**Letter to Invite a Peer Reviewer**

**Subject line:** Request for Peer Review from the Journal of Bioethical Inquiry

Dear Dr./Prof. %LAST\_NAME%,

We have not formally met, but because of your expertise as well as experience in bioethics, I would like to invite you to be a reviewer of the following manuscript that has been submitted to the *Journal of Bioethical Inquiry*.

As you may know, the *Journal of Bioethical Inquiry* (<http://bioethicalinquiry.com/>) is an international and interdisciplinary peer-reviewed publication whose mission is to create a forum for dialogue across conventional academic boundaries and for exploring ethical, cultural, social, and legal perspectives in medicine, healthcare, the life sciences, and biotechnology. We like to invite reviewers who have expertise in a submission’s specific topic area as well as beyond the specific topic area.

Your name was raised as an expert in this particular area.

The paper’s abstract as well as instructions for accepting or declining this invitation are included below.

I appreciate your consideration. If you have any questions, please do not hesitate to contact the *JBI* (<http://bioethicalinquiry.com/>). Further information for reviewers is available from the *JBI* website at

<http://bioethicalinquiry.com/submissions/reviewers/>.

With kind regards,

%ASSOC\_ED\_REALNAME%

To decline this invitation to review, please reply to this e-mail. As possible, we would appreciate names of potential reviewers you might know in this area, perhaps colleagues or research collaborators.

Manuscript Number: %MS\_NUMBER%

Title: %ARTICLE\_TITLE%

Abstract: %Abstract%

To accept this review, please visit this website: **%ADD WEBSITE URL HERE%**

Your Login: **%Add Here%**

Your Password: **%Add Here%**

**Letter to Un-Invite Reviewer**

**Subject line:** Request for Peer Review from the Journal of Bioethical Inquiry

Dear Dr./Prof. %LAST\_NAME%,

As you will recall, you kindly agreed to review the following manuscript:

Manuscript Number: %MS\_NUMBER%

Title: %ARTICLE\_TITLE%

We have currently received the other invited reviews on this paper and, in the interest of getting feedback to the authors, we are ready to submit a decision. If you have not already begun your review, I am happy to relinquish you from this task with our sincerest thanks for your time. If you have begun your review, you may send it to me when you are ready, and I will ensure that the authors receive your (blinded) comments and suggestions.

I wish to thank you for your kind participation, and I hope we may call up on your expertise some other time.

Thank you very much.

Sincerely,

%ASSOC\_ED\_REALNAME%

**Letter to Authors (major revisions)**

**Subject line:** Your Manuscript Submitted to the JBI (Revisions Requested)

Dear Dr./Prof. %LAST\_NAME%,

We have received the reports from our advisers on your manuscript, “%ARTICLE\_TITLE%,” which you submitted to the *Journal of Bioethical Inquiry* (<http://bioethicalinquiry.com/>).

I am writing to advise you that, while your manuscript is currently not acceptable for publication, it is possible that it may become so with revisions. I would like to invite you to revise and re-submit this manuscript, attending to the reviewers’ comments at the bottom of this message.

When you submit your revised manuscript, could you please outline in a covering letter how you have responded to the reviewers’ comments?

Also, please note that the resubmitted manuscript should comply with the *JBI*’s referencing system and formatting, which can be located at <http://bioethicalinquiry.com/jbi-style-guide/references/> and <http://bioethicalinquiry.com/jbi-style-guide/formatting/>. In general, please use in-text citations (not footnotes) within the body of the article, and when formatting references, please use “Sentence case” and not “Title Case” for titles of books and articles and include both the volume AND issue number for journal citations, etc. Examples of several kinds of in-text citations and references are available on our website at the links provided.

As applicable, our publisher also discourages footnotes and endnotes and prefers that they are limited to no more than six (6).

In order to submit your revised manuscript, please visit this website: **%ADD WEBSITE URL HERE%**

Your Login: **%Add Here%**

Your Password: **%Add Here%**

We look forward to receiving your revised manuscript.

With kind regards,

%ED\_REALNAME%

Comments for author(s):

Handling Editor: %ASSOC\_ED\_COMMENTS%

Reviewer Comments: %REVIEWER1\_COMMENTS%

Reviewer Comments: %REVIEWER2\_COMMENTS%

**Letter to Authors (minor revisions)**

**Subject line:** Your Manuscript Submitted to the JBI

Dear Dr./Prof. %LAST\_NAME%,

We have received the reports from our advisers on your manuscript, “%ARTICLE\_TITLE%,” which you submitted to the *Journal of Bioethical Inquiry* (<http://bioethicalinquiry.com/>).

I am pleased to inform you that it has been accepted for publication, on condition you attend to minor revisions (see reviewers’ assessments at the end of this message) as well as any needed reference/stylistic revisions.

In order to submit your revised manuscript, please visit this website: **%ADD WEBSITE URL HERE%**

Your Login: **%Add Here%**

Your Password: **%Add Here%**

When you submit your revised manuscript, please use “track changes” and outline in a covering letter how you have responded to the reviewers’ comments.

