

How to Reopen a Review in Editorial Manager

Find the paper with the review that needs to be reopened.

Action	Manuscript Number	Article Type
View Submission Details ✓ Initiate Discussion History File Inventory Unassign Editor Assign Editor Invite Reviewers View Reviews and Comments Submit Editor's Decision and Comments Send E-mail	19-04075	Presentation & Publication

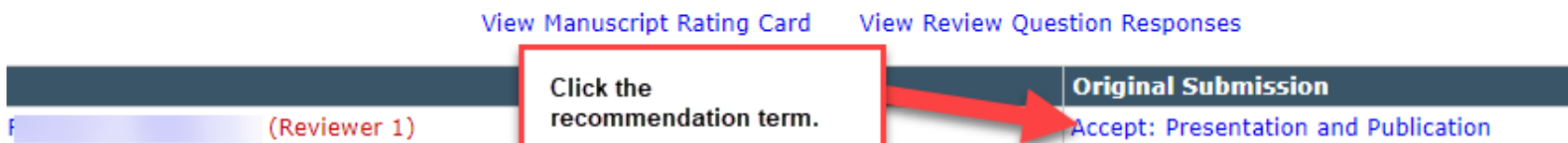


Click on "View Reviews and Comments"

This opens a new window.

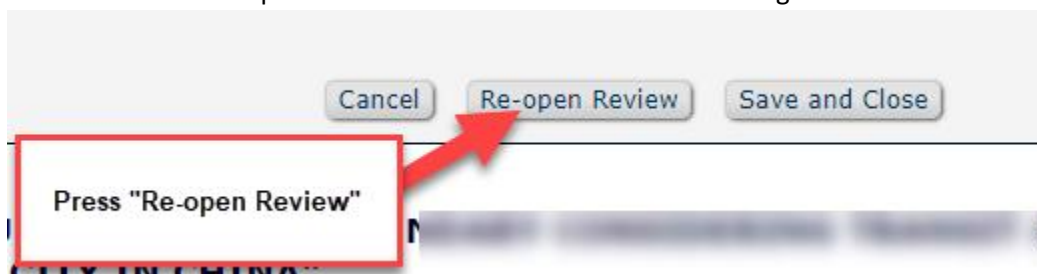
Click the recommendation term to view the comments for the submission.

	View Manuscript Rating Card	View Review Question Responses
(Reviewer 1)	Click the recommendation term.	Original Submission Accept: Presentation and Publication

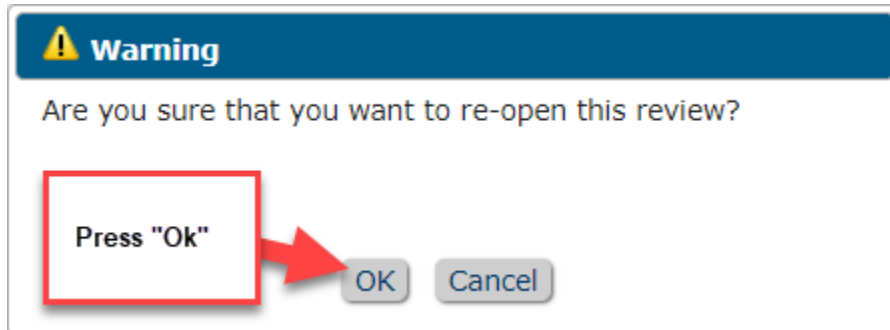


Click the recommendation term.

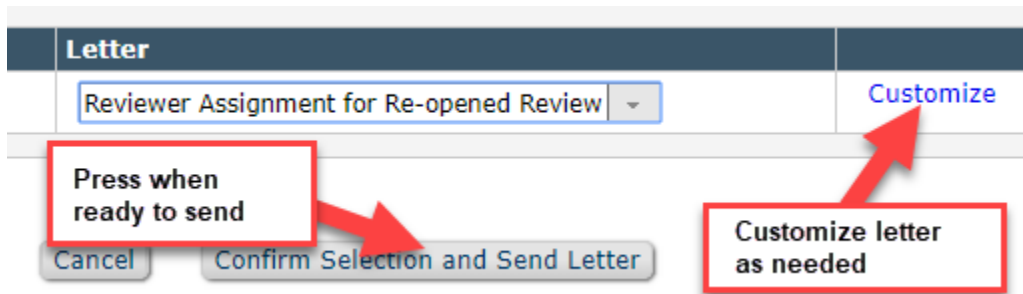
Another screen will open with the Reviewer comments and rating.



A warning will appear, click OK.



You will have the opportunity to send a letter to the reviewer letting them know that it has been re-opened. Feel free to customize it, if desired.



After you confirm the selection and send the letter, the review has been re-opened and the reviewer once again has access to it.