

Research Exchange Review

Reviewer Guide

Version 14.0

Jun 2025

Contents

1.	Introduction	3
2.	About Research Exchange	4
	Research Exchange platforms	4
	A manuscript's journey	5
3.	About Research Exchange Review	6
	Peer review models	6
	Your role	8
4.	Invitations to Review	9
	How manuscripts are assigned	9
	Email invitations	10
	Responding to the invitation	10
5.	Managing your Profile	12
	Accessing your account settings	12
	Updating your account settings	14
6.	Accessing Manuscripts	16
	Navigating the Review Dashboard	16
	Search	17
	Sort and filter	17
	Responding to an invitation to review	20
	Download a manuscript	23
7.	Reviewing a Manuscript	24
	What to look for	24
	Timescales and deadlines	25
	Giving your feedback	26
	Answering Custom Questions	29
	Continuing Medical Education (SME) Reviewer Credit	29
	Receiving recognition for your review	29
8.	Responding to Revised manuscripts	31
	Invitations to review	31
	Completing your review	31
9.	Accessing Support	32
Apr	pendix A: Manuscript Status	33

1. Introduction

This guide will help Reviewers to evaluate and provide feedback on research manuscripts using Wiley's **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 Wiley 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**.



When the submission is complete, the manuscript enters **Research Exchange Review** and 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 **Peer Review Model**.



When the review process is complete, the manuscript passes through **Quality Checks** 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**.





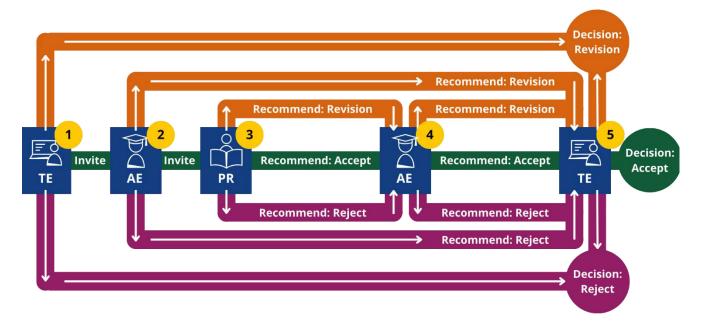
3. About Research Exchange Review

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.



The Editor-in-Chief is assigned to the role of **Triage 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 Triage 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 Wiley journal (for participating journals only)



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 **Triage Editor** for a decision.



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.



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 **Triage Editor** for a decision.



Based on recommendations and observations from Reviewers and the Academic Editor, the **Triage 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 Wiley 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.



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.

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 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 this link:

review.wiley.com



Getting started

To find out how to setup your Research Exchange Account, and for instructions on logging in to Research Exchange Review, please refer to:

Research Exchange QuickStart Guide





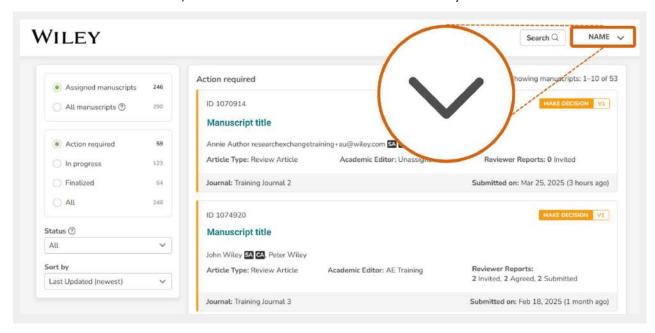
5. Managing your Profile

Accessing your account settings

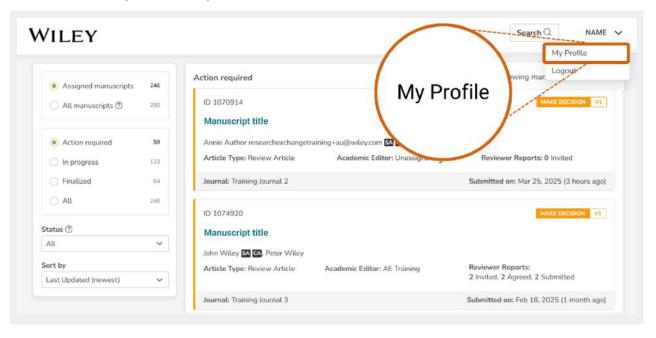
When you log in to Research Exchange Review, you will arrive at your **Dashboard**.