Also, please note that the resubmitted manuscript should comply with the *JBI*’s referencing system and formatting, which can be located at <http://bioethicalinquiry.com/jbi-style-guide/references/> and <http://bioethicalinquiry.com/jbi-style-guide/formatting/>. In general, please use in-text citations (not footnotes) within the body of the article, and when formatting references, please use “Sentence case” and not “Title Case” for titles of books and articles and include both the volume AND issue number for journal citations, etc. Examples of several kinds of in-text citations and references are available on our website at the links provided.

As applicable, our publisher also discourages footnotes and endnotes and prefers that they are limited to no more than six (6).

I am looking forward to receiving your revised manuscript.

With kind regards,

%ED\_REALNAME%

Comments for author(s):

Handling Editor: %ASSOC\_ED\_COMMENTS%

Reviewer Comments: %REVIEWER1\_COMMENTS%

Reviewer Comments: %REVIEWER2\_COMMENTS%

**Letter to Authors (accept but wait for edited version)**

**Subject line:** Your Manuscript Submitted to the JBI

Dear Dr./Prof. %LAST\_NAME%,

We are pleased to inform you that your manuscript, “%ARTICLE\_TITLE%,” has been accepted for publication in the *Journal of Bioethical Inquiry* (<http://bioethicalinquiry.com/>).

We next will send your paper to our copy editor. Both our copy editor and I will review your paper and, once copy-edited, I will contact you via e-mail so that you may review, confirm, and/or adjust any changes we have made and clarify any questions we may have.

Please remember to quote the manuscript number, “%ARTICLE\_TITLE%,” whenever inquiring about your manuscript, and do not hesitate to contact me with any questions or concerns.

We look forward to publishing your paper.

With best regards,

%ED\_REALNAME%

**Letter to Authors (revise before review)**

**Subject line:** Your Manuscript Submitted to the JBI

Dear Dr./Prof. %LAST\_NAME%,

I have received the decision from the Handling Editor on your manuscript, “%ARTICLE\_TITLE%,” which you submitted to the *Journal of Bioethical Inquiry* (<http://bioethicalinquiry.com/>).

Based on the advice received, the Handling Editor has decided that your manuscript will be reconsidered after you have carried out the suggested corrections.

Below, please find these comments for your perusal.

In order to submit your revised manuscript, please visit this website: **%ADD WEBSITE URL HERE%**

Your Login: **%Add Here%**

Your Password: **%Add Here%**

Also, please note that the resubmitted manuscript should comply with the *JBI*’s referencing system and formatting, which can be located at <http://bioethicalinquiry.com/jbi-style-guide/references/> and <http://bioethicalinquiry.com/jbi-style-guide/formatting/>. In general, please use in-text citations (not footnotes) within the body of the article, and when formatting references, please use “Sentence case” and not “Title Case” for titles of books and articles and include both the volume AND issue number for journal citations, etc. Examples of several kinds of in-text citations and references are available on our website at the links provided.

As applicable, our publisher also discourages footnotes and endnotes and prefers that they are limited to no more than six (6).

We are looking forward to receiving your revised manuscript.

With kind regards,

%ED\_REALNAME%

Comments for author(s):

Handling Editor: %ASSOC\_ED\_COMMENTS%

Reviewer Comments: %REVIEWER1\_COMMENTS%

Reviewer Comments: %REVIEWER2\_COMMENTS%

**Letter to Authors (reject without review)**

**Subject line:** Your Manuscript Submitted to the JBI

Dear Dr./Prof. %LAST\_NAME%,

We have received the decision from the Handling Editor on your manuscript, “%ARTICLE\_TITLE%,” which you submitted to the *Journal of Bioethical Inquiry* (<http://bioethicalinquiry.com/>).

With regret, I must inform you that the Handling Editor has decided that your manuscript cannot be accepted for publication in the *Journal of Bioethical Inquiry* at this time.

Below, please find comments for your perusal.

I would like to thank you very much for forwarding your manuscript to us for consideration and wish you every success in finding an alternative place of publication.

With kind regards,

%ED\_REALNAME%

Comments for author(s):

Handling Editor: %ASSOC\_ED\_COMMENTS%

Reviewer Comments: %REVIEWER1\_COMMENTS%

Reviewer Comments: %REVIEWER2\_COMMENTS%

**Letter to Authors (reject after review)**

**Subject line:** Your Manuscript Submitted to the JBI

Dear Dr./Prof. %LAST\_NAME%,

We have received the decision from the Handling Editor on your manuscript, “%ARTICLE\_TITLE%,” which you submitted to the *Journal of Bioethical Inquiry* (<http://bioethicalinquiry.com/>).

With regret, I must inform you that, based on the advice received, the Editors have decided that your manuscript cannot be accepted for publication in the *Journal of Bioethical Inquiry* at this time.

Below, please find the reviewers’ comments for your perusal.

I would like to thank you very much for forwarding your manuscript to us for consideration and wish you every success in finding an alternative place of publication.

With kind regards,

%ED\_REALNAME%

Comments for author(s):

Handling Editor: %ASSOC\_ED\_COMMENTS%

Reviewer Comments: %REVIEWER1\_COMMENTS%

Reviewer Comments: %REVIEWER2\_COMMENTS%