# Formatting Your

# “Author Response to Decision Letter Comments” Document

* If you use this template, please do not include this cover page in the final product.
* Responses to the Editor’s and each reviewer’s comments should be placed in their own labeled section.
* The “General Comments” section should be used if you wish to give a broad overview of changes made to the manuscript, in addition to your point-by-point response to the Editor/reviewer comments.
* Please include a track changes document of the main manuscript file and be sure to specify if your response is referencing the track changes version or the “clean” (i.e., updated version with track changes turned off) copy of the manuscript.
* You do not need to follow the exact formatting below, but your document should be formatted so reviewers can easily distinguish between Editor/reviewer comments and your responses.
* Feel free to include figures or other information as needed in your response.
* When uploading an Author’s Response document, note this in the Author’s Response section of the ScholarOne online submission form.
* Use page breaks where necessary to make the document easier to read.

*Journal Name: Manuscript ID*

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Author List

**General Comments**

**If you are including any General Comments, they should be placed in this section. You must also provide a point-by-point response to comments below.**

**Response to [Editor or Reviewer being responded to in this section]**

**COMMENT**

This is where you will paste in the Editor/reviewer comment to which you are responding.

**Response:**

**This is where you will put your response to the comment made by the Editor/reviewer.**

**COMMENT**

This is where you will paste in the Editor/reviewer comment .to which you are responding.

**Response:**

**This is where you will put your response to the comment made by the Editor/reviewer.**