

ScholarOne Abstracts™

Reviewer User Guide

28-November-2018

TABLE OF CONTENTS

Select an item in the table of contents to go to that topic in the document.

USE GET HELP NOW & FAQs	1
USING THIS DOCUMENT	2
OVERVIEW OF THE REVIEW CENTER	2
ACCESSING THE REVIEW CENTER	2
REVIEW ROLE	2
REVIEW THE SUBMISSION	3
CHANGING YOUR VIEW	6
Sorting	6
Display or Hide Columns	8
Reorder Columns.....	9
Filter Displayed Information	10
Saving Views	11
Viewing in Full Screen	12
SCORING.....	12
Scoring Online	13
Scoring Offline	14
Key Points:.....	15
PRINTING	20

USE GET HELP NOW & FAQs

As a ScholarOne Abstracts Reviewer, one of your greatest help tools is ScholarOne's **Frequently Asked Questions** tab on our help site, [Get Help Now](#). Our FAQs provide immediate answers to common user questions.

In addition, **Get Help Now** offers downloadable guides (such as this one), video tutorials, an online user guide, and the ability to **Submit a Question/Create a Case** to get assistance from our Customer Support team. You can also submit suggestions on how you think we can enhance the system. We recommend that you bookmark our help site and visit often.

Get Help Now - Reviewer/Decisioner Resources

GET HELP NOW

TRAINING:

- Author
- Reviewer/Decisioner
- Sessioner
- Administrator

RELEASE NOTES

SUPPORT ALERTS



**Contact
SCHOLARONE
Customer Care**

Monday 12:00am ET
until Friday 8:30pm ET

+1 434 964 4100 (US)
+1 888 503 1050 (US toll free)

+44 800 328 8044 (UK)
0800 328 8044 (UK toll free)

For Reviewers and Decisioners entering scores and decisions through *ScholarOne Abstracts*, we offer videos, downloadable guides, and relevant FAQs for all your training needs. In addition, you can submit a question/create a case or make a suggestion using the Support portal below.

REVIEWER TRAINING MATERIALS

- [Reviewer Guide](#)  PDF May 2017
- [Reviewer Center Video Tutorial](#) (14:31)

DECISIONER TRAINING MATERIALS

Note: Decisions are now entered on the Review grid. Please refer to the Reviewer Admin Guide for instructions.

- [Reviewer Admin Guide](#)  PDF April 2018

REVIEWER/DECISIONER SUPPORT PORTAL

Our Frequently Asked Questions provide answers to relevant topics for Reviewers and Decisioners of our system.



Track your peer review work with a free Publons profile

Become a master of peer review with the Publons Academy

USING THIS DOCUMENT

The Review Center may be customized for each meeting's specific needs. The role names and fields used in this document may differ from your implementation, however, the essential functions will be the same.

Note: For information on the **Reviewer Chair** role, please see the [Reviewer Admin Guide](#).

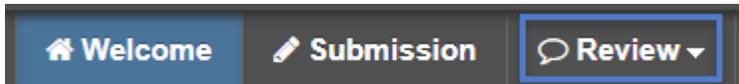
OVERVIEW OF THE REVIEW CENTER

ScholarOne Abstracts Review Center facilitates the management and completion of abstract review. Reviewer's access abstracts easily and can enter scoring information online or offline.

ACCESSING THE REVIEW CENTER

Log in to ScholarOne Abstracts through your normal log in process.

Click the **Review** tab.



REVIEW ROLE

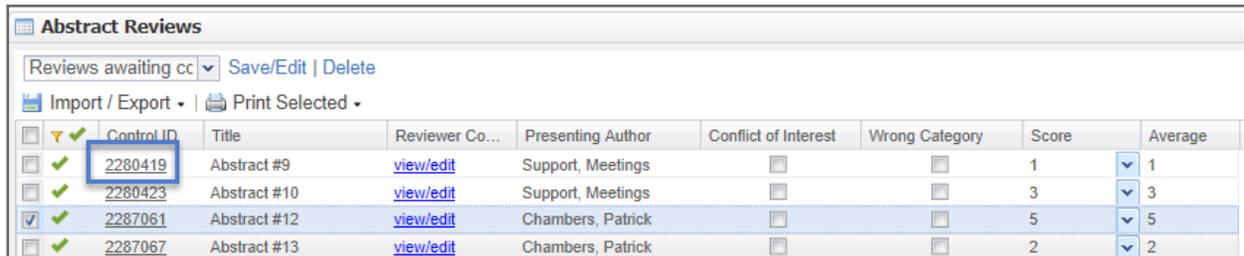
The Review role is used by those with submission assignments to review.

The **Abstract Reviews** page displays any submission reviews assigned to you as a reviewer. From this page, you may access the submission for review, enter a review score, and make recommendations (if applicable). You can also export your list of abstracts for review, enter scores and recommendations offline, and import your completed scoring. A completed review is indicated by a green checkmark at the left of the score sheet Control ID

REVIEW THE SUBMISSION

To review a submission, click the associated **Control ID**.

Note: Hover over the title in the grid to see the full title in a pop-up window.



The screenshot shows the 'Abstract Reviews' interface. At the top, there is a dropdown menu for 'Reviews awaiting cc' with options 'Save/Edit' and 'Delete'. Below this are buttons for 'Import / Export' and 'Print Selected'. The main part of the interface is a table with the following columns: Control ID, Title, Reviewer Co..., Presenting Author, Conflict of Interest, Wrong Category, Score, and Average. The table contains four rows of data, with the first row highlighted. The Control ID '2280419' is circled in red.

<input type="checkbox"/>	<input type="checkbox"/>	Control ID	Title	Reviewer Co...	Presenting Author	Conflict of Interest	Wrong Category	Score	Average
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2280419	Abstract #9	view/edit	Support, Meetings	<input type="checkbox"/>	<input type="checkbox"/>	1	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2280423	Abstract #10	view/edit	Support, Meetings	<input type="checkbox"/>	<input type="checkbox"/>	3	3
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2287061	Abstract #12	view/edit	Chambers, Patrick	<input type="checkbox"/>	<input type="checkbox"/>	5	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2287067	Abstract #13	view/edit	Chambers, Patrick	<input type="checkbox"/>	<input type="checkbox"/>	2	2

The submission proof displays for viewing and printing. You can print by clicking the **Print** button. Click **Save** then **Close** when finished.