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

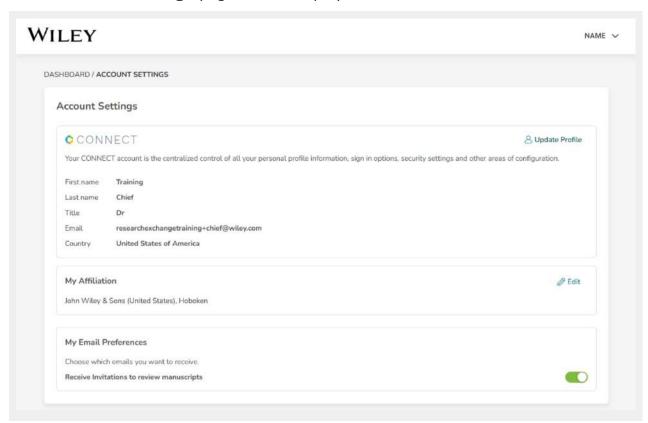
1 From the **Dashboard**, select the downward arrow next to your username.



2 Click on the My Profile option.

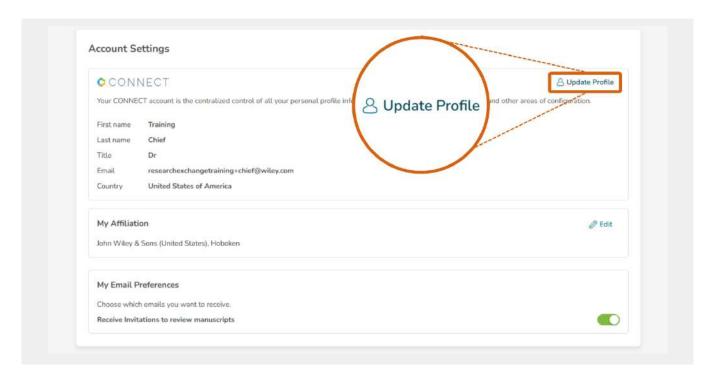


3 Your **Account Settings** page will be displayed.

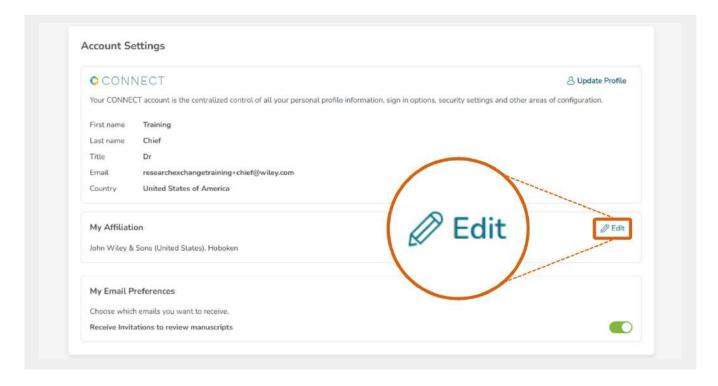


Updating your account settings

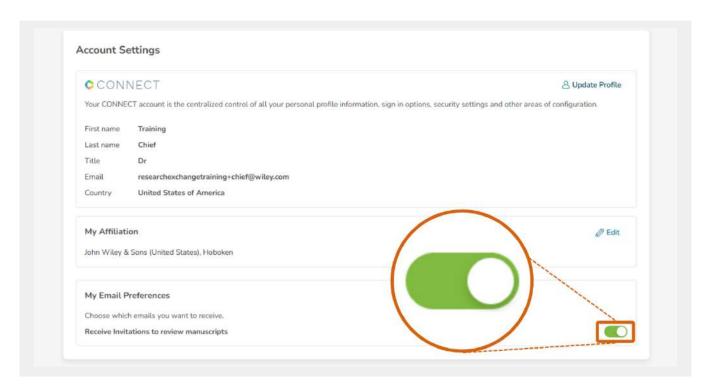
To edit your personal details, research areas and login details, click the **Update Profile** link:



