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# **Paper Reviewing User Guide**

***Release 1.2***

**Indico Team**

**Sep 21, 2016**



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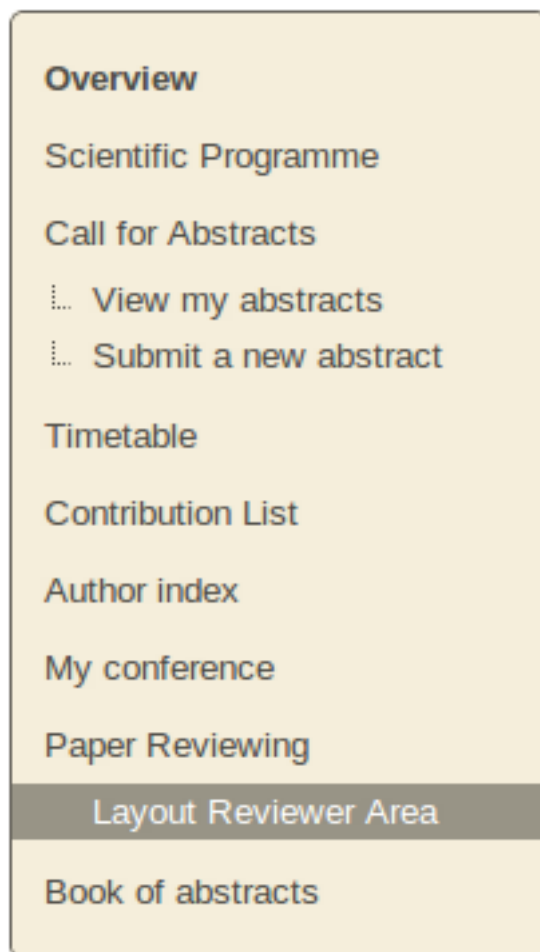
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## PAPER REVIEWING MODULE - LAYOUT REVIEWER'S GUIDE

### 1.1 Getting started

As a layout reviewer, your responsibility is to judge the layout of all of the papers are assigned to you. Firstly, you must log in to the system and you will find a link in the left menu under Paper Reviewing , called Layout Reviewer Area .



## 1.2 Layout reviewer area

When you access the layout reviewers area you will find a list of all the contributions that are assigned to you for judgement. You also see the state of every contribution.

Judge as Layout Reviewer			
Judge editing of the contribution			
Id	Title	State	Deadline
0	<a href="#">contribution 1</a>	Layout judgement given	Wed 23 Mar 2011
1	<a href="#">contribution 2</a>	Layout judgement not given yet	Wed 23 Mar 2011

First you should fill in the questions provided by the paper review manager, after this, you can give your judgement for the layout of the contribution: to be corrected, rejected, accepted. The comments that you write should help the referee to give his judgement. The authors of the contribution will receive an automatic e-mail notification containing your comments and judgement, if the managers of the paper reviewing set this option.

Main
Material
Sub Contribution
Paper Reviewing

Judge Layout
Material to Review

### Give opinion on the layout of a contribution ?

Reviewing questions:

Is the background color white?
-3      0      +3
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>

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

**Judgement:** [Accept \(edit\)](#)  
 The comments and your judgement, will be sent by e-mail to the author(s)

[Submit](#) Judgement not submitted yet

The material which is the subject of reviewing is accessible for the editor from the Material to Review tab. The editor 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

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

MainMaterialSub ContributionPaper Reviewing

Assign TeamFinal JudgementMaterial to ReviewHistory

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