ScholarOne Abstracts Training

Confidential Comment

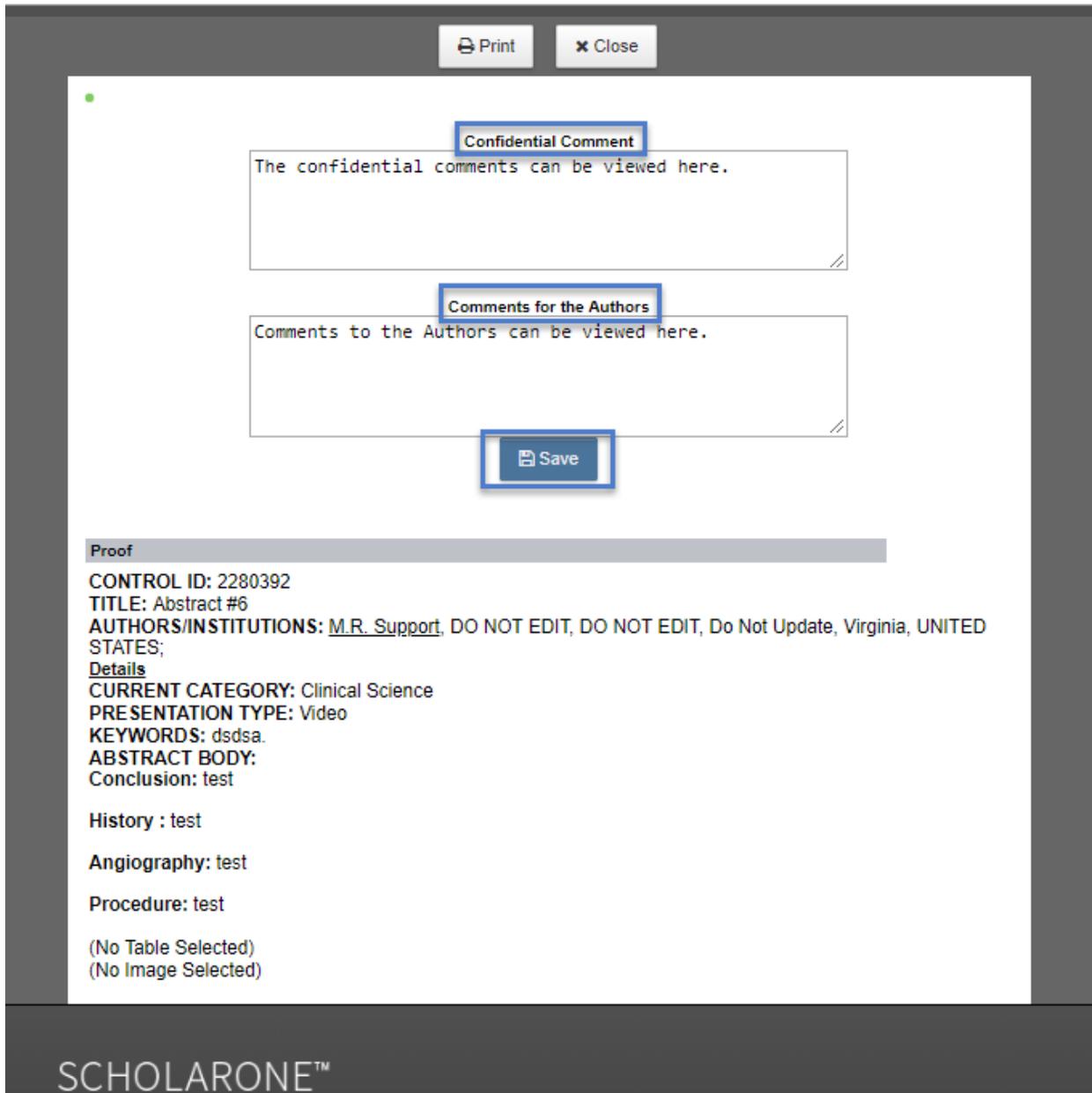
Comments for the Authors

Proof

CONTROL ID: 2156657
TITLE: Abstract #2!
AUTHORS/INSTITUTIONS: M.R. Support, A. author, DO NOT EDIT, DO NOT EDIT, Do Not Update, Virginia, UNITED STATES;
Details
CURRENT CATEGORY: Basic Science
PRESENTATION TYPE: Oral Preferred
KEYWORDS: Cancer, Bone.
ABSTRACT BODY:
Conclusions:: test
Materials:: test
Results:: test
Methods:: test

(No Table Selected)
(No Image Selected)

If configured, you can leave comments to the author and confidential comments to the committee.



The screenshot displays a web interface for reviewing an abstract. At the top, there are 'Print' and 'Close' buttons. Below them are two text input fields. The first field is titled 'Confidential Comment' and contains the text 'The confidential comments can be viewed here.' The second field is titled 'Comments for the Authors' and contains the text 'Comments to the Authors can be viewed here.' Below these fields is a 'Save' button. At the bottom of the interface, there is a 'Proof' section with the following details:

CONTROL ID: 2280392
TITLE: Abstract #6
AUTHORS/INSTITUTIONS: [M.R. Support](#), DO NOT EDIT, DO NOT EDIT, Do Not Update, Virginia, UNITED STATES;
Details
CURRENT CATEGORY: Clinical Science
PRESENTATION TYPE: Video
KEYWORDS: dsdsa.
ABSTRACT BODY:
Conclusion: test
History : test
Angiography: test
Procedure: test
(No Table Selected)
(No Image Selected)

SCHOLARONE™

The **View/Edit** option allows to you view the comments you entered and if needed, you can edit your comments.

