



Editorial Manager (EM) Manual for Reviewers

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Introduction

If the editor would like you to review a manuscript, you will receive a review request via email. This invitation email will contain a link to the Editorial Manager web page of the journal as well as your access codes. Via the website you can communicate to the editor whether or not you agree to review, download the manuscript and submit your review. This manual contains step-by-step instructions on using Editorial Manager as a reviewer. For quick reference, you can simply click on one of the entries in the Table of Contents at the beginning of this manual and this will lead you straight to that particular section. Cross-references to other relevant sections have been included in the text where appropriate (highlighted in yellow): click on the section *number* to go to the appropriate section. Should you run into any problems, please contact the editors, or the EM Support Team at De Gruyter Brill (EM@degruyterbrill.com). You may also find our [online support page](#) useful: this contains tutorial videos, manuals and Frequently Asked Questions.

Publication Ethics

The publication of a manuscript in a peer-reviewed work is expected to follow standards of ethical behavior for all parties involved in the act of publishing: authors, editors, and reviewers. Authors, editors, and reviewers should thoroughly acquaint themselves with De Gruyter Brill's publication ethics, which may be downloaded [here](#).

1. Logging into EM

Go to the journal's Editorial Manager website, enter your username and password into the appropriate fields in the login box and click on 'Reviewer Login'. Once logged in, you will see your reviewer's menu, from where you can inform the editor whether you agree or decline to review ([New Reviewer Invitations](#); see section 3), download the PDF file of the manuscript and eventually submit your review comments ([Pending Assignments](#); see sections 4 and 5). If you do not see the login box on the EM homepage, click on [Login](#) in the blue navigation bar at the top of the page.

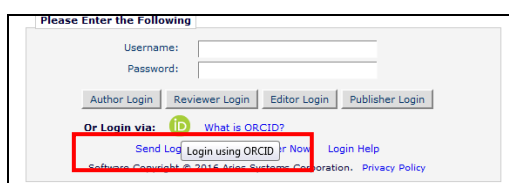


Should you have forgotten your username and/or password, click on [Send Login Details](#) in the login box. On the next page, enter your email address and click on 'Send Login Details'. You will then receive an email with your username and a link through which you can create a new password. If you are unable to log in, please contact EM@degruyterbrill.com.

1.1 Login via ORCID

ORCID provides a unique personal identifier that links your name unequivocally to your publications. More and more publishers, including De Gruyter Brill are including these unique identifying codes in the eventual publications and thereby help you get credit for your work. You can for instance set your ORCID record to be updated automatically with all publications that contain your ORCID iD and share your publications list with your institute and/or funders. You can also use your ORCID access codes to log in to Editorial Manager websites and possibly other systems like publisher platforms. For more information about ORCID, see <https://orcid.org>.

If you need help with getting your ORCID profile set up, please also check the [ORCID knowledgebase](#) or contact ORCID Support directly at support@orcid.org.



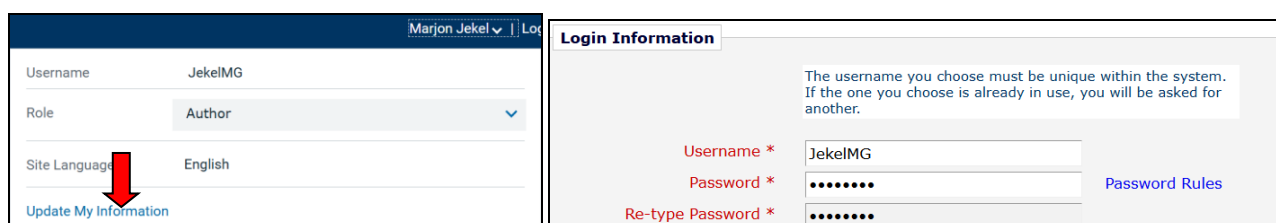
If you wish, you can log into EM using your ORCID access codes by clicking on the green ORCID ‘iD’ symbol in the login box.

If you do not have an ORCID iD yet, you can create one via the [Register Now](#) link on the ORCID page. On the ORCID page, enter the requested information and at the end of the process confirm that you wish to ‘Authorize’ Editorial Manager. If you need assistance with setting up your ORCID profile, please check the [ORCID knowledgebase](#) or contact ORCID Support directly at support@orcid.org.

If you already have an ORCID iD, simply sign into your ORCID account and authorize Editorial Manager. This will lead you back to Editorial Manager, where you should then log in with your *Editorial Manager* login codes (in order to connect your ORCID iD with your Editorial Manager account). This only needs to be set up once. Next time you log in, simply click on the ORCID iD symbol, fill out your ORCID access codes and sign into ORCID – this will automatically log you into your EM main menu.

2. Changing Your Access Codes and Contact Information

Once logged in, you can change your access codes as well as your contact information by clicking on your name in the top right hand corner and then in the pop up on [Update My Information](#).



