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# **Paper Reviewing User Guide**

***Release 1.2***

**Indico Team**

January 08, 2016



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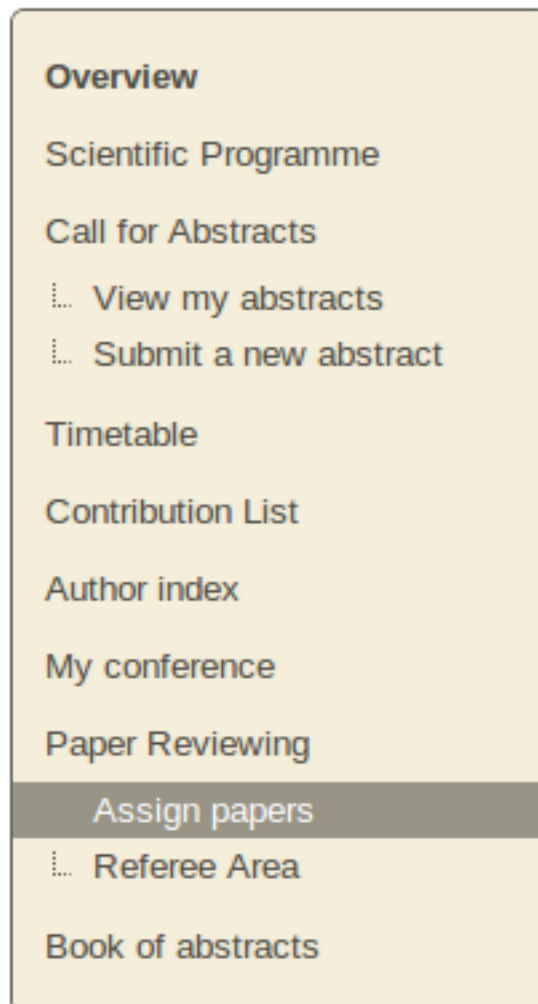
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## PAPER REVIEWING MODULE - REFEREE'S GUIDE

### 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.

Assign papers Judge as Referee

Show Filters ⓘ Displaying 2 papers

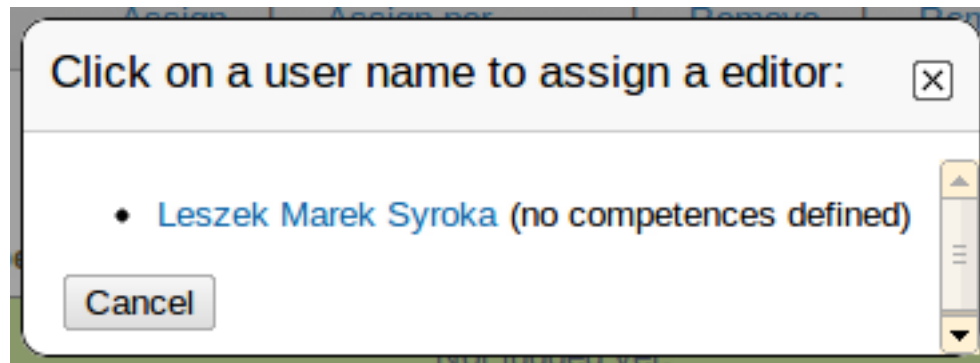
Layout Reviewer: [Assign](#) | [Assign per ...](#) | [Remove](#) ⓘ  
 Content Reviewers: [Assign](#) | [Assign per ...](#) | [Remove](#) | [Remove All](#) ⓘ

Select: All , None

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

Layout Reviewer: [Assign](#) | [Assign per ...](#) | [Remove](#) ⓘ  
 Content Reviewers: [Assign](#) | [Assign per ...](#) | [Remove](#) | [Remove All](#) ⓘ

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	<b>Paper Reviewing</b>
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<b>Assign Team</b>	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