Abstract Reviews

Reviews awaiting cc

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Control ID	Title	Reviewer Co...	Presenting Author	Conflict of Interest	Wrong Category	Score	Average	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2280419	Abstract #9	view/edit	Support, Meetings	<input type="checkbox"/>	<input type="checkbox"/>	1	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2280423	Abstract #10	view/edit	Support, Meetings	<input type="checkbox"/>	<input type="checkbox"/>	3	3
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2287061	Abstract #12	view/edit	Chambers, Patrick	<input type="checkbox"/>	<input type="checkbox"/>	5	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2287067	Abstract #13	view/edit	Chambers, Patrick	<input type="checkbox"/>	<input type="checkbox"/>	2	2
<input type="checkbox"/>	<input type="checkbox"/>	2287071	Abstract #14	view/edit	Chambers, Patrick	<input type="checkbox"/>	<input type="checkbox"/>	Select...	0
<input type="checkbox"/>	<input type="checkbox"/>	2287076	Abstract #18	view/edit	Chambers, Patrick	<input type="checkbox"/>	<input type="checkbox"/>	Select...	0
<input type="checkbox"/>	<input type="checkbox"/>	2287079	Abstract #20	view/edit	Chambers, Patrick	<input type="checkbox"/>	<input type="checkbox"/>	Select...	0

CHANGING YOUR VIEW

You can customize your view to display the information sorted as you specify. You can also filter the display to limit the submissions listed.

Sorting

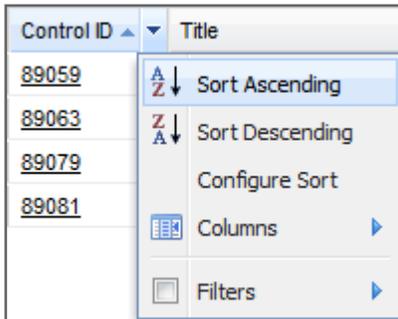
To sort by a column, you can simply click on the column header. An arrow appears indicating that the display is sorted by this column in ascending order. Click again to change from ascending to descending order.

Abstract Reviews

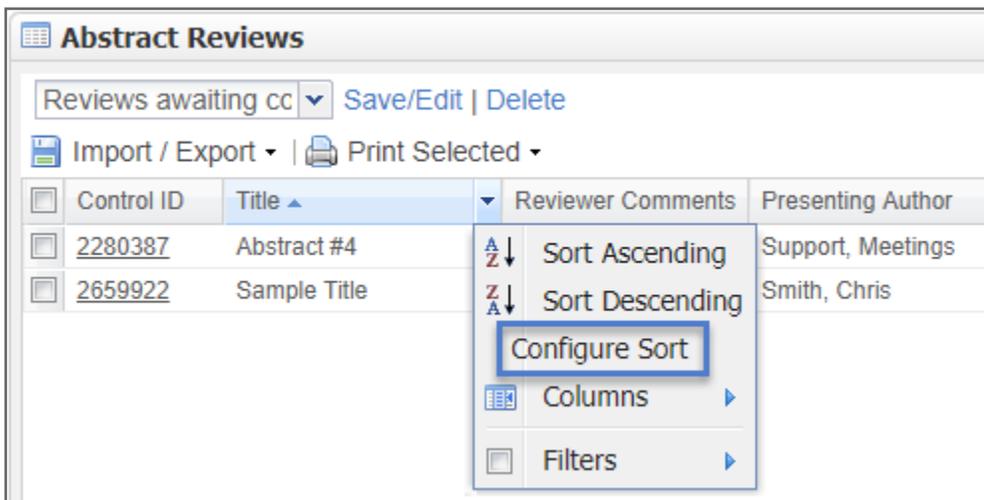
Reviews awaiting cc

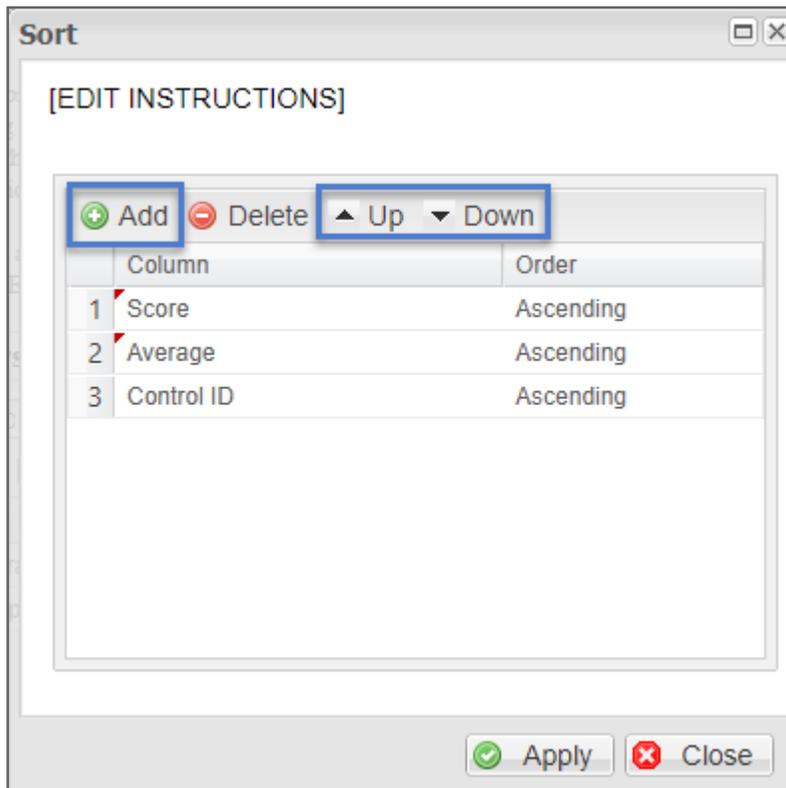
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Control ID	Title	Reviewer Comments	Presenting Author	Presentation Type	Conflict?	Wrong Category?	Score	Average	
<input type="checkbox"/>	2280387	Abstract #4	view/edit	Support, Meetings	Poster Preferred	<input type="checkbox"/>	<input type="checkbox"/>	Select...	0	<input type="checkbox"/>
<input type="checkbox"/>	2659922	Sample Title	view/edit	Smith, Chris	Video	<input type="checkbox"/>	<input type="checkbox"/>	Select...	0	<input type="checkbox"/>

Alternately, you may place your mouse over any column header and click the down-arrow to display a list of sorting and configuration options. To sort by the selected column, choose either Sort Ascending or Sort Descending.



