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# **Paper Reviewing User Guide**

***Release 0.97***

**Indico Team**

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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 `My contributions` in the left menu under `My Conference`.



## 1.2 My Contributions Area

You can access the list of contributions and follow their status from My contributions:


### My Conference Features

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

By clicking on the name you can access the specific information for the contribution.

## 1.3 How to submit the material for the contribution

- The next step will be to submit your material. You can do this by clicking on the contribution name. Use Add Material link, next to Reviewing materials. Here you must add the material to be reviewed. Only the material added in this section will be judged by the reviewing team.





**contribution 1**

Content:

some content...

Id:

0

Starting date:

--not yet scheduled--

Duration:

30'


Primary Authors:

[Ms. ANGELOVA, Csvetelina](#) (CERN)

Presenters:

Ms. ANGELOVA, Csvetelina

Material:

 [Add Material](#)

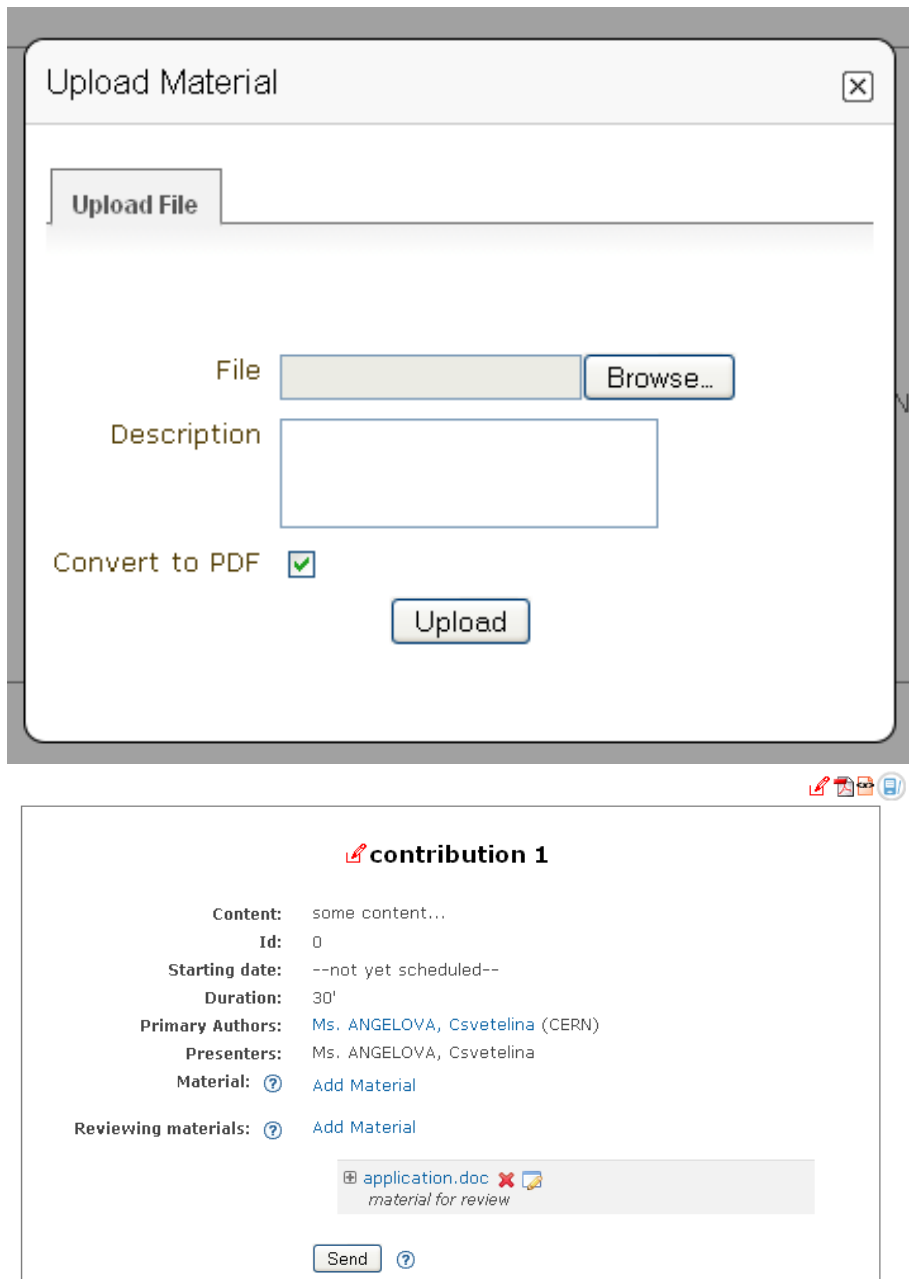
Reviewing materials:

