DC-2003
28 September - 2 October 2003
Seattle, Washington USA
2003 Dublin Core Conference:
Supporting Communities of Discourse and Practice–Metadata Research & Application

DC-2003 Peer Review System

The DC-2003 Program Committee is using the open source online Peer Review System (PRS) developed and maintained by Brigham Young University for managing the peer review process for contributed papers and posters submit for the DC2003 Conference.

Logging onto the PRS:

DC2003 Program Committee members log onto the PRS system at the following URL: http://cvs.ischool.washington.edu/dc2003/cm_logon.html. While we suggest that reviewers bookmark this URL, access to the PRS is also available from the DC-2003 Conference Web site through the Program Committee link on the Paper and Poster Submission page for authors (http://dc2003.ischool.washington.edu/submission.html). At login, the reviewer is presented with the following page:

SCREEN 1

Both the User Name and *initial* Password are based on the reviewer's email address. Thus, a Program Committee member with the email address of ImaTesting@u.washington.edu would have a User Name of "ImaTesting" and an intial Password of "ImaTesting". Upon login, the reviewer is presented with the following screen:

SCREEN 2

It is extremely important that the reviewer immediately change his or her password and also complete both affiliation and contact information. Since the affiliation statement will be used in all Web and print materials identifying a member of the Program Committee, care should be taken in drafting the statement.

When the reviewer clicks on **Update Profile**, the PRS will return the confirmation page illustrated in Screen 3. Please note that the reviewer is given the opportunity to revise his or her personal information by clicking on the **Continue** button. Important Note: When the **Continue** button on Screen 3 is clicked, the reviewer is returned automatically to Screen 2 even if he or she did not wish to revise the information. If the reviewer is satisfied with the information as presented in Screen 3, her or she should simply exit the system by not clicking on the **Continue** button and either closing the Web browser or leaving the Screen 3 page.

Prior to being assigned papers to review, logging into the PRS will bring the reviewer immediately to the Screen 2 where he or she can edit personal information.
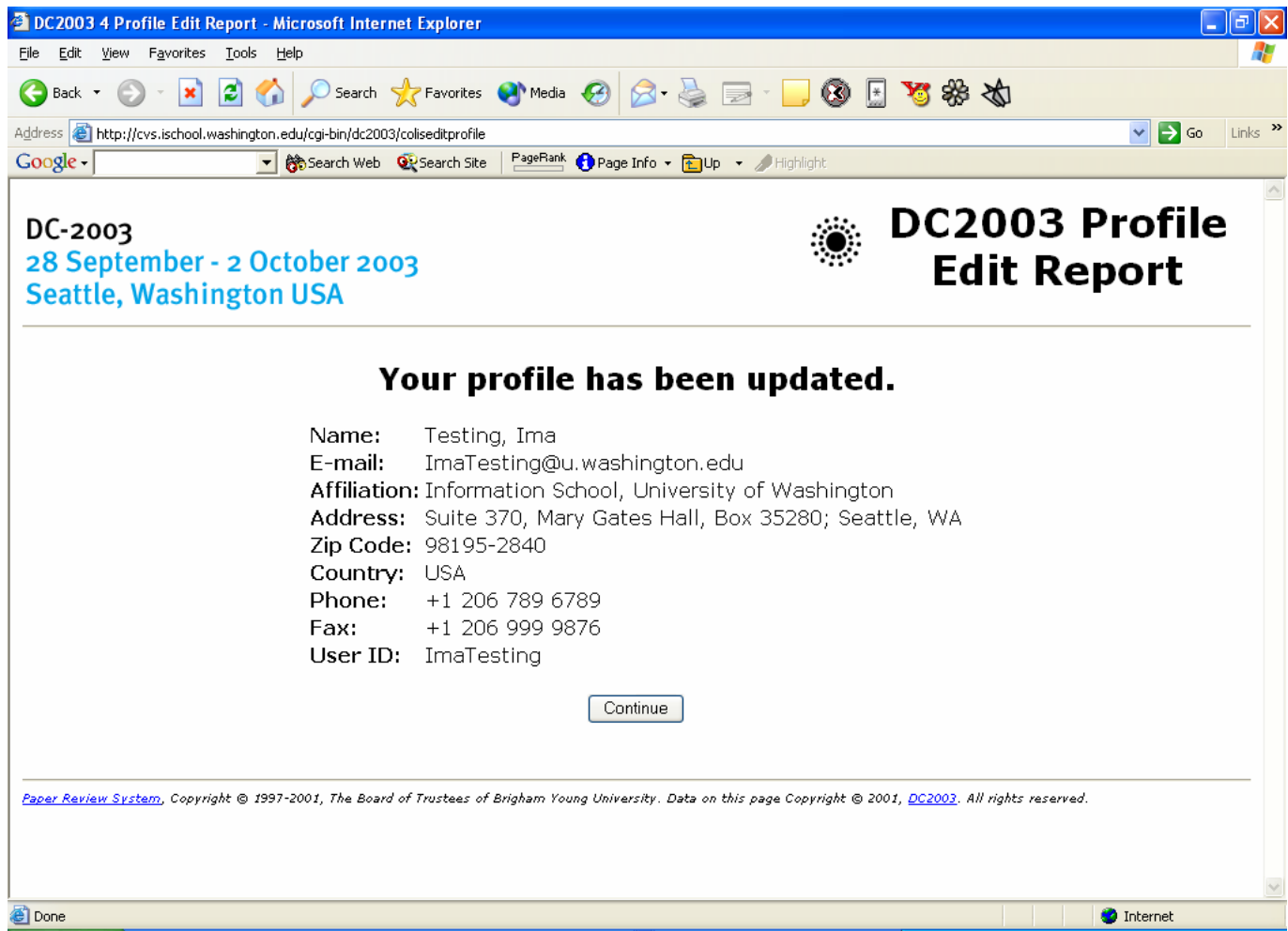
Reviewing Papers Using the PRS:

When the co-chairs of the Program Committee assign papers to a reviewer, an email message telling of the assignment is sent. A reviewer can access both the assigned papers and the form for entering reviews by logging onto the PRS as described above.
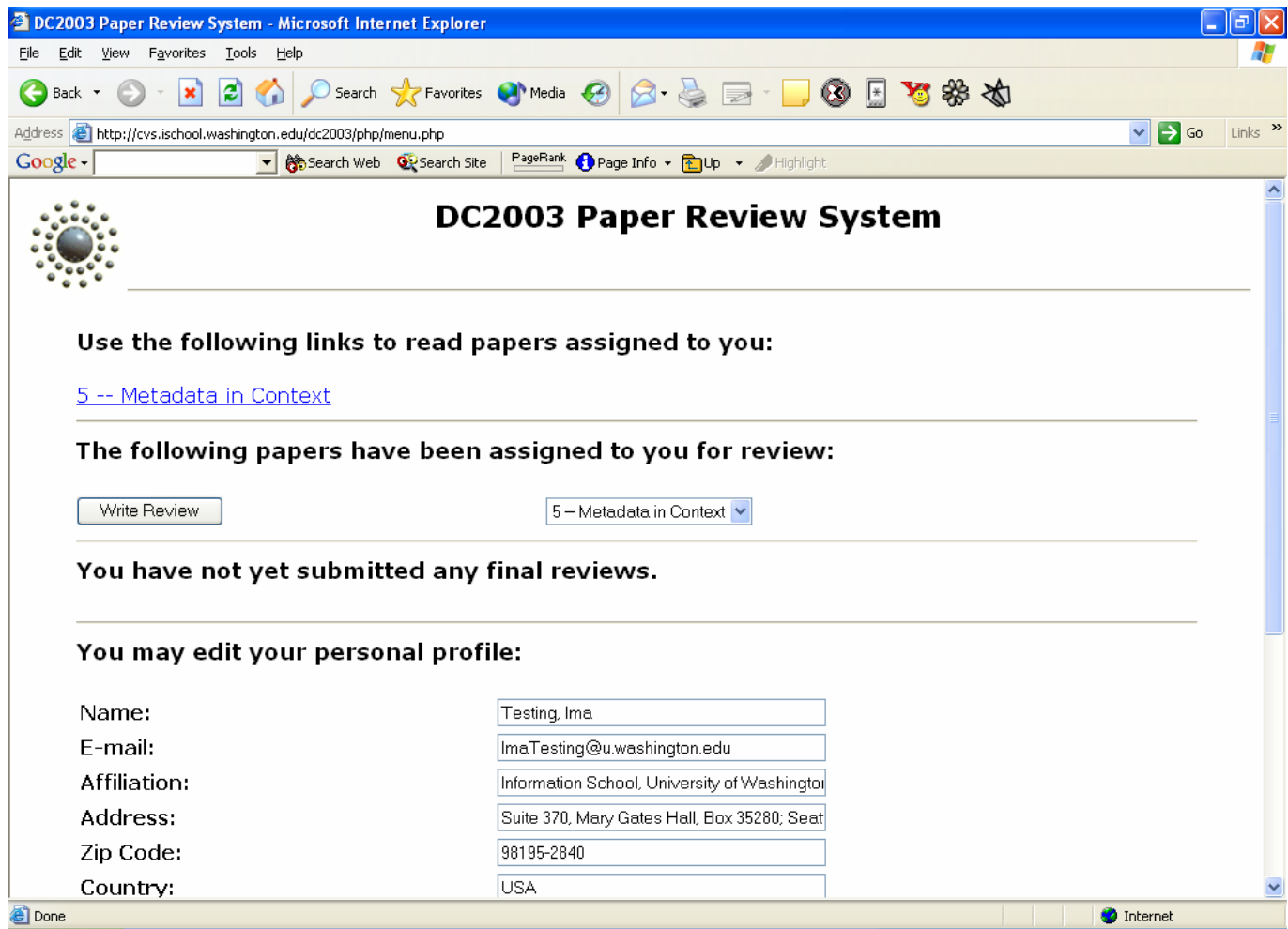
Paper Selection Screen