To sort by multiple columns, select **Configure Sort** from the dropdown list on the column header. Click the **Add** button to select a column then select ascending or descending order. Repeat for each column you want to sort by. You may re-order the sort options by selecting a sort and clicking the Up or Down buttons. Click the **Apply** button.





Display or Hide Columns

Place your mouse over any column header and select the down arrow. Select the **Columns** item to view a list of available columns. Place a check next to any column you wish to display. Uncheck any column you wish to hide.

Abstract Reviews

Reviews awaiting cc [Save/Edit](#) | [Delete](#)

[Import / Export](#) | [Print Selected](#)

<input type="checkbox"/>	Control ID	Title ▲	Reviewer Comments	Presenting Author	Presentation
<input type="checkbox"/>	2280387	Abstract #4		Support, Meetings	Poster Prefe
<input type="checkbox"/>	2659922	Sample Title		Smith, Chris	Video

Sort Ascending
Sort Descending
Configure Sort

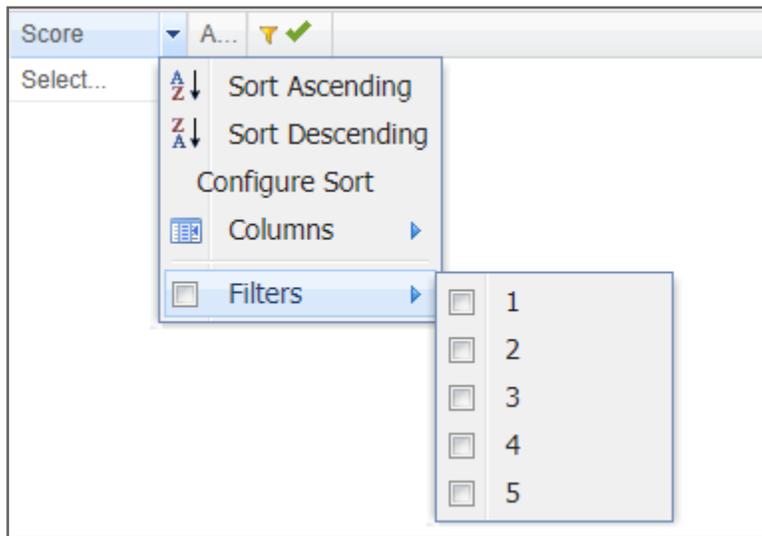
Columns

- Control ID
- Title
- Reviewer Comments
- Presenting Author
- Presentation Type
- Sub-Presentation Type
- Category
- Sub-Category
- Submission Role
- Sessions
- Conflict?
- Wrong Category?
- Score
- Total Score
- Average
- Abstract Status
-

Page 1 of 1 | 50 Records per page

Reorder Columns

You may re-order the columns in your view by dragging and dropping the column header. Click the column header of the column you want to move and then drag it to where you want it to display. You will see blue arrows indicating the location it will display. In the example below, the **Category** column is being moved to the right of the **Title** column.



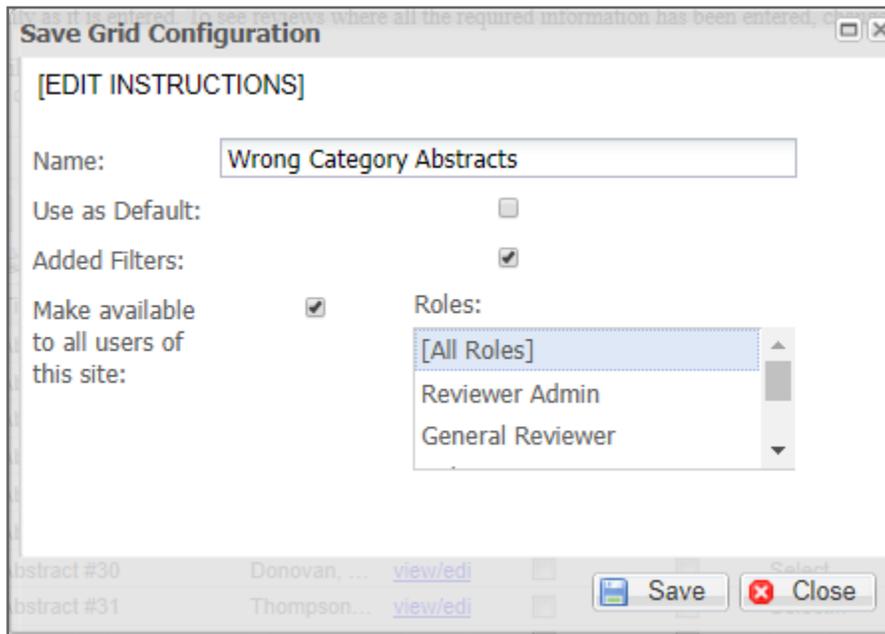
To remove filters from the current view, click the **Clear Search** link in the upper right corner of the grid. This refreshes the view to include all submissions from the previous view.



Note: Use the Search feature to show only the abstracts that fit your specified criteria.

Saving Views

When you have a view configured that you want to save, Select **Save/Edit** and give the view a name. If you wish to mark it as your default view, click **Use as Default**. If you have used filters for the view, check **Added Filters**. The view will then appear in the dropdown for you to use when you want that specific view to be applied.



Viewing in Full Screen

To view the displayed data in a full screen mode, click green arrow icon.



To return to the standard view, click the **Close window and return** button.

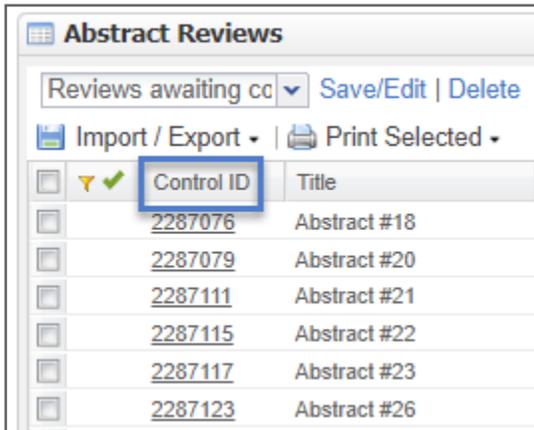


SCORING

There are several ways to enter scores for your reviews. You may score online by entering the scores directly into the **Abstract Reviews** page. You may also enter scores offline in a spreadsheet and upload the scores. Instructions for each method are below.

