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# **Paper Reviewing User Guide**

***Release 0.97***

**Indico Team**

May 09, 2011



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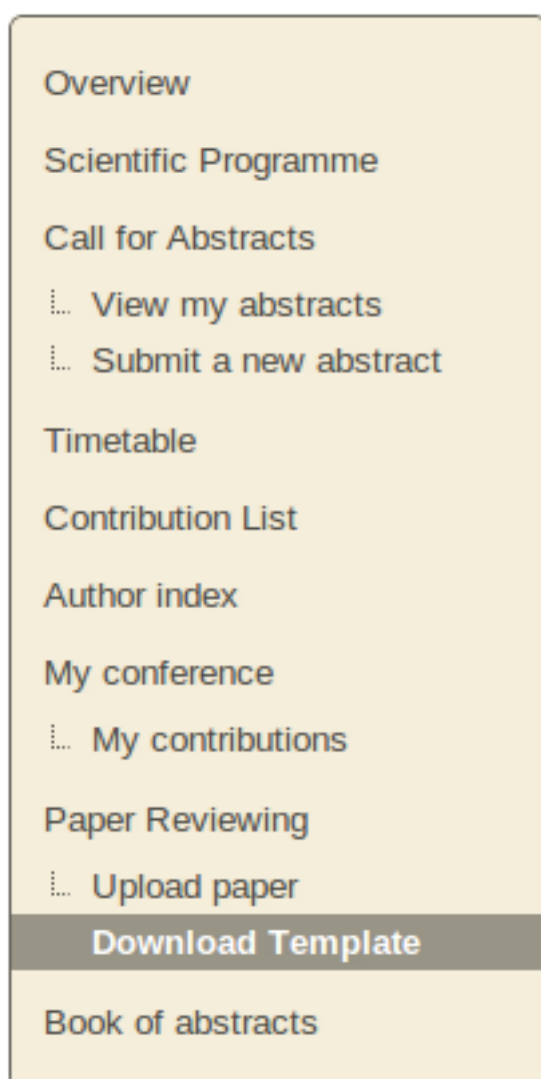
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# PAPER REVIEWING MODULE AUTHOR'S GUIDE

## 1.1 Getting started

Firstly, you must log in to the system; you will find a link `Download Template` in the left menu under `Paper Reviewing`.



## 1.2 Download template area

If the paper reviewing manager provides you a template for the papers, you can download it by clicking on the template name.

### List of contribution templates

Name	Format	Description
<a href="#">template1</a>	OpenOffice Writer	

## 1.3 Upload paper area

You can access the list of contributions and follow their status from `Upload paper`:

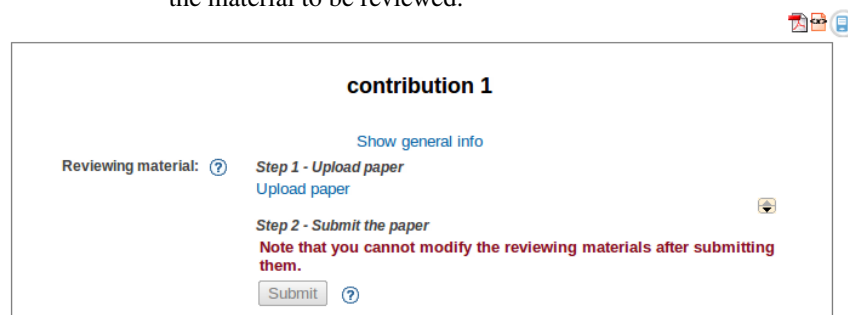
### Contributions

Id	Name	Reviewing Status	
2	contribution 1	Materials not submitted yet	<a href="#">Upload Paper</a>
3	contribution 2	Materials not submitted yet	<a href="#">Upload Paper</a>

By clicking on the `Upload paper` link you can access the specific information for the contribution where you can upload a new paper.

