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| --- | --- |
| Sample Email | Email Key/ Template Name on OJS |
| S01 | Submission Ack |
| S02 | Review Request/ Request Attached |
| S03 | Submission Unsuitable |
| S04 | Review Remind |
| S05 | Editor Decision Revisions |
| S06 | Submission Ack\* |
| S07 | Review Remind |
| S08 | Review Request Subsequent |
| S09 | Editor Decision Accept |
| S10 | Editor Decision Accept |

# KEY: SUBMISSION\_ACK

SUBJECT: Submission Acknowledgement

BODY:

Re2: Received - {$contextName}

Dear {$authorName}:  
  
{$submissionTitle}

We acknowledged receipt of your submission of the manuscript. Thank you for your considering WIJE to publish your work.

We will communicate with you once the peer review is complete. If you have any queries on your paper submission and review status, please kindly let us know.

Submission URL: {$submissionUrl}  
Username: {$authorUsername}  
  
{$editorialContactSignature}

# KEY: REVIEW\_REQUEST

SUBJECT: Article Review Request

BODY:

Re: Greetings - Invitation to Review an Article for WIJE

Dear {$reviewerName},

Ref: Manuscript entitled: {$submissionTitle}

Greetings.

You are cordially invited to review the captioned manuscript for The West Indian Journal of Engineering (WIJE).

We realise that our expert reviewers greatly contribute to the high standards of the Journal, and we thank you for your present and future participation.

We will be pleased to receive your review at your earliest convenience although it will be most helpful if the review can be completed by {$reviewDueDate}.

All communications regarding this manuscript are privileged. You will be anonymous at all times, unless you request otherwise, and any conflict of interest, suspicion of duplicate publication, fabrication of data or plagiarism should immediately be reported to us.

We have tried our best efforts to meet the tight publication schedule for the forthcoming Volume.  If you for any reasons are not able to review the manuscript, we would be grateful if you could kindly reply us by {$responseDueDate}**.**

The web site is [Here](https://snickdx.me/ojs/index.php/testj/management/settings/%7B$contextUrl%7D)

If you do not have your username and password for the journal's web site, you can use [this](https://snickdx.me/ojs/index.php/testj/management/settings/%7B$passwordResetUrl%7D) link to reset your password (which will then be emailed to you along with your username).  
  
Submission URL: [Here](https://snickdx.me/ojs/index.php/testj/management/settings/%7B$submissionReviewUrl%7D)  
  
We thank you in advance for evaluating this manuscript.

# KEY: SUBMISSION\_UNSUITABLE

SUBJECT: Unsuitable Submission

BODY:

Dear {$authorName},

Re: Notification of Review Status - WIJE Paper {$contextName}

{$contextName}

On behalf of the Journal’s Publications and Editorial Board, we are sorry to inform you that your paper has **not**been accepted for possible publication at WIJE, with respect to the comments and suggestions from reviewer.

We attached the reviewers’ feedback and your submitted manuscript for your record. We thank you again for your consideration of publishing your research work at WIJE.

{$editorialContactSignature}

# KEY: REVIEW\_REMIND

SUBJECT: Submission Review Reminder

BODY:

Re\*\*: Gentle Reminder: Review for the WIJE

{$reviewerName}

Ref: **{$submissionTitle}**

This e-mail is a gentle reminder that your review for {$contextName} is due by {$reviewDueDate}. The authors are naturally anxious about the progress on the paper, and I would appreciate your help in expediting the review process

Please do not hesitate to contact us if you need any additional information.

If you do not have your username and password for the journal's web site, you can use this link to reset your password (which will then be emailed to you along with your username). [{$passwordResetUrl}](https://snickdx.me/ojs/index.php/testj/management/settings/%7B$passwordResetUrl%7D)  
  
Submission URL: [{$submissionReviewUrl}](https://snickdx.me/ojs/index.php/testj/management/settings/%7B$submissionReviewUrl%7D)

{$editorialContactSignature}

# KEY: EDITOR\_DECISION\_REVISIONS

SUBJECT: Editor Decision

BODY:

Re: Notification of Review Status for WIJE Paper

Dear Authors,

Paper entitled: {$submissionTitle}

On behalf of Journal’s Publications and Editorial Board, we would like to inform you that we have completed the peer-review of your paper submitted to {$contextName}. The paper has been marginally **considered** for possible inclusion in The West Indian Journal of Engineering, WIJE, **subject to the satisfactory revision of the manuscript**.

