# ISSMGE's Conference Paper Review Platform Functionality



Developed under the Direction of the

**ISSMGE Innovation and Development Committee** 

Developed by

# ARGO-E

https://argo-e.com/

Version 1.1 – February 2023

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# **1** Introduction

The design process of the ISSMGE Conference Review System (CRS) is described on the following chapters in detail, based on the requirements and subsequent comments received by the ISSMGE Innovation an Development Committee (IDC). Furthermore, an example flow chart is provided at the last chapter so that the IDC can inspect and identify potential problems or ambiguities.

Access to the system is granted for ISSMGE users with the following roles\*:

- ISSMGE Administration
- Lead Editor
- Co-Editor
- Theme Editor
- Author
- Reviewer

All Conferences (i.e. ICSMGE2013) will be assigned to a Conference Database (i.e. ICSMGE).

\*An ISSMGE user can have more than one of the above roles. Access to certain pages will be given based on the role granted with less privileges. For example, if an ISSMGE user is Co-Editor and Author at the same time on a Conference, he/she will be able to follow his/her submitted paper review process only as an Author and not as an Editor.

# 2 CRS On-going Conferences Page

URL: <u>https://www.issmge.org/publications/review-platform/ongoing-conferences</u>

#### ACCESS: Everyone

This is the CRS platform's landing page. Users are able to select the conference they will need to interact with.

Ongoing Conferences			
Title	Location	Date	Status
6th International Conference on Geotechnical and Geophysical Site Characterization	Budapest	07-09-2020 to 11-09-2020	Open For Abstracts

# 3 CRS Main Page

URL: <a href="https://www.issmge.org/publications/review-platform">https://www.issmge.org/publications/review-platform</a>

#### ACCESS: All Roles

Based on the roles assigned, different information is displayed on the main page for each user. If user is assigned to more than one role, then the respective blocks will display on the main page.

#### Conference Review Platform

Conference Review Platform

Editors (Lead Editor / Co-Editor / Theme Editor)

ID	Title	Role	Status	Actions
ICSMGE2017	19th International Conference of Soil Mechanics and Geotechnical Engineering	Lead Editor	Archived	View Edit
ICS2020	6th International Conference on Geotechnical and Geophysical Site Characterization	Co Editor	Open For Abstracts	View Edit

Abstract Reviews

Abstract Title	Authors	Conference ID	Accepted At	Status	Actions
Lorem ipsum nullam donec senectus taciti aliquam aenean odio diam	John Doe	ICS2020	Pending	Pending	View
Praesent consequat aenean quis nisl suspendisse amet purus eleifend convallis	Jane Doe	ICS2020	Pending	Pending	View
Habitant eros class malesuada duis ut pellentesque sem litora laoreet venenatis senectus	John Smith, Mark Simpson	ICS2020	Pending	Pending	View

Paper Reviews

Paper Title	Authors	Conference ID	Accepted At	Status	Actions
Felis aptent porttitor sagittis amet interdum mattis pellentesque lacus donec vestibulum	Jim Simmons, John Doe	ICS2020	Pending	Pending	View
Ultrices dictum porttitor fusce leo potenti nam erat nullam rhoncus	Mark Simpson	ICS2020	Pending	Pending	View

Author

Paper Title	Authors	Conference ID	Submitted At	Status	Actions
Torquent habitasse vehicula curae suspendisse molestie massa eget lacinia hac	John Doe	ICS2020	2018-09-17 14:27:50	Abstract Pending	View
lpsum lacus quis volutpat fusce elementum vel justo	Jane Doe	ICS2020	2018-09-17 14:29:24	Abstract Accepted	View

## 3.1 Lead Editors / Co-Editors / Theme Editors

All Editors are able to view a list of all non-archived conferences along with their role assigned to and the present status of the conference.

If users have been assigned to as Lead Editors or Co-Editors, an edit conference option will also be available to edit the conference's settings.

