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# **Paper Reviewing User Guide**

***Release 1.2***

**Indico Team**

January 08, 2016



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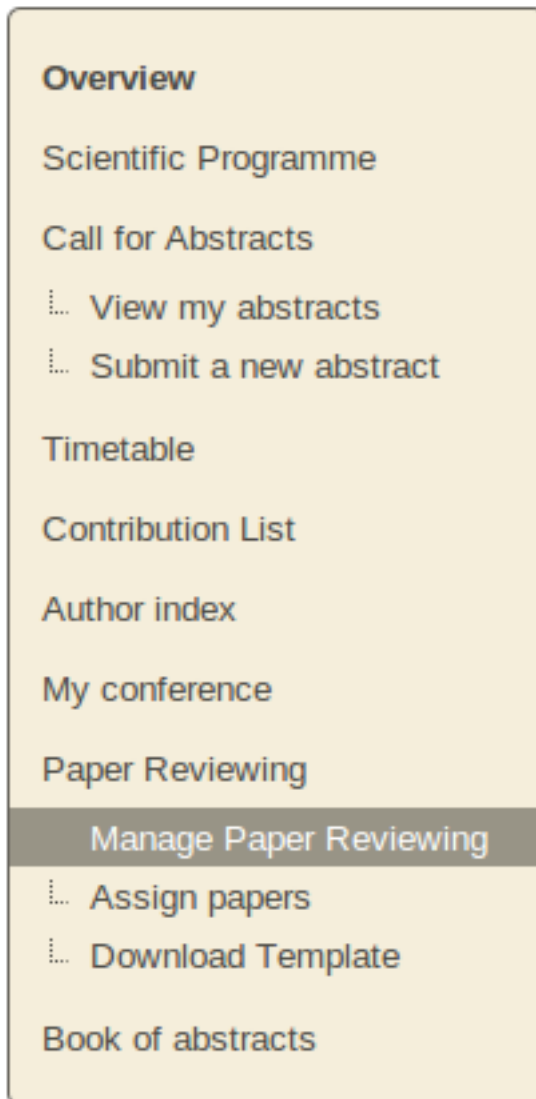
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## **PAPER REVIEWING MODULE MANAGER'S GUIDE**

### **1.1 Manager of the paper reviewing module**

The manager of the module can modify all the settings and is responsible for the paper reviewing process. He creates the reviewing team and assigns contributions to the team. If you are a manager of the Paper Reviewing you can access it by clicking on the `Manage Paper Reviewing` link, after you are logged in (see the following figure).



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## 1.2 Paper reviewing management

### 1.2.1 Set up the module

The first step is to choose the type of paper reviewing for your conference:

- *No reviewing*: no use of the reviewing module
- *Content reviewing*: paper's content will be checked only by the content reviewers
- *Layout reviewing*: paper's layout will be checked only by the layout reviewers
- *Content and layout reviewing*: both of the previous points

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[Setup](#)
[Team](#)
[Competences](#)
[Assign papers](#)

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## Step 1 - Choose type of paper reviewing

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Type of reviewing [?](#)

No reviewing ▼

No reviewing
Content reviewing
Layout reviewing
Content and layout reviewing

Save
Cancel

The second step is setting up the options depending on the type of reviewing you have chosen:

### Options for content reviewing mode

- There are three statuses by default. You can add your own statuses that will be proposed to the content reviewers, when they have to give opinions about the paper's content, and to the referee when he has to give a judgement.

#### Add your own statuses for the paper reviewing [?](#)

The default statuses are: *Accept*, *To be corrected* and *Reject*.

new status 1 [Edit](#) [Remove](#)

new status 2 [Edit](#) [Remove](#)

[Add status](#)

- There is also a way to add reviewing questions in order to help content reviewers and referees give their judgement for the paper's content. The referee will be able to see the content reviewers' answers and this will help him with the final judgement.

#### Add the questions that the referees and the content reviewers must answer [?](#)

Is the paper interesting regarding the field of the conference? [Edit](#) [Remove](#)

[Add question](#)

### Options for layout reviewing mode

- You can add questions in order to help layout reviewers to give their judgment. These questions are visible when they have to judge the paper. This will guide them to follow the layout criteria given by you (see figure as example).

#### Add the questions that the layout reviewers must answer ?

Is the background color white?

[Edit](#) [Remove](#)

Add question

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### Options for content and layout reviewing mode

- You can set up all the options in the previous two sections - 2.1.2.1.1 / 2.1.2.1.2.
- You can set due dates for the reviewing team to give their judgments. They will not be able to judge the papers after the deadline.