We would be grateful if you could kindly reply us whether you would like to revise your paper for re-submission with respect to the reviewers’ comments and also the justification of the present paper submission.

We greatly appreciate your consideration of publishing your research work in this Journal.

With best wishes and regards,

{$editorialContactSignature}

# KEY: REVIEW\_REQUEST

SUBJECT: Article Review Request

BODY:

Re: Greetings - Invitation to Review an Article for WIJE

Dear {$reviewerName},

Ref: Manuscript entitled: {$submissionTitle}

Greetings.

You are cordially invited to review the captioned manuscript for The West Indian Journal of Engineering (WIJE).

We realise that our expert reviewers greatly contribute to the high standards of the Journal, and we thank you for your present and future participation.

We will be pleased to receive your review at your earliest convenience although it will be most helpful if the review can be completed by {$reviewDueDate}.

All communications regarding this manuscript are privileged. You will be anonymous at all times, unless you request otherwise, and any conflict of interest, suspicion of duplicate publication, fabrication of data or plagiarism should immediately be reported to us.

We have tried our best efforts to meet the tight publication schedule for the forthcoming Volume.  If you for any reasons are not able to review the manuscript, we would be grateful if you could kindly reply us by {$responseDueDate}**.**

The web site is [Here](https://snickdx.me/ojs/index.php/testj/management/settings/%7B$contextUrl%7D)

If you do not have your username and password for the journal's web site, you can use [this](https://snickdx.me/ojs/index.php/testj/management/settings/%7B$passwordResetUrl%7D) link to reset your password (which will then be emailed to you along with your username).  
  
Submission URL: [Here](https://snickdx.me/ojs/index.php/testj/management/settings/%7B$submissionReviewUrl%7D)  
  
We thank you in advance for evaluating this manuscript.

# KEY: EDITOR\_DECISION\_ACCEPT

SUBJECT: Editor Decision

BODY:

{$authorName}:  
  
We have reached a decision regarding your submission to {$contextName}, "{$submissionTitle}".  
  
Our decision is to: Accept Submission  
  
{$editorialContactSignature}

# KEY: REVIEW\_REQUEST\_SUBSEQUENT

SUBJECT: Article Review Request

BODY:

Dear {$reviewerName},

Ref: {$submissionTitle}

Following your comments on the above paper, the corresponding author has now submitted a revised manuscript. We would be most grateful if you could accept our invitation to serve for the second Stage of peer review and would please let us have your comments on the revision.

If for any reason that you may not be able to review the revised manuscript or are not willing to undertake the review, please kindly let us know as soon as possible. You may e-mail us with your reply.

The authors are naturally anxious about the progress on the paper, and we would appreciate your help in expediting the review process. We look forward to receiving your completed reviewer's report by {$reviewDueDate}

We thank you in advance for your assistance. We realise that our expert reviewers greatly contribute to the high standards of the Journal, and we thank you for your present and future participation.

 The web site is {$contextUrl}

Submission URL: {$submissionReviewUrl}

Best wishes and regards,

{$editorialContactSignature}

**SAMPLE 9**

Re: Notification of Manuscript Status for WIJE  
Dear {$authorName}

Ref. Paper {$submissionTitle}

On behalf of the Journal’s Publications and Editorial Board, we would like to inform you that your paper has been provisionally considered for possible inclusion in *The West Indian Journal of Engineering*, WIJE.

We attached a Draft of the proofs (with editorial changes) for your checking. You are asked to

1. Check the list of references (page 6), and ensure all items have been referred to in the text, and otherwise, remove them from the list.
2. Check/Provide the missing information as indicated in yellow ?? in pages 1, and 5-7.