## 1.4 How to submit the reviewing material

- The next step will be to submit your reviewing material. You can do this by clicking on the `Upload paper` link. You have to follow these two steps to submit your paper.
  - Step 1: Use `Upload paper` link, next to `Reviewing material`. Here you must add the material to be reviewed.



The screenshot shows a web interface for 'contribution 1'. At the top right, there are three icons: a red one, a blue one, and a document icon. Below the title 'contribution 1', there is a link 'Show general info'. The main section is titled 'Reviewing material: ?' and contains two steps: 'Step 1 - Upload paper' with a link 'Upload paper', and 'Step 2 - Submit the paper' with a red note 'Note that you cannot modify the reviewing materials after submitting them.' and a 'Submit' button with a help icon '?'.

Choose the file(s) for your contribution. If you want you can add a description and a display name for the file(s) in the `Advanced` tab. After that click on `Create Resource`.

Upload Paper

Basic

Advanced

Location

Seleccionar archivo

paper.pdf

more

☒ Convert to PDF (when applicable)

Create Resource

**Upload Paper** [X]

**Basic** **Advanced**

**Description**

**Display Name**

'Display name' will be used instead of the original file name

**Create Resource**

- Step 2: You have to submit the reviewing material by clicking on **Submit** button. You need to be sure that the material you are submitting is correct because you cannot modify it after submitting.

**contribution 1**

[Show general info](#)

Reviewing material: ? [Step 1 - Upload paper](#)  
[Upload paper](#)

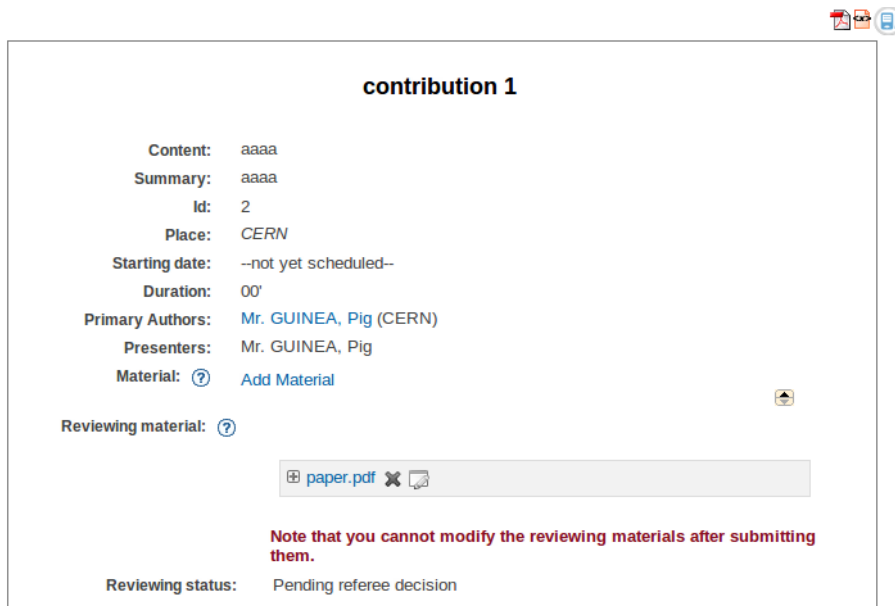
[X] [?]

[Step 2 - Submit the paper](#)  
**Note that you cannot modify the reviewing materials after submitting them.**

**Submit** ?

- Now you can see the **Reviewing** status of your paper.







