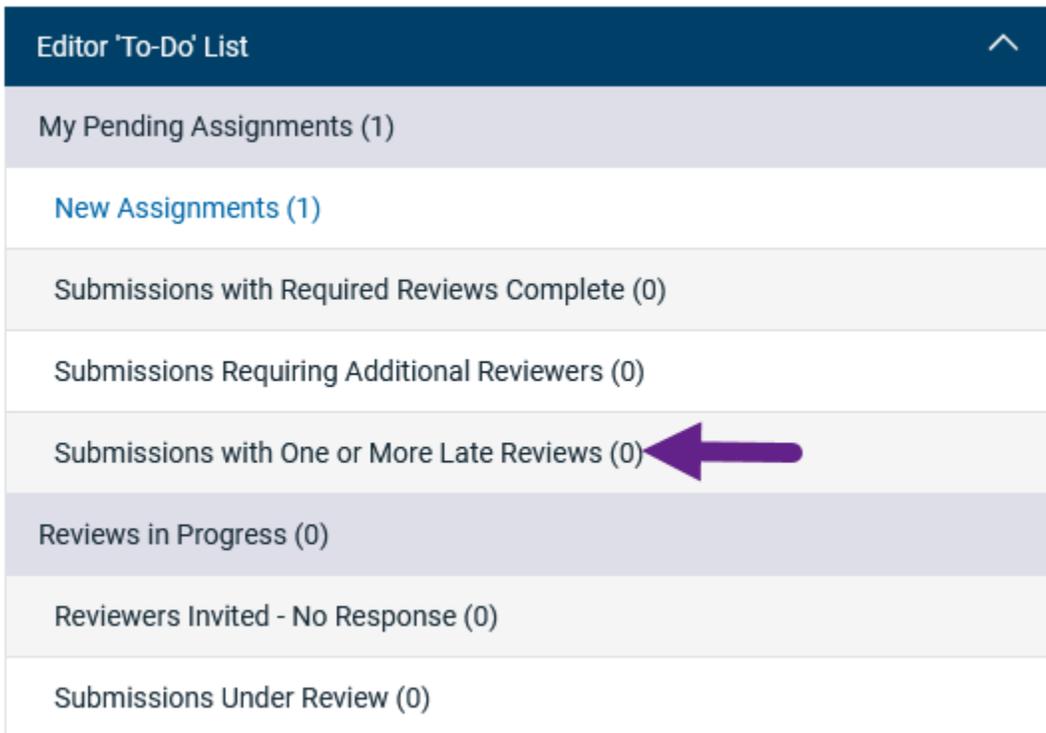


## How to Contact a Late Reviewer

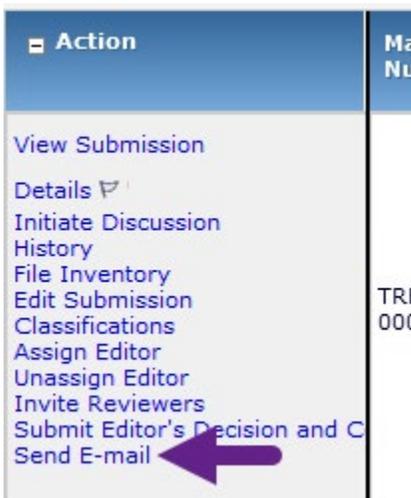
1. From your Editor Main Menu, go to “Submissions with One or More Late Reviews”



Editor 'To-Do' List	
My Pending Assignments (1)	
New Assignments (1)	
Submissions with Required Reviews Complete (0)	
Submissions Requiring Additional Reviewers (0)	
Submissions with One or More Late Reviews (0)	
Reviews in Progress (0)	
Reviewers Invited - No Response (0)	
Submissions Under Review (0)	

2. Find the paper with the late reviewer(s) that you wish to contact. Click on “Send E-mail”.

**Note:** reviewers receive automated reminders 3 days before their due date, on their due date, and when they are 5 days late with their review. Please be conscientious about sending reminders to keep from overloading reviewers with multiple emails in a short timeframe.

