

Uninviting Reviewers

There are times when you may need to remove a reviewer from a manuscript. There are a couple of ways to do this.

The first method is to remove them using the reviewer list on the invite/select/assign reviewers tabs. Simply hit the blue X button in the “remove” column. This will open an email to notify them of their removal, which you may edit or personalize as needed. This email must be sent to complete the removal. If you close the email before sending, the reviewer will not be removed.

The second method is to remove them using the reviewer list on the manuscript information tab. Simply scroll down until you see their name on the reviewer list and click the blue X button in the “remove column.” The process is otherwise the same.

If the emails are not opening, it may be because of your pop-up blocker settings. For more information about this, please see our FAQ page about pop-up blocker settings.