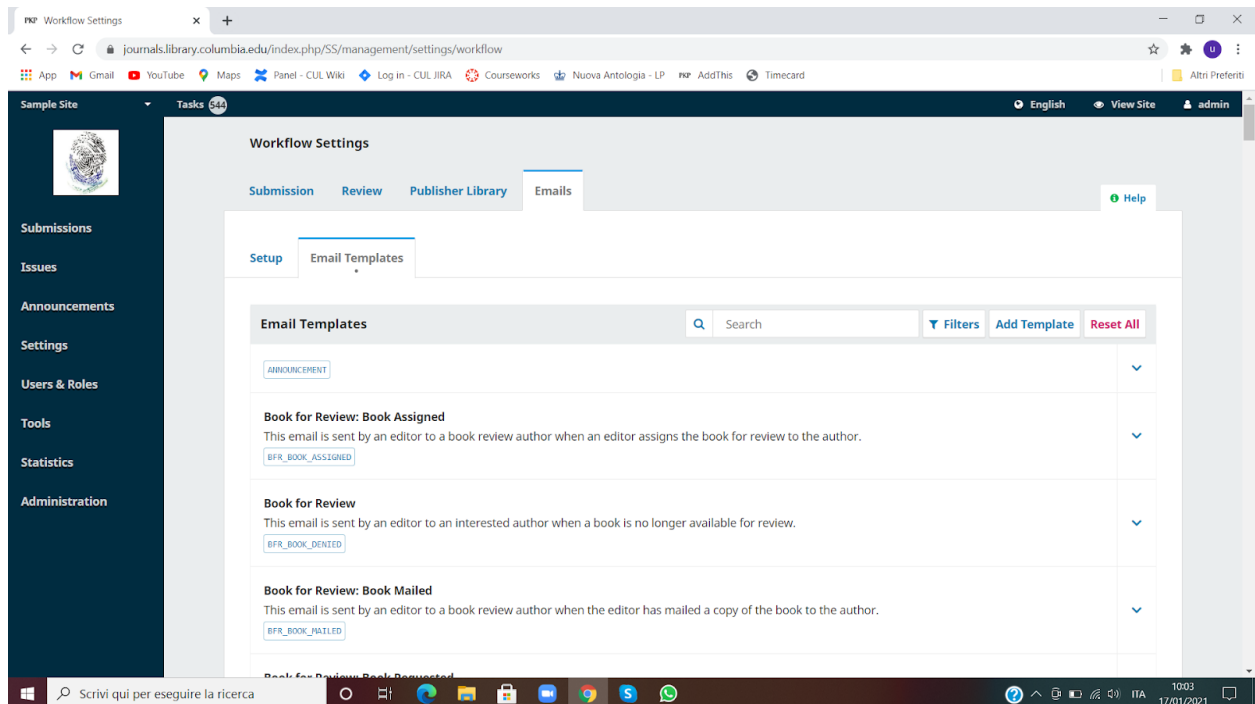
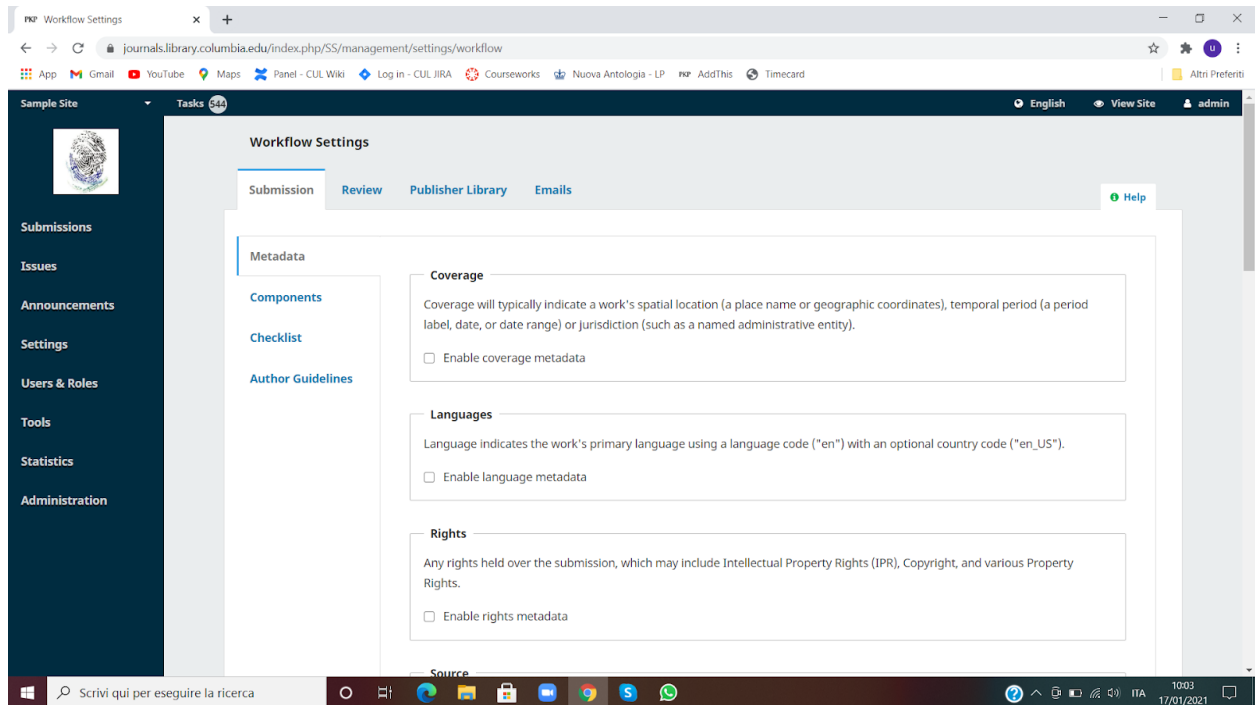


