

# Editable / automated e-mails

E-mails are the primary mean of communication through Nestor:

- Authors and editors may not check the sytem regularly, and overlook their to-do list.
- Referees may not have an active account, and by nature will take action only when prompted by e-mail

Consequently, understanding and properly configuring the mail engine will ensure your users are timely informed of their ongoing workload.

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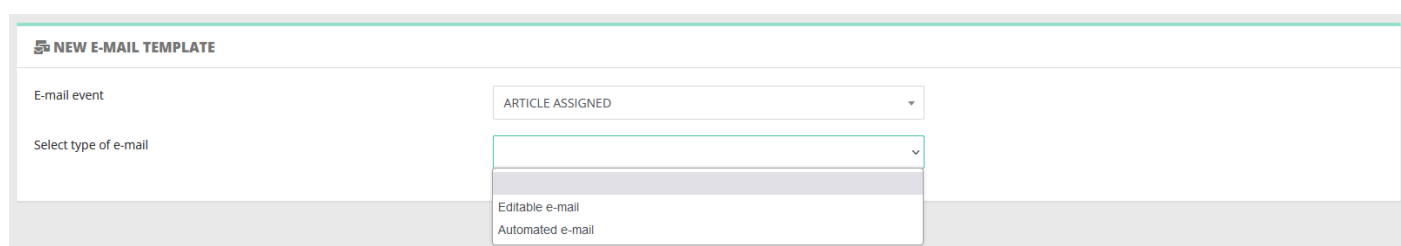
## Actions & types of e-mails

When people work in Nestor, the system will detect important events and generate e-mails according to your configuration.

E-mails can be of two types:

- Editable e-mails
- Automated e-mails

Some events only generate editable e-mails, while others only generate automated e-mails. A few events can generate both types. In those rare cases, Nestor will guide you during the template creation:



The screenshot shows a form titled "NEW E-MAIL TEMPLATE". It has two main sections. The first section is labeled "E-mail event" and contains a dropdown menu with "ARTICLE ASSIGNED" selected. The second section is labeled "Select type of e-mail" and contains a dropdown menu with "Editable e-mail" and "Automated e-mail" as options.

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## Editable e-mails

Editable e-mails are triggered when a user wants to specifically get in touch with another user. Most common cases are:

- the Editor-in-Chief assigns an associate editor

- the associate editor invites a referee
- the associate editor requests a revision to the authors

Several templates can be linked to the same event. In this case, the user will have to select which template is the most relevant for the situation:

### MESSAGE FROM EDITOR TO AUTHOR ✕

<a href="#">Author informed of acc. proposal</a>	<a href="#">✎ Edit</a>
<a href="#">Cover page proposed to author</a>	<a href="#">✎ Edit</a>
<a href="#">Data policy</a>	<a href="#">✎ Edit</a>
<a href="#">Data to CDS</a>	<a href="#">✎ Edit</a>
<a href="#">Page charges information</a>	<a href="#">✎ Edit</a>
<a href="#">Request for CDS data</a>	<a href="#">✎ Edit</a>

After selecting the relevant template, the user has access to an editing box, where the template can be corrected before sending the mail:

## MESSAGE FROM EDITOR TO AUTHOR



Cover page proposed to author

Edit

Recipient

[Redacted recipient name]

Subject

2022-45112: possible cover page

Content

Our Ref. : 2022-45112  
Title: Utilization of convolutional neural networks for finding water on Mars  
Authors: N. Boes et al.

Dear Mr. Boes,

Your recently accepted paper 2022-45112 contains material which appears suitable for such a front page illustration.

If you are interested by this possibility, please provide us with an EPS version (or a high-quality pdf) of Fig. ### of that paper coded in the RGB color scheme and a caption of 50 characters at most, explaining the scientific relevance of the figure in terms understandable to astronomers working in other fields of research.

Send

## Automated e-mails

Some specific events will trigger automatic e-mails. Most common cases are:

- the author submits his revision > can trigger an automatic mail to the current editor
- the referee declines the invitation to review > can trigger an automatic mail to the current editor
- the article is published online > can trigger an automatic mail to the corresponding author, or a co-author

The following events are used by the system for account management. Please take caution when editing templates linked to these:

<b>Name of the event</b>	<b>Description</b>
USER_REGISTRATION	E-mail sent when an author creates his account
USER_REGISTRATION_ON_BEHALF	E-mail sent when the editorial office creates an account for someone else
USER_UPDATE_EMAIL	E-mail sent when a user updates his mail address (= login)
USER_CHANGE_PASSWORD	E-mail sent to a user requesting a password reset

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