Scoring Online

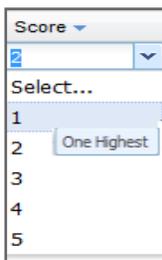
Your first step is to view the proof of the submission. Click on the **Control ID** to view the proof.



The screenshot shows the 'Abstract Reviews' interface. At the top, there is a dropdown menu for 'Reviews awaiting cc' and buttons for 'Save/Edit | Delete'. Below that are 'Import / Export' and 'Print Selected' options. The main part of the interface is a table with two columns: 'Control ID' and 'Title'. The 'Control ID' column contains several IDs, and the 'Title' column contains corresponding abstract titles. The 'Control ID' column header is highlighted with a blue box.

Control ID	Title
2287076	Abstract #18
2287079	Abstract #20
2287111	Abstract #21
2287115	Abstract #22
2287117	Abstract #23
2287123	Abstract #26

When your review of the abstract proof is complete, enter a score by clicking in the **Score** column for the abstract. Select a score from the list. The contents of the list may be customized for a specific site and may differ from the example. There may be several scoring columns configured. Hover over the options for a description of each score.



If configured, enter a recommendation code by clicking in the **Recommendation Code** field for the abstract. Select one or more options from the list. This is a configurable option and your score sheet may not include recommendation codes.

Recommendation Code	Re
<input type="checkbox"/> Oral	
<input type="checkbox"/> Poster	
<input type="checkbox"/> Oral or Poster	
<input checked="" type="checkbox"/> Newsworthy	
<input type="checkbox"/> Rejection	

If applicable to your site, Conflict of Interest and Wrong Category checkboxes may be included. If you believe you have a conflict of interest in reviewing a submission, click the **Conflict of Interest** checkbox. Examples of conflicts include if you are an author on the submission, know the submitting author or are affiliated with the primary institution of the submitting author. Check the **Wrong Category** checkbox if you believe the category on the submission is incorrect and want the society to review it. Clicking Conflict of Interest or Wrong Category will prevent you from scoring the abstract (if configured this way), but the review will show as complete.

Abstract Reviews									
Reviews awaiting cc <input type="button" value="Save/Edit"/> <input type="button" value="Delete"/>									
Import / Export <input type="button" value="Print Selected"/>									
<input type="checkbox"/>	<input type="checkbox"/>	Control ID	Title	Reviewer Co...	Presenting Author	Conflict of Interest	Wrong Category	Score	Average
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2280419	Abstract #9	view/edit	Support, Meetings	<input type="checkbox"/>	<input type="checkbox"/>	1	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2280423	Abstract #10	view/edit	Support, Meetings	<input type="checkbox"/>	<input type="checkbox"/>	3	3
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2287061	Abstract #12	view/edit	Chambers, Patrick	<input type="checkbox"/>	<input type="checkbox"/>	5	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2287067	Abstract #13	view/edit	Chambers, Patrick	<input type="checkbox"/>	<input type="checkbox"/>	2	2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2287071	Abstract #14	view/edit	Chambers, Patrick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select...	0
<input type="checkbox"/>	<input type="checkbox"/>	2287076	Abstract #18	view/edit	Chambers, Patrick	<input type="checkbox"/>	<input type="checkbox"/>	Select...	0

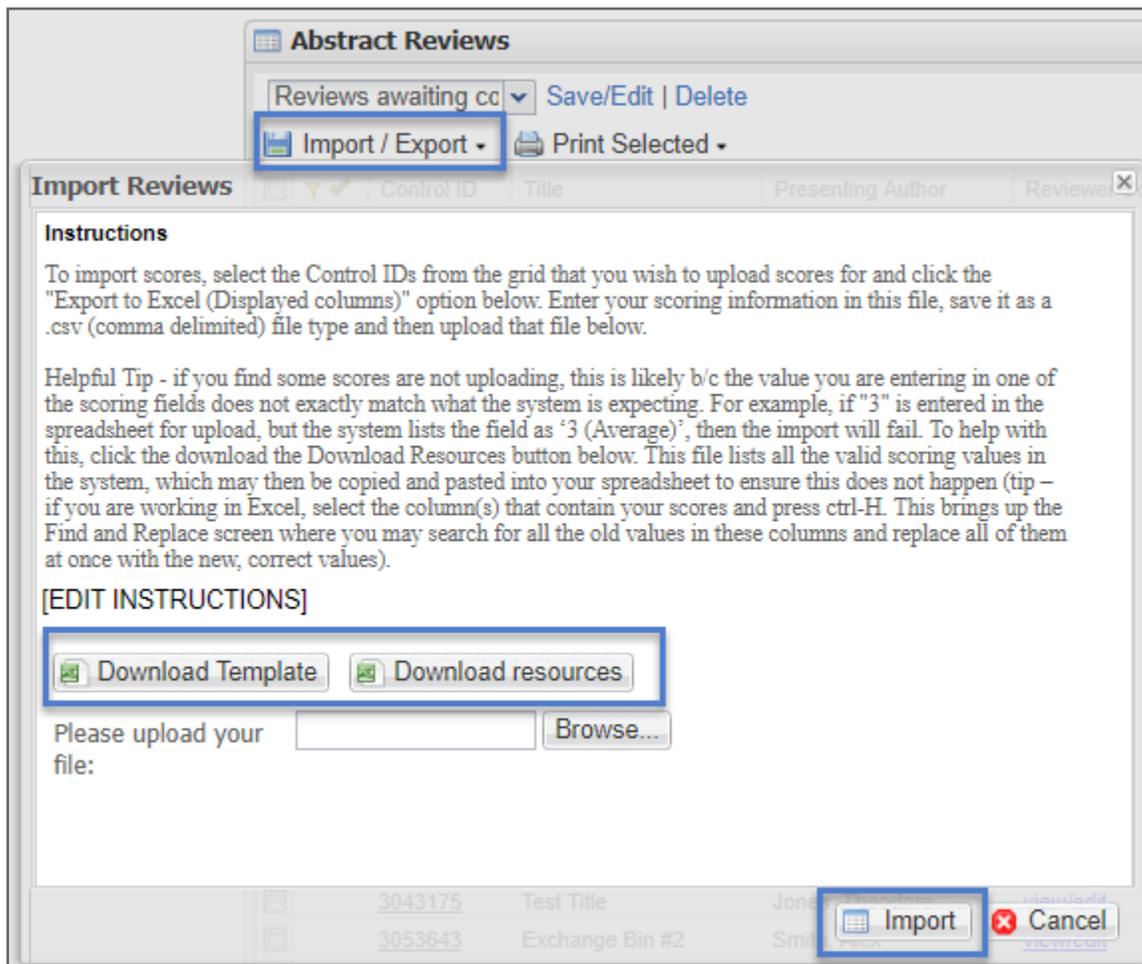
When the review is complete, a green checkmark will automatically appear in the left column.