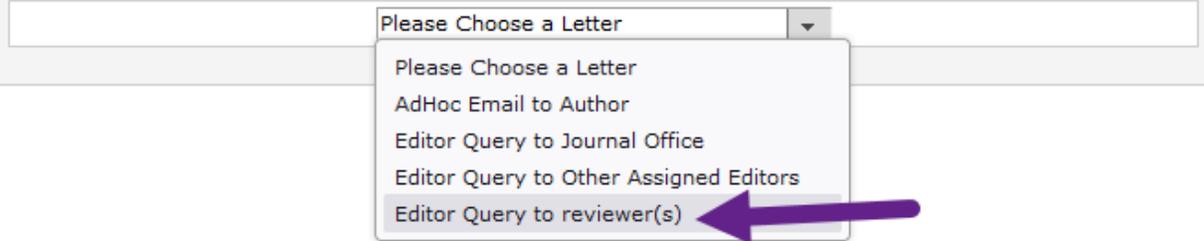


Action	Ma Nu
View Submission	
Details	
Initiate Discussion	
History	
File Inventory	
Edit Submission	TRf
Classifications	000
Assign Editor	
Unassign Editor	
Invite Reviewers	
Submit Editor's Decision and C	
Send E-mail	

3. A pop-up window will open, and you will see “Send Ad Hoc Email” and a dropdown menu. You will need to select “Editor Query to reviewer(s)” from this menu.

## Send Ad Hoc Email

The journal has pre-configured one or more letters which you may use as a starting point. Select a letter, then click 'Customize Letter' to open the letter, insert your comments, and send the letter.

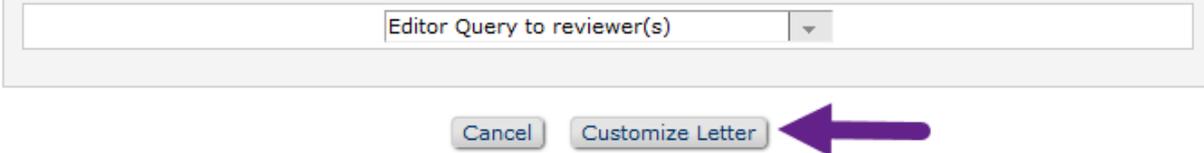


A screenshot of a web interface showing a dropdown menu. The menu is open, displaying several options. A purple arrow points to the option 'Editor Query to reviewer(s)'. The options in the menu are: 'Please Choose a Letter', 'AdHoc Email to Author', 'Editor Query to Journal Office', 'Editor Query to Other Assigned Editors', and 'Editor Query to reviewer(s)'.

4. Press "Customize Letter" to continue once you've selected the appropriate email template.

## Send Ad Hoc Email

The journal has pre-configured one or more letters which you may use as a starting point. Select a letter, then click 'Customize Letter' to open the letter, insert your comments, and send the letter.



A screenshot of a web interface showing a form. The form has a dropdown menu with the text 'Editor Query to reviewer(s)'. Below the form are two buttons: 'Cancel' and 'Customize Letter'. A purple arrow points to the 'Customize Letter' button.

5. Each reviewer on the paper you've selected is listed in the To: section – you will need to check the checkbox next to the reviewer you wish to email. Beside the reviewer name, you will be able to see the review status.

In the screenshot below, it says (Agreed to Review). Other statuses can be (Review Complete) or (Reviewer Invited).

The letter text box is where you can write whatever you wish to convey to the reviewer. Please do not remove any of the existing text that is surrounded by %, as these are merge fields that pull information from the system into the letter.

Press "Preview and Send" when you are ready to send the letter.

From: [Redacted]

To: Reviewers of the current Revision:

A Reviewer (Agreed to Review)

Letter Subject: Query on Review for %MS\_NUMBER%

bcc:

All Reviewers assigned to current Revision

Letter Body: [Insert Special Character](#) | [Insert Merge Field: Custom](#) [Open in New Window](#)

Ref.: Ms. No. %MS\_NUMBER%  
 %ARTICLE\_TITLE%  
 %JOURNALFULLTITLE%

Dear %FIRST\_NAME% %LAST\_NAME%,

I have the following query:

Regards

%EDITOR\_NAME%  
 %EDITOR\_ROLE%  
 %JOURNALFULLTITLE%

[Cancel](#) [Preview and Send](#)

- After you press “Preview and Send”, the system will show you a preview of the email. If it looks good, press “Send E-Mail”. If you need to make changes, press “Cancel” and it will take you back to the previous screen.

### Preview Letter - Editor Query to reviewer(s)

[Cancel](#) [Print](#) [Send E-Mail](#)

Ref.: Ms. No. [Redacted]

[Redacted]

Dear %FIRST\_NAME% %LAST\_NAME%,

I have the following query:

Regards,

[Redacted]

In compliance with data protection regulations, you may request that we remove your personal registration details at any time. (Use the following URL: <https://www.editorialmanager.com/trbamcloneprd/login.asp?a=r>). Please contact the publication office if you have any questions.

[Cancel](#) [Print](#) [Send E-Mail](#)



7. After the email is sent, you will get a screen that says “E-mail Confirmation”. This concludes the process of sending an email to a late reviewer.

## **E-mail Confirmation**

**Thank you. Your e-mail has been sent.**

Close