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



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:



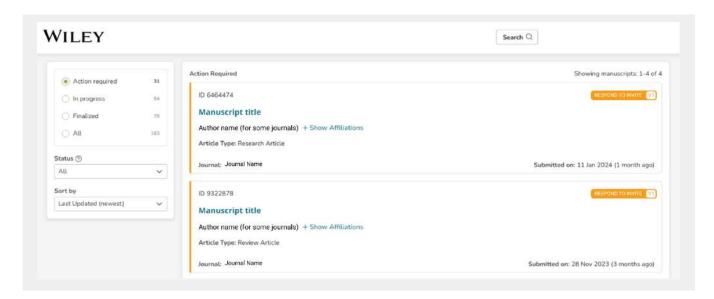


6. Accessing Manuscripts

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.



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

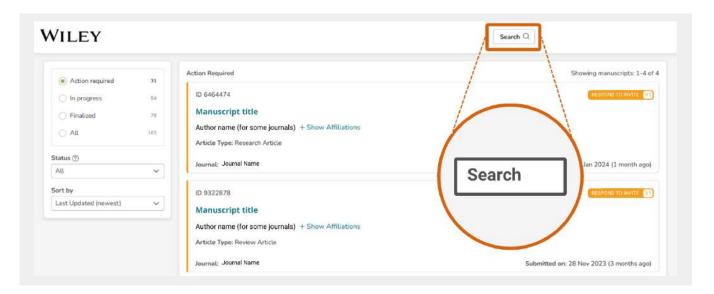
In the example below, the label indicates that the next action is for a reviewer to respond to an invitation.



Search

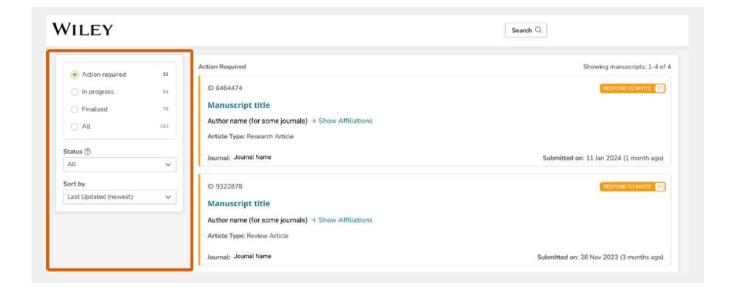
If you have multiple manuscripts assigned to you, click on the **Search** button at the top of the list to search for a manuscript by:

- 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)



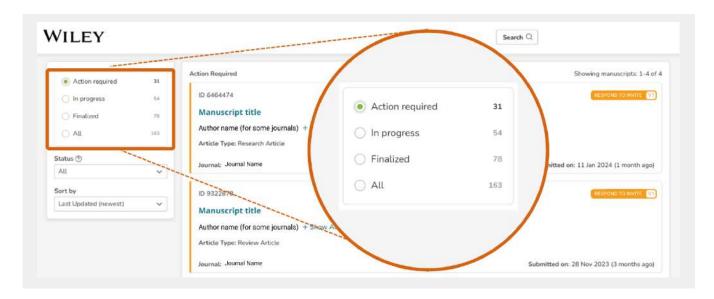
Sort and filter

To filter your list of manuscripts, select from the list of options on the left of the dashboard.

