Cenveo Publisher Services offers peer review management services to publishers who need a service provider fluent in scholarly publishing and equipped to operate the submission, review, and approval process for journal content. With a deep history of working with both commercial and scholarly journal publishers, we understand publishing technologies, author/editor communication, and accelerated workflows. Services are tailored to journals and publishing requirements.

Customized Peer Review Management Services

<table>
<thead>
<tr>
<th>Service</th>
<th>What’s In It For You?</th>
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<tr>
<td>Manage the peer review process for journals, based on publisher requirements.</td>
<td>Reduces internal costs: staffing, training, recruitment, administrative, overhead.</td>
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<td>Track and log manuscripts, author communication, review process. Experts in leading peer-review systems, as well as others: BenchPress, Highwire Press; Editorial Manager, Aries Systems Corp.; EJPress, eJournal Press; ScholarOne, Thomson Reuters; XpressTrack</td>
<td>Ensures that the scientific publishing process is followed, content-specific metadata is managed, and comments and feedback are properly managed. Staff fluent in the functionality and nuances of major peer review systems. We answer questions and facilitate required follow-up regarding changes or new features when systems are upgraded.</td>
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<td>Ongoing support: Tasks and questions; Editor training</td>
<td>Establishes professional connection with authors, editors, reviewers, and journal staff. We represent your journal office in our interactions with your users.</td>
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<td>Customize services to journal requirements or preferences.</td>
<td>Adheres to your journal-specific workflow, metadata, and author communication preferences.</td>
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<td>Maximize efficiencies and workflow through consolidation with other Cenveo Publisher Services editorial and production activities.</td>
<td>Streamlines the workflow from submission to publication. Dedicated staff works exclusively on peer review—maintaining deadlines, communicating with reviewers, and streamlining responses to authors.</td>
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<td>Provide performance reporting.</td>
<td>Deliver routine performance reports that detail submissions, processing times, decision rates, etc.</td>
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Primary Tasks

- Check in manuscript
- Validate manuscript adherence to author instructions
- Review metadata
- Assign editors for article review
- Liaise with authors, reviewers, editors, society, and publisher
- Prepare papers for delivery to production, on or before deadline
- Provide submission assistance
- Handle submission questions
- Collect and track forms
- Provide reporting as requested
- Upload files for authors
- Check image quality and legibility
- Monitor manuscript progress
- Send reviewer invitations and reminders
- Send author reminders of overdue tasks
- Manage journal emails
- Maintain reviewer database
- Provide non-technical peer review system support
- Update standard template letters
- Train editors, associate editors, and reviewers