

Editing Email Templates

Journal Submission Confirmation

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If you want to edit common emails that will be sent to your users, editors, and reviewers, head to **Settings > Workflow > Emails: "Prepared Email Templates"**. Here, we have prepared a list of some of the most common emails your journal will be sending during the publishing process. We will provide instruction on where and how to edit their content and ensure you know exactly what is being sent by the system's default emails.

Workflow Settings

Components: Submission, Review, Publisher Library, **Emails** Help

Signature
The prepared emails that are sent by the system on behalf of the journal will have the following signature added to the end.

Bounce Address
Any undeliverable emails will result in an error message to this address.

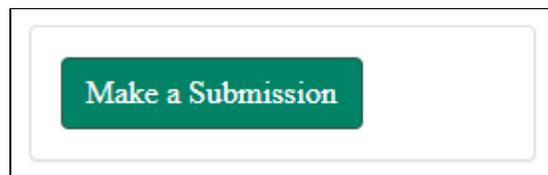
Prepared Email Templates Add Email Template Reset All Templates

Name	Sender	Recipient	Subject	Enabled
▶ Paypal Investigate Payment	Subscription Manager	Subscription Manager	Unusual PayPal Activity	<input checked="" type="checkbox"/>
▶ Publish Notify	Subscription Manager	Subscription Manager	New Issue Published	<input checked="" type="checkbox"/>

! For all templates on this list, you are free to edit the subject line of the email and add general content, but it is **recommended that you did not mess with encoded content- the material that appears with "{\$}" surrounding it**. These are managed by the Site Administrator to make sure each email has accurate information according to the time, relevant issue, and title of the recipient. If you accidentally edit these templates in a way that disturbs these functions, you can reset to the default template by selecting the pink "Reset" button.

Journal Submission Confirmation

When a user submits anything from any **"Make a Submission"** button or link, the prepared email template "Submission Ack" is sent to that user. This email can be triggered by the green button below, which appears on the right hand side of every page of your journal's website.



The email is also automatically sent when users select the "Make a new submission" link underlined below. This link is available on your journal website's "**Submissions**" page, along with your submission guidelines and copyright notice.

Submissions

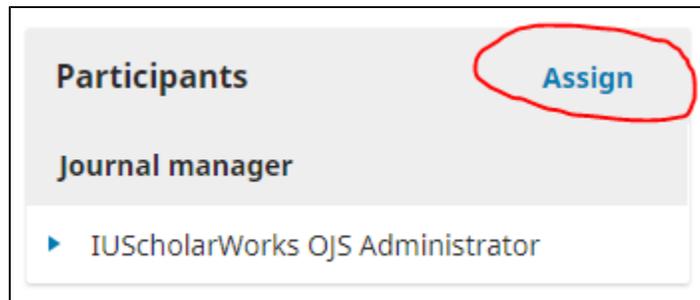
[Make a new submission](#) or view your pending submissions.

To view or edit the default email that is sent to all users who make a submission to your journal, find the email titled "**Submission Ack**" from the list of Prepared Email Templates. click the blue arrow to the left of the email's title, and select "**Edit Email**" to view the email's contents and technical specifications.

Submission Ack	Subscription Manager	Author	Submission Acknowledgement	
Edit Email Reset				<input checked="" type="checkbox"/>

Assigning an Editor

During the editorial workflow of your journal, you will be given the option to select an editor for each submission. you can choose an editor for a submission by selecting the "**Assign**" button in the "**Participants**" box on right side of your Submission Dashboard. You can assign a new editor at any part of the editorial workflow with this process.



A new pop-up window will then allow you to search your journal users by role and select a potential editor for this particular submission. After you locate a user you want as an editor, select the "**Editorial Assignment**" email from the drop-down menu. You will be able to edit this email every time you send a request for a user to edit, but if you want to make general changes, you can alter the email template itself.

Assign Participant

[Help](#)
✕

Locate a User

Journal manager ▾

Search User By Name

Name

No Items

Choose a predefined message to use, or fill out the form below.

[testj] Editorial Assignment ▾

[testj] A message regarding Test Journal

[testj] Editorial Assignment

[testj] Password Reset Confirmation

[Rich Text Editor Toolbar: Bold, Italic, Underline, Link, Unlink, Undo, Redo, Source Code, Table, Upload, etc.]