Last update: January 18, 2021

OJS Tutorial: Locate and Edit Email Templates

On OJS the email templates can be found under **Settings** → **Workflow**, then select the tabs **Emails** and **Email Templates**.



Since the many options can be confusing to navigate, we compiled **a list of the most commonly used email templates with the titles and descriptions in which they appear on OJS**. We have ordered them according to the standard phases of the publication cycle. This should help you retrieve the templates and edit their content according to your journal's needs.

Note: This is not a comprehensive list of the templates available. You should explore the OJS Workflow Settings for more.

1. Manuscript Submission

Submission Acknowledgement

[SUBMISSION_ACK](#)

This email, when enabled, is automatically sent to an author when he or she completes the process of submitting a manuscript to the journal. It provides information about tracking the submission through the process and thanks the author for the submission.

Unsuitable Submission

[SUBMISSION_UNSUITABLE](#)

This email notifies an author that his or her submission does not fit with the scope and aims of the journal.

2. Peer Review

Registration as Reviewer with `{${contextName}}`

[REVIEWER_REGISTER](#)

This email is sent to a newly registered reviewer to welcome them to the system and provide them with a record of their username and password.

Article Review Request

[REVIEW_REQUEST](#)

This email from the Section Editor to a Reviewer requests that the reviewer accept or decline the task of reviewing a submission. It provides information about the submission such as the title and abstract, a review due date, and how to access the submission itself. This message

is used when the Standard Review Process is selected in Journal Setup, Step 2. (Otherwise see REVIEW_REQUEST_ATTACHED.)

Article Review Request

[REVIEW_REQUEST_ATTACHED](#)

This email is sent by the Section Editor to a Reviewer to request that they accept or decline the task of reviewing a submission. It includes the submission as an attachment. This message is used when the Email-Attachment Review Process is selected in Journal Setup, Step 2. (Otherwise see REVIEW_REQUEST.)

Article Review Request

[REVIEW_REQUEST_ONECLICK](#)

This email from the Section Editor to a Reviewer requests that the reviewer accept or decline the task of reviewing a submission. It provides information about the submission such as the title and abstract, a review due date, and how to access the submission itself. This message is used when the Standard Review Process is selected in Journal Setup, Step 2, and one-click reviewer access is enabled.

Article Review Request

[REVIEW_REQUEST_REMIND_AUTO](#)

This email is automatically sent when a reviewer's confirmation due date elapses (see Review Options under Settings > Workflow > Review) and one-click reviewer access is disabled. Scheduled tasks must be enabled and configured (see the site configuration file).