Editors (Lead Editor / Co-Editor / Theme Editor)				
ID	Title	Role	Status	Actions
ICSMGE2017	19th International Conference of Soil Mechanics and Geotechnical Engineering	Lead Editor	Archived	View Edit
ICS2020	6th International Conference on Geotechnical and Geophysical Site Characterization	Co Editor	Open For Abstracts	View Edit

## 3.2 Reviewers

A list of all assigned or request to accept reviews is available to reviewers, so they can quickly navigate through all papers.

Abstract Reviews

Abstract Title	Authors	Conference ID	Accepted At	Status	Actions
Lorem ipsum nullam donec senectus taciti aliquam aenean odio diam	John Doe	ICS2020	Pending	Pending	View
Praesent consequat aenean quis nisl suspendisse amet purus eleifend convallis	Jane Doe	ICS2020	Pending	Pending	View
Habitant eros class malesuada duis ut pellentesque sem litora laoreet venenatis senectus	John Smith, Mark Simpson	ICS2020	Pending	Pending	View

Paper Reviews

Paper Title	Authors	Conference ID	Accepted At	Status	Actions
Felis aptent porttitor sagittis amet interdum mattis pellentesque lacus donec vestibulum	Jim Simmons, John Doe	ICS2020	Pending	Pending	View
Ultrices dictum porttitor fusce leo potenti nam erat nullam rhoncus	Mark Simpson	ICS2020	Pending	Pending	View

## 3.3 Authors

A list of all submitted papers as author, where a final decision has not yet been submitted, is listed to authors.

Author

Paper Title	Authors	Conference ID	Submitted At	Status	Actions
Torquent habitasse vehicula curae suspendisse molestie massa eget lacinia hac	John Doe	ICS2020	2018-09-17 14:27:50	Abstract Pending	View
Ipsum lacus quis volutpat fusce elementum vel justo	Jane Doe	ICS2020	2018-09-17 14:29:24	Abstract Accepted	View

# 4 Conference Area

URL: https://www.issmge.org/publications/conference-review/conferences/unique-id

ACCESS: ISSMGE Administration / Lead Editors / Co-Editors / Theme Editors / Guests

Conference Main Area contains general information about conference. Two blocks are available about total Abstracts and Reviews submitted (if any). Total numbers will vary depending the role. Theme Editors are able to view total abstracts and reviews submitted only for the themes selected.

An "Edit" option is available for ISSMGE Administration / Lead Editors / Co-Editors to edit / setup the conference. If Conference is not yet properly setup (Disabled), then a message appears on the main area, where it will inform the respective users that they need to finalize the conference setup first before opening abstract submissions.

As soon as the conference start date comes, an archive option will be also available for ISSMGE Administration / Lead Editors / Co-Editors. By selecting archiving, all accepted papers will automatically be archived within ISSMGE online library. Options to select Conference Database and Conference Name will be given throughout the process.

An export option will be also provided to Lead/Co-Editors, as soon as Conference is set to "Completed", in case they wish to export all final pdf files along with an excel spreadsheet containing information for each paper, such as (Title, Author Names, File Name and Theme)

## 6th International Conference on Geotechnical and Geophysical Site Characterization

	🔀 Edit 🖬 Archive
<b>Date</b> 07-09-2020 to 11-09-2020	
<b>Location</b> Budapest	
<b>Description</b> Diam venenatis ut senectus nisi mollis pharetra u aenean at senectus dolor aenean nisl.	na semper, platea fusce ad vivamus nibh vestibulum lacus gravida quam, torto
<b>Status</b> Open For Abstracts	
<b>Lead Editor</b> John Doe	
<b>Co-Editor</b> Jane Doe	
Abstracts View Abstracts List	Reviews View Review List
<b>Status</b> Closed	<b>Status</b> Closed
Submitted Abstracts 0	Submitted Papers 0
Accepted 0	Accepted 0
<b>Declined</b> 0	<b>Declined</b> 0

#### 4.1 Conference Settings

URL: https://www.issmge.org/ publications/review-platform/conferences/unique-id/edit

ACCESS: ISSMGE Administration / Lead Editors / Co-Editors

Conference Settings are separated in 5 different tabs.

- General Settings
- Themes
- Editors
- Phase 1: Abstract Submission
- Phase 2: Paper Review

Upon initial setup, the first two options are open for editing. The rest of the options will open for editing / setup, as soon as the previous one will be initially setup.

