How to Extend a Due Date in Editorial Manager

Log-in as an editor. Find the submission that you need to extend the due date on and click on Details.



Scroll down to the list of Reviewers and find the reviewer you want to extend the due date for – change the date in the box labeled "Date Review Due."

		Reviewers	
Name:	(Rev		
Review Status:	Agreed to Review		
Date Reviewer Invited:	Aug 28, 2018	Scroll down to the list of Reviewers. Find the Reviewer that you want to extend the date for. Next to "Date Review Due", you can change the date.	
Date Reviewer Agreed:	Sep 11, 2018		
Date Review Due:	09/14/2018		
Elapsed Days:	15		
Name:	(Reviewer) 🛛 🖯		
At the bottom of the page, press "Save and Close."	Save and Close		

Save and close once you're done updating. The reviewer is sent an email notifying them of the update once this is done.