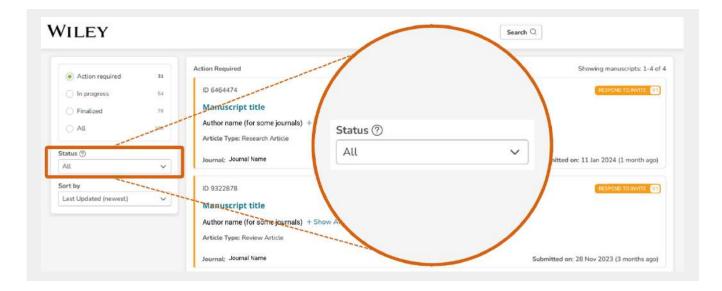


To refine your list by category, choose the options:

- 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
- All to display all manuscripts assigned to you



To refine your list by **Status**, click the downward arrow under the **Status** heading and select an option from the dropdown list.





Manuscript status

For more information on the Manuscript status please refer to:

Appendix A: Manuscript Status

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





Responding to an invitation to review

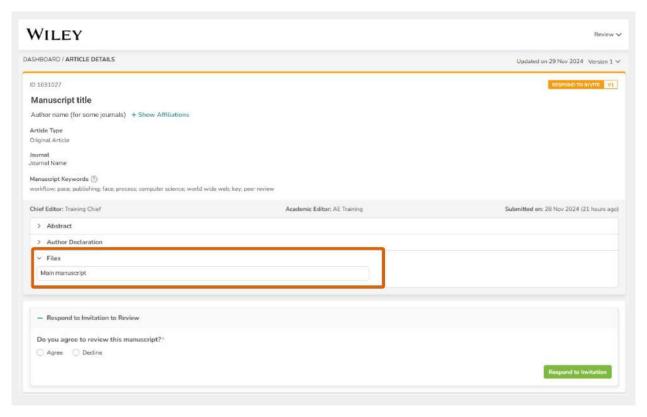
To respond to an invitation to review from your Dashboard, follow these steps:

1 From the **Dashboard**, select the manuscript tile. The **Article Details** page will be displayed.

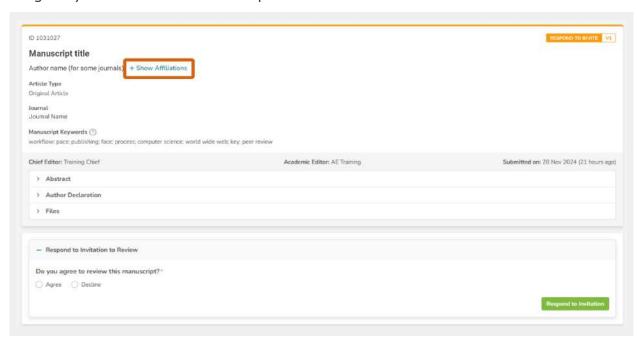


2 The Article Details page provides key details about the submission, including the abstract, author declaration and the authors answers to key questions during the submission process.

The manuscript files will only be available to view or download when you **accept** the invitation to review.



3 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.



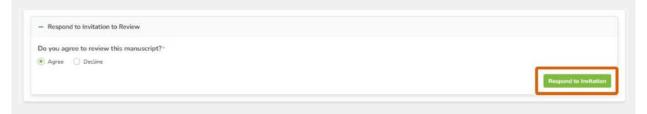
4 To accept or decline the invitation, click the **Respond to Invitation to Review** button.



5 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.



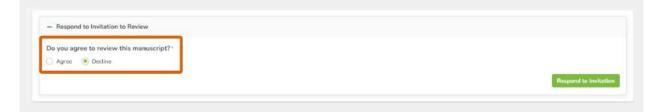
6 Click the **Respond to Invitation** button. A pop-up confirmation panel will appear.



7 From the pop-up confirmation panel, click the **Agree** button to confirm your acceptance. You will receive an email confirming your role as a Reviewer.