#### 4.1.1 General Settings

General Settings are prepopulated with all the required information by the ISSMGE Administration upon creation. Editors will be able to update all information, except the Unique Identifier, which will be locked. Unique Identifier will autocomplete by the following information (Database Unique Identifier and Year of Conference).

Editors also have the option to either keep the ISSMGE's copyright release form for the authors to sign upon paper submission or write their own. Note that, besides copyright release form, all authors will have to accept ISSMGE privacy policy, which needs to be updated to cover GDPR. ISSMGE's privacy policy will hold for all conference reviews and cannot be altered by any Lead Editor.

An option is also provided to auto-assign Theme Editors upon new abstract or paper submission. By default, this option is enabled. In case, Editors choose to disable it, they will have to assign Editors on each abstract / paper submission themselves.

General	Title
Themes	6th International Conference on Geotechnical and Geophysical Site Characterization
Editors	Database
Phase 1: Abstract Submission	International Conference on Geotechnical and Geophysical Site Characterization
Phase 2' Paper Review	Start Date <b>6</b> End Date <b>6</b> Unique Identifier
Thise 2.1 aper never	
	Email Subject Prefix 🛛 Location
	ISC6 Budapest
	Use ISSMGE's Copyright Release Form View         Custom Release Form         B I I I X X I I I I         Papers will be published in free and open access in the ISSMGE Online Library and indexed with their own individual DOI number. Papers will also be online at conference website.         Authors retain all rights to their articles.
	4
	Contact Email <b>Đ</b>
	proceedings@isc6.org
	Save

#### 4.1.2 Themes

A list of all existing Conference Themes is displayed, along with the option to add new ones or remove existing ones. Delete option is provided only if no abstracts or papers are not attached to it. Furthermore, Theme listing is prepopulated with the "Other" and "Keynote Papers" option, where Editors are able to delete it if they wish upon Theme setup or at a later stage.

General	t No	v Conforance Th				
Themes						
Editors	Show 10	<ul> <li>entries</li> </ul>			Search:	
Phase 1: Abstract Submission	Id 🗂	Title 💧	Last Updated By	Created At	Updated At	Actions
Phase 2: Paper Review	3	Other	1	2018-10-19 15:21:42	2018-10-19 15:21:42	Edit Delete
	4	Keynote Papers	1	2018-10-19 15:21:42	2018-10-19 15:21:42	Edit Delete
	Showing	1 to 2 of 2 entries			Prev	ious 1 Next

#### 4.1.3 Editors

A list of existing Editors is displayed on the page, separated by type of Editor (Co-Editors / Theme Editors). Options will be given to add new ones and edit / remove existing ones.

General	Lead Editor			
Themes	John Doe			
Editors	Co-Editors			
Phase 1: Abstract Submission	+ Co-Editor			
Phase 2: Paper Review	Editor	Assigned At	Status	
	Jane Doe	2018-11-09 10:53:31	Accepted at 2018-11-09 11:18:48	× Remove
	Theme Edito	rs		
	+ Theme Edite	or		
	No theme edit	ors have been assigned for this	conference yet.	

#### 4.1.4 Phase 1: Abstract Submission

Option is given to add:

- Description (Will display on conference landing page)
- Max characters set for abstracts
- Due Date for abstract submission
- Option for enabling abstract review. If enabled a reviewed will need to be assigned to accept or decline the abstract submission
- Option to enable "Abstract Submission" and publish the conference page
- Option to automatically enable review process once an abstract is accepted, or wait until all abstracts are submitted

General	Description
Themes	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$
Editors	Diam venenatis ut senectus nisi mollis pharetra urna semper, platea fusce ad vivamus nibh vestibulum lacus
Phase 1: Abstract Submission	gravida quam, tortor aenean at senectus dolor aenean nisl.
Phase 2: Paper Review	
	body p
	Abstract Max Characters Abstract Submission Due Date
	1000
	Abstract Review Enable Max days for review submission <b>O</b> 15
	Publish Phase 1: Abstract Submission
	Auto-enable Phase 2: Paper Review 🖲
	Save

