**User Requirement Document for Peer-Review App**

**Client:**

* Dr. Anca Doloc-Mihu @ science article peer-review committee @ Emory

**The Purpose of the App**

* The committee aims to help researchers improve their manuscript quality
* The app should help science writing committee easy their jobs and enhance their efficiency

**Functional Requirements:**

*Author functionality*

1. New user should provide following personal information to sign up so that they can submit a paper later:

* Name
* Lab and PI
* Email
* department
* research field
* research interests

1. Edit profile in case the user changed lab or phone number.
2. Upload manuscript to be reviewed:

* Sign an agreement form for the review process.
* Provide the following information of the manuscript:
* Title
* Abstract
* 10 Keywords
* Target journal
* Field
* The uploaded manuscript should include:
* Doc or pdf file of the text part
* Optional: Doc or pdf file of the tables (might be missing)
* Optional: PNG file of the figures - along with figures captions (might be missing)

1. Get confirmation email and number once the manuscripts is successfully submitted. Also, receive a unique number assigned by the system to their paper.
2. Get notification email once the review is accomplished.
3. Schedule meetings with peer reviewers to discuss the manuscript by providing their prefered time. This is not a feature the authors deal with! It is done by the SWC!Authors must be present at the scheduled time to receive their reviews.
4. Complete a feedback form (whether the manuscript is accepted and/or comments from the journal reviewers). The system should send this form out several times.

*Peer reviewer functionality*

1. New reviewer should provide following personal information to sign up:

* Name
* Lab and PI
* Emory email address
* Research field and interests and research interests
* Number of real journal papers previously reviewed if any (we accept them without any previous reviews)

1. Sign the confidentiality form.
2. Edit profile.? at this time the reviewer doesn’t have an account! Having an account for authors and reviewers is a feature you should not deal with at this time of the project!
3. Browse the title and the abstract of the manuscripts and show interest in the manuscripts they feel comfortable to review.Nice
4. Get notification email of the final decision from the committee with the assigned manuscript number.
5. Pick up the assigned manuscript.
6. Confirm the accomplishment of reviewing and schedule meetings with the author of the manuscript and other peer reviewers.NO. SWC does this!
7. Send completed review form to SWC via uploading it in the system. Also, would be nice if there is also a way to upload the manuscript doc or pdf with their suggestions on it.

*Administrator functionality*

1. Login as an administrator.
2. Change the limitation number of manuscripts.
3. Get lists of manuscripts and reviewers.
4. Get brief matching result from the system.
5. Make the final paper-reviewer matching decision.
6. Set up deadlines for paper submission, paper adoption and review accomplishment.
7. Send email reminders.
8. Accommodation and make the final decision about the author-reviewers meeting.Email authors and reviewers meeting details.
9. Request and review feedbacks comments from the journal reviewers).

**Non-Functional/Other Requirements**

* Language: Django/Python
* Time Constraint: One Semester
* The maximum number of users is 600 ~ 700.
* If the number of paper reviewed by a reviewer is >= 3 then s/he will be assigned as an advanced reviewer; otherwise, s/he will be assigned as a beginner reviewer.
* The system must only allow no more than 10 manuscripts under review concurrently. Once the number is greater than 10, the manuscript submission page would be frozen telling users the pool is full and provide the estimation of next available submission date.Yes, but this number should be set up by the admin every time.
* The system must have a database for storing user information, manuscripts, and reviewer info.
* The system must provide matching between a manuscript and a reviewer who has applied to review the manuscript based on keywords, field of study.
* The system should allow at most sixfour reviewers per manuscript with at least 2 advanced reviewers. Two possible combinations are: (2 Advance, 2 Beginners) and (1 Advance: 3 Beginners).Nope. the number should be 6, with at least 2 advanced reviewers.
* The system should send email reminders when approaching deadlines.Admin should set up the dates of all the reminders though.
* The system should send confirmation to an author when the author submits manuscripts successfully.YES
* The system should send notifications to administrator when a new manuscript is submitted.