

Dear *Annals* editors,

For your information and as an update, below are the decision letters that correspond to "editor decision" terms you currently use in Editorial Manager. They have not changed except for minor tweaking to ensure that all of them are consistent.

The decision terms that you use, in the order on the pull-down menu in Editorial Manager, are:

- Reject Without Review
- Reject With Reviews
- Revise and Resubmit
- Accept With Revision
- Accept, Send to Editor in Chief
- Accept, as Brief Report (Revise)
- Reject, Resubmit as LTE
- Revise as Brief Report

For "Editor - Accept, Send to Editor in Chief," there is no decision letter template for the author; this is a template that is sent to *Annals* staff. It is not attached here.

You do NOT need to copy and paste the text from these template letters into the "Comments for the Author" window. The template text will automatically appear in the final letter, which I edit before it is sent to the author.

On occasion, you may serve in the capacity of a Correspondence Editor because you've rejected a manuscript but asked the author to resubmit it as a letter to the editor. There are separate decision terms and letters for these. If you need them at any time, I'd be happy to send them to you.

Once the decision letters are processed, you can view them in your editor menu in one of two places: "My Assignments With Decision" or "My Assignments With Final Disposition." A link to the letter is provided in the last box on the grid; you may need to scroll to the right a bit to view it.

At any time, if you have questions, please don't hesitate to contact me.

-Tracy
tnapper@acep.org

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REJECT WITHOUT REVIEW

%FIRST_NAME% %LAST_NAME%, %DEGREE%
%ADDRESS%

PLEASE REFER TO MANUSCRIPT NUMBER %MS_NUMBER% IN ALL CORRESPONDENCE REGARDING THIS PAPER.

Dear %TITLE% %LAST_NAME%:

Thank you for submitting your manuscript, "%ARTICLE_TITLE%," to *Annals of Emergency Medicine*. Like most journals, we receive far more submissions than we can possibly publish. I have read your

manuscript carefully, and have decided that we will not be able to publish it. We know this news will be disappointing to you; however, it is our hope that by providing you with a quick decision when we believe additional review will not result in eventual publication, we will avoid causing unnecessary delays for you in the process of revising your work and/or submitting it to another journal. The fact that we cannot publish it does not necessarily mean we think it is of no merit; equally important to us is journal space, recent or already accepted manuscripts on the same topic, the interest for our specific audience, novelty of the topic, and other priorities.

%COMMENTS_TO_AUTHOR%

If you have not already done so, we would like you to provide your feedback on our submission and peer review process and hope you will take a few minutes to fill out a brief survey. Our goal is to make our journal as easy to use as possible, and your answers will help us change and improve the process further. The survey can be found at <http://www.acep.org/membersurvey.aspx?formid=43540>.

We appreciate the opportunity to review your manuscript and hope that you will continue to submit material for our consideration.

Sincerely,

Editor's name
Editor's title with Annals
Annals of Emergency Medicine
AnnEmergMed@acep.org

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REJECT WITH REVIEWS

%FIRST_NAME% %LAST_NAME%, %DEGREE%
%ADDRESS%

PLEASE REFER TO MANUSCRIPT NUMBER %MS_NUMBER% IN ALL CORRESPONDENCE REGARDING THIS PAPER.

Dear %TITLE% %LAST_NAME%:

Thank you for submitting your manuscript, "%ARTICLE_TITLE%", to Annals of Emergency Medicine. After review by the Editorial Board, we have decided that we will not be able to publish your manuscript. Reviewer comments are included here for your information, but you should be aware that these comments are not necessarily the main or only reason for our decision.

Often our inability to publish a paper is based on other considerations, such as recent publication of papers on the same topic, maintaining a balanced coverage of topics, or subject matter that is not in the major realm of interest of our readers. Thus our inability to accept your manuscript does not necessarily mean that we do not consider it to be of publishable quality.

%COMMENTS_TO_AUTHOR%

We appreciate the opportunity to review your manuscript and hope that you will continue to submit material for our consideration.

If you have not already done so, we would like you to provide your feedback on our submission and peer review process and hope you will take a few minutes to fill out a brief survey. Our goal is to make our journal as easy to use as possible, and your answers will help us change and improve the process further. The survey can be found at <http://www.acep.org/membersurvey.aspx?formid=43540>.

Annals' Web-based peer review system can be accessed at <http://www.editorialmanager.com/annemergmed>.

Sincerely,

Editor's name
Editor's title with Annals
Annals of Emergency Medicine
AnnEmergMed@acep.org

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REVISE AND RESUBMIT

%FIRST_NAME% %LAST_NAME%, %DEGREE%
%ADDRESS%

PLEASE REFER TO MANUSCRIPT NUMBER %MS_NUMBER% IN ALL CORRESPONDENCE REGARDING THIS PAPER.

