

Form Letter H
Communication to the reviewer's institution

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

[title of article, date of publication]

[Institutional address
Name or title of executive]

Dear [executive]

Concern has been raised about the publication of the article listed above, in connection with which a reviewer employed at your institution, [Reviewer name], provided peer referee services. As I am sure you are aware, the [scientific/medical] community depends on the objective review and principled behavior of reviewers.

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

OR

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

I have separately written to [Reviewer name] and have asked for a timely and substantive response to the allegations.

[To date no such response has been forthcoming.]

OR

[I have received a response from the author [the substance of which is _____/ OR a copy of which is enclosed].

As the allegations are matters of which your institution will have significant concerns, I am asking your institution to initiate the appropriate investigation and to keep me informed about your progress.

Very truly yours,

[Editor name]
[Editor-in-chief]

Copy: [reviewer]