**Series Editor to an Auditor**

This email is sent by the Series Editor to an Auditor to request that they accept or decline the task of auditing a submission.

{$auditorName}:

New files have been uploaded for the manuscript "{$submissionTitle}," and I am asking that you audit them. It is important to the press that participants review the manuscript at each stage.

You can find the files to review at:

{$auditUrl}

Username: {$auditorUserName}

Please indicate in a return email if you are not able to complete the audit by {$weekLaterDate}.

Thank you for considering this request.

{$editorialContactSignature}

**Series Editor to a submission's Copyeditor**

This email is sent by a Series Editor to a submission's Copyeditor to request that they begin the copyediting process. It provides information about the submission and how to access it.

$copyeditorName}:

I would ask that you undertake the copyediting of "{$submissionTitle}" for {$contextName} by following these steps.

1. Click on the Submission URL below.

2. Log into the press and click on the File that appears in Step 1.

3. Consult Copyediting Instructions posted on webpage.

4. Open the downloaded file and copyedit, while adding Author Queries as needed.

5. Save copyedited file, and upload to Step 1 of Copyediting.

6. Send the COMPLETE email to the editor.

{$contextName} URL: {$contextUrl}

Submission URL: {$submissionCopyeditingUrl}

Username: {$copyeditorUsername}

{$editorialContactSignature}

**Notifies a Series Editor that the Editor has assigned them**

This email notifies a Series Editor that the Editor has assigned them the task of overseeing a submission through the editing process. It provides information about the submission and how to access the press site.

{$editorialContactName}:

The submission, "{$submissionTitle}," to {$contextName} has been assigned to you to see through the editorial process in your role as an Editor.

Submission URL: {$submissionUrl}

Username: {$editorUsername}

Thank you,

{$editorialContactSignature}

**Editor or Series Editor to an Author**

This email from the Editor or Series Editor to an Author notifies them of a final decision regarding their submission.

{$authorName}:

We have reached a decision regarding your submission to {$contextName}, "{$submissionTitle}".

Our decision is to:

Manuscript URL: {$submissionUrl}

Username: {$authorUsername}

{$editorialContactSignature}

**Editor or Series Editor to an Author**

This email from the Editor or Series Editor to an Author notifies them of a final decision regarding their submission.

{$authorName}:

We have reached a decision regarding your submission to {$contextName}, "{$submissionTitle}".

Our decision is to:

Manuscript URL: {$submissionUrl}

Username: {$authorUsername}

{$editorialContactSignature}

**Editor or Series Editor to an Author**

This email from the Editor or Series Editor to an Author notifies them of a final decision regarding their submission.

{$authorName}:

We have reached a decision regarding your submission to {$contextName}, "{$submissionTitle}".

Our decision is to:

Manuscript URL: {$submissionUrl}

Username: {$authorUsername}

{$editorialContactSignature}

**Editor or Series Editor to an Author**

This email from the Editor or Series Editor to an Author notifies them that their submission is being sent to an external review.

{$authorName}:

We have reached a decision regarding your submission to {$contextName}, "{$submissionTitle}".

Our decision is to:

Manuscript URL: {$submissionUrl}

Username: {$authorUsername}

{$editorialContactSignature}

**Editor or Series Editor to an Author**

This email from the Editor or Series Editor to an Author notifies them that their submission is being sent to production.

{$authorName}:

The editing of your manuscript, "{$submissionTitle}," is complete. We are now sending it to production.

Manuscript URL: {$submissionUrl}

Username: {$authorUsername}

{$editorialContactSignature}

**Registered reader with the opportunity to send information about a monograph to somebody who may be interested**

This email template provides a registered reader with the opportunity to send information about a monograph to somebody who may be interested. It is available via the Reading Tools and must be enabled by the Press Manager in the Reading Tools Administration page.

Thought you might be interested in seeing "{$submissionTitle}" by {$authorName} published in Vol {$volume}, No {$number} ({$year}) of {$contextName} at "{$monographUrl}".

**Indexer to the Series Editor**

This email from the Indexer to the Series Editor notifies them that the index creation process has been completed.

{$editorialContactName}:

Indexes have now been prepared for the manuscript, "{$submissionTitle}," for {$contextName} and are ready for proofreading.

If you have any questions, please contact me.

{$signatureFullName}

**Series Editor to the Indexer**

This email from the Series Editor to the Indexer notifies them that they have been assigned the task of creating indexes for a submission. It provides information about the submission and how to access it.

{$indexerName}:

The submission "{$submissionTitle}" to {$contextName} now needs indexes created by following these steps.

1. Click on the Submission URL below.

2. Log into the press and use the Page Proofs file to create the galleys according to press standards.

3. Send the COMPLETE email to the editor.

{$contextName} URL: {$contextUrl}

Submission URL: {$submissionUrl}

Username: {$indexerUsername}

If you are unable to undertake this work at this time or have any questions, please contact me. Thank you for your contribution to this press.