Dear %TITLE% %LAST_NAME%:

Thank you for submitting your manuscript, "%ARTICLE_TITLE%", to Annals of Emergency Medicine. We are interested in your paper, but request some revision before making a final decision about publication. Our request for a revision is not a guarantee that the manuscript will ultimately be accepted. The final decision regarding publication will be based on the quality of the revised manuscript. Reviewer comments and questions are included here.

%COMMENTS_TO_AUTHOR%

Please refer to these comments and consider incorporating their recommendations into your manuscript. When you submit your revision, please include a detailed cover letter that addresses each comment in the decision letter (excluding typographical and grammatical errors), with specific page and paragraph references. PLEASE RESPOND WITH THE ORIGINAL LETTER AND COMMENTS; INDICATE YOUR RESPONSES IN A DIFFERENT TYPEFACE AND/OR COLOR. You should respond to each comment whether or not you implement changes in the manuscript. For many comments, your response will simply be a few words of acknowledgment that you have accepted and implemented the editor's or reviewer's suggestion. For other comments, especially those you choose not to implement, you should include a detailed reason why you think a change is inappropriate. Once initial peer review is complete, blinding is no longer required. Please submit a clean version of your revised manuscript on the Editorial

Manager system, including all previously blinded references to author or institution.

Within the next 2 weeks your manuscript will also undergo a separate review by Annals' graphics editor, and it is possible that you may receive a follow-up e-mail with additional suggestions for optimizing your figures and tables. If applicable, please address these requests in your revised cover letter.

Annals' Web site can accommodate additional graphics, audio, video, podcasts, etc. We are interested in quality supplements in these media to articles we accept for publication. If you have such items, please let the editor know when you submit your revision. Please see our Instructions for Authors for more information regarding file size and media formats.

Please submit your revision at Annals' Web-based peer review system (<http://www.editorialmanager.com/annemergmed>). If we have not received your revision in four months, we will discard the file. Should you decide to submit your revision after four months, we will consider it a new submission.

If you have not already done so, we would like you to provide your feedback on our submission and peer review process and hope you will take a few minutes to fill out a brief survey. Our goal is to make our journal as easy to use as possible, and your answers will help us change and improve the process further. The survey can be found at <http://www.acep.org/content.aspx?ekfrm=43540>.

Also, if you and/or your co-authors have not already submitted your signed Manuscript Submission Agreement to the editorial office, please do so at this time. Failure to submit this form will delay publication should your manuscript be accepted.

Thank you for submitting your paper to Annals. We look forward to receiving your revision as soon as possible.

Sincerely,

Editor's name
Editor's title with Annals
Annals of Emergency Medicine
AnnEmergMed@acep.org

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ACCEPT WITH REVISION

%FIRST_NAME% %LAST_NAME%, %DEGREE%
%ADDRESS%

PLEASE REFER TO MANUSCRIPT NUMBER %MS_NUMBER% IN ALL CORRESPONDENCE REGARDING THIS PAPER.

Dear %TITLE% %LAST_NAME%:

Your manuscript, "%ARTICLE_TITLE%", has been accepted for publication in Annals of Emergency

Medicine provided that several questions are satisfactorily answered and that it passes the final review by the editor in chief required for all manuscripts. Reviewer comments and questions are included here.

%COMMENTS_TO_AUTHOR%

Please refer to these comments and consider incorporating their recommendations into your manuscript. When you submit your revision, please include a detailed cover letter that addresses each comment in the decision letter (excluding typographical and grammatical errors), with specific page and paragraph references. PLEASE RESPOND WITH THE ORIGINAL LETTER AND COMMENTS; INDICATE YOUR RESPONSES IN A DIFFERENT TYPEFACE AND/OR COLOR. You should respond to each comment whether or not you implement changes in the manuscript. For many comments, your response will simply be a few words of acknowledgment that you have accepted and implemented the editor's or reviewer's suggestion. For other comments, especially those you choose not to implement, you should include a detailed reason why you think a change is inappropriate. Once initial peer review is complete, blinding is no longer required. Please submit a clean version of your revised manuscript on the Editorial Manager system, including all previously blinded references to author or institution.

Within the next 2 weeks your manuscript will also undergo a separate review by Annals' graphics editor, and it is possible that you may receive a follow-up e-mail with additional suggestions for optimizing your figures and tables. If applicable, please address these requests in your revised cover letter.