8 If you choose to decline, select the **Decline** radio button.



9 Click the **Respond to Invitation button**. A pop-up confirmation panel will appear.



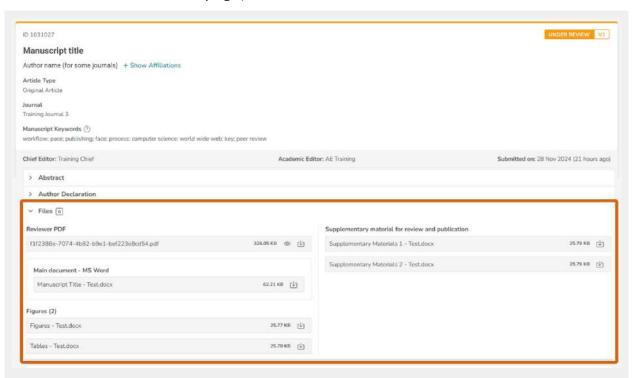
10 From the pop-up confirmation panel, click the **Decline** button to confirm.



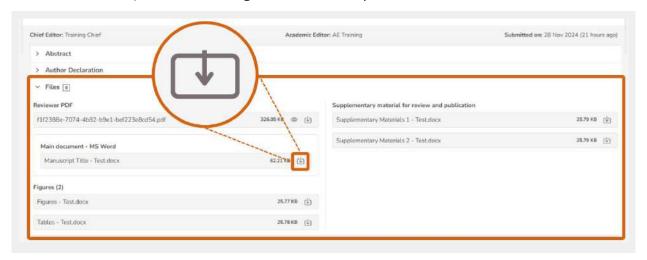
Download a manuscript

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.



2 Click the download icon to download each manuscript file. Or download the **Reviewer PDF**, which is a single file that compiles all author-submitted files.







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.

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?



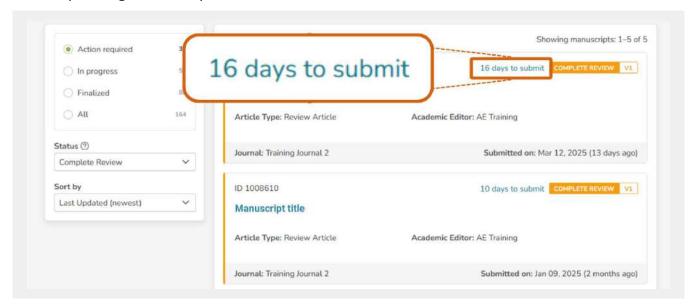
Want to know more?

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

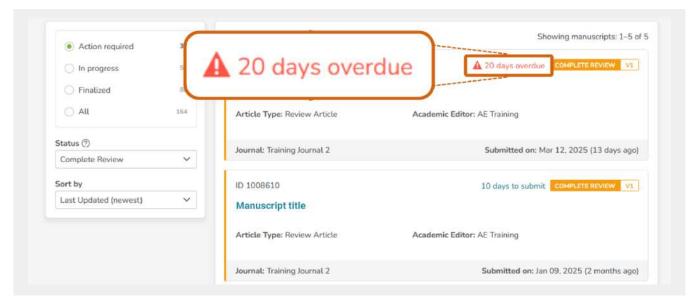
https://authorservices.wiley.com/Reviewers/journal-reviewers/how-to-perform-a-peer-review/index.html

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.





If you need more time

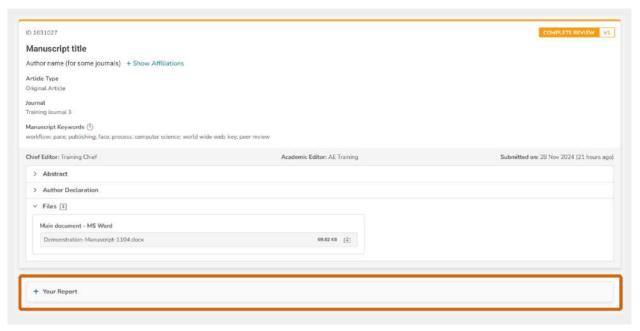
If you are unable to submit your report in the available time, please contact the journal to request a deadline extension.

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.

