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# **Paper Reviewing User Guide**

***Release 0.97***

**Indico Team**

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# PAPER REVIEWING MODULE - LAYOUT REVIEWERS'S GUIDE

## 1.1 Getting started

As a layout reviewer, your responsibility is to judge the layout of all of the contributions you are assigned to. Firstly, you must log in 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 judgment. You also see the state for every contribution.

Paper Reviewing

Judge as Layout Reviewer

Judge editing of the contribution

Id	Title	State
0	<a href="#">contribution 1</a>	Layout judgement given
1	<a href="#">contribution 2</a>	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 will write down should help the Referee to give his judgment. The authors of the contribution will receive an automatic e-mail notification containing your comments and judgment, 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 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](#)  