Scoring Offline

There are several steps to scoring offline:

- Click on the **Import/Export** tab at the top left of the grid. Click **Import** on the dropdown.

- Download the spreadsheet template.
- Download the **Resources** file. The file indicates acceptable entries in the spreadsheet. This will help you enter the correct scoring information.
- Enter scores offline in the spreadsheet.
- Save the file as a .csv file and **Upload** the spreadsheet.



Key Points:

- Be sure to use the expected values in the Score and Recommendation fields. If the system expects a '3 Average' entry and you put a '3' in the score field, the

upload will fail. You can use the **Download Resources** option on the **Import** screen to see a list of acceptable entries.

- If you intend to import your scoring data, you must save the file as a .csv (comma delimited) file.
- You can upload scores in batches. (Perform more than one upload).

Resource File Example

	A	B	C	D	E	F	G	H
1	Field Name	Available Values						
2	Conflict?	Y	N	none	none	none		
3	Wrong Category?	Y	N	none	none	none		
4	Score		1	2	3	4	5	
5	Recommendation	Newsworthy	none	none	none	none		
6	Recommendation Code	none	none	none	none	none		
7								

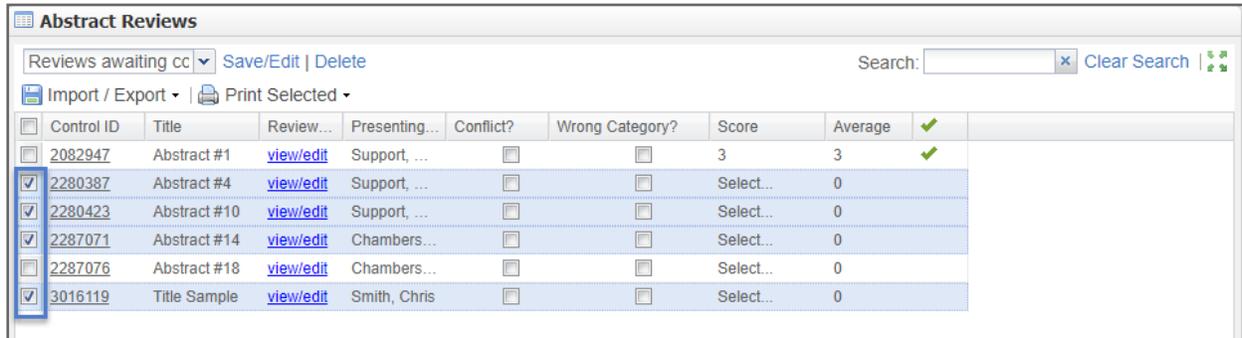
Scoring Template Example

	A	B	C	D	E	F	G	H	I	J
1	Control ID	Title	Presenting Author	Conflict of Interest	Wrong Category	Score	Average S	Confidential Comment	Comments for the Authors	
2										
3										

Export to Excel

To export your list of reviews, begin by selecting the submissions you want to export by clicking the checkbox for one or more Control IDs. Select the checkbox at the top to

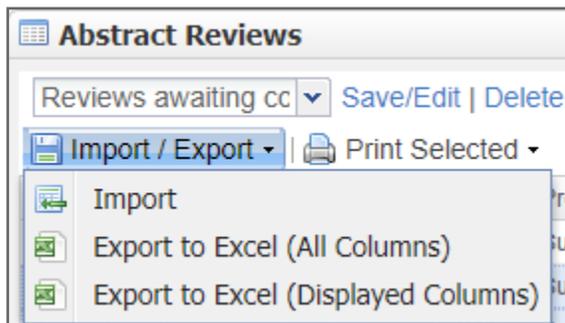
select all. If you do not select any checkboxes, all submissions will be included in the export.



The screenshot shows the 'Abstract Reviews' interface. At the top, there is a dropdown menu set to 'Reviews awaiting cc', followed by 'Save/Edit | Delete' and a search bar with 'Clear Search' and a refresh icon. Below this is an 'Import / Export' dropdown and a 'Print Selected' button. The main table has the following columns: Control ID, Title, Review..., Presenting..., Conflict?, Wrong Category?, Score, Average, and a green checkmark icon. The table contains six rows of data, with the first row (Control ID 2082947) having a score of 3 and an average of 3. The other five rows have a score of 'Select...' and an average of 0. The rows for Control IDs 2280387, 2280423, 2287071, 2287076, and 3016119 have their checkboxes checked.