{$editorialContactSignature}

**Layout Editor to the Series Editor**

This email from the Layout Editor to the Series Editor notifies them that the layout process has been completed.

{$editorialContactName}:

Galleys have now been prepared for the manuscript, "{$submissionTitle}," for {$contextName} and are ready for proofreading.

If you have any questions, please contact me.

{$signatureFullName}

**Series Editor to the Layout Editor**

This email from the Series Editor to the Layout Editor notifies them that they have been assigned the task of performing layout editing on a submission. It provides information about the submission and how to access it.

{$layoutEditorName}:

The submission "{$submissionTitle}" to {$contextName} now needs galleys laid out by following these steps.

1. Click on the Submission URL below.

2. Log into the press and use the Layout Version file to create the galleys according to press standards.

3. Send the COMPLETE email to the editor.

{$contextName} URL: {$contextUrl}

Submission URL: {$submissionUrl}

Username: {$layoutEditorUsername}

If you are unable to undertake this work at this time or have any questions, please contact me. Thank you for your contribution to this press.

{$editorialContactSignature}

**Email is sent to registered users**

The email is sent to registered users that have selected to have this type of notification emailed to them.

You have a new notification from {$siteTitle}:

{$notificationContents}

Link: {$url}

{$principalContactSignature}

**The default (blank) message**

The default (blank) message used in the Notification Center Message Listbuilder.

**Email is sent to unregistered users**

This email is sent to unregistered users on the notification mailing list.

You have a new notification from {$siteTitle}:

--

{$notificationContents}

Link: {$url}

--

If you wish to stop receiving notification emails, please go to {$unsubscribeLink}.

{$principalContactSignature}

**Email is sent to an unregistered user**

This email is sent to an unregistered user who just registered with the notification mailing list.

You have signed up to receive notifications from {$siteTitle}.

Please click on this link to confirm your request and add your email address to the mailing list: {$confirmLink}

If you wish to stop receiving notification emails, please go to {$unsubscribeLink} and enter your email address and password.

{$principalContactSignature}

**Email is sent to a registered user when they have successfully reset their password**

This email is sent to a registered user when they have successfully reset their password following the process described in the PASSWORD\_RESET\_CONFIRM email.

**Email is sent to registered readers via the "Notify Users**

This email is sent to registered readers via the "Notify Users" link in the Editor's User Home. It notifies readers of a new book and invites them to visit the press at a supplied URL.

Readers:

{$contextName} has just published its latest book at {$contextUrl}. We invite you to review the Table of Contents here and then visit our web site to review monographs and items of interest.

Thanks for the continuing interest in our work,

{$editorialContactSignature}

**Email is sent to a newly registered reviewer**

This email is sent to a newly registered reviewer to welcome them to the system and provide them with a record of their username and password.

In light of your expertise, we have taken the liberty of registering your name in the reviewer database for {$contextName}. This does not entail any form of commitment on your part, but simply enables us to approach you with a submission to possibly review. On being invited to review, you will have an opportunity to see the title and abstract of the paper in question, and you'll always be in a position to accept or decline the invitation. You can also ask at any point to have your name removed from this reviewer list.

We are providing you with a username and password, which is used in all interactions with the press through its website. You may wish, for example, to update your profile, including your reviewing interests.

Username: {$username}

Password: {$password}

Thank you,

{$principalContactSignature}

**Series Editor to confirm receipt of a completed review**

This email is sent by a Series Editor to confirm receipt of a completed review and thank the reviewer for their contributions.

{$reviewerName}:

Thank you for completing the review of the submission, "{$submissionTitle}," for {$contextName}. We appreciate your contribution to the quality of the work that we publish.

{$editorialContactSignature}

**Sent by the Series Editor to a Reviewer**

This email is sent by the Series Editor to a Reviewer who has a submission review in progress to notify them that the review has been cancelled.

{$reviewerName}:

We have decided at this point to cancel our request for you to review the submission, "{$submissionTitle}," for {$contextName}. We apologize for any inconvenience this may cause you and hope that we will be able to call on you to assist with this review process in the future.

If you have any questions, please contact me.

{$editorialContactSignature}

**Reviewer to the Series Editor**

This email is sent by a Reviewer to the Series Editor to notify them that a review has been completed and the comments and recommendations have been recorded on the press web site.

{$editorialContactName}:

I have now completed my review of "{$submissionTitle}" for {$contextName}, and submitted my recommendation, "{$recommendation}."

{$reviewerName}

**Reviewer to the Series Editor**

This email is sent by a Reviewer to the Series Editor in response to a review request to notify the Series Editor that the review request has been accepted and will be completed by the specified date.