#### 4.1.5 Phase 2: Paper Review

Options is given to add:

- Paper Submission Description (will display on each paper submission landing page)
- Option to require Latex file instead of Word document
- Paper Template Word Document
- Due Date for Paper Submissions
- Max days for an invited reviewer to accept the review
- Max days to submit review once accepted
- Max days for author to resubmit the paper, if requested upon decision
- Enable auto-email reminders
  - Send automatically email x days before due date of review submission and follow up x times in x days intervals
- Option to publish the Paper Review Process. Setting will be only available when auto-enable review process upon abstract submission isn't enabled under Abstract Settings. This is to cover cases, where Editors would like to gather first all accepted submissions before moving on to review process.

General	Paper Submission Settings
Themes	Description
Editors	Diam <u>venenatis ut senectus nisi mollis pharetra urna semper, platea fusce</u> ad <u>vivamus nibh</u> vestibulum lacus gravida quam, tortor aenean at <u>senectus</u> dolor <u>aenean nisl</u> .
Phase 1: Abstract Submission	
Phase 2: Paper Review	Require Latex instead of Word Document Upload Paper Template Word File
	Choose File No file chosen
	Paper Submissions Due Date
	Review Process Settings
	31 Max days for review acceptance <b>0</b>
	30 Max days for review submit <b>0</b>
	30 Max days for author to resubmit <b>0</b>
	1 Min reviewer decisions <b>0</b>
	Auto-Reminders
	Enable
	8 Send first reminder X days before due date <b>0</b>
	4 Continue sending reminders every X days afterwards <b>0</b>
	3 Until X reminders are sent in total <b>O</b>
	Save

## 4.2 Conference Abstracts

URL: https://www.issmge.org/publicaitons/review-platform/conferences/unique-id/abstracts

ACCESS: ISSMGE Administration / Lead Editors / Co-Editors / Theme Editors

A list of all submitted abstracts is displayed along with their status (Accepted, Declined, Pending). Editors are able to click and view each abstract, so they can submit a final decision.

#### Authors are be able to submit the following information:

Paper Title

afterwards.

- Abstract (Up to max characters set on conference settings)
- Author Names and Emails in an ordered list
- Selected Theme (or propose one if they select Other)
- Preferred Oral/Poster option

4.2.1 Call for Abstracts Public Page

ACCESS: Everyone (Public Access)

Registered user, submitting the paper, needs to be one of the authors. Rest of the authors submitted, will either be attached to existing ISSMGE accounts, based on their email, or an account will be created for them and they will be notified through an email.

- 1	- 1
	-

now	10 • entr	entries Download Excel Change Theme Set Decision		Search:			
	ID 👌	Paper Title	Theme	Authors	Submitted At	Status 🍵	Action
	IDENTIF- 2019-1	Diam venenatis ut senectus nisi mollis pharetra urna semper	Other	John Smith, Mark Simpson	2018-09-13 13:30:14	Paper Pending	View
	IDENTIF- 2019-7	Ipsum lacus quis volutpat fusce elementum vel justo imperdiet	Other	Jim Simmons, John Doe	2018-09-14 09:04:01	Abstract Declined	View
	IDENTIF- 2019-8	Torquent habitasse vehicula curae suspendisse molestie massa eget lacinia hac	Keynote Papers	John Doe	2018-09-14 10:53:31	Abstract Declined	View
	IDENTIF- 2019-9	Elit id torquent sagittis nec dictumst ligula praesent justo mi ultricies	Keynote Papers	Jane Doe	2018-09-17 13:18:37	Paper Pending	View
	IDENTIF- 2019-10	Lorem ipsum fusce egestas iaculis fames sapien litora phasellus consectetur nibh vitae viverra	Other	John Doe	2018-09-17 13:27:03	Abstract Pending	View

URL: https://www.issmge.org/publications/conference-review/conferences/unique-id

As soon as Phase 1: Abstract Submission is open, a conference call for abstracts will be available in public. Home page will contain information about the conference along with a form to submit abstracts. Page will remain active until the Abstract Submission deadline and it will be automatically unpublished