Annals' Web site can accommodate additional graphics, audio, video, podcasts, etc. We are interested in quality supplements in these media to articles we accept for publication. If you have such items, please let the editor know when you submit your revision. Please see our Instructions for Authors for more information regarding file size and media formats.

Please submit your revision at Annals' Web-based peer review system (<http://www.editorialmanager.com/annemergmed>). If we have not received your revision in four months, we will discard the file. Should you decide to submit your revision after four months, we will consider it a new submission.

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Thank you for sending your paper to Annals. We look forward to receiving your revision as soon as possible.

Sincerely,

Editor's name

Editor's title with Annals
Annals of Emergency Medicine
AnnEmergMed@acep.org

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ACCEPT AS BRIEF REPORT

%FIRST_NAME% %LAST_NAME%, %DEGREE%
%ADDRESS%

PLEASE REFER TO MANUSCRIPT NUMBER %MS_NUMBER% IN ALL CORRESPONDENCE REGARDING THIS PAPER.

Dear %TITLE% %LAST_NAME%:

Thank you for submitting your manuscript, "%ARTICLE_TITLE%," to Annals of Emergency Medicine. Your manuscript has been accepted for publication provided you revise it to be a Brief Report and that it passes the final review by the editor in chief required for all manuscripts. This category of journal article is a maximum of eight double-spaced pages, with no more than 10 references and two tables and/or figures. Reviewer comments and questions are included here.

%COMMENTS_TO_AUTHOR%

Please refer to these comments and consider incorporating their recommendations into your manuscript. When you submit your revision, please include a detailed cover letter that addresses each comment in the decision letter (excluding typographical and grammatical errors), with specific page and paragraph references. PLEASE RESPOND WITH THE ORIGINAL LETTER AND COMMENTS; INDICATE YOUR RESPONSES IN A DIFFERENT TYPEFACE AND/OR COLOR. You should respond to each comment whether or not you implement changes in the manuscript. For many comments, your response will simply be a few words of acknowledgment that you have accepted and implemented the editor's or reviewer's suggestion. For other comments, especially those you choose not to implement, you should include a detailed reason why you think a change is inappropriate. Once initial peer review is complete, blinding is no longer required. Please submit a clean version of your revised manuscript on the Editorial Manager system, including all previously blinded references to author or institution.

Please submit your revision at Annals' Web-based peer review system (<http://www.editorialmanager.com/annemergmed>). If we have not received your revision in four months, we will discard the file. Should you decide to submit your revision after four months, we will consider it a new submission.

If you have not already done so, we would like you to **provide your feedback on our submission and peer review process** and hope you will take a few minutes to fill out a brief survey. Our goal is to make our journal as easy to use as possible, and your answers will help us change and improve the process further. The survey can be found at <http://www.acep.org/content.aspx?ekfrm=43540>.

Also, if you and/or your co-authors have not already submitted your signed Manuscript Submission Agreement to the editorial office, please do so at this time. Failure to submit this form will delay publication should your manuscript be accepted.

Thank you for submitting your paper to Annals. We look forward to receiving your revision as soon as possible.

Sincerely,

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AnnEmergMed@acep.org

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REJECT, RESUBMIT AS LTE

%FIRST_NAME% %LAST_NAME%, %DEGREE%
%ADDRESS%

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Dear %TITLE% %LAST_NAME%:

Thank you for submitting your manuscript, "%ARTICLE_TITLE%," to Annals of Emergency Medicine. We are interested in your paper, but because of considerations of space and journal priorities, we are not able to publish it as submitted. Instead, you may consider revising it and resubmitting it as a Letter to the Editor.

Letters to the Editor have a maximum of 500 words with no more than five references. Our suggestion for resubmission is not a guarantee that the letter to the editor will ultimately be accepted. We have enclosed reviewer comments that may be helpful to you in revising your manuscript.

%COMMENTS_TO_AUTHOR%

If you have not already done so, we would like you to provide your feedback on our submission and peer review process and hope you will take a few minutes to fill out a brief survey. Our goal is to make our journal as easy to use as possible, and your answers will help us change and improve the process further. The survey can be found at <http://www.acep.org/membersurvey.aspx?formid=43540>.

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REVISE AS BRIEF REPORT

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Dear %TITLE% %LAST_NAME%:

Thank you for submitting your manuscript, "%ARTICLE_TITLE%," to Annals of Emergency Medicine. We are interested in your manuscript but request that you revise it to be a Brief Report. This category of journal article is a maximum of 2,000 words, plus the abstract, and no more than 10 references and 3 tables and/or figures. Our request for a revision is not a guarantee that the manuscript will ultimately be accepted. The final decision regarding publication will be based on the quality of the revised manuscript. Reviewer comments and questions are included here.

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