#### Default deadlines for the judgements ?

Referee Deadline	31/03/2011 15:55 <a href="#">(edit)</a>
Layout Reviewer Deadline	23/03/2011 15:55 <a href="#">(edit)</a>
Content Reviewer Deadline	29/03/2011 15:55 <a href="#">(edit)</a>

When saving the default due dates, one can choose to apply them to the current assigned contributions, or only to the new ones that will be added in the future.

#### Changing deadline

Do you want to apply this deadline to all the papers and replace their previous deadlines?

Save deadline only

Save and apply

Cancel

- The system sends automatic e-mails in order to notify the reviewing team or the authors of the papers in several situations. You can enable or disable the e-mails by clicking on the check boxes.



**Automatic e-mails can be sent:** ?

To the Paper Review Managers when:

- ☐ are added to/removed from the conference

To the Referees when:

- ☐ are added to/removed from the conference
- ☐ have been assigned to/unassigned from contributions
- ☐ the author submits a paper
- ☐ a layout reviewer submits an assesment
- ☐ a content reviewer submits an assesment

To the Content Reviewers when:

- ☐ are added to/removed from the conference
- ☐ have been assigned to/unassigned from contributions
- ☐ the author submits a paper

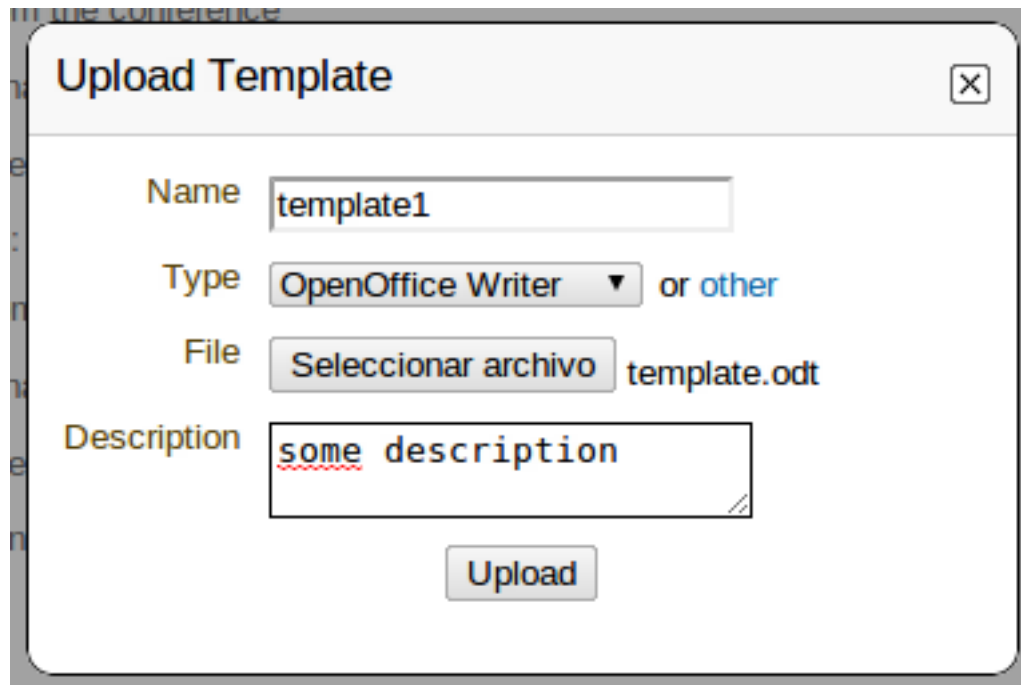
To the Layout Reviewers when:

- ☐ are added to/removed from the conference
- ☐ have been assigned to/unassigned from contributions
- ☐ the author submits a paper

To the Author of the paper when an assessment is submitted by:

- ☐ Referee (for any assessment)
- ☐ Content Reviewer (for assessments that imply corrections)
- ☐ Layout Reviewer (for assessments that imply corrections)

- The paper reviewing module allows you to upload your own layout template which the authors can download and use. This will help them to follow the required layout criteria you impose. The template can be in the form of a document file.



**Upload Template** [X]

Name

Type  or [other](#)

File  template.odt

Description

Upload a template [?](#)

Name	Format	Description
<a href="#">template1</a> ✖	OpenOffice Writer	some description
<input type="button" value="Upload Template"/>		

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## 1.2.2 Assign team

### Assign managers

The managers of the paper reviewing will be responsible for the reviewing part of the conference. Their responsibility will be to designate referees, layout and content reviewers who will be responsible for paper reviewing and editing. The reviewing manager will be able to set up the options for the reviewing module, to specify the team's competences and to assign contributions to the referees and reviewers. You can add paper review manager after accessing the Team tab.

