Writing Your Decision Letter

A clear, constructive decision letter helps authors improve their work and can reduce rounds of revision.

Submitting your decision letter in Editorial Manager

- Select “Submit Editor’s Decision and Comments” from the Action Links menu.
- Choose the decision type from the drop-down menu
- Customize the draft decision letter to include your comments, summarize reviewer feedback, and highlight which points are essential for the authors to address in any further revisions

Keep in mind that your decision letter may be published, along with any peer review comments, and the author responses for each revision. If the manuscript is ultimately accepted and the authors choose to make the peer review history available, this package will be published alongside the article.

What to include

For every decision letter, be sure to...

- Give context for review comments and your decision, especially when the reviews are contradictory or address factors beyond the publication criteria such as novelty or impact

For Revise decisions:

- Indicate which of the review comments are essential for the authors to address to meet journal criteria and which are optional improvements

Find more tips and guides
For **Reject** decisions:

- **Make clear which publication criteria the manuscript fails to meet** to help authors understand why the manuscript in its current form is unacceptable for publication in *PLOS ONE*.

  *PLOS ONE* does not consider novelty, impact, or insufficient advance to the field as grounds for rejection. Make sure your decision letter clearly explains the reasoning behind your decision to reduce the likelihood of an appeal.

For **Accept** decisions:

- **Alert the journal office of any reviews that should not be published** if the authors choose to publish the peer review history alongside their article.

  If authors contact you before, during or after the evaluation process and you are uncomfortable with the correspondence, [contact us](#) for assistance.