

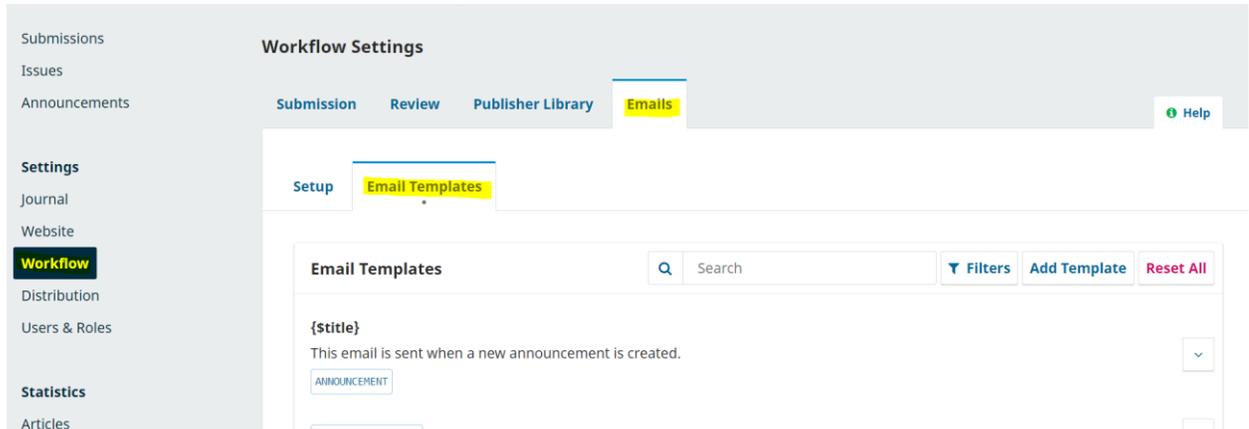
Customizing email templates in OpenJournals

The standard emails provided by the OpenJournals platform are very brief. We encourage all our journals to customize these email-templates to reflect the tone of their journal. Instructions on how to customize can be found [here](#). Some recommended templates to adjust can be found [here](#).

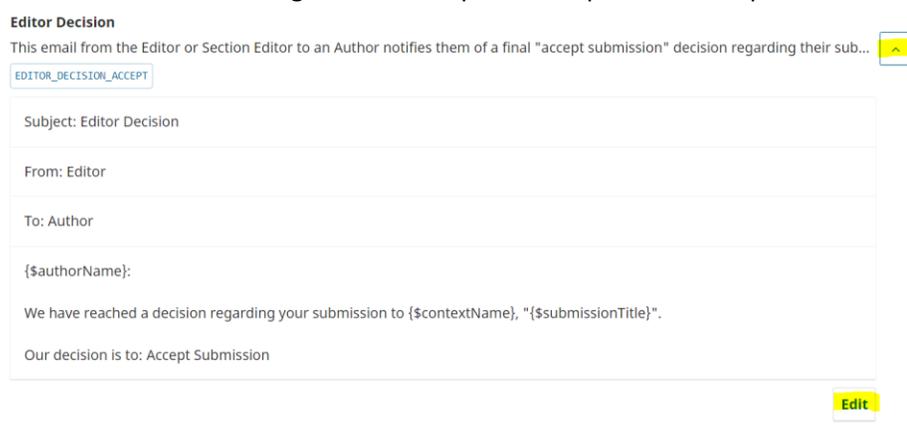
Customizing email-templates

In order to customize an email template, you should follow these steps:

1. Go to workflow -> emails -> email templates



2. Choose a template to change based on its description. Note: If you are not clear on what a template might be used for, it is safer to leave it be.
3. Press the arrow on the right of the template to expand it. Then press edit.



4. Edit the text. We'd recommend users not to edit the variable components of the template (the words between {}, which are dynamically replaced by values like the author's name in the actual email). Users who feel comfortable editing these variables or adding in new ones can see an overview of the available variables [here](#).
5. Press save.

Recommended templates to customize

Name of template	Use
EDITOR_DECISION_ACCEPT	This mail is used when the editor accepts a submission.
EDITOR_DECISION_DECLINE	This mail is used when the editor declines a submission.
EDITOR_DECISION_RESUBMIT	This mail is used when the editor asks the author to resubmit a submission.
EDITOR_DECISION_REVISIONS	This mail is used when the editor asks for revisions.
EDITOR_DECISION_SEND_TO_EXTERNAL	This mail is used when the editor informs an author that their submission has been send out for peer review.
EDITOR_DECISION_SEND_TO_PRODUCTION	This mail is used when the editor informs an author that their submission has moved to the production stage.
PUBLISH_NOTIFY	This mail is send out to notify readers of the publication of a new issue.
REVIEWER_REGISTER	This mail is send out to users who have registered themselves as reviewers.
REVIEW_ACK	This mail is send out to thank reviewers for handing in their review.
REVIEW_REMIND_AUTO	This mail is send out to remind reviewers of their due date.
SUBMISSION_ACK	Authors receive this mail when their submission is handed in.
USER_REGISTER	Users receive this mail when they've signed up with the journal.