EDITOR :

The submission, "blblb," to Test Journal has been assigned to you to see through the editorial process in your role as Section Editor.

Submission URL: URL

Username: USERNAME

Powered by TinyMCE

To view or edit the default email that is sent to editors you assign them to a submission, find the email titled "**Editor Assign**" from the list of Prepared Email Templates. click the blue arrow to the left of the email's title, and select "**Edit Email**" to view the email's contents and technical specifications.

▾ Editor Assign <div style="display: flex; justify-content: space-between; font-size: 0.8em; color: #808080;"> Edit Email Reset </div>	Subscription Manager	Subscription Manager	Editorial Assignment <input checked="" type="checkbox"/>
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Requesting a Reviewer

During the editorial workflow of your journal, you will be given the option to select reviewers for each submission. Click "**Add Reviewer**" in the Review section of the Submission Dashboard to request one of your users to review a submission.

Reviewers
Add Reviewer

No Items

Select "Article Review Request" from the drop-down menu from the drop-down list of email templates. You will be able to edit this email every time you send a request for a user to edit, but if you want to make general changes, you can alter the email template itself.

Add Reviewer ✕

Selected Reviewer
Jenny Hoops [Change](#)

Choose a predefined message to use, or fill out the form below.

[testj] Article Review Request

[testj] Article Review Request

[testj] Editorial Assignment

[testj] Password Reset Confirmation

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NAME :

This regards the manuscript "blblb," which is under consideration by Test Journal.

Following the review of the previous version of the manuscript, the authors have now submitted a revised version of their paper. We would appreciate it if you could help evaluate it.

Please log into the journal web site by **RESPONSE DUE DATE** to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation. The web site is <https://scholarworks.iu.edu/journals/index.php/testj>

The review itself is due **REVIEW DUE DATE** .

If you do not have your username and password for the journal's web site, you can use this link to reset your password (which will then be emailed to you along with your username).
<https://scholarworks.iu.edu/journals/index.php/testj/login/lostPassword>

Submission URL: **URL**

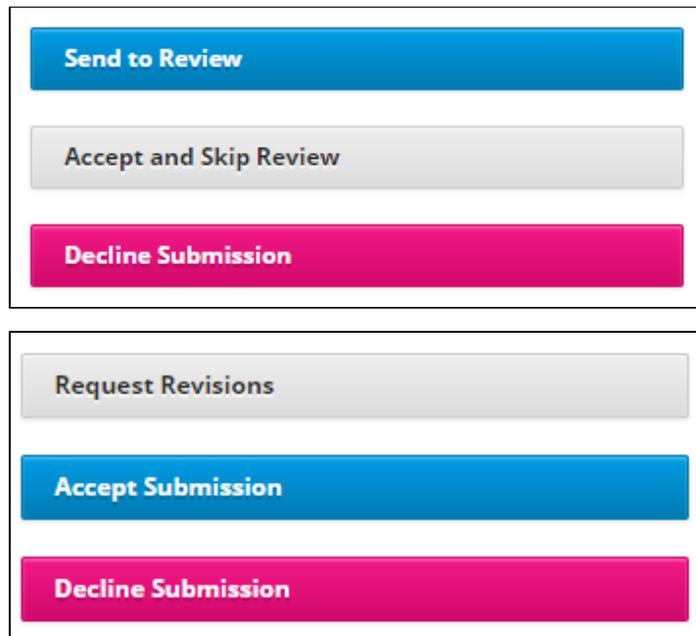
Thank you for considering this request. Powered by TinyMCE

To view or edit the default email that is sent to reviewers from whom you request a review for a submission, find the email titled "**Review Request**" from the list of Prepared Email Templates. click the blue arrow to the left of the email's title, and select "**Edit Email**" to view the email's contents and technical specifications.

▼ Review Request	Subscription Manager	Reviewer	Article Review Request <input checked="" type="checkbox"/>
Edit Email Reset			

Accepting a Submission

By selecting either the grey “**Accept and Skip Review**” button in the Submission section of the Submission Dashboard or the blue “**Accept Submission**” button in the Review section of the Submission Dashboard, you will send a default email to users that you have accepted their submission for publication, with pending editorial changes (and possible review).