Upon login (after being assigned as a reviewer to one or more papers), the reviewer is presented with Screen 4. Under the prompt "Use the following links to read papers assigned to you" is a list of links to the papers assigned to the reviewer. Each paper consists of an internal numeric identifier and the title of the paper. Clicking on the link for a paper will allow the reviewer to either open the paper online for reading and printing or to download the paper to his or her local machine.

The following section of the review form contains a drop-down menu listing the titles of all of the papers assigned to the reviewer (in this example there is only one title) and a button to activate a review function—in Screen 4, the function is to write an initial review. The remaining possible functions are: (1) edit a review that has been previously saved; and (2) submitting a finished review. Since the reviewer in our example has not yet begun the review of "5--Metadata in Context", the function box available for that title is **Write Review**.

The next section of Screen 4 tells the reviewer that he or she has not yet submitted any final reviews.

Finally, the bottom of the screen contains the reviewer's "personal profile" and again offers the opportunity to update the information. The opportunity to edit one's "personal profile" remains throughout the review period.

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SCREEN 4

Paper Review Screen

After selecting a paper from the drop-down menu in Screen 4 and clicking on the **Write Review** button, the PRS presents the reviewer with Screen 5—the review form for the title "Metadata in Context" (partial view). Note: Reviewers should ignore the "Recommended Conference Session" input box.

When the reviewer is ready to end the reviewing process for the title, there are three options available:

- **Save Review**. This function saves the reviewer's work for later review and editing. Work saved in this manner is <u>not</u> submitted to the Program Committee co-chairs.

- **Submit Final Review**. This function saves the review and submits it automatically to the Program Committee co-chairs.

- **Exit Without Saving Changes**. This function exits the editing process without saving additions, changes or deletions done during the editing session.

SCREEN 5

Reviewing Submitted Review

Once the reviewer selects **Submit Final Review** for an assigned title, the text of the review is available to the reviewer for later viewing by clicking on the title link under the label "Use the following links to view your final reviews" as illustrated in Screen 6. Selecting to view the final review of a title as submitted produces the Screen 7 review summary (partial view).

File Edit View Favorites Tools Help

Address http://cvs.ischool.washington.edu/dc2003/php/menu.php

Google

DC2003 Paper Review System

Use the following links to read papers assigned to you:

5 -- Metadata in Context

Use the following links to view your final reviews:

5 -- Metadata in Context

You may edit your personal profile:

Name:	Testing, Ima
E-mail:	ImaTesting@u.washington.edu
Affiliation:	Information School, University of Washington
Address:	Suite 370, Mary Gates Hall, Box 35280; Seat
Zip Code:	98195-2840
Country:	USA
Phone:	+1 206 789 6789
Fax:	+1 206 999 9876

Done   Internet

SCREEN 6

File   Edit   View   Favorites   Tools   Help

Address http://cvs.ischool.washington.edu/cgi-bin/dc2003/colisget1review?Username=imatesting&Password=5e1b81251300096f&PaperID=5

DC2003 Paper Review

Paper number: 5
Title: Metadata in Context

Review date: 28 Feb
Committee member's name: Testing, Ima
Referee's name:
Recommended conference session:
Confidential comments for committee use only:
These reviewer comments are confidential and NOT shared with the
contatc author.

Originality: 5
Significance: 4
Contribution: 4
Organization: 3
Recommendation: Accept

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    Scale

5: Excellent
4: Good
3: Fair
2: Poor
1: Very Poor
```

SCREEN 7