
Paper Reviewing User Guide

Release 0.98

Indico Team

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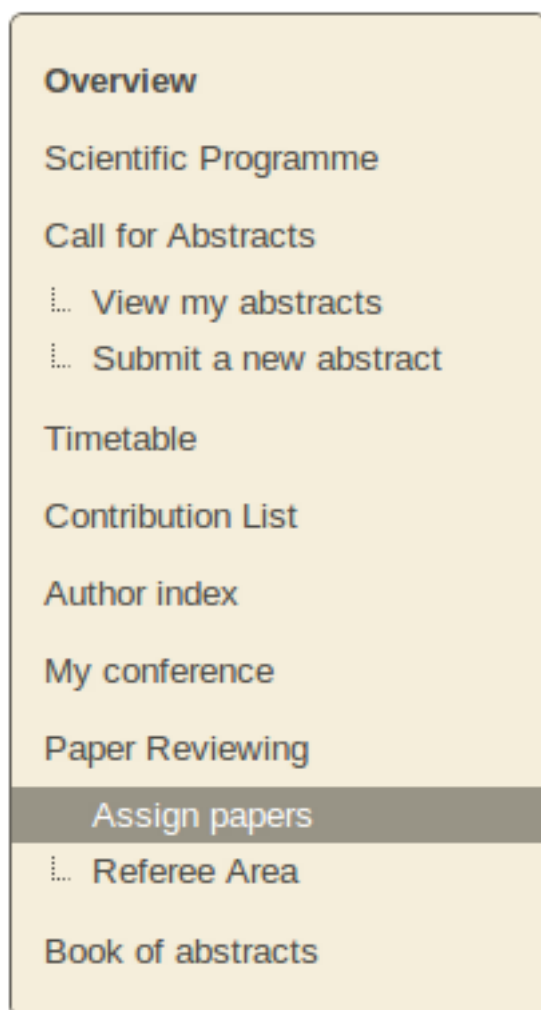
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PAPER REVIEWING MODULE - REFEREE'S GUIDE

1.1 Getting started

As a referee, your responsibilities are to assign papers to the reviewers and to give the final judgement for all of the papers that have been assigned to you. You may log in to the system and you will find in the left menu two links under *Paper Reviewing*, *Assign papers* and *Referee Area*.



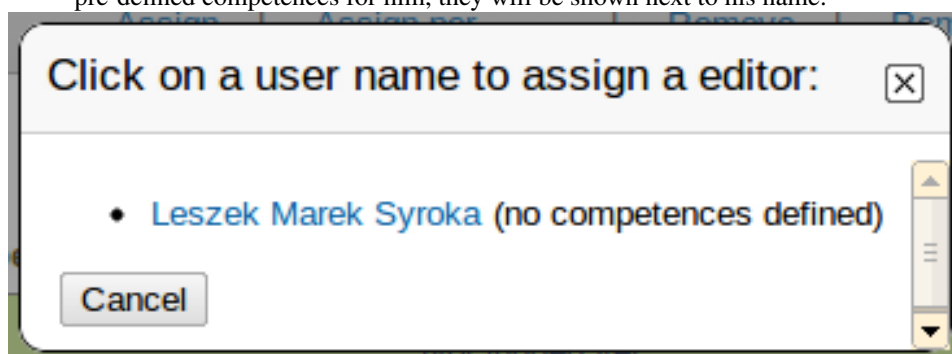
1.2 Assigning papers to the reviewers

You can assign more than one paper to the same reviewers by selecting them using the check boxes. Depending on the chosen reviewing mode (Content reviewing or Content and layout reviewing) you need to assign different kinds of reviewers.

The screenshot shows the 'Assign papers' interface. At the top, there are tabs for 'Assign papers' and 'Judge as Referee'. Below this, a 'Show Filters' button and a status 'Displaying 2 papers' are visible. A control bar contains buttons for 'Layout Reviewer' and 'Content Reviewers', each with an 'Assign' button, a dropdown menu for 'Assign per ...', and a 'Remove' button. Below the control bar, a 'Select' dropdown is set to 'All'. The main part of the interface is a table with columns: Id, Title, Type, Track, Session, Status, Reviewing team, and Deadline. Two papers are listed: 'contribution 1' and 'contribution 2'. Below the table, there is another control bar similar to the one at the top.

Id	Title	Type	Track	Session	Status	Reviewing team	Deadline
0	contribution 1				Not judged yet: Pending layout reviewer decision No content reviewers have decided yet	Referee: Pig Guinea Layout reviewer: No layout reviewer Content reviewers: No content reviewers	31-03-2011
1	contribution 2				Not judged yet: Materials not submitted yet	Referee: Pig Guinea Layout reviewer: No layout reviewer Content reviewers: No content reviewers	31-03-2011

After checking the check boxes and clicking the Assign button, a dialogue will be displayed. Use the popup dialogue to select the reviewer you wish to assign to the selected contributions. If there are pre-defined competences for him, they will be shown next to his name.



Also, you can click on the name of a contribution and assign a reviewing team for it.

Main	Material	Sub Contribution	Paper Reviewing
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Assign Team	Final Judgement	Material to Review	History
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The reviewing mode chosen for this conference is: Content and layout reviewing

Assign a Referee ?

Referee: GUINEA, Pig
Deadline 31/03/2011 15:55

Assign a Layout Reviewer ?

