

# Authors' Guide to OpenReview

Subject to change

# Outline

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# Step 1: Create an Account in OpenReview

Go to <https://openreview.net/login> and click on New User to sign up for an account (associate it with the email you were invited with)

When you create your account there are several key fields you need to fill in

1. In Personal Links please include the Semantic Scholar URL and DBLP url and click “ADD DBLP Papers to profile”
2. Education and career history
3. Advisor and other relation (to compute COI)
4. Expertise (please include keywords related to your area, not generic like natural language processing)

Please login to access /profile/edit



## Login

**Email****Password**[Login to OpenReview](#)[Forgot your password?](#)[Didn't receive email confirmation?](#)

## New User?

[Sign Up](#)

[About OpenReview](#)  
[Hosting a Venue](#)  
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## Sign Up for OpenReview

Enter your name as you would normally write it as the author of a paper.

**First****Middle** (optional)**Last**

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# Sign Up for OpenReview

Enter your name as you would normally write it as the author of a paper.

**First**

**Middle** (optional)

**Last**

---

**Sign Up**

as ~Jane\_Doe2

# Edit Profile

## Names

Enter your full name (first, middle, last). Also add any other names you have used in the past when authoring papers.

First

Middle (optional)

Last

First Name

Last Name

Make Preferred



## Gender

This information helps conferences better understand their gender diversity. (Optional)

## Emails

Enter all email addresses associated with your current and historical institutional affiliations, your previous publications, and any other related systems, such as TPMS, CMT, and ArXiv. **Email addresses associated with your old affiliations (including previous employers) should not be deleted.** This information is crucial for deduplicating users and ensuring that you see your reviewing assignments. OpenReview will only send messages to the address marked as "Preferred".

email@email.com

(Confirmed)

(Preferred Email)

email2@email2.com

(Confirmed)

Make Preferred

## Personal Links

Enter full URLs of your public profiles on other sites. All URLs should begin with http or https.

### Homepage URL

### Google Scholar URL

### DBLP URL

[Add DBLP Papers to Profile](#)

Make sure you click to add DBLP papers to profile. Only added papers are used

### ORCID URL

### Wikipedia URL

### Linkedin URL

### Semantic Scholar URL

Make sure to include Semantic Scholar URL

## Education & Career History

Enter your education and career history. The institution domain is used for conflict of interest detection, author deduplication, analysis of career path history, and tallies of institutional diversity. For ongoing positions, leave the End field blank.

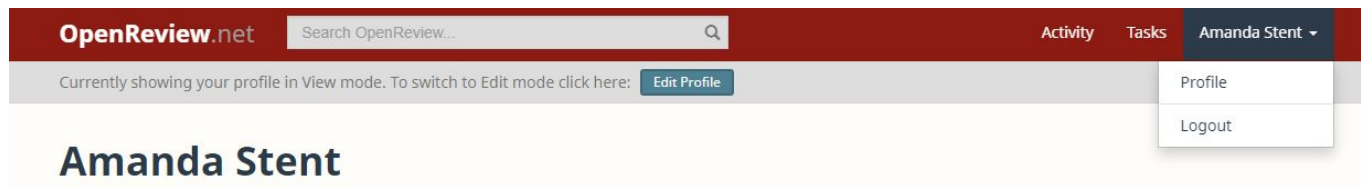
Position	Start	End	Institution Domain	Institution Name
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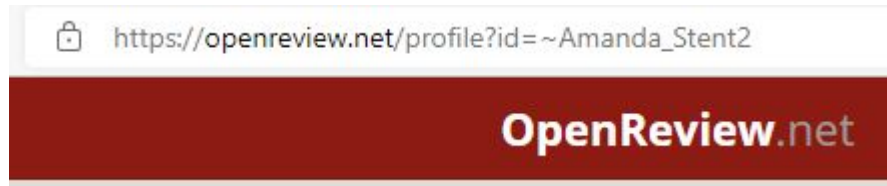
# Finding your OpenReview ID

Log in to OpenReview

Click on your name in the top right, then on Profile



Your ID is the last part of the URL for the resulting page



# Finding The Author Console

Log in at <https://openreview.net/group?id=aclweb.org/ACL/ARR/>

Click on the month of interest

Scroll down until you see:

**Your Consoles**

**Recent Activity**

**Author Console**

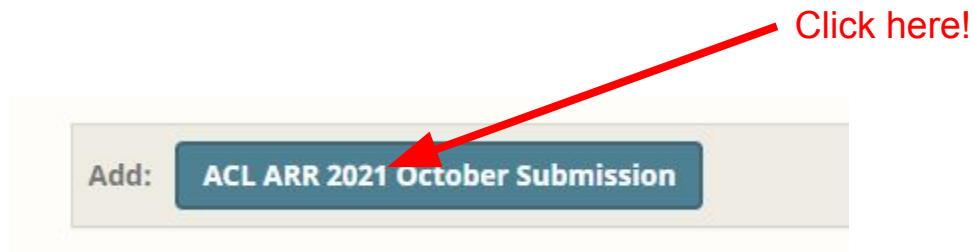
Click here!