Article Review Request

[REVIEW_REQUEST_REMIND_AUTO_ONECLICK](#)

This email is automatically sent when a reviewer's confirmation due date elapses (see Review Options under Settings > Workflow > Review) and one-click reviewer access is enabled.

Submission Review Reminder

[REVIEW_REMIND](#)

This email is sent by a Section Editor to remind a reviewer that their review is due.

Automated Submission Review Reminder

[REVIEW_REMIND_AUTO](#)

This email is automatically sent when a reviewer's due date elapses (see Review Options under Journal Setup, Step 2) and one-click reviewer access is disabled.

Automated Submission Review Reminder [REVIEW_REMIND_AUTO_ONECLICK](#)

This email is automatically sent when a reviewer's due date elapses (see Review Options under Journal Setup, Step 2) and one-click reviewer access is enabled.

Request for Review Cancelled [REVIEW_CANCEL](#)

This email is sent by the Section Editor to a Reviewer who has a submission review in progress to notify them that the review has been cancelled.

Decision on "{\$submissionTitle}" [SUBMISSION_DECISION_REVIEWERS](#)

This email notifies the reviewers of a submission that the review process has been completed. It includes information about the article and the decision reached, and thanks the reviewers for their contributions.

Note: Email templates for subsequent rounds of review and many more options are also available.

3. EDITING

Editor Decision [EDITOR_DECISION_INITIAL_DECLINE](#)

This email is sent to the author if the editor declines his submission initially, before the review stage.

Editor Decision [EDITOR_DECISION_ACCEPT](#)

This email from the Editor or Section Editor to an Author notifies them of a final decision regarding their submission.

Editor Decision [EDITOR_DECISION_DECLINE](#)

This email from the Editor or Section Editor to an Author notifies them of a final decision regarding their submission.

Editor Decision[EDITOR_DECISION_RESUBMIT](#)

This email from the Editor or Section Editor to an Author notifies them of a final decision regarding their submission.

Editor Decision[EDITOR_DECISION_REVISIONS](#)

This email from the Editor or Section Editor to an Author notifies them of a final decision regarding their submission.

Revised Version Uploaded[REVISED_VERSION_NOTIFY](#)

This email is automatically sent to the assigned editor when the author uploads a revised version of an article.

Copyediting Request[COPYEDIT_REQUEST](#)

This email is sent by a Section Editor to a submission's Copyeditor to request that they begin the copyediting process. It provides information about the submission and how to access it.

Copyediting Completed[COPYEDIT_COMPLETE](#)

This email is sent by the Copyeditor to a submission's Author to request that they review the proposed changes. It provides information about the submission and how to access it.

Copyediting Review Request[COPYEDIT_AUTHOR_REQUEST](#)

This email is sent by the Section Editor to a submission's Author to request that they proofread the work of the copyeditor. It provides access information for the manuscript and warns that this is the last opportunity the author has to make substantial changes.

4. PROOFREADING, LAYOUT, PUBLICATION

Proofreading Request[PROOFREAD_REQUEST](#)

This email from the Section Editor to the Proofreader requests that they perform proofreading of an article's galley. It provides information about the article and how to access it.

Proofreading Request (Author) [PROOFREAD_AUTHOR_REQUEST](#)

This email from the Section Editor to the Author notifies them that an article's galleys are ready for proofreading. It provides information about the article and how to access it.

Proofreading Completed [PROOFREAD_COMPLETE](#)

This email from the Proofreader to the Section Editor notifies them that the Proofreader has completed the proofreading process.

Request Galleys [LAYOUT_REQUEST](#)

This email from the Section Editor to the Layout Editor notifies them that they have been assigned the task of performing layout editing on a submission. It provides information about the submission and how to access it.

Galleys Complete [LAYOUT_COMPLETE](#)

This email from the Layout Editor to the Section Editor notifies them that the layout process has been completed.

New Issue Published [PUBLISH_NOTIFY](#)

This email is sent to registered readers via the "Notify Users" link in the Editor's User Home. It notifies readers of a new issue and invites them to visit the journal at a supplied URL.