
Paper Reviewing User Guide

Release 0.97

Indico Team

November 11, 2010

CONTENTS

1	Paper reviewing module manager's guide	1
1.1	How to activate the module	1
1.2	Manager of the paper reviewing module	1
1.3	Paper reviewing management	2
1.4	Review option within Contribution Editor	11

PAPER REVIEWING MODULE MANAGER'S GUIDE

1.1 How to activate the module

You can activate the Paper Reviewing module from the General Settings of your conference. Go to the bottom of the page and click **Paper Reviewing** to make the icon green. Once the icon is green you will have a new **Reviewing** link in the side menu.

You will be able to access it by clicking on “Reviewing” from the Side Menu.

conf 2 08 February
Created by Cavetelina Angelova

Clone Lock Delete View event page

General settings
Timetable
Material
Room booking
Programme
Call for Abstracts
Contributions
Reviewing
Video Services
Evaluation
Advanced options
Lists
Protection
Tools
Layout
Logs

General Settings

Title	Conference 1 (edit)
Description	
Place	Location: Address: Room:
Start/End date	08/02/2010 08:00 to 20/02/2010 18:00
Timezone	Europe/Zurich
Additional info	
Support email	None (edit)
Default style	Parallel (edit)
Visibility	Everywhere (edit)
Event type	conference (edit)
Keywords	modify
Short display URL	There is not any short url yet. Click "Modify" to setup.
Chairpersons	new search
Screen dates	Monday 08 February 2010 08:00 (normal) -> Saturday 20 February 2010 18:00 (normal) modify
Types of contributions	remove add
Management features	<input checked="" type="checkbox"/> Call for abstracts <input checked="" type="checkbox"/> e-payment <input checked="" type="checkbox"/> Evaluation Form <input checked="" type="checkbox"/> Paper Reviewing <input type="checkbox"/> Registration Form

1.2 Manager of the paper reviewing module

The manager of the module can modify all the settings and is responsible for the paper reviewing process. He creates the reviewing team and assigns contributions to the team. If you are a manager of the Paper Reviewing you can access it by clicking on the **Manage Paper Reviewing** link, after you are logged in (see the following figure).

Overview

Scientific Programme

Call for Abstracts

└ View my abstracts

└ Submit a new abstract

Timetable

Contribution List

Author index

My conference

Manage Paper
Reviewing

└ Assign contributions

Book of abstracts

1.3 Paper reviewing management

1.3.1 Set up the module

The first step is to choose the type of paper reviewing for your conference:

- *No reviewing*: no use of the reviewing module
- *Content reviewing*: paper's content will be checked only by the content reviewers
- *Layout reviewing*: paper's layout will be checked only by the layout reviewers
- *Content and layout reviewing*: both of the previous points

Paper Reviewing

Setup

Team

Competences

Assign Contributions

Please, follow the steps to set up the Paper Reviewing Module

Step 1: Choose type of paper reviewing for the conference ?

Type of reviewing:

No reviewing
Content reviewing
Layout reviewing
Content and layout reviewing

Save Cancel

The second step is setting up the options depending on the type of reviewing you have chosen:

Options for content reviewing mode

- There are three statuses by default. You can add your own statuses that will be proposed to the content reviewers, when they have to give opinions about the paper's content, and to the referee when he has to give a judgement.

Add a paper status for paper reviewing ?

The default statuses are: *Accept*, *To be corrected* and *Reject*. You can define your own statuses

Add

new status ✖

new status 2 ✖

- There is also a way to add reviewing questions in order to help content reviewers and referees give their judgement for the paper's content. The referee will be able to see the content reviewers' answers and this will help him with the final judgement.

Add questions for content reviewing ?

Add

Is the paper interesting regarding the field of the conference? ✖

Options for layout reviewing mode

- You can add questions in order to help layout reviewers to give their judgment. These questions are visible when they have to judge the paper. This will guide them to follow the layout criteria given by you (see figure as example).

Set criteria for layout reviewing [?](#)

Is the background color white? 