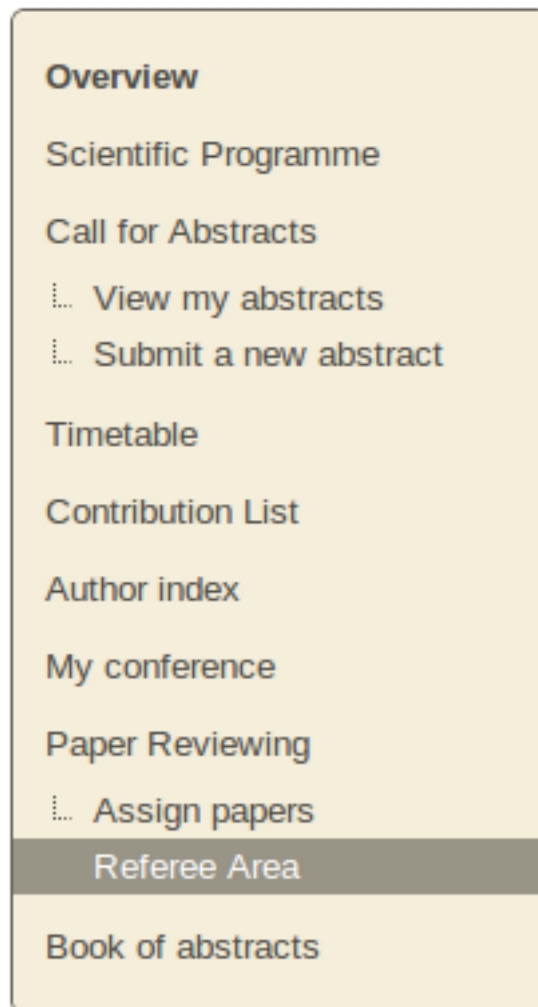
### Assign a Layout Reviewer ?

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	<a href="#">contribution 1</a>	Not judged yet Layout judged by CASTILLA HERNANDEZ, Alexis as: Accept No content reviewers have decided yet	Thu 31 Mar 2011
1	<a href="#">contribution 2</a>	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	Protection	Tools	<b>Paper Reviewing</b>
Assign Team	<b>Referee Assessment</b>	Assess Layout	Assess Content	Material to Review	History

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

## Layout assessment details ?

**ACCEPTED**

submitted on Tue 30 Oct 2012 at 13:10 by Alberto RESCO PEREZ

### Comments

Everything is correct.

### Answers

Is the font style the correct?: Borderline

## Content assessment details ?

**ACCEPTED**

submitted on Tue 30 Oct 2012 at 13:10 by Alberto RESCO PEREZ

### Comments

No comments to say.

### Criteria Evaluation

Is the content related to the conference?: Borderline

## Final Assessment ?

Reviewing questions: Is the content related to the conference?

-3      0      +3  
☐ ☐ ☐ ☒ ☐ ☐ ☐

### Comments:

This paper topic is now the correct.

(edit)

**Assessment:** Accept  
(edit)

**Send** Assessment 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.

The screenshot shows a web interface with a top navigation bar containing tabs: Main, Material, Sub Contribution, and Paper Reviewing (which is highlighted). Below this is a secondary navigation bar with tabs: Assign Team, Final Judgement, Judge Layout, Judge Content, Material to Review (highlighted), and History. Under the 'Material to Review' tab, there is a section titled 'Upload paper'. Below this title is a file upload area containing a single file entry: 'C2012-04-02.pdf' with a plus icon on the left, a red 'X' icon, and a document icon on the right.

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

This screenshot shows the same interface as the previous one, but the file list is disabled. The navigation bars are identical. The 'Upload paper' section is present, but the file entry 'C2012-04-02.pdf' is shown with a plus icon, a red 'X' icon, and a document icon, indicating that editing, removing, or adding files is not possible in this state.

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.

Main	Material	Sub Contribution	Protection	Tools	Paper Reviewing
Assign Team	Referee Assessment	Material to Review	History		

## Review 1

### Files

Paper 1 (Uploaded on 30 Oct 2012 12:02)

### Assessments

#### Referee:

ACCEPTED

submitted on Tue 30 Oct 2012 at 11:02 by Alberto RESCO PEREZ

#### Comments

This paper topic is now the correct.

#### Layout:

ACCEPTED

submitted on Tue 30 Oct 2012 at 11:00 by Alberto RESCO PEREZ

#### Comments

Everything is correct.

#### Content:

ACCEPTED

submitted on Tue 30 Oct 2012 at 11:01 by Alberto RESCO PEREZ

#### Comments

No comments to say.

## Review 0

### Files

Paper 1 (Uploaded on 30 Oct 2012 11:53)

### Assessments

#### Referee:

To be corrected

submitted on Tue 30 Oct 2012 at 10:53 by Alberto RESCO PEREZ

#### Comments

sdgsdfgsdgsd

#### Layout:

To be corrected

submitted on Mon 29 Oct 2012 at 15:58 by Alberto RESCO PEREZ

#### Comments

The background is not the correct

#### Content:

ACCEPTED

submitted on Mon 29 Oct 2012 at 15:58 by Alberto RESCO PEREZ

#### Comments

Everything is ok, no corrections needed.