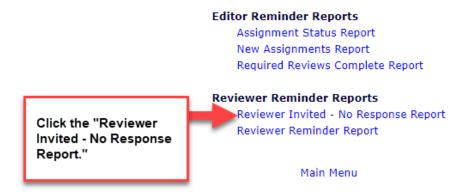
## **Sending Reminder Letters in Editorial Manager**

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.



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



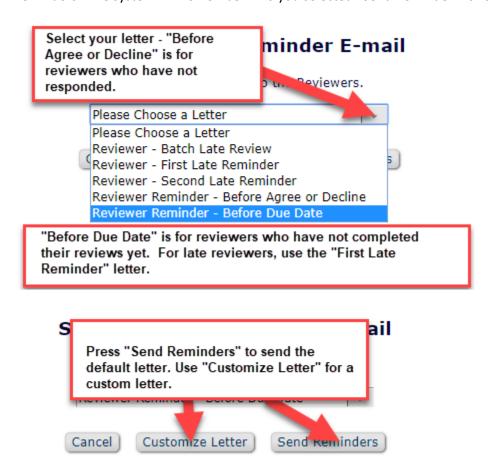
You will need to continue to press the key to make the system scroll through each name that begins with that letter.



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.



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.



Please see the guide on Customizing Letters for more information.

Delivery Date: Delivery Time:	our Minute AM/PM	п	Click "Send Reminder Letters Now" to send the letters immediately.
You can set up reminders in advance for specific days/times if you prefer. Once entered, press "Submit."		Submit	Send Reminder Letters Now

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