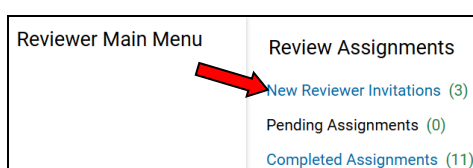
At the top of the page, you can change your username and password. Make sure to click on ‘Submit’ at the bottom of the page to save your changes. When changing your access codes, please choose a password that follows the password rules and use a unique set of codes rather than reusing codes that you also use for other purposes.

2.1 Registration of ORCID iD (optional)

ORCID is an initiative that allows researchers to obtain a unique personal identifier code that can be used to link their publications unequivocally to their person. For more information on ORCID and its benefits for researchers, see [section 1.1](#) above. If you already have an ORCID ID, you can link this to your Editorial Manager account via the [Update My Information](#) link in Editorial Manager (see also above): click on the [Fetch/Register](#) link next to the ORCID-field. This will open the ORCID page, where you need to sign in with your ORCID access codes. This will automatically return you to the [Update My Information](#) page in Editorial Manager, which will then have your ORCID ID listed.

3. Agreeing or Declining to Review

When you receive an invitation to review a manuscript, we greatly appreciate your letting us know whether or not you will review the manuscript. This helps us avoid sending you unnecessary reminders and of course avoid unnecessary delays in the review process. The emails you receive will include links through which you can agree/decline and once agreed, download the PDF of the submission immediately. You can also do this by logging into EM as a Reviewer, in which case you will see a hyperlink in your main menu entitled [New Reviewer Invitations](#):



When you click on this link, so-called action links¹ on the next page will allow you to:

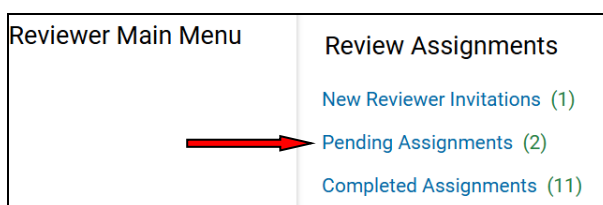
- [View Abstract](#)
- [Agree to Review](#): through this link you accept the invitation; the editor is automatically notified about this.
- [Decline to Review](#): this cancels the invitation; on the next page, you can provide specific comments for the editor (e.g., suggest someone else who may be able to review the paper). Click on 'Submit' to confirm that you decline to review. Here as well, the editor is automatically alerted.

Action	Manuscript Number	Article Type	Article Title	Date Reviewer Invited	Days Invitation Outstanding	Editor's Name
View Abstract Agree to Review Decline to Review Send E-mail	BRILLTEST-1364	Full Length Article	RMCD Test 1	Sep 02, 2025	43	G. Goose

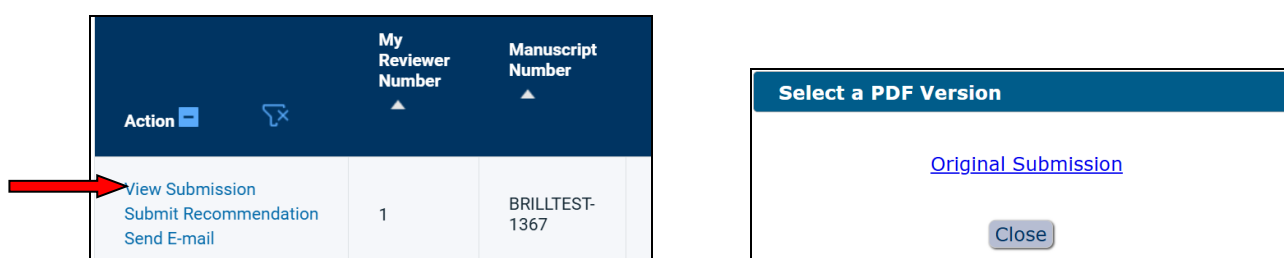
After agreeing to review, you can download the PDF of the submission (see also section 4) and submit your review when ready via [Pending Assignments](#) (see section 5).

4. Downloading the PDF of the Submission

After agreeing to review, you can access the paper via [Pending Assignments](#) in your Reviewer Main Menu. This link includes an overview of all papers for which you still need to submit a review.



To download the PDF file of the manuscript click on [View Submission](#). This either opens a pop-up window where you should select the *version* of the manuscript you want to see (if this is the first version of a submission, you can only choose the original submission but if there are one or more revisions, you will see the original submission as well as each of the revised versions of the submission). Should you experience trouble viewing these pop-up windows, please check and if necessary amend your browser settings so that pop-ups are not blocked on the EM page.



5. Submitting Your Review Online

To send your review comments to the editor, please log onto the Editorial Manager website as a Reviewer, click on [Pending Assignments](#) in your Reviewer Main Menu and then on [Submit Recommendation](#).