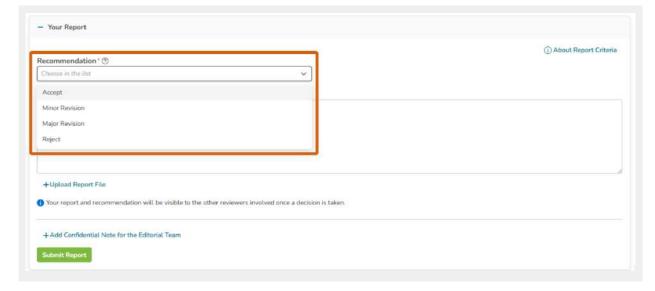
Giving your feedback

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

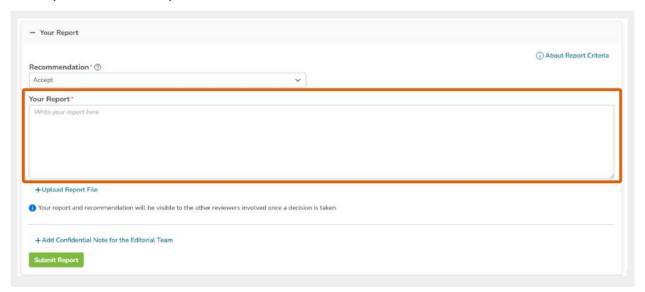
1 From the Article Details page, click on the Your Report heading.



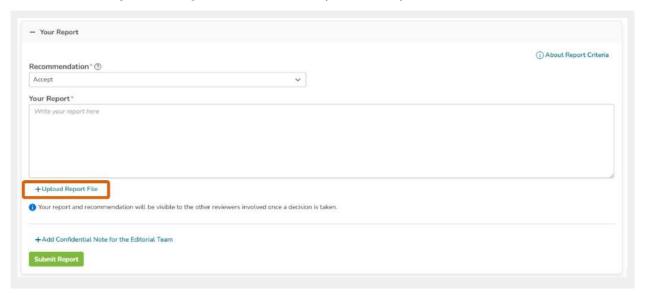
- **2** Click the arrow under the **Recommendations** heading to reveal a list of options. Select an option to make an overall recommendation to:
 - **Accept** if you feel that the manuscript is ready for publication
 - Make a **Minor revision** if you suggest minor changes
 - Make a Major revision if you have identified areas that require major rework
 - Reject if you feel that the article is unsuitable for publication in the journal



3 Add your detailed report into the text field.



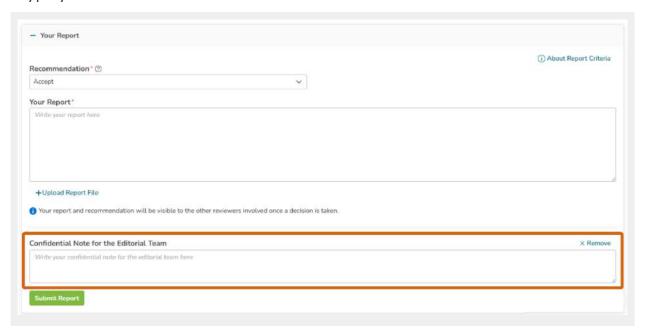
4 Or click the **Upload Report File** link to upload a report in Word or PDF format.



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.



6 Type your confidential notes in the text box.

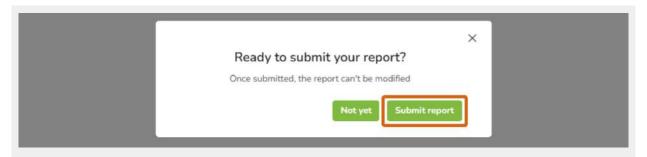


7 Click the **Submit Report** button. A pop-up confirmation panel will be displayed.



8 From the pop-up confirmation panel, click the **Submit Report** button, to confirm your submission.

When you have submitted your Reviewer Report, you will receive a confirmation email.



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 editor.