**contribution 1**

Content: aaaa  
 Summary: aaaa  
 Id: 2  
 Place: CERN  
 Starting date: --not yet scheduled--  
 Duration: 00'  
 Primary Authors: Mr. GUINEA, Pig (CERN)  
 Presenters: Mr. GUINEA, Pig  
 Material: ? [Add Material](#)

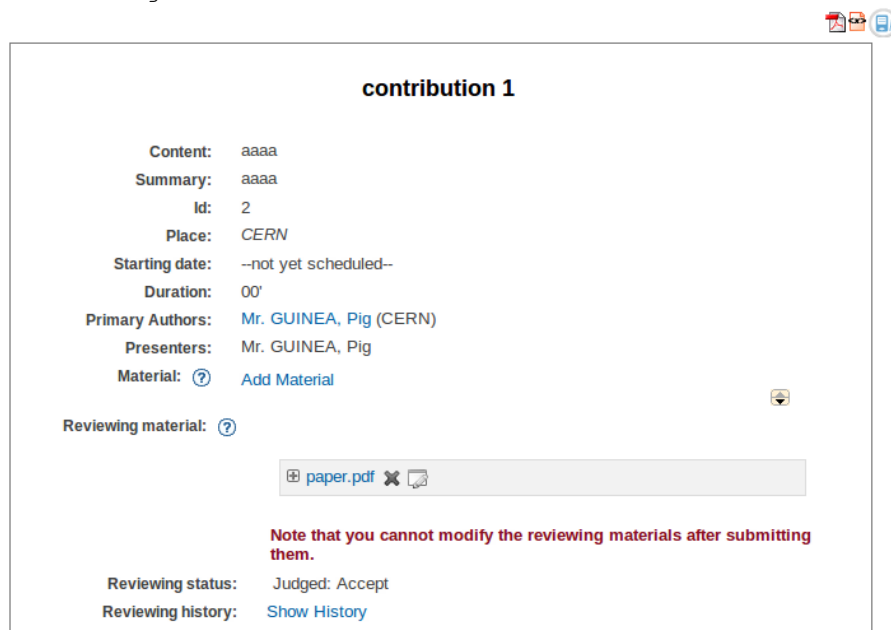
Reviewing material: ?

[paper.pdf](#)  

**Note that you cannot modify the reviewing materials after submitting them.**

Reviewing status: Pending referee decision



- The reviewing process ends when the final judgement for your paper is Accepted or Rejected.



**contribution 1**

Content: aaaa  
 Summary: aaaa  
 Id: 2  
 Place: CERN  
 Starting date: --not yet scheduled--  
 Duration: 00'  
 Primary Authors: Mr. GUINEA, Pig (CERN)  
 Presenters: Mr. GUINEA, Pig  
 Material: ? [Add Material](#)




Reviewing material: ?

[paper.pdf](#)  

**Note that you cannot modify the reviewing materials after submitting them.**

Reviewing status: Judged: Accept  
 Reviewing history: [Show History](#)

- The reviewing process will continue if the final judgement for your contribution is To be corrected. You will have to send the material again, after correction. Then the reviewing process will start again. You can see the Reviewing history after clicking on the Show history link.



**contribution 1**

Content: aaaa

Summary: aaaa

Id: 2

Place: CERN

Starting date: --not yet scheduled--

Duration: 00'

Primary Authors: [Mr. GUINEA, Pig](#) (CERN)

Presenters: Mr. GUINEA, Pig

Material: [?](#) [Add Material](#)

Reviewing material: [?](#) [Step 1 - Upload paper](#)

[Upload paper](#)

[?](#)

[Step 2 - Submit the paper](#)

**Note that you cannot modify the reviewing materials after submitting them.**

[?](#)

Reviewing history: [Hide History](#)

Review 0: [paper.pdf](#)

**Final Judgement:** To be corrected, submitted on Tue 15 Mar 2011 at 10:59

Approved questions: Is the paper interesting regarding the field of the conference?: Disagree

Layout judgement: Accept, submitted on Tue 15 Mar 2011 at 10:58

Criteria Evaluation: Is the background color white?: Agree

Content judgement: To be corrected, submitted on Tue 15 Mar 2011 at 10:58

Answered questions: Is the paper interesting regarding the field of the conference?: Weakly Disagree