

## Consulting Editor user manual

Log in to your Dove Medical Press interface.

When you click on the Consulting Editor link (on the left menu) this will open your Consulting Editor Reviewer Approval Interface.

If there are any papers to complete they will show as below “There are currently 11 unassigned submissions”. To accept these, click on the link “Click here to accept some submissions for reviewer approval.”

The screenshot displays the 'Consulting Editor Reviewer Approval Interface'. On the left is a navigation menu with categories: 'My Dovepress' (logged in as Dr. [redacted]), 'Dashboard', 'Update My Details', 'Update My Password', 'Manage Email Alerts', 'Consulting Editor' (selected), and 'Peer Review'. The 'Consulting Editor' section includes links for 'Consulting Editor', 'Consulting Editors acknowledgements', and 'Consulting Editor User Manual'. The 'Peer Review' section includes 'Reviews (0)' and 'Volunteer Reviewer'. The main content area has a title 'Consulting Editor Reviewer Approval Interface' and two tabs: 'My submissions' (active) and 'Inhouse'. A red oval highlights the text: 'There are currently 11 unassigned submissions. Click here to accept some submissions for reviewer approval.' Below this is a table with one record. The table has columns for 'Manuscript', 'Accepted on', and 'Due back'. The record details are: Title: Emerging biomarkers for the diagnosis and monitoring of urothelial carcinoma; Journal: Research and Reports in Urology; ID: 173027; Status: 2b - First Peer Reviewer allocated; Priority: Normal. A '[Review]' link is present next to the 'Due back' date.

Manuscript	Accepted on	Due back
<b>Title:</b> Emerging biomarkers for the diagnosis and monitoring of urothelial carcinoma <b>Journal:</b> Research and Reports in Urology <b>ID:</b> 173027 <b>Status:</b> 2b - First Peer Reviewer allocated <b>Priority:</b> Normal	15/10/2018	24/10/2018 <a href="#">[Review]</a>

Please select any papers that you feel are suitable for you to act as the Consulting Editor on. To select papers to work on, click the 'Accept' link.

[x close](#)

### Unassigned Submissions

Submissions ready for reviewer approval

Manuscript	Date Available	
<b>Title:</b> Periodontal Services Rendered by General Dental Practitioners in Saudi Arabia <b>Journal:</b> Clinical, Cosmetic and Investigational Dentistry <b>ID:</b> 191252	18/10/2018	<a href="#">Accept</a>
<b>Title:</b> A meta-analysis of the efficacy of vitamin D supplementation for the treatment of children with atopic dermatitis <b>Journal:</b> Therapeutics and Clinical Risk Management <b>ID:</b> 191234	19/10/2018	
<b>Title:</b> Prognostic significance of preoperative albumin-to-globulin ratio and prognostic nutritional index combined score in Siewert types 3 adenocarcinoma of esophagogastric junction <b>Journal:</b> Cancer Management and Research <b>ID:</b> 191333	19/10/2018	
<b>Title:</b> The influence of a genetic polymorphism in the KCNQ1 gene on type 2 diabetes mellitus development <b>Journal:</b> The Application of Clinical Genetics <b>ID:</b> 191361	19/10/2018	

When you accept a paper, it will now show in your interface. **Please complete assessing any papers you have accepted as soon as you can**, as our authors expect a prompt turnaround time. To assess the paper, click on the 'Review' link.

### Consulting Editor Reviewer Approval Interface

[My submissions](#) [Inhouse](#)

There are currently 11 unassigned submissions.  
[Click here to accept some submissions for reviewer approval.](#)

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- 1 record -

Manuscript	Accepted on	Due back	
<b>Title:</b> Emerging biomarkers for the diagnosis and monitoring of urothelial carcinoma <b>Journal:</b> Research and Reports in Urology <b>ID:</b> 173027 <b>Status:</b> 2b - First Peer Reviewer allocated <b>Priority:</b> Normal	15/10/2018	24/10/2018	<a href="#">[Review]</a>

The full paper is available in the 'Files' section, just click 'Download' to open.

Note: Consulting Editors see all original files uploaded by authors as well as merged files created for reviewers by Dove editorial staff.

