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# **Paper Reviewing User Guide**

***Release 0.97***

**Indico Team**

October 25, 2010



# CONTENTS

|          |  |          |
|----------|--|----------|
| <b>1</b> | <b>Paper Reviewing Module - Referee's Guide</b>    | <b>1</b> |
| 1.1      | Getting started . . . . .                          | 1        |
| 1.2      | Assigning Contributions to the Reviewers . . . . . | 2        |
| 1.3      | Referee Area . . . . .                             | 4        |



# **PAPER REVIEWING MODULE - REFEREE'S GUIDE**

## **1.1 Getting started**

As a referee, your responsibilities are to assign contributions to the reviewers and to give the final judgement for all of the contributions you have been assigned to. You may log in the system and you will find in the left menu two links under My Conference, Assign Contributions and Referee Area.

### **Overview**

Scientific Programme

Call for Abstracts

└ View my abstracts

└ Submit a new abstract

Timetable

Contribution List

Author index

My conference

Assign contributions

└ Referee Area

Book of abstracts

## 1.2 Assigning Contributions to the Reviewers

You can assign more than one contribution to the same Reviewers by selecting them using the check boxes. Depending on the chosen reviewing mode (Content reviewing or Content and layout reviewing) you need to assign different kinds of reviewers.

Paper Reviewing

Assign Contributions | Judge as Referee

Please, select one or more contributions to assign Reviewers

Show Filtering Criteria ?

Layout Reviewer: 

Assign

Remove

 ?

Content Reviewers: 

Assign

Remove

Remove All

 ?

Select: All , None

|                                     | Id | Title          | Type | Track | Session | Reviewing team   |
|-------------------------------------|----|----------------|------|-------|---------|--|
| <input checked="" type="checkbox"/> | 0  | contribution 1 |      |       |         | Referee: <b>anna Referee11</b><br>Layout reviewer: No layout reviewer<br>Content reviewers: No content reviewers |
| <input checked="" type="checkbox"/> | 1  | contribution 2 |      |       |         | Referee: <b>anna Referee11</b><br>Layout reviewer: No layout reviewer<br>Content reviewers: No content reviewers |

Layout Reviewer: 

Assign

Remove

 ?

Content Reviewers: 

Assign

Remove

Remove All

 ?

After checking the checkboxes and clicking the Assign button, a dialog will be displayed. Use the popup dialog to select the reviewer you wish to assign to the selected contributions. If there are pre-defined competences for him, they will be shown close to his name.

Click on a user name to add a content reviewer: 

✕

• pepi reviewer2 (competences: linux expert)

Cancel

↑

⋮

↓

Also, you can click on the name of a contribution and assign a reviewing team for it.

|      |          |                  |                        |
|------|----------|------------------|------------------------|
| Main | Material | Sub Contribution | <b>Paper Reviewing</b> |
|------|----------|------------------|------------------------|

|                    |                        |                           |
|--------------------|------------------------|---------------------------|
| <b>Assign Team</b> | <b>Final Judgement</b> | <b>Material to Review</b> |
|--------------------|------------------------|---------------------------|

The reviewing mode choosen for this conference is: Content and layout reviewing

### Assign a Referee ?

Referee: REFEREE11, anna

Deadline Date not set yet.

### Assign a Layout Reviewer ?

Layout reviewer: EDITOR3, nick

[Remove](#)

Deadline Date not set yet.

### Assign Content Reviewers ?

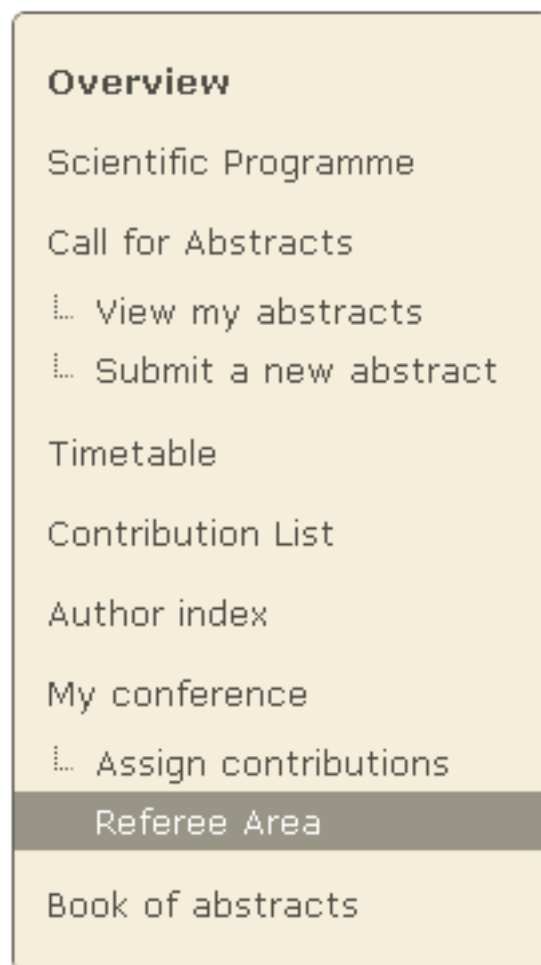
Content reviewers: not assigned yet

Choose a content reviewer to assign from the list:

☒ REVIEWER2, pepi

[Assign](#)

## 1.3 Referee Area



When you access the Referee Area you will find a list of all the contributions that are assign to you for judgment. You can follow

- if the author of the contribution has submitted the mateials for reviewing
- the state for every contribution, if it is judged by the Content Reviewers or by the Layout Re-viewer, or by both.

| Paper Reviewing                         |   |  |
|---|---|--|
| Assign Contributions   Judge as Referee |   |  |
| Contributions to judge as Referee       |   |  |
| Id Title State                          |   |  |
| 0                                       | <span style="color: red;">new 1</span>  | Not judged yet<br>Pending layout reviewer decision<br>Content judged by REVIEWER2, pepi as: Accept               |
| 1                                       | <span style="color: blue;">new 2</span> | Not judged yet<br>Layout judged by EDITOR3, nick as: Reject<br>Content judged by ANGELOVA, Csvetelina as: Reject |

Your responsibility as Referee will be to give the **final judgment** for the contribution: to be corrected, rejected, accepted or one of the customized statues added by the Managers. Accessing again the reviewing area (by clicking on the contribution's title) you will be able to see the judgments and the opinions of the layout and the content given by the reviewing team.



In order to submit your final judgment click on **Send** button. The authors of the contribution will receive automatically generated e-mail notification containing your comments and judgment, if the Managers of the Paper Reviewing set this option.

|  |          |                  |            |       |                        |
|--|----------|------------------|------------|-------|------------------------|
| Main   | Material | Sub Contribution | Protection | Tools | <b>Paper Reviewing</b> |
| <a href="#">Assign Team</a>   <a href="#">Final Judgement</a>   <a href="#">Material to Review</a>   <a href="#">History</a> |          |                  |            |       |                        |

The reviewing mode chosen for this conference is: Content and layout reviewing

## Layout judgement details [?](#)

Layout judgement: **Accept**, submitted on Fri 19 Feb 2010 at 17:00

Criteria Evaluation: Is the font size 16px? : Agree

Layout Reviewer: ANGELOVA, Csvetelina

## Content judgement details [?](#)

Content judgement: **Accept**, submitted on Fri 19 Feb 2010 at 17:00

Answered questions: Is the content coherent? : Strongly Agree

Content Reviewer: ANGELOVA, Csvetelina

## Final Judgement [?](#)

Reviewing questions: Is the content coherent?

-3                      0                      +3

○ ○ ○ ○ ○ ● ○

Comments: None [\(edit\)](#)

**Judgement:** Accept [\(edit\)](#)

[Send](#) Judgement not sent yet

The material which is subject of reviewing is accessible for the Referees from the **Material to Review** tab.

|  |          |                  |                        |
|--|----------|------------------|------------------------|
| Main   | Material | Sub Contribution | <b>Paper Reviewing</b> |
| <a href="#">Assign Team</a>   <a href="#">Final Judgement</a>   <a href="#">Material to Review</a>   <a href="#">History</a> |          |                  |                        |

## Existing Reviewing material

[application.doc](#) [✕](#) [📄](#)

The system gives you the opportunity to follow the reviewing history for every contribution. The reviewing history is built when there are more than one reviews per paper. You can access it just right after you send your final judgment from the **History** tab.

|      |          |                  |                        |
|------|----------|------------------|------------------------|
| Main | Material | Sub Contribution | <b>Paper Reviewing</b> |
|------|----------|------------------|------------------------|

|                    |                        |                           |                |
|--------------------|------------------------|---------------------------|----------------|
| <b>Assign Team</b> | <b>Final Judgement</b> | <b>Material to Review</b> | <b>History</b> |
|--------------------|------------------------|---------------------------|----------------|

*Review 0 of material:* [application.doc](#)

**Final Judgement:** **Accept**, submitted on Mon 22 Feb 2010 at 11:31  
Referee: REFEREE11, anna

Layout judgement: **Accept**, submitted on Mon 22 Feb 2010 at 11:05  
Layout Reviewer: ANGELOVA, Csvetelina

Content judgement: **Accept**, submitted on Mon 22 Feb 2010 at 11:05  
Content Reviewer: ANGELOVA, Csvetelina