Answering Custom Questions

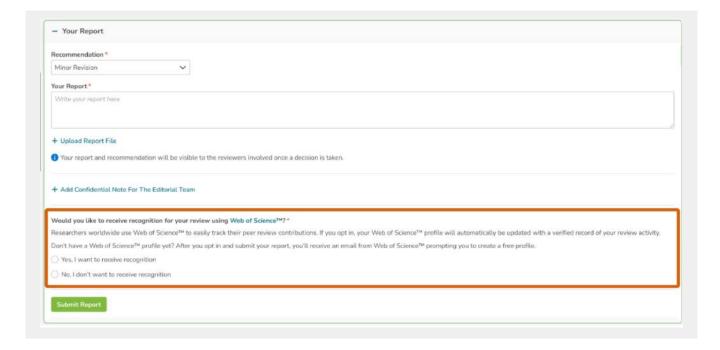
In addition to a text box and a file upload, some journals may require you to answer a series of questions as part of your report. These questions can be in formats such as Yes/No, checkbox, drop-down lists, and text boxes.

Continuing Medical Education (SME) Reviewer Credit

Wiley 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:



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



Then click the **Submit Report** button.

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. 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 technical help

Please contact our support team at:

reviewhelp@wiley.com

To help us to address your issue quickly and effectively, please include as much information as you can, including the manuscript ID and title.



Peer Review Resources

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

https://authorservices.wiley.com/Reviewers/journal-reviewers/tools-and-resources/index.html

For more information on how to perform a peer review, follow this link:

https://authorservices.wiley.com/Reviewers/journal-reviewers/how-to-perform-a-peer-review/index.html

For more information on Wiley's Peer Review Policy, follow this link:

https://authorservices.wiley.com/Reviewers/journal-reviewers/tools-and-resources/review-confidentiality-policy.html



Appendix A: Manuscript Status

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

Status	Meaning
RESPOND TO INVITE V1	You need to respond to an invitation to handle the manuscript.
UNDER REVIEW V1	The minimum number of peer reviewers have accepted an invitation to review the manuscript.
COMPLETE REVIEW V1	You have accepted an invitation to review and need to submit your Reviewer Report.
COMPLETE SUBMISSION V1	You have submitted a manuscript to the journal, but the submission process is incomplete.
REVISION REQUESTED V1	Revisions have been requested, and the author has not yet submitted the revised manuscript.
PENDING APPROVAL V1	A reviewed manuscript is awaiting a final editorial decision.
QA V1	An editor has made a decision to accept a manuscript, and Quality Checks are in progress.
ACCEPTED V1	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 V1	An editor has made a decision to refuse to consider the manuscript for publication.
REJECTED V1	An editor has made a decision to reject the manuscript.
PUBLISHED V1	The manuscript has successfully passed through the Material Checks stage of Quality Checks and moved forward into production.

Document history

Versions

Version	Date	Author	Updates	Status
1.0	21/11/23	D Dowling	Initial draft	Published
2.0	13/12/23	D Dowling	Formatting updated	Published
3.0	05/02/24	D Dowling	Platform updates added	Published
4.0	27/03/24	D Dowling	Dashboard updates added	Published
5.0	30/04/24	D Dowling	CONNECT login integration; double anonymized review	Published
6.0	17/07/24	D Dowling	Dashboard updates; rationale for reviewer invitation; managing expertise keywords	Published
7.0	22/08/24	D Dowling	Reviewer recognition feature added; Changes to Submission Checks added	Published
8.0	15/10/24	D Dowling	Editor decision "Publish" renamed to "Accept"; Editors can add a message to the author when accepting a manuscript.	Published
9.0	29/11/24	D Dowling	'Your Report' functionality updated.	Published
10.0	24/12/24	D Dowling	Instructions on manuscript versions added; Report submission functionality updated	Published
11.0	03/02/25	H Sweet	Reviewer file upload; Files are now displayed in groups according to their file type	Published
12.0	03/03/25	H Sweet	Reviewer PDF available to download	Published

Version	Date	Author	Updates	Status
13.0	28/03/25	D Dowling	Reviewers remain invited beyond the submission deadline, until a decision is made; expertise keywords functionality updated	Published
14.0	02/06/25	H Sweet	Custom review questions, Wiley issues certificates to reviewers who submit reports to CME journals, upon completion of a short questionnaire.	Published