Options for content and layout reviewing mode

- You can set up all the options in the previous two sections - 1.3.1.1 / 1.3.1.2.
- You can set due dates for the reviewing team to give their judgments. They will not be able to judge the papers after the deadline. These default dates apply only for a new contribution.

Deadlines for reviewing team [?](#)

Referee Deadline	20/01/2010 16:00	(edit)
Layout Reviewer Deadline	18/01/2010 16:00	(edit)
Content Reviewer Deadline	18/01/2010 16:00	(edit)

- The system sends automatic e-mails in order to notify the reviewing team or the authors of the papers in several situations. You can enable or disable the e-mails by clicking on the check boxes.

Automatic e-mails can be send: ?

To the Paper Review Managers when:

- ☒ are added/removed from the conference

To the Referees when:

- ☐ are added/removed from the conference
- ☐ have assigned/unassigned contributions
- ☐ the author submits a paper

To the Content Reviewers when:

- ☐ are added/removed from the conference
- ☐ have assigned/unassigned contributions
- ☐ the author submits a paper

To the Layout Reviewers when:

- ☐ are added/removed from the conference
- ☐ have assigned/unassigned contributions
- ☐ the author submits a paper

To the Author of the paper when a judgement is submitted by:

- ☐ Referee
- ☐ Content Reviewer
- ☐ Layout Reviewer

- The paper reviewing module allows you to upload your own layout template which the authors can download and use. This will help them to follow the required layout criteria you impose. The template can be in the form of a document file.

Upload Template

Name

Type or other

File application.doc

Description

Upload a template ?

Name	Format	Description
Template 1	Word	some description

1.3.2 Assign team

Assign managers

The managers of the paper reviewing will be responsible for the reviewing part of the conference. Their responsibility will be to designate referees, layout and content reviewers who will be responsible for paper reviewing and editing. The reviewing manager will be able to set up the options for the reviewing module, to specify the team's competences and to assign contributions to the referees and reviewers. You can add paper review manager after accessing the Team tab.

Paper Reviewing

Setup | Team | Competences | Assign Contributions

Step 1: Assign Managers of Paper Reviewing Module ?

An automatically generated e-mail will be send to the Paper Review Managers you will assign
You can modify this from the Paper Reviewing Setup

Managers of Paper Reviewing Module

ANGELOVA, Csvetelina

responsibilities: Setup, Assign contributions to Referees, Define team competences

From the Assign Managers of the Paper Reviewing Module area, click on the button Add Existing to search for the user.

Search users

Family name

First name

E-mail

Organisation

Exact Match ☐

ANGELOVA, Csvetelina (csvetelina.angelova@cern.ch)

Assign reviewers

You can create lists of referees, layout reviewers and content reviewers.

When you add a user to be a referee, you are giving him the rights to assign contributions to the layout and content reviewers. Also, the referee has to give the final judgement for the contribution - to be corrected, accepted or rejected. If the contribution status is given to be corrected, then the referee will be able to correct it by himself if necessary.

The layout reviewer has to judge the editing part of the contributions. He will be able to access only the contributions that are assigned to him for judgement. When layout reviewing mode is chosen, he will have to give the final judgement of the contribution. If needed the layout reviewer can correct the papers by himself.

The content reviewers have to give their opinion of the content of the contribution. They will have access only to the contributions that are assigned to them.

Step 2: Assign Reviewers [?](#)

Referees

responsibilities: Assign,
contributions to Reviewers,
Give final judgement

REFEREE11, anna



Add Existing

Content Reviewers

responsibility: judge
content verification
of contributions

REVIEWER2, pepi



Add Existing

Layout Reviewers

responsibility: judge
form verification
of contributions

EDITOR3, nick



Add Existing

1.3.3 Define competences for team members

The paper reviewing managers can specify the team's competences, if necessary. The list of all designated users will be offered after you access the Competences tab.