May we ask you to indicate your amendments using one of the following:

 Please **use the “Track Changes” function** of MS Word to make changes. (This allows us to track all the changes made by you). OR

List the corrections/amendments in **a separate MS Word file** (indicate the page number, paragraph or line one by one.

We greatly appreciate your consideration of publishing your research work at this Journal, and look forward to hearing from you within **One Week** of this e-mail.

{$editorialContactSignature}

**SAMPLE 10**

Re\*\*: Proofs of Manuscript for Checking & Return of Author Agreement Form

Dear Authors,

{$submissionTitle}

On behalf of the Journal’s Publications and Editorial Board, we would like to inform you that your paper has been accepted for inclusion in {$contextName}.

We attached the camera proofs of your paper for inclusion in the Journal, and a copy of the Author Agreement Form for you to complete in the due course. Please simply print the attached form for your signature(s) and then e-mail back a scanned copy of your completed form to us (or by fax 1-662-2002 4414).

Please kindly check the paper and confirm acceptance of the changes (or any disagreements). If there are any disagreements and/or further changes, may we ask you to indicate your amendments using one of the following:

• list the corrections/amendments in e-mail and/or MS Word file (indicate the page number, paragraph or line one by one.

• copy a portion of the text that needs correcting so we can locate them making the implementation of corrections more accurate.

• make annotations on the PDF

It is important that you email confirmation of your acceptance of the proof and/or any amendments/changes with **1 week** of this e-mail.

It is the policy of the WIJE not to publish any papers unless final approval of the edited copy and a completed Author Agreement Form has been returned from the author(s).

Where there is more than one author, please indicate who the corresponding author is if not already shown and kindly respond to any queries in the paper.

We greatly appreciate your consideration of publishing your research work with us in this Journal. Many thanks.

{$editorialContactSignature}

**SAMPLE 11**

Re2: Acknowledgement of Receipt – Author Agreement Form

Dear Authors,

Ref.{$submissionTitle}

We acknowledged receipt of the signed Author Agreement Form, with thanks. Attached please find a copy of the manuscript for your record. The paper is to be scheduled for printing for {$contextName}.

We will **have the final step of copy editing before publishing the paper**. We will keep you informed of the publication status and the page numbers and range of your paper (once the information is available).

We thank you again for publishing your research work in this Journal.

{$editorialContactSignature}

**SAMPLE 12**

Re: Copy-Editing Version of Manuscript for Proofreading

Dear {$authorNamne},

Ref. Paper: {$submissionTitle}

We have just completed a copy-editing of your manuscript that is to be included in {$contextName}.

We attached the working proofs (with track changes) of the manuscript for your checking. Please kindly check the proofs and confirm your acceptance of the changes (or any disagreements).

May we ask you to indicate your revisions/amendments using the following:

 Accept those marked/suggested changes that you agree.

Use the “Track Changes” function of MS Word to indicate any of your disagreements and/or make changes. (This allows us to track all the disagreements and/or changes made by you). OR, list the corrections and revisions/amendments in **a separate MS Word file** (indicate the page number, paragraph or line one by one.

You are requested to return your proofread/revised version of manuscript in MS-Word (NO pdf format) by **Monday 23 January 2017**.

{$editorialContactSignature}

**SAMPLE 13**

Re2: Acknowledgement of Receipt – Return of Copy Editing Proofs

Dear {$authorName},

${submissionTitle}

We thank you for your confirming the Copy Editing Proofs. We attached the camera proofs of your paper (after the Copy Editing) for inclusion in the Journal, We have incorporated the changes into the Proofs. Please kindly check the paper and confirm acceptance of the changes (or any disagreements) within 2 days of this e-mail.

If there are any disagreements and/or further changes, may we ask you to indicate your amendments using one of the following:

• list the corrections/amendments in e-mail and/or MS Word file (indicate the page number, paragraph or line one by one.

• copy a portion of the text that needs correcting so we can locate them making the implementation of corrections more accurate.

• make annotations on the PDF

Your paper is to be scheduled for printing for WIJE, Vol.39, No.2, January 2017.

We will keep you informed of the publication status and the page numbers and range of your paper (once the information is available).

We thank you again for publishing your research work at this Journal.

{$editorialContactSignature}