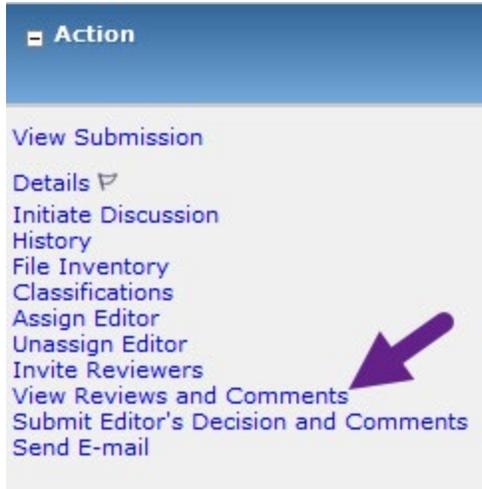


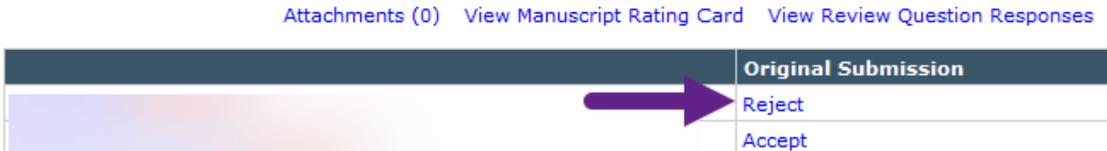
How to Re-open a Review in Editorial Manager

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

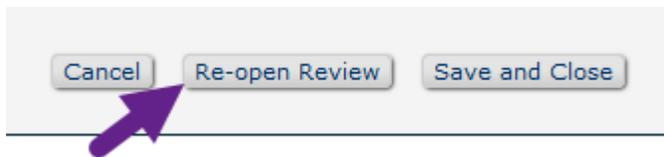


2. Click on the recommendation term of the review that you need to re-open.

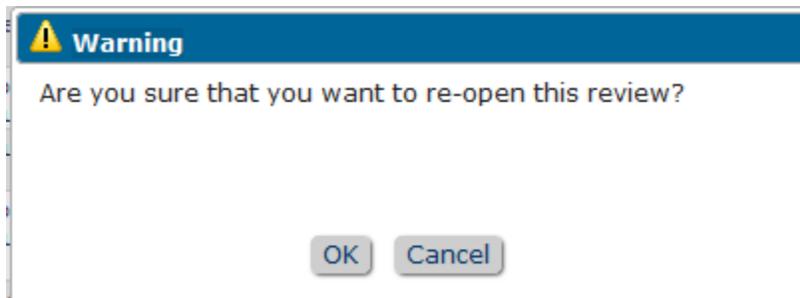
Click the recommendation term to view the comments for the submission.



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 re-opened. 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.