How to Re-open a Review in Editorial Manager

1. Find the paper with the review that needs to be re-opened. Click on "View Reviews and Comments".

Action
/iew Submission
Details V Initiate Discussion History File Inventory Classifications Assign Editor Jnassign Editor Invite Reviewers View Reviews and Comments Submit Editor's Decision and Comments Send E-mail

2. Click on the recommendation term of the review that you need to re-open.

Click the recommendation term to view the comments for the submission.			
Attachments (0)	View Manuscript Rating Card View Review Question Responses		
		Original Submission	
		Reject	

3. Another window will open with the reviewer comments and ratings. At the top of the window, you'll see a button that says "Re-open Review" – press this.



4. A pop-up warning will appear, asking if you're sure you want to re-open the review. Press "Ok".



5. You'll have the opportunity to send a letter to the reviewer letting them know it has been reopened. Feel free to customize the letter 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.