Setup

Team

Competences

Assign papers


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## Step 1 - Assign managers of paper reviewing

*An automatically generated e-mail will be sent to newly assigned Paper Review Managers.  
You can modify this from the Paper Reviewing Setup.*


### Managers

Responsibilities: Setup, assign contributions to Referees, define team competences

CASTILLA HERNANDEZ, Alexis 

Add Existing

From the Assign managers of paper reviewing area, click on the button Add Indico User to search for the user.

Add Users 

Family name

First name


E-mail

Organisation

Exact Match ☐

Search Nice ☐

Search

CASTILLA HERNANDEZ, Alexis 

Add

Cancel

Suggested users

*There are no suggested users for you at the moment. Why not add some favourites?*

## Assign reviewers

You can create lists of referees, layout reviewers and content reviewers.

When you add a user to be a referee, you are giving him the rights to assign contributions to the layout and content reviewers. Also, the referee has to give the final judgement for the contribution - to be corrected, accepted or rejected. If the contribution status is given to be corrected, then the referee will be able to correct it by himself if necessary.

The layout reviewer has to judge the editing part of the contributions. He will be able to access only the contributions that are assigned to him for judgement. When layout reviewing mode is chosen, he will have to give the final judgement of the contribution. If needed the layout reviewer can correct the papers by himself.

The content reviewers have to give their opinion of the content of the contribution. They will have access only to the contributions that are assigned to them.

## Step 2 - Assign Reviewers [?](#)

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### Referees

Responsibilities: Assign contributions to reviewers and give final judgement

SYROKA, Leszek Marek



Add Existing

### Content Reviewers

Responsibility: Judge content verification of contributions

GUINEA, Pig



Add Existing

### Layout Reviewers

Responsibility: Judge form verification of contributions

GONZALEZ LOPEZ, Jose Benito



Add Existing

### 1.2.3 Define competences for team members

The paper reviewing managers can specify the team's competences, if necessary. The list of all designated users will be offered after you access the `Competences` tab.

[Setup](#) [Team](#) [Competences](#) [Assign papers](#)

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#### Team competences [?](#)

*To define competences for each user could help you to choose better the user when you assign contributions.*

Id	Name	Responsibilities	Competences
39747	CASTILLA HERNANDEZ, Alexis	Manager of Paper Reviewing Module	<input type="text"/> No items
44	GONZALEZ LOPEZ, Jose Benito	Layout Reviewer	<input type="text"/> No items
6	GUINEA, Pig	Content Reviewer	<input type="text"/> No items
37364	SYROKA, Leszek Marek	Referee	<input type="text"/> linux expert ✖

Add

Add

Add

Add

Saved

### 1.2.4 Assign papers to the reviewers

You can assign papers by clicking on the link: `Assign papers` (see the figure below).



The paper reviewing module gives you the opportunity to assign more than one paper to the same reviewers by selecting them using the check boxes. Depending on the chosen reviewing mode you need to assign different teams of reviewers (see section 2.1.2.1).

Setup Team Competences **Assign papers**

Show Filters ⓘ Displaying 2 papers

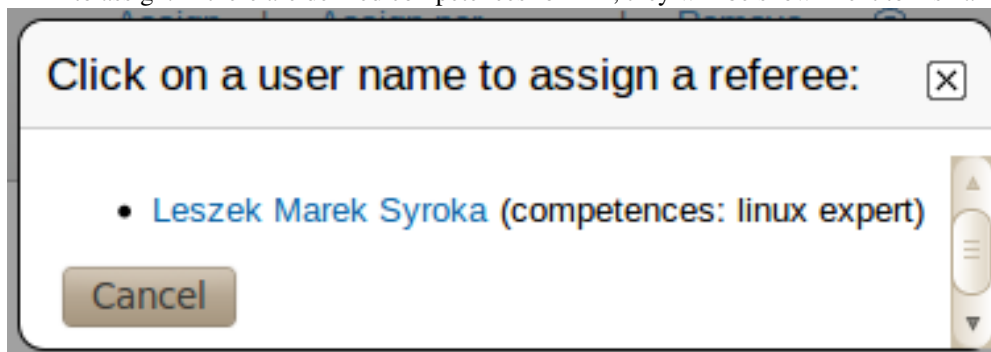
Referee: Assign | Assign per ... | Remove ⓘ  
 Layout Reviewer: Assign | Assign per ... | Remove ⓘ  
 Content Reviewers: Assign | Assign per ... | Remove | Remove All ⓘ