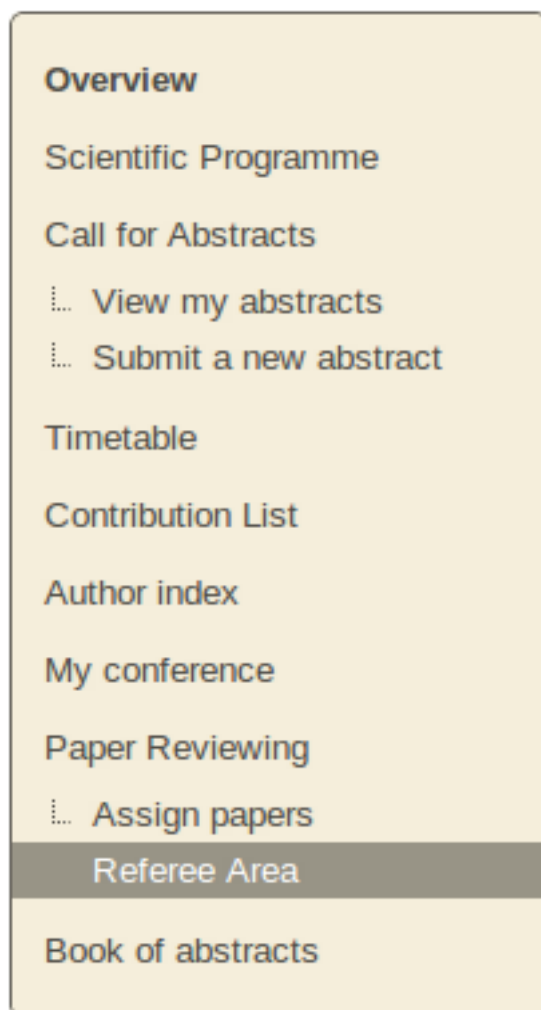
Layout reviewer: SYROKA, Leszek Marek

 Deadline 23/03/2011 15:55

Assign Content Reviewers ?

Content reviewers: not assigned yet
 Choose a content reviewer to assign from the list:
☒ GONZALEZ LOPEZ, Jose Benito

1.3 Referee area



When you access the referee area you will find a list of all the papers that are assigned to you for judgement. You can follow

- if the author of the contribution has submitted the materials for reviewing
- the state for every contribution, whether it is judged by the content reviewers or by the layout reviewer, or by both.

Assign papers

Judge as Referee

Contributions to judge as Referee

Id	Title	State	Deadline
0	contribution 1	Not judged yet Layout judged by CASTILLA HERNANDEZ, Alexis as: Accept No content reviewers have decided yet	Thu 31 Mar 2011
1	contribution 2	Not judged yet Materials not submitted yet	Thu 31 Mar 2011

Your responsibility as referee will be to give the **final judgement** for the paper: to be corrected, rejected, accepted or one of the customized status added by the Managers. Accessing again the reviewing area (by clicking on the contribution's title) you will be able to see the judgements and the opinions on the layout and the content given by the reviewing team.

In order to submit your final judgement, click on the *Send* button. The authors of the contribution will receive automatically generated e-mail notification containing your comments and judgement, if the managers of the paper reviewing set this option.

Main	Material	Sub Contribution	Paper Reviewing
Assign Team	Final Judgement	Material to Review	History

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

Layout judgement details [?](#)

Layout judgement: Accept, submitted on Tue 15 Mar 2011 at 12:03
 Criteria Evaluation: Is the background color white?: Agree
 Layout Reviewer: CASTILLA HERNANDEZ, Alexis

Content judgement details [?](#)

Content judgement: Accept, submitted on Tue 15 Mar 2011 at 12:05
 Comments: Good content
 Answered questions: Is the paper interesting regarding the field of the conference?: Borderline
 Content Reviewer: CASTILLA HERNANDEZ, Alexis

Final Judgement [?](#)

Reviewing questions: Is the paper interesting regarding the field of the conference?
 -3 0 +3
☐ ☐ ☐ ☒ ☐ ☐ ☐

Comments: No comments
[\(edit\)](#)

Judgement: None [\(edit\)](#)

[?](#) Judgement not sent yet

The material which is the subject of reviewing is accessible for the referees from the `Material to Review` tab. The referees can edit, delete the current material and upload more files only if the files are submitted and under review.

Main	Material	Sub Contribution	Paper Reviewing
Assign Team	Final Judgement	Judge Layout	Judge Content
Material to Review		History	

Upload paper

C2012-04-02.pdf

Otherwise the file list will be disabled for editing, removing and adding.

Main	Material	Sub Contribution	Paper Reviewing
Assign Team	Final Judgement	Material to Review	History

C2012-04-02.pdf

The system gives you the opportunity to follow the reviewing history for every contribution. The reviewing history is built when there is more than one review per paper. You can access it from the History tab right after sending your final judgement.

MainMaterialSub ContributionPaper Reviewing

Assign TeamFinal JudgementMaterial to ReviewHistory

Review 0: [paper.pdf](#)

Final Judgement: To be corrected, submitted on Tue 15 Mar 2011 at 12:00
Approved questions: Is the paper interesting regarding the field of the conference?: Weakly Disagree
Referee: GUINEA, Pig

Layout judgement: Accept, submitted on Tue 15 Mar 2011 at 11:59
Criteria Evaluation: Is the background color white?: Agree
Layout Reviewer: CASTILLA HERNANDEZ, Alexis

Content judgement: Accept, submitted on Tue 15 Mar 2011 at 12:00
Comments: Good content
Answered questions: Is the paper interesting regarding the field of the conference?: Borderline
Content Reviewer: CASTILLA HERNANDEZ, Alexis