Dear Chris, Chris, Andrew, and Jeffrey,

Thank you for your team’s amazing work on this project!  Below please find some of the information we discussed, but please contact me anytime should you need any additional information.

**General Comments**

* Please use either “Title Case” or “Sentence case” throughout.
  + For example, “Select article type:” is in “Sentence case” whereas “First Author” is in “Title Case.”
  + Either is fine, but one should be chosen, and it should be kept consistent throughout.
* A unique ID number for each submission could be handy, if possible.
  + Our current ID numbers look as follows: **JBIN-14-00127R2**
  + The “JBIN” identifies the paper as submitted to the *Journal of Bioethical Inquiry*.
  + The “14” refers to the year the paper was first submitted. (This — or even the full date of submission — is very handy, as we can keep track of how long a paper has been in the system.)
  + The “00127” is just the automatic (sequential) number.
  + The “R” indicates that it is a revision; the “2” indicates that this is the second revision. Thus, this paper has been through two rounds of peer review.
* We don’t have to use the same system. It would be nice to have at least:
  + JBIN or JBI in the ID, so authors remember where they submitted the paper.
  + Some kind of date. If an automatic date or date/time can be generated, this could be used as the unique ID (with no need for a sequential number).

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* Automated unique ID number (as possible)
* Title of submission
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  + This (1) creates a “record” in the system of the decision on a paper (whether the decision is to “Accept” or “Reject After Review” or to send it back to the authors for “Major Revisions” and another round of review, etc.).
  + This then (2) calls up an e-mail template (that includes the Peer Reviewer comments) that the Editor in Chief can send to the authors notifying them of the status of their manuscript. (Please see attached e-mail templates.)

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  + Manuscripts submitted to the *Journal of Bioethical Inquiry* must be offered exclusively to the journal.  If a submitted article overlaps considerably with previously published articles or articles concurrently submitted elsewhere, copies of these should be included with the submitted manuscript.
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  + Please include any additional comments, as necessary, below.