






















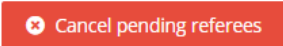
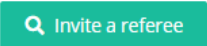
Managing invited referees

Actions on referees




Once a referee has been invited to review an article, it is listed in the referee module for this version.




The module keeps track of the status of each referee and proposes relevant actions to manage them:

Report(s) on this version				Number of expected reports		
# Referee	Invitation Date	Last Reminders	Status	Due Date	Recommendation	Actions
 Dr. Marie Dumond	12/08/2022		 Answer pending	14/08/2022		    
 Prof. Thomas Arnold	12/08/2022		 Answer pending	14/08/2022		    
 Prof. Max Car	12/08/2022		 Answer pending	14/08/2022		    


Here is the detail of each action:

	Remind the referee manually, the letter template content will adapt depending on the referee status. Note that automatic reminders may be active in your journal, please check with your Editorial Office.
	Cancel invitation if you no longer need this referee
	Acknowledge cancellation of the referee (if received outside of the system). Use with caution: as much as possible, referees should interact directly with the system.

	Acknowledge promised report from the referee (if received outside of the system). Use with caution: as much as possible, referees should interact directly with the system.
	Register a report manually (if received outside of the system). Use with caution: as much as possible, referees should interact directly with the system.
	Reinvite a canceled referee

Number of expected reports and impact on article status

For each article type, a number of expected reports can be set:

Number of expected reports <input type="text" value="2"/> 
--

This number determines the article status according to referees' answers:

- As long as **the expected number of promised reports** is not reached, the article will stay '**In search of referee**' status.
- When **the expected number of promised reports** is reached, the status will switch to '**Peer-review in progress**'.
- Finally, once all expected reports are received, the status will switch to '**Waiting editorial decision**'.

The number of expected reports depends on the article type, but can be adjusted if necessary for each article. Adjusting the number of expected reports will automatically impact the article status as described above:

Report(s) on this version		Number of expected reports <input type="text" value="2"/>				
# Referee	Invitation Date	Last Reminders	Status	Due Date	Recommendation	Actions
Dr. Marie Dumond	12/08/2022		Answer pending	14/08/2022		
Prof. Thomas Arnold	12/08/2022		Answer pending	14/08/2022		
Prof. Max Car	12/08/2022		Answer pending	14/08/2022		

✖ Cancel pending referees
🔍 Invite a referee

Reminders to referees

Reminders to referees may be either manual, or [configured to be sent automatically](#). For each referee, Nestor keeps track of the last reminder date, and the number of reminders already sent.

Report(s) on this version		Number of expected reports <input type="text" value="2"/>				
# Referee	Invitation Date	Last Reminders	Status	Due Date	Recommendation	Actions
1 Prof. Thomas Arnold	12/08/2022		Report received		Major Revision - 12/08/2022	
Dr. Marie Dumond	12/08/2022	15/08/2022	Report expected	14/08/2022		
Prof. Max Car	12/08/2022		Declined by refe...			

Revision #8

Created 17 February 2023 14:48:57 by Nestor

Updated 7 July 2025 15:03:52 by Nestor