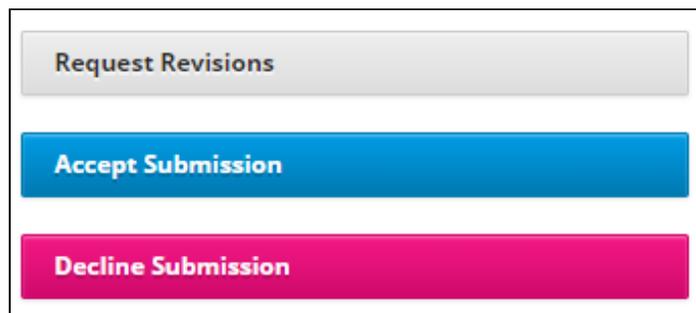


To view or edit the default email that is sent to authors when you confirm acceptance for publishing, find the email titled "**Editor Decision Accept**" from the list of Prepared Email Templates. click the blue arrow to the left of the email's title, and select "**Edit Email**" to view the email's contents and technical specifications.



Asking for Revisions

By selecting “**Request Revisions**” in the Review section of the Submission Dashboard, you can request that an author submit minor revisions or changes before moving onto copy-editing/production.



Select the “Revisions will not be subject to a new round of peer reviews” in the pop-up window for basic revisions- the second option will change the template. You will be able to edit this email every time you send a request for a user to edit, but if you want to make general changes, you can alter the email template itself.

Request Revisions
✕

Require New Review Round

- Revisions will not be subject to a new round of peer reviews.
- Revisions will be subject to a new round of peer reviews.

Send Email

- Send an email notification to the author(s): IUScholarWorks OJS Administrator (journal manager)
- Do not send an email notification

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IUScholarWorks OJS Administrator (journal manager):

We have reached a decision regarding your submission to Test Journal, "blblb".

Our decision is: Revisions Required

IUScholarWorks OJS Administrator
iusw@indiana.edu

Powered by TinyMCE

Select review files to share with the author(s)
[🔍 Search](#)

No Files

Record Editorial Decision
Cancel

To view or edit the default email that is sent to authors when you request review revisions, find the email titled "**Editor Decision Revisions**" from the list of Prepared Email Templates. click the blue arrow to the left of the email's title, and select "**Edit Email**" to view the email's contents and technical specifications.

▼ Editor Decision Revisions	Subscription Manager	Author	Editor Decision	👍
Edit Email Reset				

Thank A Reviewer

Once a reviewer completes a review, you can read their review by clicking "**Read Review**" in the "**Reviewers**" box of the Review section of the Submission Dashboard.

Reviewers [Add Reviewer](#)

▼ Jenny Hoops **Review Submitted** [Read Review](#)

Recommendation: Accept Submission

[Review Details](#) [Email Reviewer](#) [Edit](#) [History](#)

After you have read the review and made acknowledged their decision, you will have the option to **"Thank Reviewer"** in the same box.

Reviewers [Add Reviewer](#)

▶ Jenny Hoops **Complete** [Thank Reviewer](#) [Revert Decision](#)

Recommendation: Accept Submission

From this pop-up window, you will be able to edit this email every time you send a review acknowledgement, but if you want to make general changes, you can alter the email template itself.

Thank Reviewer ✕

Reviewer

Jenny Hoops <jhoops@iu.edu>

Email to be sent to reviewer

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Jenny Hoops:

Thank you for completing the review of the submission, "Test," for Test Journal. We appreciate your contribution to the quality of the work that we publish.

IUScholarWorks OJS Administrator
iusw@indiana.edu

Powered by TinyMCE

Do not send email to Reviewer.

Thank Reviewer Cancel

To view or edit the default email that is sent to reviewers you choose to thank, find the email titled **"Review Ack"** from the list of Prepared Email Templates. click the blue arrow to the left of the email's title, and select **"Edit Email"** to view the email's contents and technical specifications.

▼ Review Ack Subscription Manager Reviewer Article Review Acknowledgement ☑️

[Edit Email](#) Reset

❗ Currently, the default email for when you publish an email, listed as **"Publish Notify"**, is currently not sending correctly. We are working with PKP to map this correctly.

Questions? Contact us at iusw@indiana.edu.