# Making A Submission, Part One

Log in at <https://openreview.net/group?id=aclweb.org/ACL/ARR/>

Click on the month of interest

Scroll down until you see the submission button



# Making a Submission, Part Two

For **all submissions**:

1) Fill out all required fields

- Title
- Authors
- Abstract
- PDF
  - Be sure to follow the instructions regarding content, format and length from the [Call for Papers!](#)
- Preprint
  - ARR hosts anonymous preprints if you opt-in!
- Consent
  - We are building a corpus of reviews, and your reviews can be in it if you and the reviewers opt-in!

2) You are welcome also to complete the optional fields

- TL;DR
- Software
- Data
- Existing Preprints
  - Note that if there are existing non-anonymous preprints of your paper, and you *do not* provide them here, there may be confusion if your reviewers find them
- Preferred Venue
  - eg ACL 2022, NAACL 2022

# Making a Submission, Part Three: Resubmissions

For **resubmissions**:

3) Fill out these fields:

- Previous URL
  - The URL to your most recent (re)submission of this paper, which will start with [“https://openreview.net/forum?id=](https://openreview.net/forum?id=)”
- Previous PDF
  - The paper you submitted via the URL above
- Response PDF
  - A pdf of your response to the reviews you received at the URL above
- Reviewer/Editor Reassignment Request
  - If you would like to request your AE or one or more previous reviewer(s) *not* review this resubmission, indicate their anonymous IDs from the URL above here
- Reviewer/Editor Reassignment Justification
  - Justification for any reassignment requests

# Seeing and Modifying Your Submission

Click through to your Author Console, then click on tab “Your Submissions”

Click on your submission’s title

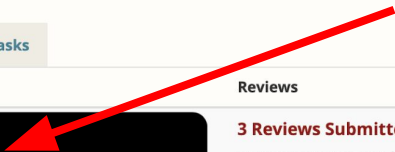
Until the submission deadline, you will be able to update your submission

## Author Console

Your Submissions

Author Tasks

#	Paper Summary	Reviews	Decision
4	<div><div></div><div><a href="#">Download PDF</a></div><div></div><div><a href="#">Show details</a></div></div>	<div><b>3 Reviews Submitted</b></div> <div><b>Reviewer 2HDK:</b> Rating: / Confidence: 5 = Positive that my evaluation is correct. I read the paper very carefully and am familiar with related work. <a href="#">Read Review</a></div> <div><b>Reviewer t5fu:</b> Rating: / Confidence: 4 = Quite sure. I tried to check the important points carefully. It's unlikely, though conceivable, that I missed something that should affect my ratings. <a href="#">Read Review</a></div> <div><b>Reviewer U8J3:</b> Rating: / Confidence: 4 = Quite sure. I tried to check the important points carefully. It's unlikely, though conceivable, that I missed something that should affect my ratings. <a href="#">Read Review</a></div> <div><b>Average Rating:</b> N/A (Min: N/A, Max: N/A) <b>Average Confidence:</b> N/A (Min: N/A, Max: N/A)</div>	<b>No Recommendation</b>



# Withdrawing Your Submission

First, follow steps to [Seeing Your Submission](#)

Then, under the metadata for your submission click “Withdraw”

Please note that if you withdraw your submission more than 48 hours after a submission deadline (after reviewing has started), you may not typically resubmit that paper to ARR for two months



# Seeing Your Reviews

First, follow steps to [Seeing Your Submission](#)

Then, make sure you are on tab “All”. You will be able to minimize or maximize your reviews and metareview, if available.

Committee Discussion

Author Discussion

All

Reply Type: 

all

 Author: 

everybody

 Visible To: 

all readers

 Hidden From: 

nobody

4 Replies

[+]

 Meta Review of Paper4 by Area Chair ESXP

[+]

 Official Review of Paper4 by Reviewer U8J3 • Novel task proposal, but somewhat unfocused and limited contribution

[+]

 Official Review of Paper4 by Reviewer tSfu • A good topic with flaws

[+]

 Official Review of Paper4 by Reviewer 2HDK • Official Review of Paper4 by Reviewer 2HDK



# Submitting Your Paper + Reviews to a Publication Venue

Go to [this form](#)

Fill out the information about your paper and the venue you want to submit to, and the optional “Comment to SACs”

ARR will submit your paper + reviews to the publication venue