Select: All , None

Id	Title	Type	Track	Session	Status	Reviewing team	Deadline
<input type="checkbox"/> 0	contribution 1				Not judged yet: Materials not submitted yet	Referee: No referee Layout reviewer: No layout reviewer Content reviewers: No content reviewers	
<input type="checkbox"/> 1	contribution 2				Not judged yet: Materials not submitted yet	Referee: No referee Layout reviewer: No layout reviewer Content reviewers: No content reviewers	

Referee: Assign | Assign per ... | Remove ⓘ  
 Layout Reviewer: Assign | Assign per ... | Remove ⓘ  
 Content Reviewers: Assign | Assign per ... | Remove | Remove All ⓘ

When you click **Assign**, a dialogue will appear. Use the dialogue popup to select the reviewer you wish to assign. If there are defined competences for him, they will be shown next to his name.



If the paper reviewing mode is “Content reviewing” or “Content and Layout Reviewing”, the referees you choose will be the responsables for assigning layout and content reviewers to this contribution. The referee has also to give the final judgment for the contribution - to be corrected, accepted or rejected and to correct it by himself if necessary.

If you have chosen “Layout Reviewing” the layout reviewer should give the final judgement for the contributions.

## 1.3 Review option within Contribution Editor

### 1.3.1 How to access the “Reviewing” area for a contribution

Click on the link **Contributions** from the side menu. The list of all contributions will be displayed. Click on the contribution’s title and then the **Paper Reviewing** tab.

### 1.3.2 Assign reviewers for a paper

You can assign reviewers by clicking on **Assign Team** tab. A lists of referees, layout and content reviewers will be offered. Click on the button next to the user's name and then click the **Assign** button. In order to remove an already assigned reviewer use the **Remove** button.

Contribution: [contribution 1](#)

Go back to: [Contributions list](#)

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

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

#### Assign a Referee ?

Referee: SYROKA, Leszek Marek

**Remove**

Deadline 31/03/2011 15:55 ([edit](#))

#### Assign a Layout Reviewer ?

Layout reviewer: not assigned yet

Choose a layout reviewer to assign from the list:

☒ GONZALEZ LOPEZ, Jose Benito

**Assign**

#### Assign Content Reviewers ?

Content reviewers: not assigned yet

Choose a content reviewer to assign from the list:

☒ GUINEA, Pig

**Assign**

### 1.3.3 Judgement details for a paper

You can see the reviewer judgement details for the current review.



Main	Material	Sub Contribution	Protection	Tools	<b>Paper Reviewing</b>
Assign Team	<b>Referee Assessment</b>	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 11:00 by Alberto RESCO PEREZ

### Comments

Everything is correct.

## Content assessment details [?](#)

**ACCEPTED**

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

### Comments

No comments to say.

## Final Assessment [?](#)

**ACCEPTED**

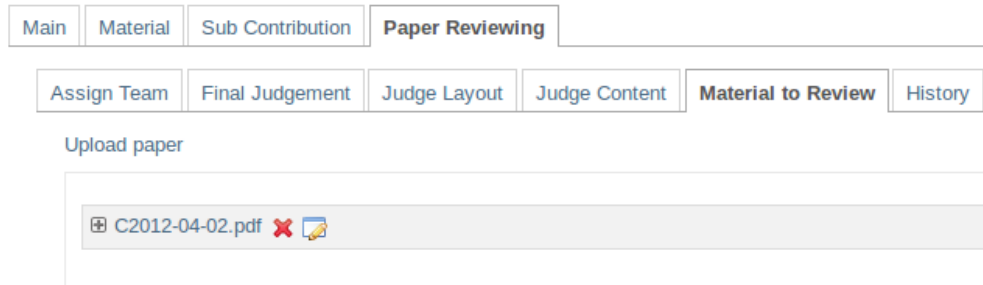
submitted on Tue 30 Oct 2012 at 11:02 by Alberto RESCO PEREZ

### Comments

This paper topic is now the correct.

### 1.3.4 Reviewing materials for a contribution

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



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



### 1.3.5 Reviewing history for a contribution

If there are more than one reviews for a single contribution, the system keeps the reviewing history for each contribution. You can access it by clicking on the **History** tab.

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.