How to Email Corresponding Author directly from ScholarOne Manuscripts Using Hyperlinked Email

To email the corresponding author to request for an alternative email address for the co-author(s) click on the underlined name.

To send the corresponding author, the ‘Co-author email issues’ email template, click on this drop down list, select the email template, click and then ‘OK’ to overwrite the text of the email. You can now edit the email if you wish to do so before sending it.

Once you have received the correct contact details of co-authors, update the information in the ScholarOne Manuscripts’ Database.

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