# From September N-1 to January N

## Tasks of the Best Papers selection assistant editor

* Send invitations to a pool of researchers to be reviewer for the IMIA Yearbook (including reminders)

## Tasks of the section editors

* Selection of 10-15 candidate best papers for their section (performed out of the platform for the moment)
* Enter information and pdf of each candidate best paper ono the platform

## Tasks of the reviewers (researchers having accepted the invitation)

* Enter their skills in the 13 sections (grade between 0 and 10 for each section)

# From January N to April N

## Tasks f the Best Papers selection assistant editor

* Distribute all reviewers into the 13 sections, regarding their skills (using an algorithm designed by Adrien Ugon)
* Assign the candidate best papers to the reviewers, regarding their bids (2 external reviewers/candidate best paper)
* Collect the reviews (using a specific form) of the reviewers
  + Full review for
    - External reviewers
    - Section editors
  + Light review for
    - Chief editors
    - IMIA VP
* Send reminders for missing reviews

## Tasks of the reviewers

* Review (full review) papers assigned to them

## Tasks of the section editors

* Review (full review) all candidate best papers of their section

## Tasks of the chief editors and the IMIA VP

* Review (light review) all candidate best papers of all sections they are in charge of

# Mid April

## Tasks of the Best Papers selection assistant editor

* Prepare the ranking of all candidate best papers according to the reviews (*should be generated automatically*)

## Tasks of the section editors

* Prepare a proposition of best papers of their section (regarding the ranking of all candidate best papers and evaluations)

# End of April / Early May

## Tasks of the Best Papers selection assistant editor (with support of all editorial board)

* Make the final selection of best papers

## Actors :

* 1 *Best Papers selection assistant editor*
* 2 *Chief editors* (each in charge of 6 or 7 sections) (may be named *Senior editors*)
* 1 *IMIA Vice President* (VP)
* 2 or 3 *section editors* by section
* ~100-130 *reviewers* /*referees*