

Configuration of automatic reminders

Automatic reminders are configured here, they are sorted by family of recipients:

The screenshot shows the NESTOR system interface. The left sidebar is dark blue with a white arrow pointing to the 'Automatic reminders' option. The main content area is white and titled 'REMINDERS'. At the top right of the main area is a '+ New Reminder' button. Below the title is a filter bar with three options: 'to Authors' (selected), 'to Referees', and 'to Editors'. Below the filter bar is a table with the following columns: Name, Status, Delay (in Days), Activated, and Actions. The table contains six rows of reminder configurations.

Name	Status	Delay (in Days)	Activated	Actions
Proof Reminder	Proof sent	-1d	Yes	[Edit] [Delete]
Reminder for revision before due date	Revision in progress	-1d	Yes	[Edit] [Delete]
Reminder for unfinished article after due date	Article in preparation	+1d	Yes	[Edit] [Delete]
Reminder for unfinished article before due date	Article in preparation	-1d	Yes	[Edit] [Delete]
Reminder technical check after due date	Back to authors	+1d	Yes	[Edit] [Delete]
Reminder technical check before due date	Back to authors	-1d	Yes	[Edit] [Delete]

Author and referee reminders

Author and referee reminders work similarly. Every morning after coffee, Nestor will check all articles submitted in the journal:

- for each article, Nestor evaluates if an action is expected from the author or referees
- if so --> Nestor checks the author/referee due date
- it compares today's date with with the delay configured in the reminder
- if the delay is met, Nestor triggers an automatic e-mail

Example 1 - Reminder for a revision

- In my journal, one article is in revision: the author has a due date to revise (May 17)
- The reminder configuration indicates: remind delayed author 3 days before due date
- Nestor will send an e-mail to this author on May 14 (8am), reminding him to submit his revision

Example 2 - Reminder for a referee report

- In my journal, one article is in peer review: the referee has a due date to send his report (June 12)
- The reminder configuration indicates: remind delayed referees 1 day after due date
- Nestor will send an e-mail to this referee on June 13 (8am), reminding him to upload his report

Editor reminders

Editor reminders work differently: editors usually work on several manuscripts at the same time, so it is not possible to send them one e-mail for each manuscript. Instead, Nestor will regularly send a summary of the [editor to-do list](#), in this format:

Editor reminder

Recette for ever <nestor@edpsciences.org>
Nestor

ven. 10/03/2023 08:...

Dear Editor,

Please check your To-Do list:

Awaiting assignment

[JEOS-RP20220042](#) Müller — Due date January 25
Cubic–quartic optical soliton perturbation and modulation stability analysis in polarization-controlled fibers for Fokas–Lenells equation

New submission

[JEOS-RP20220044](#) Yuan — Due date January 26
Space Debris Laser Ranging with range-gate-free Superconducting Nanowire Single-Photon Detector

In search of referee

[JEOS20220018](#) 456456 — Due date January 25
12333

[JEOS-RP20230007](#) Marx — Due date March 10
Combined Photoluminescence excitation imaging and hyperspectral measurement towards mapping of the absorption coefficient

[JEOS-RP20230010](#) Dupont — Due date March 11
Would you please fill in the configuration form I created to set up an EM site?

Note that editor reminders are configured by profile: this way you can remind different profiles using different frequencies. Typically EIC do not need to be reminded as often as Associate Editors. In the screenshot below, we can observe that:

- This reminder will send an e-mail only to Editors-in-Chief
- On May 18

- And then, every 7 days (May 25, June 1 etc.)


NEW EDITOR REMINDER


Reminder Name

Profiles Editor-in-Chief
Active editors with the selected profiles will receive this reminder. Associate Editor
 Editorial assistant
 Guest Editor

Frequency (days)

Reminder only for delayed manuscripts
The reminder will be triggered only when due date is exceeded on an article of the to-do-list.

Next reminder due 

Template letter selection 
*Select a template letter from the NEW EDITOR REMINDER EDITOR.REMINDERS.ADD.
Templates can be created and edited in the [\[mail administration\]](#).
When a reminder is triggered, Nestor will use the selected template to remind the new editor reminder.*

NB the template letter selection will propose all templates linked to the event EDITOR AUTOMATIC REMINDER. Make sure these templates include the variable `{{ editorReminderList }}`

If an editor complains about receiving too many automatic reminders, note that he/she can disable the reminders in his own account (check "[configure e-mail alerts](#)" in the editor guide).

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