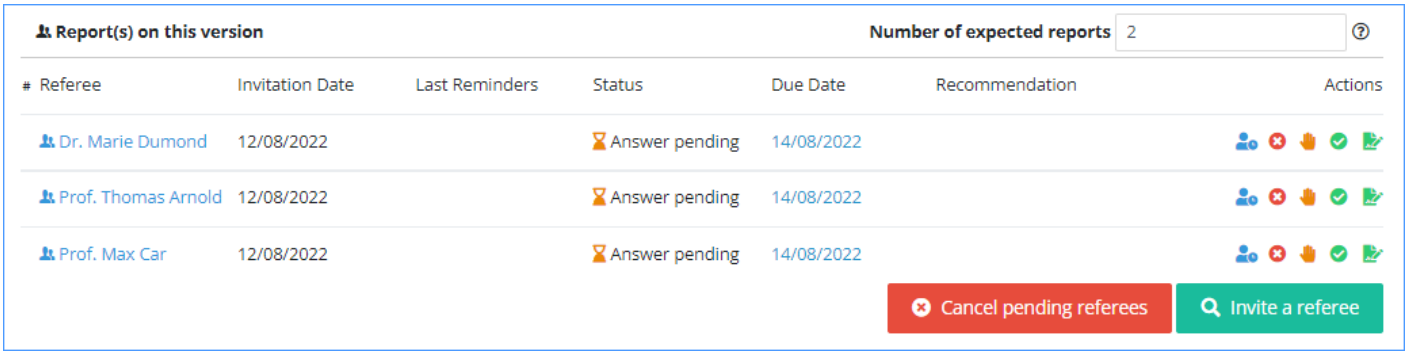
Managing invited referees

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:



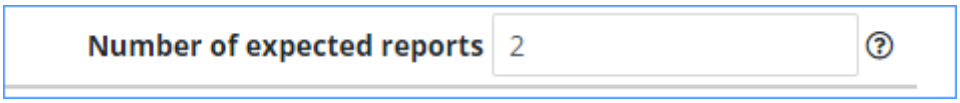
Here is the detail of each action:

	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

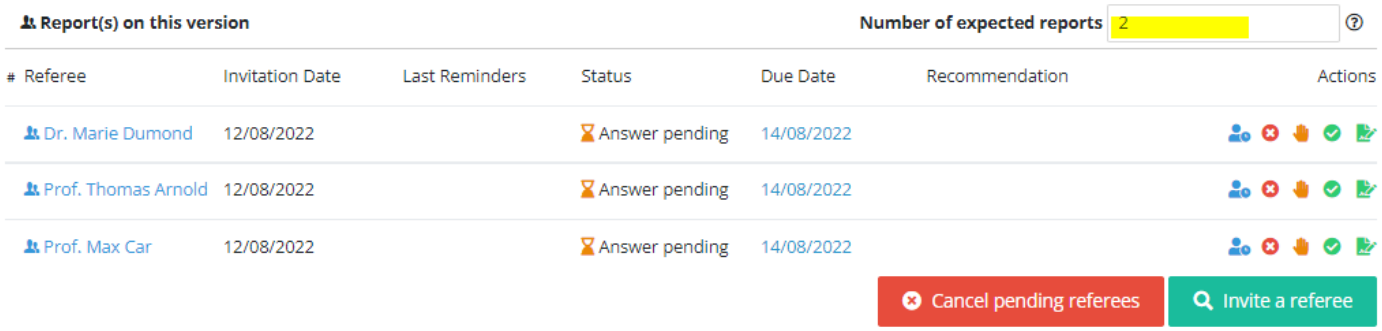
For each article type, a number of expected reports can be set:



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

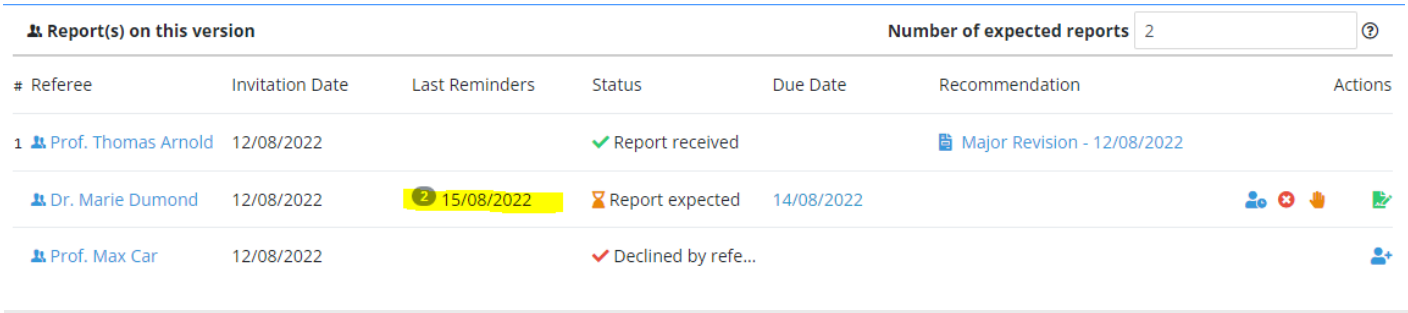
- As long as **the expected number of promised reports** is not reached, the article will stay '**In search of referee**' status.
- When **the expected number of promised reports** is reached, the status will switch to '**Peer-review in progress**'.
- Finally, once all expected reports are received,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



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.



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