#### Abstracts

O Critoria

Conference Review Platform / Conferences / Venenatis malesuada vestibulum / Abstracts

Conference Review Platform / Conferences / Venenatis malesuada vestibulum

#### Venenatis malesuada vestibulum

🗋 Submit Abstract (Deadline: 30-01-2019) 🕼 Edit

🕼 Edit 📑 Archive

#### Date

27-08-2013 to 27-09-2013

#### **Location** Alaska

#### Description

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Status

Open For Abstracts

Lead Editor

John Doe

**Co-Editors** Jane Doe

Mark Simmons

Submit Abstract

Paper Title          Abstract         B I U x x' I II	e
Abstract          B I U X X I E E         Authors I         First Name       Last Name         Email       Actions         John       Doe         jdoe@mail.com         + Author         Theme I         Select Theme         Presentation Type         Oral	
Abstract          B I U X X X' III III         B I U X X' X' IIII         Characters le         Authors I         First Name       Last Name         John       Doe         John       Doe         John       Doe         John       Select Theme         Presentation Type         Oral	
B       I       U       X       X       IE       IE </td <td></td>	
Characters le Authors ①          First Name       Last Name       Email       Actions         John       Doe       jdoe@mail.com       Image: Compare the second seco	$\underline{U}  \mathbf{x}_{z}  \mathbf{x}^{z}$ $\exists \Xi$
First Name       Last Name       Email       Actions         John       Doe       jdoe@mail.com       Idoe@mail.com         + Author       Idoe@mail.com       Idoe@mail.com       Idoe@mail.com         Select Theme       Idoe@mail.com       Idoe@mail.com       Idoe@mail.com         Presentation Type       Idoe@mail.com       Idoe@mail.com       Idoe@mail.com	
Characters le Authors ①          First Name       Last Name       Email       Actions         John       Doe       jdoe@mail.com       Image: Compare the second seco	
Authors ①          First Name       Last Name       Email       Actions         John       Doe       jdoe@mail.com       Image: Compare the second secon	
Authors I Characters le Authors I Characters le First Name Last Name Email Actions John Doe jdoe@mail.com Author Author Theme I Select Theme Presentation Type Oral	
Authors ①          First Name       Last Name       Email       Actions         John       Doe       jdoe@mail.com       Image: Compare the second secon	
Authors I       Last Name       Email       Actions         John       Doe       jdoe@mail.com       Image: Common state st	Characters
John Doe Jdoe@mail.com  Author  Theme  Select Theme  Presentation Type  Oral	ors 🛛 t Name Last Name Email Actions
Author Theme      Select Theme Presentation Type Oral	Doe jdoe@mail.com
Theme  Select Theme Presentation Type Oral	thor
Select Theme Presentation Type Oral	
Presentation Type Oral	heme
Oral	ion Type

#### 4.2.2 Abstract Page

URL: https://www.issmge.org/publications/review-platform/conferences/ /unique-id/abstracts/paper-id

ACCESS: ISSMGE Administration / Lead Editors / Co-Editors / Theme Editors

All information submitted by the authors displays on the page. Editors can either agree with the authors' assigned theme or choose a different one. Upon different theme selection, the following cases hold:

- Editor has access rights to selected Theme and continues the process
- Editor doesn't have access rights to selected Theme and returns to abstract listing page

In case abstract review is enabled, editor is able to assign a reviewer. An email will notify the reviewer, where a unique URL will be provided to either propose "Accept" or "Decline".

If a reviewer's decision is available, this will be also available to editors. Editors can either agree with the reviewer or make a different final decision.

#### IDENTIF-2019-25

#### Ut habitant primis cubilia blandit hac et luctus quis

#### Authors

John Doe

#### Abstract

Venenatis malesuada vestibulum dictum mauris nibh class dictumst euismod lacinia molestie et nostra, consequat egestas vitae varius quam iaculis nisi primis neque adipiscing donec id vestibulum eget libero nec quam integer imperdiet suspendisse vestibulum vel.

Tellus volutpat class neque magna morbi molestie nisl lorem, aenean class quam et ligula inceptos turpis donec, sed turpis proin mattis sem convallis conubia aptent mollis tincidunt aenean fermentum viverra aliquam morbi accumsan ornare.

