

How to Send the Decision Letters

From your Main Menu

Editor 'To-Do' List

- My Pending Assignments (218)
 - New Assignments (0)
 - [Submissions with Required Reviews Complete \(53\)](#)
 - Submissions Requiring Additional Reviewers (0)
 - Submissions with One or More Late
- Reviews in Progress (0)
- Reviewers Invited - No Response (0)
- Submissions Under Review (0)

Click on "Submissions with Required Reviews Complete"

Action	Manuscript Number	Article Type
View Submission Details		
History		
File Inventory		
Edit Submission		
Classifications		
Assign Editor		
Unassign Editor		
Invite Reviewers		
View Reviews and Comments		
Initiate Production		
Submit Editor's Decision and Comments		
Send E-mail		

Click "Submit Editor's Decision and Comments."

Cancel Submit Decision without Notifying Author Submit New Decision

Preview Letter Save Save and Close Send Now

Editor Decision: _____

Rescind Decision: [Return to Review Coordinator](#)

Click "Return to Review Coordinator" to send it back if you want them to make the change.

If the decision is good and you are ready to send it out, click "Send Now."

Click "Submit New Decision" if you want to change the decision. Be aware that you will need to update the signature on the letter back to the Review Coordinator's information.

Letter Subject: _____