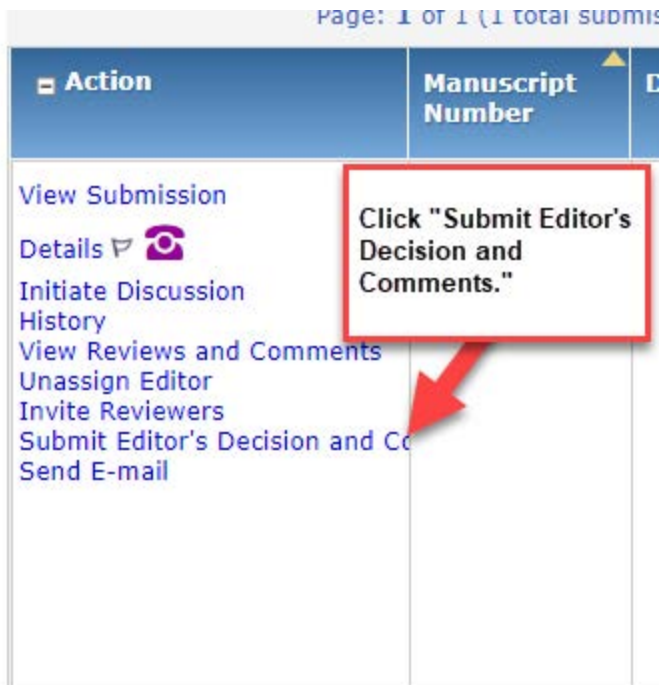
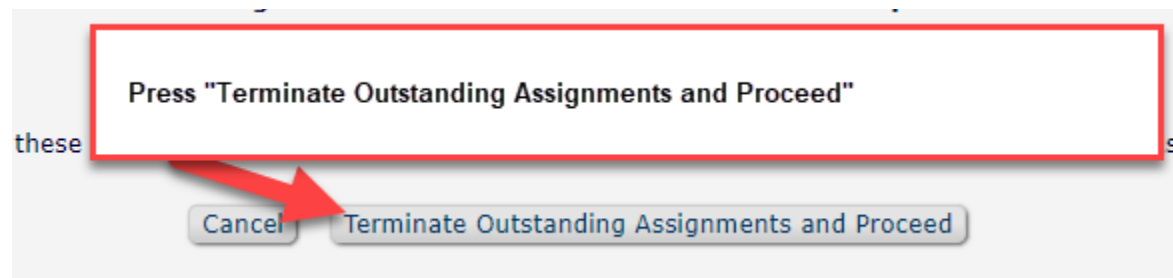


How to Terminate Reviewer Assignments in EM

Find the paper that you wish to take action on. Then click "Submit Editor's Decision and Comments" in the Action column.



On the next screen, you'll see the button "Terminate Outstanding Assignments and Proceed" at the top of the screen, under the paper title. Press it.



The system will show you a list of reviewers that have not completed their reviews, so their assignments need to be terminated. You will need to press the “Yes” button to continue.

Warning! If you Terminate All Outstanding Assignments, the submission will disappear from the menu of the Reviewer(s) identified above. You will have the opportunity to customize a notification letter for each Reviewer terminated on the assignment. You will also be able to re-invite Reviewers who have been terminated on this assignment later, if necessary.

Do you want to terminate the Reviewer assignment(s) above, so you can Submit a Decision for this manuscript?

Yes

No

No, go to Reviewer Selection Summary Page

The next screen asks you to confirm you want to terminate the reviewer assignments, and shows the list of Reviewers that you are terminating. Choose “Yes” to proceed with termination of the assignment.

The system prompts you to notify the reviewers that their reviews are no longer needed. We recommend that you send the letters out. If you wish to customize a letter for a specific reviewer, you would click the “Customize” link in the right hand column for the row containing their name.

Otherwise, you can just send out the default letters by pressing “Terminate and Send All Letters.”

You can send letters to the reviewers to let them know their review is no longer needed. Click "Customize" on the right to make changes to the letter, if you want. Otherwise, just press "Terminate and Send All Letters" to send out the default notice.

Letter	
Terminate Assignment ▼	Customize
Terminate Assignment ▼	Customize

Cancel Terminate and Send All Letters Terminate without Sending Letters

The next screen confirms that the emails were sent out. From there, you will press “Proceed to Submit Editor’s Decision and Comments.” You would then follow the normal steps for entering your decision.

An e-mail has been sent to the following people notifying them of the terminated assignment:

The system lets you know who the emails have been sent to. Press "Proceed to Submit Editor’s Decision and Comments" below to continue.

[Proceed to Submit Editor's Decision and Comments](#)

[Return to Main Menu](#)