

Form Letter F
Communication to reviewer

[letterhead of the journal editorial office or the Editor's general contact information]
[date]

[title of article, date of publication]

Dear [reviewer]

Concern has been raised about the confidentiality of the review process for the article listed above, for which you served as a reviewer. As I am sure you are aware, ensuring the confidentiality of the submission and review process is critical to the scholarly publishing mission.

[The substance of the complaint is that {description}, which if true, would violate our ethical policies.]

OR

[Attached you will find a copy of the communication which raises the concern noted.]

I [may OR also] consider it necessary to inform your employing institution for further review of the matter.

Please provide me a with a full and prompt response within 30 days. I will also [discuss/share] your response with the party raising this concern.

Very truly yours,

[Editor name]

[Editor-in-chief]