 [Add Material](#)

Send








- Choose the file(s) for your contribution. You may add a description and convert your file to PDF format. After that click on Upload.



The image shows two screenshots from a software interface. The top screenshot is a dialog box titled 'Upload Material' with a close button (X) in the top right corner. Inside the dialog, there is a tab labeled 'Upload File'. Below the tab, there is a 'File' label next to a text input field and a 'Browse...' button. Below that is a 'Description' label next to a larger text input field. At the bottom left, there is a 'Convert to PDF' checkbox which is checked with a green checkmark. At the bottom center, there is an 'Upload' button. The bottom screenshot shows a page titled 'contribution 1' with a red icon. It contains a list of metadata: 'Content: some content...', 'Id: 0', 'Starting date: --not yet scheduled--', 'Duration: 30'', 'Primary Authors: Ms. ANGELOVA, Csvetelina (CERN)', and 'Presenters: Ms. ANGELOVA, Csvetelina'. Below this, there are two links: 'Material: ? Add Material' and 'Reviewing materials: ? Add Material'. At the bottom, there is a button labeled 'Send' with a question mark icon next to it. Above the 'Send' button, there is a list of materials for review, showing 'application.doc' with a red X icon and the text 'material for review'.

- You can send your added material for reviewing only by clicking on the Send button. By doing this you will “lock” your material until the end of the reviewing process. You cannot add or remove material any more, unless you have made a mistake while sending. In this case, use the UNDO sending button. Now you see the Reviewing status of your contribution.

 **contribution 1**

<b>Content:</b>	some content...
<b>Id:</b>	0
<b>Starting date:</b>	--not yet scheduled--
<b>Duration:</b>	30'
<b>Primary Authors:</b>	<a href="#">Ms. ANGELOVA, Csvetelina</a> (CERN)
<b>Presenters:</b>	Ms. ANGELOVA, Csvetelina
<b>Material:</b>	<a href="#">?</a> <a href="#">Add Material</a>

**Reviewing materials:** [?](#) [Add Material](#)

application.doc

✕

🗨

material for review





  


**Reviewing status:** Pending referee decision

UNDO sending

[?](#)

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

 **contribution 1**

<b>Content:</b>	some content...
<b>Id:</b>	0
<b>Starting date:</b>	--not yet scheduled--
<b>Duration:</b>	30'
<b>Primary Authors:</b>	<a href="#">Ms. ANGELOVA, Csvetelina</a> (CERN)
<b>Presenters:</b>	Ms. ANGELOVA, Csvetelina
<b>Material:</b>	<a href="#">?</a> <a href="#">Add Material</a>

**Reviewing materials:** [?](#)

application.doc

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material for review

**Reviewing status:** Judged: Accept

- 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:** some content...

**Id:** 0

**Starting date:** --not yet scheduled--

**Duration:** 30'

**Primary Authors:** [Ms. ANGELOVA, Csvetelina](#) (CERN)

**Presenters:** Ms. ANGELOVA, Csvetelina

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

**Reviewing materials:** [Add Material](#)

**Reviewing history:** [Hide History](#)

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

**Final Judgement:** To be corrected, submitted on Fri 05 Mar 2010 at 16:07

Layout judgement: Accept, submitted on Fri 05 Mar 2010 at 16:06

Content judgement: To be corrected, submitted on Fri 05 Mar 2010 at 16:06