¹ If you only see a link called [Action Links](#) in the 'Action' Column on the left instead of a list with multiple links, hover over the [Action Links](#) link with your mouse to gain access to the links described in this document. You can change the view by clicking on the '+' symbol shown in the 'Action' column header. The links will then be displayed as they are shown in the various screenshots in this manual.

Action	My Reviewer Number	Manuscript Number
View Submission Submit Recommendation Send E-mail	1	BRILLTEST-1367

On the next page you can submit your review. Instructions can be found in the 'Reviewer Instructions' at the top of the page.

The screenshot shows a review form with several sections highlighted by red boxes and arrows:

- Reviewer Instructions:** Located at the top left, containing text about assessing the submission and providing comments.
- Recommendation:** A dropdown menu with options: No Recommendation, No Recommendation, Accept, Minor Revision, Moderate Revision, Major Revision, Reject with Recommendation, Reject, and Out of Scope.
- Overall Manuscript Rating (1-100):** A text input field next to the recommendation dropdown.
- Manuscript Rating:** A section with two questions: "Does the subject and content of the manuscript fall within the scope of the journal?" and "Is the length of the manuscript justified?". Each question has radio buttons for N/A, 1, 2, and 3.
- Review Questions:** A section with a question: "Would you like to review other papers for this journal?" and a dropdown menu.

First, select an overall **recommendation** from the drop down menu at the top (click on the little triangle to open the list). If you want to grade the manuscript, simply insert a number between 1 and 100 (where 1 is the lowest and 100 the highest possible score) into the 'Overall Manuscript Rating' field next to the drop down menu.

For some journals, you will find **specific questions in the review form**, in which case you are kindly requested to answer these questions in so far possible.

On the Submit Recommendation page, you also have two free-text boxes available. Any text entered into '**Reviewer Blind Comments to Author**' will in principle be forwarded to the author, so any comments you have for the author should be entered here. Please make sure *not* to enter your name or any other clues to your identity in this field. Anything entered into '**Reviewer Confidential Comments to Editor**' will remain confidential, unless the editor decides that (part of) your comments are relevant for the author as well.

The screenshot shows the bottom part of the review form with two large text areas:

- Reviewer Blind Comments to Author:** A large text area for comments intended for the author.
- Reviewer Confidential Comments to Editor:** A large text area for comments intended for the editor.

At the bottom of the form, there are several buttons: Cancel, Save & Submit Later, Upload Reviewer Attachments (highlighted with a red box), Proof & Print, and Proceed.

Via 'Upload Reviewer Attachments' (button available at the top and bottom of the Submit Recommendation page) you can upload separate files to accompany your review, for instance, a marked manuscript, or relevant literature that may not be available to the author or editor.

Please make sure not to include your name or other clues to your identity in the description, file name or contents of attached files. The system will automatically cleanse the document properties of Office and PDF files so if your name appears as 'author' for any comments you inserted using track changes functionality, these will be removed automatically. However, if you were to manually sign your review by simply typing in your name at the end or include your name or initials in the file name of the document, this would then be visible to the author as well if the editor decides to grant the author access to the file.

On the next page, enter a description of what you are about to attach into the 'Description' field and click on 'Browse'. This opens a pop-up window where you then select the relevant file and click on 'open'. The pop-up window will then close. Click on 'Attach This File' to upload the file. The page will refresh and then at the bottom show you an overview of all attached files. To upload additional files, repeat the steps described above (insert description, select file and click on 'Attach This File'). When ready, click on 'Proceed with Recommendation' at the bottom of the page. This will return you to the 'Submit Recommendation' page.

Upload Reviewer Attachments for Manuscript Number BRILLTEST-1011
"ЯЫЪЩШЧЦЦ"

Enter a Description, Browse and Attach to select any additional material or annotated information you wish to include in your review.

Description: [Insert Special Character](#)

File Name:

No files are attached.

Upload Reviewer Attachments for Manuscript Number BRILLTEST-1011
"ЯЫЪЩШЧЦЦ"

Enter a Description, Browse and Attach to select any additional material or annotated information you wish to include in your review.

Description: [Insert Special Character](#)

File Name:

Attachments:

Action	Description	File Name	Size	Last Modified
Download Remove	Marked ms	marked ms.doc	37.0 KB	Jan 12, 2011

To send your review to the Editor, click on 'Proceed' (at the top or bottom of the page), then on 'Submit Review to Journal Office' and on 'OK'. When submitted successfully, you will receive confirmation via email. You can access reviews that you have submitted previously through the [Completed Assignments](#) link in your Reviewer Main Menu.

6. Support

Should you run into any problems, please contact the journal's Editor, or our [EM Support Team](#). In the latter case, please be so kind as to include the name of the journal as well as a manuscript number or article title in your query. On our [dedicated online support page](#) you can find additional information, such as instruction videos and an FAQ document. For more information on how to review, see our [Reviewer Guidelines](#).