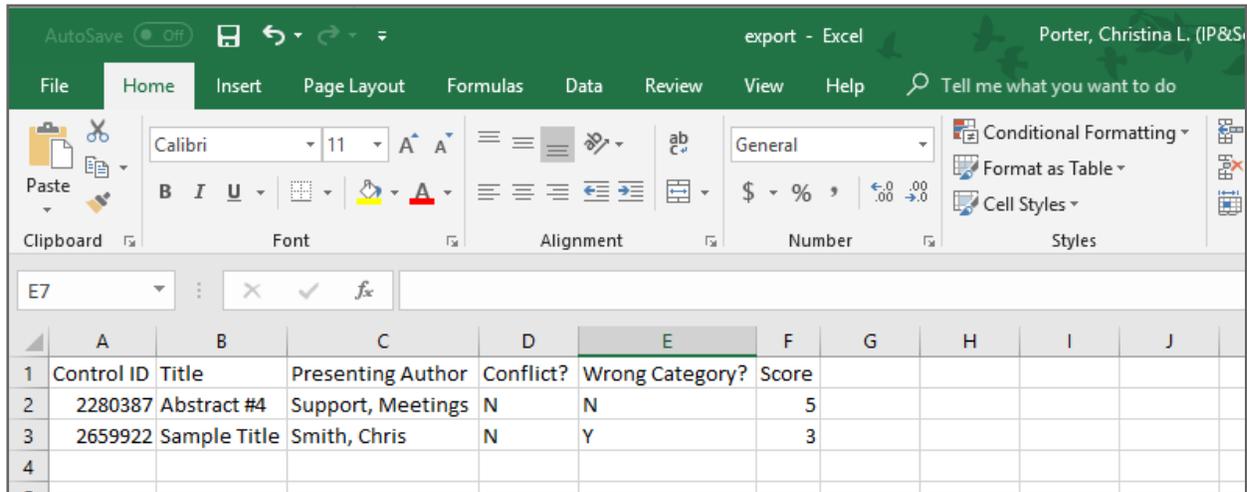
Control ID	Title	Review...	Presenting...	Conflict?	Wrong Category?	Score	Average	✓
<input type="checkbox"/> 2082947	Abstract #1	view/edit	Support, ...	<input type="checkbox"/>	<input type="checkbox"/>	3	3	✓
<input checked="" type="checkbox"/> 2280387	Abstract #4	view/edit	Support, ...	<input type="checkbox"/>	<input type="checkbox"/>	Select...	0	
<input checked="" type="checkbox"/> 2280423	Abstract #10	view/edit	Support, ...	<input type="checkbox"/>	<input type="checkbox"/>	Select...	0	
<input checked="" type="checkbox"/> 2287071	Abstract #14	view/edit	Chambers...	<input type="checkbox"/>	<input type="checkbox"/>	Select...	0	
<input type="checkbox"/> 2287076	Abstract #18	view/edit	Chambers...	<input type="checkbox"/>	<input type="checkbox"/>	Select...	0	
<input checked="" type="checkbox"/> 3016119	Title Sample	view/edit	Smith, Chris	<input type="checkbox"/>	<input type="checkbox"/>	Select...	0	

Click the **Import/Export** button and select an export option. **Export to Excel (All Columns)** will export all the columns of data from the Abstract Reviews page, including those currently hidden from view. **Export to Excel (Displayed Columns)** will export only the columns shown on your display.



Enter Scores

In the spreadsheet containing the list of reviews, enter a score for each of your reviews and any other scoring information required by your society. When finished, save the file as a .csv (comma delimited) file.



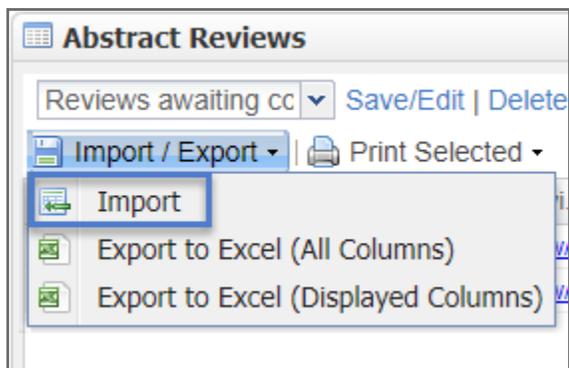
The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J
1	Control ID	Title	Presenting Author	Conflict?	Wrong Category?	Score				
2	2280387	Abstract #4	Support, Meetings	N	N	5				
3	2659922	Sample Title	Smith, Chris	N	Y	3				
4										

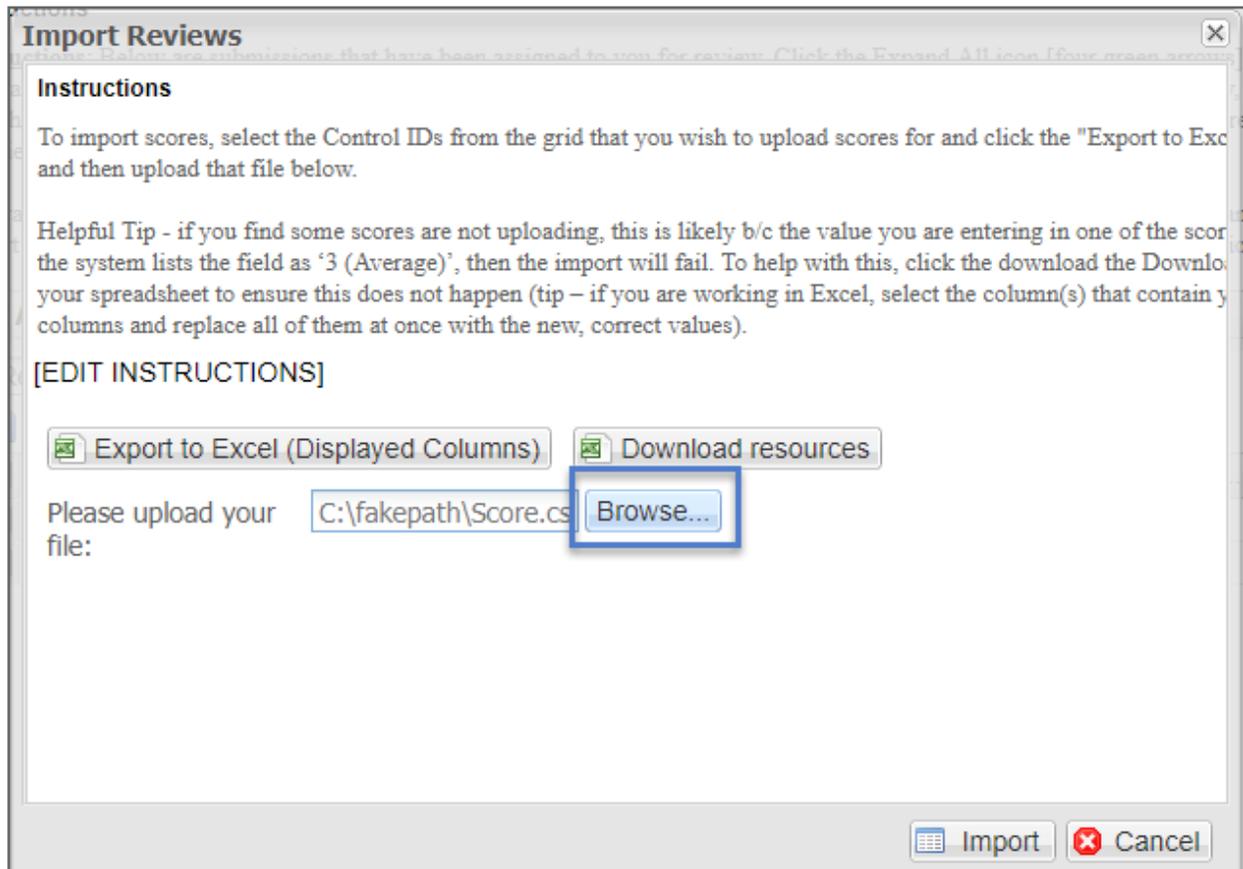
Note: The columns in the Excel spreadsheet may display in a different order or some may not display depending on how you customized your grid.

