

Granting Extensions

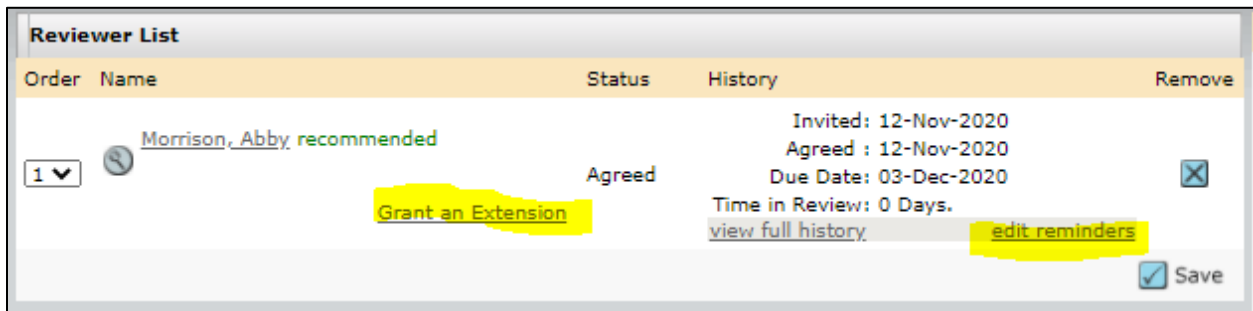
There may be times when a reviewer or author requests an extension for a deadline. These instructions walk through the different ways to grant an extension. Please note that there is no way to grant extensions for editor or admin tasks within the system. If you require an extension or are unable to complete a task in a timely fashion, please communicate with your TE or Editor to work out alternative arrangements as needed.

For Reviewers

If a reviewer requests an extension, you may grant it from the “Awaiting Reviewer Scores” tab. You can reach this tab either by clicking it in the top right corner of an open manuscript or from the “Awaiting Reviewer Scores” category in your Associate Editor Dashboard.

In the Reviewer List, you will see a list of all invited reviewers. Find the appropriate reviewer and click the “Grant an Extension” link in the “Name” column. Set the new due date in the window that opens and hit “Go” to save the extension. If the extension has successfully been granted, you will see it in the “History” column.

You may also want to edit the frequency of the reminder emails that are being sent as a result of the extension. To do so, please click the “edit reminders” link in the “History” column and make the necessary changes. You can prevent a reminder from being sent by unchecking it from the list. You can change the date by clicking the calendar icon. Hit “Save” when you are done.



Order	Name	Status	History	Remove
1	Morrison, Abby recommended	Agreed	Invited: 12-Nov-2020 Agreed : 12-Nov-2020 Due Date: 03-Dec-2020 Time in Review: 0 Days. view full history	<input checked="" type="checkbox"/>

Save

Please note that if a review was rescinded, there is no option to grant an extension. Please just handle communications outside the system.

If it becomes clear that a reviewer will not be able to complete their review in a timely manner, it may be necessary to find a new reviewer to replace them. For more guidance on whether or not to do so, please contact your Technical Editor. If your journal does not have Technical Editors, please contact the Editor. For more information on how to replace or uninvite reviewers within the system, please see our Uninviting Reviewers page.

For Authors

If an author needs an extension, you may grant it from the manuscript information tab, found on the left-hand side of any open paper. Please note that if a paper has already archived, there is no way for an extension to be granted. The author will have to submit the paper as a new submission.

To grant the extension, go to the “Peer Review Milestones” section of the manuscript information tab. It should be the first section listed. Update the revision due date and hit “save.”

If you do not see the option to grant the extension, make sure that you are on the most recent version of the manuscript. To do so, scroll down to the “Version History” section of the “Manuscript Information” tab. It should be directly beneath the “Peer Review Milestones.” In this section, you can click the blue magnifying glasses to switch between versions of a manuscript. The version you are viewing will be the one without the magnifying glass icon. Once you are viewing the most recent version (at the top of the list) you should see the option to change the revision deadline.

Once you have granted the extension, please notify the author.

Troubleshooting

If you still do not see the option to change the revision deadline after completing the above steps, please contact your editor or TE, who should be able to grant the extension on your behalf.

Make sure to include the following with your request:

- The manuscript id
- Any steps you have already taken to complete the extension