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Email Templates for Peer Review

Peer review strengthens the scientific record by validating research accuracy and ensuring that new findings meet accepted academic standards

Timely submission of reviews is essential to maintain an efficient publication process. Above all, reviewers should uphold fairness, impartiality, and integrity.

Following email templates are easy to use based on reviewers first read:

1) Accepting Review Invitation

Subject: Accepting Review Invitation – [Manuscript ID]

Dear Editor,



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I am pleased to accept your invitation to review the manuscript titled “[Title]”.

I will complete the review by the stated deadline.

Kind regards,

[Your Name]

2) Declining Review Invitation

Subject: Declining Review Invitation – [Manuscript ID]

Dear Editor,

Thank you for considering me. I must decline due to [reason].

I recommend [alternative reviewer], if suitable.

Sincerely,



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[Your Name]

3) Inquiry for Deadline Extension

Subject: Deadline Extension Request – [Manuscript ID]

Dear Editor,

Due to [reason], may I request an extension of [X days]?

Thank you,

[Your Name]

For useful resources like this,

contact the author at scireviewacademy@outlook.com

Go to our website www.scireview-academy.com