<b>Theme</b> Other	Proposed Theme Keynote Papers			
Assign Differ	ent Theme 🟮			
Theme 22		<b>.</b>	8	Save Theme
✓ Accept	× Decline			

#### 4.3 Conference Reviews

URL: https://www.issmge.org/ publications/conference-review/conferences/unique-id/reviews

ACCESS: ISSMGE Administration / Lead Editors / Co-Editors / Theme Editors

A list of all submitted papers is displayed along with their status (Assignment Pending, In Review, Decision Pending, Accepted, Declined, Resubmission Pending). Editors are able to click and view each paper, so they can follow up with the review process.

Con	ference R	eviews				/ Venenati	Conference s malesuada ve	Review Platform /	Conferences rence Reviews
Q C	Triteria			_					~
Show		Paper Title	Theme	Authors	Submitted At	Reviewers	Status	Comments	Action
	IDENTIF2013- 3	Lorem ipsum maecenas curae fringilla purus	Other	Jim Simmons, John Doe	2018-08-16 11:54:35	N/A	Assignment Pending	A You need to either invite reviewers or make a direct Editor Decision.	View
	IDENTIF2013- 4	Integer nunc tincidunt sagittis euismod fusce a elit	Other	John Doe	2018-08-30 11:58:37	John Doe Mark Simmons	Decision Pending	Authors have not submitted paper yet.	View
	IDENTIF2015- 1	Id etiam per purus ornare id fermentum metus ornare	Keynote Papers	Jane Doe	2018-08-31 07:56:55	N/A	Paper Accepted		View

The boxes in the "Reviewers" column are clickable, and the editors can see more information after clicking on them. More specifically:

- White color: Invitation sent but has not been accepted yet
- Red color: Invitation sent but reviewer has not accepted yet (deadline expired)
- Blue color: Invitation sent, reviewer accepted but has not submitted review yet (deadline has not expired)
- Orange color: Invitation sent, reviewer accepted but has not submitted review yet (deadline expired)
- Green color: Invitation sent, reviewer accepted and submitted review

#### **4.3.1 Paper Review Page URL:** https://www.issmge.org/publications/conference-review/conferences/unique-id/reviews/paper-id

ACCESS: ISSMGE Administration / Lead Editors / Co-Editors / Theme Editors / Reviewers / Authors

Paper review page is separated into two different tabs. The Summary tab, containing all information required about the paper and the Review tab, containing all information required about the review process.

Each role will view different information on each tab.

#### 4.3.1.1 Authors

Summary tab contains all related information about the paper. Option is given to download the conference paper template and submit the paper for review once abstract is accepted. Paper submission requires both pdf and word document upload. All authors need to accept the conference's copyright release form before submitting the paper.

Review tab will be available upon a decision taken. Author will be able to view the actual decision along with the Reviewer and Editor comments. If a resubmission is required, an option to resubmit the paper will be given.

Summary Review		
Title Him rendered may attended concerns jennings reserved nov	v	
<b>Authors</b> John Doe		
Abstract Still court no small think death so an wrote. Incommode new Exquisite no my attention extensive. The determine convey friends do ashamed to do suppose. Tried meant mr smile dwelling graceful six humoured. Whether mr up savings talki	cessary no it behaviour convinced distrusts an unfeeling he. Could dea ing moonlight age. Avoid for see marry sorry child. Sitting so totally fi so. Exquisite behaviour as to middleton perfectly. Chicken no wishing ng an. Active mutual nor father mother exeter change six did all.	th since do we hoped is in. orbade hundred to. Luckily g waiting am. Say concerns
<b>Theme</b> Keynote Papers		
Paper Files		
No papers have been submitted yet. Please upload.		
Upload Paper Word File Choose File No file chosen	Upload Paper PDF File Choose File No file chosen	Paper Template
Submit		

eviewer De eviewer 1 Ac	cision	Comments	File
eviewer 1 Ad	EDL WITH CHANGES	10	NI/A
Resubmit Paper Files	Upload Pap	er PDF File	Paper Template
Choose File No file chosen	Choose Fi	le No file chosen	🕹 Download

#### 4.3.1.2 Editors

Summary tab contains all related information about the paper. Option will be given to download the submitted paper, assign a paper editor and edit paper information (including changing it's theme).