<b>Submission Details</b>		
<b>Sub ID:</b>	<a href="#">190341</a>	
<b>Manuscript Title:</b>	Chronic Widespread Pain and Fibromyalgia Syndrome: Life-Course Risk Markers in Young People	
<b>Journal:</b>	Journal of Pain Research   - <a href="#">Aims and Scope</a>	
<b>Contact Person:</b>	Mr [REDACTED]	
<b>Submitted On:</b>	10 Oct 2018	
<b>Status:</b>	2A - PEER REVIEW INVITATIONS SENT	
<b>Article type:</b>	Review	
<b>Number of Authors:</b>	3	
<b>Abstract</b>	Although the life-course concept of risk markers as potential etiological influences is well established in epidemiology, it has not featured in academic publications or clinical practice in the context of chronic widespread pain (CWP) and fibromyalgia syndrome (FMS). Studies of risk markers are required considerations for evaluation of patients and for research because there is no single cause, pathological feature, laboratory finding or biomarker for CWP or FMS. The early life risk markers identified by extensive literature search with best evidence for potential causal influence on the development and progression of CWP and FMS include genetic factors, premature birth, female sex, early childhood adversity, cognitive and psychosocial influences, impaired sleep, primary pain disorders, multiregional pain, physical trauma, infectious illness, obesity and inactivity, hypermobility of joints, iron deficiency, and small-fiber polyneuropathy. The case history illustrates potential etiological influence of multiple risk markers offset by personal resilience.	
<b>Keywords</b>	Chronic widespread pain, fibromyalgia syndrome, risk marker, risk factor, child, adolescent, young adult, prospective cohort study, case-control study, twin study.	
<b>Files:</b>		
<a href="#">190341-cover-letter.pdf</a>	October 10 2018 03:17:45	<a href="#">Download</a>
<a href="#">190341-MS.docx</a>	October 10 2018 03:17:45	<a href="#">Download</a>
<a href="#">190341-fig-1.tif</a>	October 10 2018 03:17:45	<a href="#">Download</a>

The roles of the Consulting Editor are listed:

**Roles of the Consulting Editor:**

There is no limit to the number of peer reviewers to invite, the more the better.

Please do not peer review the manuscript.

The suggested reviewers are then listed:

**Suggested reviewers**  
Please only accept a maximum of 3 reviewers sourced from the 'Volunteer reviewer pool'.

Select  Reviewers

Dr [REDACTED] **PUBMED**

**Search terms:**  
("fibromyalgia"[MeSH Terms] AND ("pain measurement"[MeSH Terms])  
[PubMed citation](#)

Dr [REDACTED] **PUBMED**

**Search terms:**  
("fibromyalgia"[MeSH Terms] AND ("pain measurement"[MeSH Terms])  
[PubMed citation](#)

Next to each reviewer's name is a red box which indicates the source used to find this reviewer. Options may include:

**PUBMED** – suggestion found by Dove's Peer Review Coordinator (PRC) team using PubMed

**GOOGLE SCHOLAR** – suggestion found by Dove's PRC team using Google Scholar

**WEB OF SCIENCE** – suggestion found by Dove's PRC team using Web of Science

**VPR/REGISTERED VOLUNTEER REVIEWER** – these reviewers have previously signed up to be notified if a paper is in their field of research based on key terms that describe their area of research

**VOLUNTEER REVIEWER POOL** – these researchers have self-selected themselves as a potential reviewer for the paper based on their own area of research. You will also find the option to view "Reviewer justification" for these suggestions – this box allows reviewers to explain why they feel qualified to review the paper.

\*\* Please do not select more than 3 of this reviewer type as processing may be delayed by several pending review completions. \*\*

**Suggested reviewers**  
Please only accept a maximum of 3 reviewers sourced from the 'Volunteer reviewer pool'.

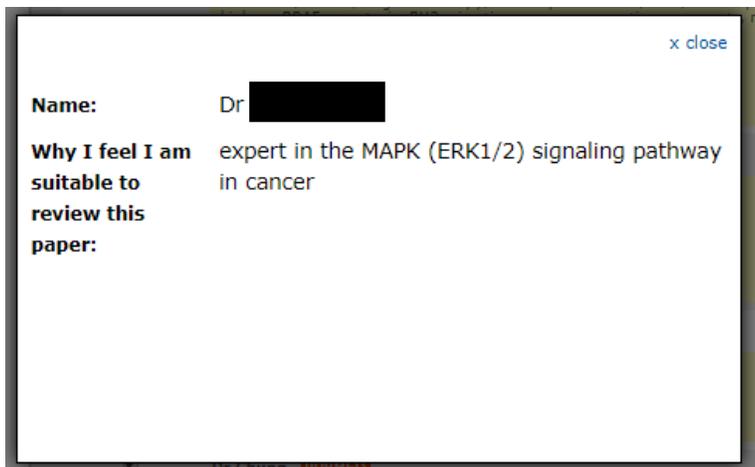
Select  Reviewers

Dr [REDACTED] **VOLUNTEER REVIEWER POOL**

**Research specialties keywords:**  
Melanoma, cancer, targeted therapy, transcription factors, NGS, transcriptomics, molecular biology, cell biology, BRAF, apoptosis, BH3 mimetics, senescence, anticancer agents, natural compounds, tyrosine kinase receptors, protein stability

