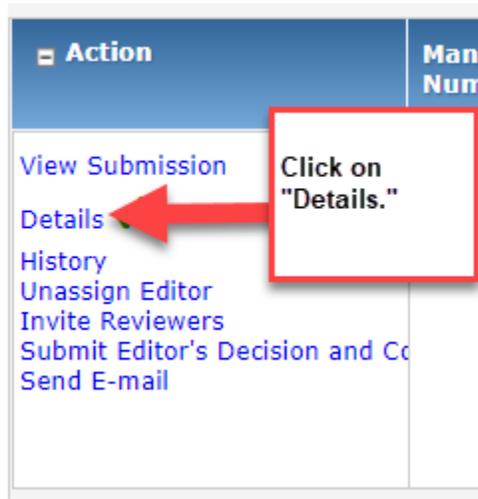
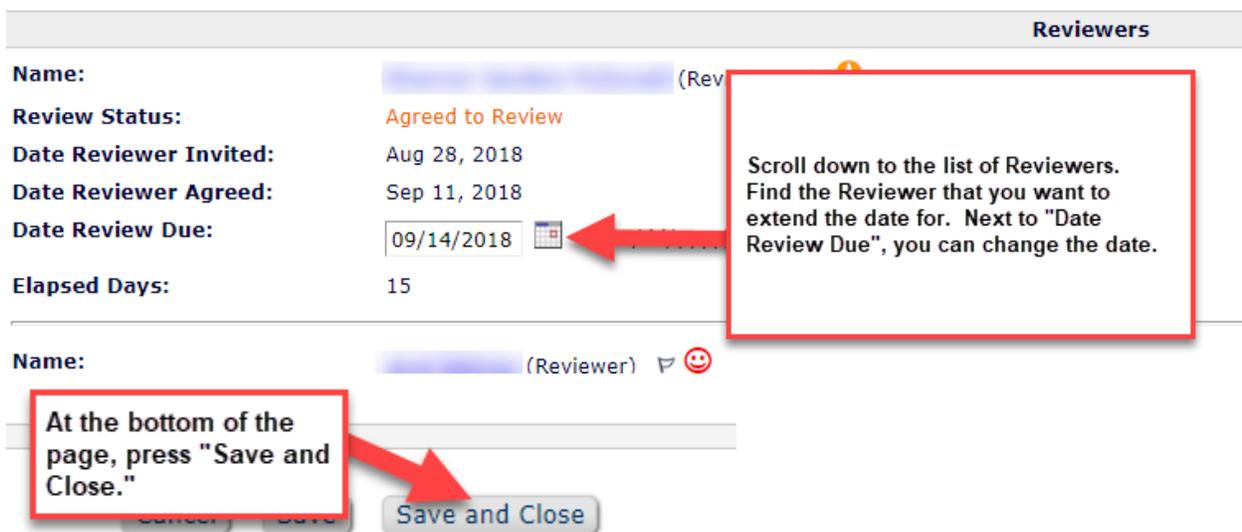


How to Extend a Due Date in Editorial Manager

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.”



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