Paper Reviewing

[Setup](#) | [Team](#) | [Competences](#) | [Assign Contributions](#)

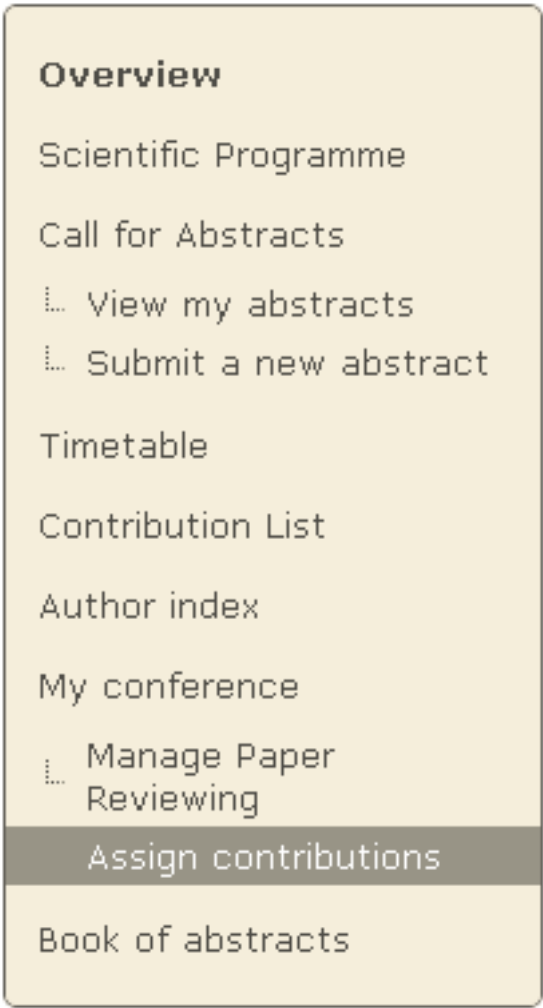
Here you can define competences for every team member, if needed.

Paper Reviewing Team competences ?

Id	Name	Responsabilities	Competences
0	ANGELOVA, Csvetelina	Manager of Paper Reviewing Module	<input type="text"/> <input type="button" value="Add"/> <i>No items</i>
12	EDITOR3, nick	Layout Reviewer	<input type="text"/> <input type="button" value="Add"/> <i>No items</i>
4	REFEREE11, anna	Referee	<input type="text"/> <input type="button" value="Add"/> <i>No items</i>
8	REVIEWER2, pepi	Content Reviewer	<input type="text"/> <input type="button" value="Add"/> Saved <i>windows specialist ✖,</i>

1.3.4 Assign contributions to the reviewers

You can assign contributions by clicking on the link: [Assign Contributions](#) (see the figure below).



The paper reviewing module gives you the opportunity to assign more than one contributions to the same reviewers by selecting them using the check boxes. Depending on the chosen reviewing mode you need to assign different teams of reviewers (see section 1.3.1).

Paper Reviewing

Setup | Team | Competences | Assign Contributions

Please, select one or more contributions to assign Reviewers

Show Filtering Criteria ?

Referee:

Assign Remove ?

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: No referee Layout reviewer: No layout reviewer Content reviewers: No content reviewers
<input checked="" type="checkbox"/>	1	contribution 2				Referee: No referee Layout reviewer: No layout reviewer Content reviewers: No content reviewers

Referee:

Assign Remove ?

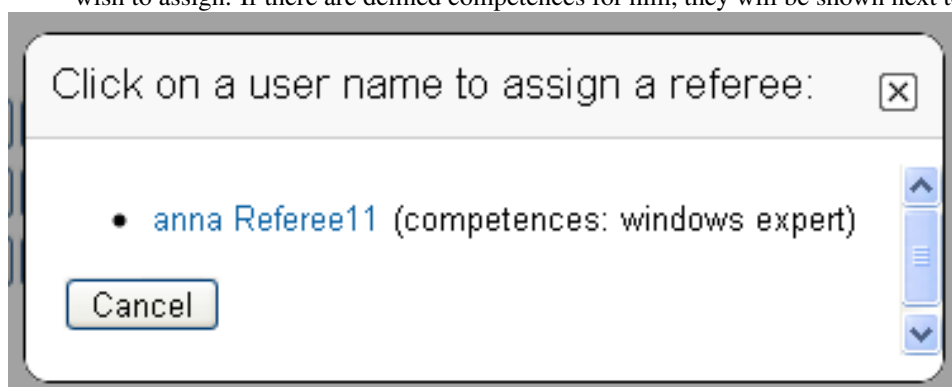
Layout Reviewer:

Assign Remove ?