[PubMed citation](#) | [Reviewers justification](#)

CV files: [cv.doc](#)



**CE REFERRAL** – an in-house Consulting Editor has made reviewer suggestions

**EIC REFERRAL** – Editor-in-Chief has indicated a potential reviewer

**PR REFERRAL** – another invited reviewer has indicated another researcher they feel may be appropriate

**EX-AUTHOR** – potential reviewer has previously published with Dove on a similar topic

**EX-REVIEWER** – potential reviewer has previously completed a review for Dove on a similar topic

Links to the peer reviewer's CV or a link to view their papers on PubMed are provided. Please use this information to determine if the suggested peer reviewer is suitable for that paper. Sometimes multiple links are provided for suggested reviewers – review as many as necessary to determine the reviewer's suitability.

**Note: Some suggestions have additional links provided under the heading "Online publications/profile:"** These should provide additional corroborating evidence of the suggestion's qualifications and suitability. In the case of Ex-authors/-reviewers, these links provide the paper authored/reviewed on a similar topic.

**Note: Ex-reviewers/authors might not have valid PubMed links;** if they can be identified by a brief Google search and the related paper is relevant, they are okay to select.

Please select as many of the suggested peer reviewers as you feel are suitable. If we do not get enough reviewers, we will need to send the paper back to you to select more reviewers to invite.

For any suggested reviewers you would like to select, ensure the tick box is ticked. Any that are not ticked will not have an invite sent out.

**Suggested reviewers**  
Please only accept a maximum of 3 reviewers sourced from the 'Volunteer reviewer pool'.

Select <input checked="" type="checkbox"/>	Reviewers
<input checked="" type="checkbox"/>	Dr [REDACTED] <b>PUBMED</b> <b>Search terms:</b> ("fibromyalgia"[MeSH Terms] AND ("pain measurement"[MeSH Terms]) <a href="#">PubMed citation</a>
<input checked="" type="checkbox"/>	Dr [REDACTED] <b>PUBMED</b> <b>Search terms:</b> ("fibromyalgia"[MeSH Terms] AND ("pain measurement"[MeSH Terms]) <a href="#">PubMed citation</a>

If you have any concerns about the paper, you can note them in the Consulting Editor comments. These will then go to the Dove editorial staff.

**Consulting Editor comments**  
Please include comments if you do not feel the paper should proceed for any reason and click the red 'Do not proceed, see comments button'.

You are then required to complete the disclosure section. Please acknowledge if you have any financial interests or conflicts of interest that may be related to the paper. Finally, you will be required to tick the confidentiality clause.

**Financial disclosure**

**Please check the boxes as appropriate**

I have no relevant financial interests or conflicts related to this manuscript.

I certify that all my affiliations with or financial involvement with any organization or entity with a financial interest in or financial conflict with the subject matter or materials discussed in the manuscript have been disclosed

NB: "Financial involvement" refers to: employment, consultancies, honoraria, stock ownership or options, expert testimony, grants or patents received or pending, royalties.

**Conflicts of Interest**

**Declaration**  
Details of relevant conflicts of interests must be declared in the "Conflicts of Interest" box.

**Disqualification**  
If you feel your conflicts of interest prevent you from conducting an unbiased review, you should disqualify yourself from reviewing the manuscript and inform the editorial office of this fact.

**Confidentiality clause**  All papers submitted to Dove Medical Press are to be kept confidential at all times. Peer-reviewers, Editors-in-Chief, Associate Editors, Consulting Editors and Dove Medical Press staff should not disclose, discuss, or

Once this has been completed, you can click the green 'Proceed (reviewer invitations will be sent out)' button.

**Proceed (reviewer invitations will be sent)**

If there is any reason you feel the paper should not proceed, please explain why in the 'Consulting Editor comments' box and press the red 'Do not proceed, see comments' button.

**Do not proceed, see comments**

Once you have completed a paper, it will no longer appear in your interface. If the paper requires additional peer reviewers, you will receive an email from us notifying you of this and the paper will show in your interface.