

Editorial Decision Letter Templates

Adaptable language for fair, clear and evidence-based decisions

Replace bracketed text and synthesize reviewer comments. Do not simply forward contradictory reports without editorial guidance.

Accept

Subject: Decision on manuscript [ID] - Accept

Dear [CORRESPONDING AUTHOR],

We are pleased to accept "[TITLE]" for publication in [JOURNAL]. The manuscript has satisfied the journal's editorial and peer-review requirements. Our production team will contact you regarding copyediting and proofs.

Editorial synthesis / required actions:

1. [Essential point]
2. [Essential point]
3. [Supporting point]

Sincerely,

[EDITOR NAME]

[ROLE], [JOURNAL]

Minor revision

Subject: Decision on manuscript [ID] - Minor revision

Dear [CORRESPONDING AUTHOR],

Your manuscript "[TITLE]" has merit and may be suitable for publication after minor revision. Please address the points listed below and submit a clean manuscript, a tracked-changes copy and a point-by-point response by [DATE].

Editorial synthesis / required actions:

1. [Essential point]
2. [Essential point]
3. [Supporting point]

Sincerely,

[EDITOR NAME]

[ROLE], [JOURNAL]

Major revision

Subject: Decision on manuscript [ID] - Major revision

Dear [CORRESPONDING AUTHOR],

The reviewers and editor identify a potentially valuable contribution, but substantial issues must be resolved before a publication decision can be made. A revised submission is not a guarantee of acceptance. Please respond to every point, explain any disagreement respectfully and indicate exact changes and page numbers.

Editorial synthesis / required actions:

1. [Essential point]
2. [Essential point]
3. [Supporting point]

Sincerely,

[EDITOR NAME]

[ROLE], [JOURNAL]

Reject

Subject: Decision on manuscript [ID] - Reject

Dear [CORRESPONDING AUTHOR],

After editorial assessment and consideration of the reviews, we are unable to accept "[TITLE]" for publication in [JOURNAL]. The principal reasons are [SCOPE/CONTRIBUTION/METHOD/VALIDITY]. We hope the specific comments below assist you in developing the work further.

Editorial synthesis / required actions:

1. [Essential point]
2. [Essential point]
3. [Supporting point]

Sincerely,

[EDITOR NAME]

[ROLE], [JOURNAL]