Manuscript Invitations

Key Takeaways & Contents

→ Manuscript invitations come through email
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→ You always have the choice to accept or decline invitations
  Go to: Responding to Manuscript Invitations
MANUSCRIPT INVITATION ANATOMY

Manuscript invitations are sent to you by email. Please ensure emails from water@plos.org or em@editorialmanager.com are not marked as spam.

Below is the template that most invitations follow. There are variations of this depending on the type of manuscript and any previous history. Please read these invitations carefully before responding.

Subject: PLOS Water: Invitation to handle manuscript [%MS_NUMBER%]

Body:
Dear %TITLE% %LAST_NAME%,

We would like to invite you to act as the Academic Editor for the following manuscript:

Manuscript Number: %MS_NUMBER%
Title: %ARTICLE_TITLE%
Author List: %ALL_AUTHORS%

If you would like to view this submission, click this link to access your "New Invitations" folder in Editorial Manager: Log in to New Invitations Folder. Please accept or decline this assignment within 24 hours.

**PLOS invites authors to publish the peer review history of their articles. Please note that, if this manuscript is accepted for publication and the authors opt-in to publishing the peer review history, all decision letters - which may include comments from you as the Academic Editor - will be published, along with the authors’ responses to reviewer comments**

To ACCEPT to handle this paper, please click: Accept Editor Invitation
*Please note; if another Academic Editor has agreed to handle the manuscript the link will not appear on your homepage.*

To DECLINE to handle this paper, please click: Decline Editor Invitation

Please contact us if you have any questions.

Kind regards,
PLOS Water
water@plos.org

Keywords: %KEYWORDS%
Abstract: %ABSTRACT%

You can decline an invitation directly from your email. Clicking this link will navigate you to Editorial Manager where you can enter a decline reason.

This is always the best email to contact with questions at any stage of a manuscript. Questions will get routed to the appropriate contact.

Invitation subject lines typically start with “PLOS” and contain the manuscript number

Text bookended with % signs is auto-filled

Check the author list to see if you have a competing interest. If so, please decline to handle the manuscript.

You can click this link to go to Editorial Manager where you can:
- download the full submission (the keywords and abstract are in the invitation below)
- accept or decline the invitation (This is useful if you have multiple invitations to respond to)

On behalf of the authors, we ask that you respond as soon as possible to either accept the invitation or decline so the next editor in the queue may be invited.

This is information about published peer review history.

You can accept an invitation directly from your email. Clicking this link will navigate you to Editorial Manager, where you can then take action on the paper.

Academic Editors are invited in queues. Invitations are paced out in batches automatically by Editorial Manager or triggered when an AE earlier in the queue declines the invitation. It sometimes happens that another editor has already accepted the invitation before you had the chance to respond.
RESPONDING TO MANUSCRIPT INVITATIONS

Below is a typical peer review timeline and guidance to help you decide whether to accept or decline an invitation.

<table>
<thead>
<tr>
<th>Consider accepting an invitation when...</th>
<th>Consider declining an invitation when...</th>
</tr>
</thead>
<tbody>
<tr>
<td>→ You have time to handle the submission all the way through to a final decision</td>
<td>→ You are too busy, either with external commitments or with other PLOS assignments</td>
</tr>
<tr>
<td>→ It’s in your area of expertise*</td>
<td>→ It’s outside your area of expertise*</td>
</tr>
<tr>
<td>→ You have no competing interests</td>
<td>→ You have a real or perceived competing interest</td>
</tr>
<tr>
<td>→ It’s not suitable for peer review**</td>
<td></td>
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</table>

* Due to the interdisciplinarity of *PLOS Water*, it’s possible that you’ll receive invitations that are outside your core area of expertise. If you feel confident enough that you can identify suitable reviewers and put their comments in context for the authors, we suggest accepting the invitation and prioritizing comprehensive expertise in the reviewer panel. On the other hand, if you do not feel able to identify reviewers with the necessary expertise or are concerned about your ability to interpret their comments, please decline the invitation.

** If you feel a manuscript is not suitable to send out for peer review, it’s in your area of expertise, and you have the time, we ask that you accept the invitation and issue a reject decision citing the appropriate publication criteria. This helps the authors receive swift feedback and decide on the next steps for their manuscript.
Setting Expectations

→ You are not expected to accept all invitations that are sent to you. If you do accept an invitation, please handle the manuscript through to a final decision.

→ On behalf of the authors, we do ask that you respond to invitations (accept/decline to handle a manuscript) as soon as possible.

→ Please let us know if you are having a poor experience with invitations: you may be receiving too many, too few, or those frequently far outside of your expertise. Contact us at water@plos.org

Proceed to Initial Evaluation

More Resources for Editors

Need help? Contact water@plos.org