Review tab contains information about the review process. Options are given to assign reviewers or themselves as reviewers and record an editor's decision. Upon decision making an option is given to also attach a file.

In case of request of resubmitting, additional options will be given to invite new reviewers, invite reviewers of previous round or make an Editor decision.

If the paper is set as "Accept As Is", then Editor will need to assign final Oral/Poster option based on authors' and reviewers recommendation. Editors will also have the option to replace final versions of submitted papers.

Summary Rev	/iew	
Title Perceived end knowledge cert	ainly day sweetness why cordially	G∕r Edit
Authors Karl Simmons		
Abstract Suppose end get boy warran Preserved oh so difficult repul zealously his shy own belong Concluded rapturous it intenti Theme Other	nt general natural. Delightful met sufficient projection ask. Decisiv Isive on in household. In what do miss time be. Valley as be appear car ging. Always length letter adieus add number moment she. Promise ion.	rely everything principles if preference do impression of. nnot so by. Convinced resembled dependent remainder led e few compass six several old offices removal parties fat.
Paper Files	Uploaded At	Actions
icsmge2013-26-0.docx	2019-01-21 12:16:07	Download
icsmge2013-26-0.pdf	2019-01-21 12:16:07	Download
Editors		
Assign Editor	Data Assistant	A
Assign Editor Editor	Date Assigned	Actions
Assign Editor Editor Jane Doe	Date Assigned 2019-01-21 12:13:55	Actions N/A <b>O</b>

Summary	Review				
> Round 1					
Invite A Reviewe	er Minimum 1 decision Requested At	Accepted At	Decision	Comments	File
John Doe	2019-01-21 12:16:46	2019-01-21 12:16:46	Accept With Changes	View	N/A
Editor's Deci	sion				
Decision					
Select Decisio	on 🔻				
Comments					
BIU	$\mathbf{x}_{2}$ $\mathbf{x}^{2}$ $\Xi$				
body p					
Attach File Alo	ong With Comments				
Choose File	No file chosen				

Summary	Review				
> Round 1					
Reviewer	Requested At	Accepted At	Decision	Comments	File
Jane Doe	2019-01-21 12:16:46	2019-01-21 12:16:46	Accept With Changes	View	N/A
Final Decision       Accept With Ch.       View Comments       Resubmitted A       2019-01-21 12:2       icsmge2013-	anges <b>Xt</b> 28:16 26-1.docx <b>±</b> icsmge2013-26-1.p	df			
Editor's Deci	ision				
Available opt	ions for round 2				
		Submit Editor Decision	nvite New Reviewer		

#### 4.3.1.3 Reviewers

Summary tab contains all related information about the paper. Option is given to download the submitted paper. Upon review request an option is given to either accept or decline the review.

Review tab is available upon review acceptance. It contains a form to fill in the review. Reviewer is able to select between "Accept As Is", "Accept With Changes" and "Decline". A text area is provided to submit his/her comments along with an attachment option to submit a supplementary file. Information on how to remove metadata, that will reveal his/her identity, is also provided. Reviewer will also need to recommend whether the paper is suited for Oral, Poster or both.

Summary				
		Will Do The Review 🗙 Decline Review		
Title Luckily friends do ashamed to do suppose				
Authors Jane Doe				
Abstract It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is the it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many deskto publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites st in their.				
Theme Other				
Round 1				
Submissions				
Filename	Uploaded At	Actions		
submission.docx	2019-01-21 12:28:16	Download		
submission.pdf	2019-01-21 12:28:16	Download		

Summary Review	
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	4
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Browse No file selected.	Select Presentation Type 🗸 🗸
Submit	

# 5 FAQ

#### What is the flow of emails exchanged between reviewers and editors?

Editors invite reviewers to papers and the latter either accept or decline the invitation. When the reviewers submit their review, all editors associated to paper are informed by email.

For more details on the flow of emails exchanged kindly consult <u>this</u> supplementary material.