

Sending Reminder Letters in Editorial Manager

On your main menu, scroll down to Administrative Functions



Send Reminder Letters

Click a link below to access the reminder report, from which reminder letters can be sent.

Editor Reminder Reports

- [Assignment Status Report](#)
- [New Assignments Report](#)
- [Required Reviews Complete Report](#)

Reviewer Reminder Reports

- [Reviewer Invited - No Response Report](#)
- [Reviewer Reminder Report](#)



[Main Menu](#)

To send reminders to Reviewers that have accepted but not completed their reviews, select "Reviewer Reminder Report" instead of "Reviewer Invited – No Response Report" and follow the same steps as below.

Reviewers Invited - No Response Report

the current date and the date the Reviewer was invited.

Reviewer Role: (All Reviewers) ▾

Handling Editor: (All Editors)

Select your name from this drop-down list.

Show Reviewers with invitations that were sent more than 5 days ago.

Show Reviewers with invitations that were sent within the last 100 days.

The list is alphabetical by last name. If you press the key for the first letter of your first name, the list will scroll through to each name beginning with that letter.

Cancel

Submit

You will need to continue to press the key to make the system scroll through each name that begins with that letter.

Show Reviewers with invitations that were sent more than 5 days ago.

Show Reviewers with invitations that were sent within the last 100 days.

Press Submit when ready.

Cancel

Submit

Default is 5, but you can choose the number you want.

The report shows you the Manuscript (Paper) Number, Article Type, Manuscript (Paper) Title, Reviewer Name, Handling Editor Name, Reviewer Phone Number, Date the Reviewer was Invited, Elapsed Days, Date the Last Reminder was sent and how many reminders have been sent so far.

Send Reminder	Manuscript Number	Article Type	Manuscript Title			
<input type="checkbox"/>						
Details ✓ History	Check this box to send a reminder to a reviewer.					
Reviewer Name	Handling Editor Name	Phone Number	Date Reviewer Invited	Elapsed Days	Date Last Reminder Sent	# Reminders Sent
			Aug 21, 2018	3		0

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Send Reminders

Press "Send Reminders" once you've selected all of the people you want to send reminders to.

If you have multiple pages of reviewers, you can select everyone on each page before you send the reminders. The system will remember who you selected "Send Reminder" for on each previous page.

Select your letter - "Before Agree or Decline" is for reviewers who have not responded.

Reminder E-mail

Please Choose a Letter

- Please Choose a Letter
- Reviewer - Batch Late Review
- Reviewer - First Late Reminder
- Reviewer - Second Late Reminder
- Reviewer Reminder - Before Agree or Decline
- Reviewer Reminder - Before Due Date


"Before Due Date" is for reviewers who have not completed their reviews yet. For late reviewers, use the "First Late Reminder" letter.

Press "Send Reminders" to send the default letter. Use "Customize Letter" for a custom letter.

Cancel Customize Letter Send Reminders

Please see the guide on Customizing Letters for more information.

Delivery Date: 

Delivery Time: Hour Minute AM/PM
 AM 

You can set up reminders in advance for specific days/times if you prefer. Once entered, press "Submit."

Submit

Click "Send Reminder Letters Now" to send the letters immediately.

Send Reminder Letters Now