and/or decision email. This correspondence will include written reports from other reviewers, if available, as well as comments provided by editors. Please note that any links contained within the email will not be accessible. Author identifying information will be redacted to maintain anonymity.



## 10. Accessing Support

Research Exchange Review has been designed to be simple and easy to use. The platform will alert you to any errors or missing information, but support is available to help with any technical issues.

### **If you need editorial help**

Please contact the journal's editor or editorial office, who will be able to advise.

### **If you need technical help**

Please contact your Publisher representative

**For more information on peer review at Publisher, follow this link:**

## Appendix A: Manuscript Status

In the Review application, the status of each manuscript is marked on the right of the manuscript tile.

| <b>Status</b>       | <b>Meaning</b>  |
|---------------------|---|
| RESPOND TO INVITE   | You need to respond to an invitation to handle the manuscript.  |
| UNDER REVIEW        | The minimum number of peer reviewers have accepted an invitation to review the manuscript.  |
| COMPLETE REVIEW     | You have accepted an invitation to review and need to submit your Reviewer Report.  |
| COMPLETE SUBMISSION | You have submitted a manuscript to the journal, but the submission process is incomplete.   |
| REVISION REQUESTED  | Revisions have been requested, and the author has not yet submitted the revised manuscript.   |
| PENDING APPROVAL    | A reviewed manuscript is awaiting a final editorial decision.   |
| QA                  | An editor has made a decision to accept a manuscript, and Quality Checks are in progress.   |
| ACCEPTED            | The manuscript has passed through the Peer Review Cycle Check stage of Quality Checks and has been accepted for publication. The manuscript is currently passing through the Material Checks stage of Quality Checks. |
| REFUSED TO CONSIDER | An editor has made a decision to refuse to consider the manuscript for publication.   |
| REJECTED            | An editor has made a decision to reject the manuscript.   |
| PUBLISHED           | The manuscript has successfully passed through the Material Checks stage of Quality Checks and moved forward into production.   |

**Status**

**Meaning**