Content Reviewers:

Assign Remove Remove All ?

When you click `Assign`, a dialogue will appear. Use the dialogue popup to select the reviewer you wish to assign. If there are defined competences for him, they will be shown next to his name.



If the paper reviewing mode is “Content reviewing” or “Content and Layout Reviewing”, the referees you choose will be the responsables for assigning layout and content reviewers to this contribution. The referee has also to give the final judgment for the contribution - to be corrected, accepted or rejected and to correct it by himself if necessary.

If you have chosen “Layout Reviewing” the layout reviewer should give the final judgement for the contributions.

1.4 Review option within Contribution Editor

1.4.1 How to access the “Reviewing” area for a contribution

Click on the link `Contributions` from the side menu. The list of all contributions will be displayed. Click on the contribution’s title and then the `Reviewing` tab.

1.4.2 Assign reviewers for a contribution

You can assign reviewers by clicking on `Assign Team` tab. A lists of referees, layout and content reviewers will be offered. Click on the button next to the user’s name and then click the `Assign` button. In order to remove an already assigned reviewer use the `Remove` button.

Accepted Contribution: **contribution 1**

Go back to: [Contributions list](#)

Main	Material	Sub Contribution	Protection	Tools	Paper Reviewing
------	----------	------------------	------------	-------	------------------------

Assign Team | **Judgements** | **Material to Review**

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

Assign a Referee ?

Referee: REFEREE11, anna

[Remove](#)

Deadline *None* ([edit](#))

Assign a Layout Reviewer ?

Layout reviewer: not assigned yet

Choose a layout reviewer to assign from the list:

☒ EDITOR3, nick

[Assign](#)

Assign Content Reviewers ?

Content reviewers: not assigned yet

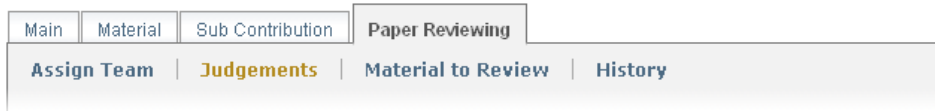
Choose a content reviewer to assign from the list:

☒ REVIEWER2, pepi

[Assign](#)

1.4.3 Judgement details for a contribution

You can see the reviewer judgement details for the current review.



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? : Agree
 Comments:
Judgement: Accept

1.4.4 Reviewing materials for a contribution

The material which is a subject of reviewing is also accessible for the managers, from the `Material to Review` tab (see next figure).



Existing Reviewing material

[+ application.doc](#) [X](#) [📄](#)

1.4.5 Reviewing history for a contribution

If there are more than one reviews for a single contribution, the system keeps the reviewing history for each contribution. You can access it by clicking on the `History` tab.

Main

Material

Sub Contribution

Paper Reviewing

Assign Team

Judgements

Material to Review

History

Review 1 of material: [application.doc](#)

Final Judgement: **Accept**, submitted on Fri 19 Feb 2010 at 17:00
Approved questions: Is the content coherent? : Agree
Referee: ANGELOVA, Csvetelina

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: **Accept**, submitted on Fri 19 Feb 2010 at 17:00
Answered questions: Is the content coherent? : Strongly Agree
Content Reviewer: ANGELOVA, Csvetelina

Review 0 of material: [CERNREADME.txt](#)

Final Judgement: **To be corrected**, submitted on Fri 19 Feb 2010 at 16:59
Comments: referee comments here
Approved questions: Is the content coherent? : Weakly Disagree
Referee: ANGELOVA, Csvetelina

Layout judgement: **Accept**, submitted on Fri 19 Feb 2010 at 16:59
Criteria Evaluation: Is the font size 16px? : Weakly Agree
Layout Reviewer: ANGELOVA, Csvetelina

Content judgement: **To be corrected**, submitted on Fri 19 Feb 2010 at 16:59
Answered questions: Is the content coherent? : Weakly Disagree
Content Reviewer: ANGELOVA, Csvetelina