
Paper Reviewing User Guide

Release 0.97

Indico Team

March 15, 2011

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PAPER REVIEWING MODULE - LAYOUT REVIEWER'S GUIDE

1.1 Getting started

As a layout reviewer, your responsibility is to judge the layout of all of the contributions are assigned to you. Firstly, you must log in to the system and you will find a link in the left menu under My Conference, called `Layout Reviewer area`.

Overview

Scientific Programme

Call for Abstracts

└ View my abstracts

└ Submit a new abstract

Timetable

Contribution List

Author index

My conference

Layout Reviewer Area

Book of abstracts

1.2 Layout reviewer area

When you access the layout reviewers area you will find a list of all the contributions that are assigned to you for judgement. You also see the state of every contribution.

Paper Reviewing		
Judge as Layout Reviewer		
Judge editing of the contribution		
<hr/>		
Id Title State		
0	contribution 1	Layout judgement given
1	contribution 2	Layout judgement not given yet

First you should fill in the questions provided by the paper review manager, after this, you can give your judgement for the layout of the contribution: to be corrected, rejected, accepted. The comments that you write should help the referee to give his judgement. The authors of the contribution will receive an automatic e-mail notification containing your comments and judgement, if the managers of the paper reviewing set this option.

Main	Material	Sub Contribution	Paper Reviewing
Judge Layout	Material to Review	History	

Give opinion on the layout of a contribution ?

Reviewing questions:

Is the font size 16px?

-3 0 +3

☐ ☐ ☐ ☐ ☐ ☒ ☐

Comments: some comments here..... (edit)

Judgement: Accept (edit)

Send

 Judgement not sent yet

The material which is the subject of reviewing is accessible under Material to Review.

Main	Material	Sub Contribution	Paper Reviewing
Judge Layout	Material to Review		

Existing Reviewing material

 [application.doc](#)  