Import Scores

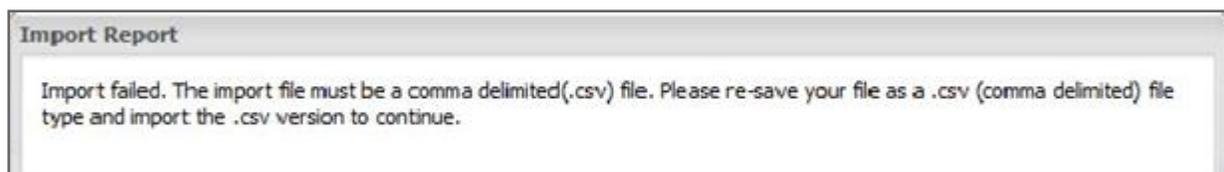
You can import your updated spreadsheet by clicking the **Import/Export** button and choosing the **Import** option.



Select the **Browse** button and navigate to your saved .csv file. Click **Import** to upload your file.



You will see an **Import Report** screen indicating if the upload was successful. If successful, the number of records updated is also included for your reference. If the import failed, the report will give a reason for failure.

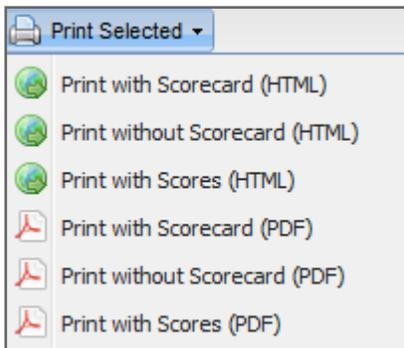


PRINTING

To print your list of reviews, begin by selecting the submissions you wish to print by clicking the checkbox for one or more Control IDs. If you do not select any checkboxes, all submissions will be included in the printout.

Abstract Reviews									
Reviews awaiting cc Save/Edit Delete Search: <input type="text"/> Clear Search									
Import / Export Print Selected									
Control ID	Title	Review...	Presenting...	Conflict?	Wrong Category?	Score	Average	✓	
<input type="checkbox"/>	2082947	Abstract #1	view/edit	Support, ...	<input type="checkbox"/>	<input type="checkbox"/>	3	3	✓
<input checked="" type="checkbox"/>	2280387	Abstract #4	view/edit	Support, ...	<input type="checkbox"/>	<input type="checkbox"/>	Select...	0	
<input checked="" type="checkbox"/>	2280423	Abstract #10	view/edit	Support, ...	<input type="checkbox"/>	<input type="checkbox"/>	Select...	0	
<input checked="" type="checkbox"/>	2287071	Abstract #14	view/edit	Chambers...	<input type="checkbox"/>	<input type="checkbox"/>	Select...	0	
<input type="checkbox"/>	2287076	Abstract #18	view/edit	Chambers...	<input type="checkbox"/>	<input type="checkbox"/>	Select...	0	
<input checked="" type="checkbox"/>	3016119	Title Sample	view/edit	Smith, Chris	<input type="checkbox"/>	<input type="checkbox"/>	Select...	0	

Click the **Print Selected** button. There are several printing options available to you. You can print with or without the **Scorecard**. The Scorecard displays the scoring options. You may print with or without any scores already entered. Additionally, you can choose to print to your printer or to a PDF Format.



An example printout:

ABSTRACT SCORECARD	
Conflict Of Interest	Wrong Category
Score: 1 2 3 4 5	
Scoring Col 2: 1 2 3 4 5	
Recommendations:	Newsworthy

ABSTRACT BODY:

Methods:: Clinical Consequences of Reflective and Defective B- and T-Cell Functions
 Cytogenetic analysis of CLLP2 used to be limited due to our inability to induce metaphases in the leukemic cells with the conventional banding techniques. However, a more accurate assessment of chromosomal abnormalities has now become the comparative genomic hybridization screening. Using the interphase fluorescence in hybridization (FISHY) technique, upon testing a large number of CLLP patients at a single institution, chromosomal aberrations were detected in 82% of cases. Lee Lindsey, John Ogal.

Materials:: Clinical Consequences of Reflective and Defective B- and T-Cell Functions
 Deletion of chromosomal segment 13? 14 probably represents early clonal aberrations in CLLP, and strongly suggests the presence of a tumor suppressor gene whose loss or inactivation may be crucial in development of this disease. There has been considerable progress in recent years toward identification of the putative CLLP-associated tumor suppressor gene. Lee Lindsey, John Ogal.

Results:: Clinical Consequences of Reflective and Defective B- and T-Cell Functions
 Deletions of chromosome 11 at q 22-23 are also thought to result in inactivation of a tumor suppressor gene. The International Workshop on CLLP (IWCLL) addressed the generic issue of minimum diagnostic requirements for CLLP (which can be applied universally and not restricted only to criteria of protocol entry eligibility) and recommended a blood lymphocyte threshold of 10 by 109/L.

Conclusions:: Clinical Consequences of Reflective and Defective B- and T-Cell Functions
 In conclusion, the International Workshop on CLLP (IWCLL) addressed the generic issue of minimum diagnostic requirements for CLLP

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