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 1.0 – January 2019
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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 and 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: https://www.issmge.org/publications/review-platform/ongoing-conferences

ACCESS: Everyone

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

<table>
<thead>
<tr>
<th>Ongoing Conferences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>6th International Conference on Geotechnical and Geophysical Site Characterization</td>
</tr>
</tbody>
</table>

3 CRS Main Page
URL: https://www.issmge.org/publications/review-platform

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.
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.

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

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)
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.

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.
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.

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
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.
4.2 Conference Abstracts

URL: https://www.issmge.org/publications/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.
4.2.1 Call for Abstracts Public Page

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

ACCESS: Everyone (Public Access)

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 afterwards.

Authors are be able to submit the following information:

- Paper Title
- 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

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.
Venenatis malesuada vestibulum

Date
27-05-2013 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
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.
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.
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.
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.
Title
Perceived end knowledge certainly day sweetness why cordially

Authors
Karl Simmons

Abstract
Suppose end get boy warrant general natural. Delightful met sufficient projection ask. Decisively everything principles if preference do impression of. Preserved oh so difficult repulsive on in household, in what do miss time be. Valley as be appear cannot so by. Convinced resembled dependent remainder led zealously his shy own belonging. Always length letter adieu add number moment she. Promise few compass six several old offices removal parties for. Concluded rapturous it intention.

Theme
Other

<table>
<thead>
<tr>
<th>Filename</th>
<th>Uploaded At</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>icsmge2013-26-0.docx</td>
<td>2019-01-21 12:16:07</td>
<td>Download</td>
</tr>
<tr>
<td>icsmge2013-26-0.pdf</td>
<td>2019-01-21 12:16:07</td>
<td>Download</td>
</tr>
</tbody>
</table>

Editors

<table>
<thead>
<tr>
<th>Editor</th>
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<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>2019-01-21 12:13:55</td>
<td>N/A</td>
</tr>
<tr>
<td>John Doe</td>
<td>2019-01-21 12:13:55</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### Round 1

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Requested At</th>
<th>Accepted At</th>
<th>Decision</th>
<th>Comments</th>
<th>File</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>2019-01-21 12:16:46</td>
<td>2019-01-21 12:16:46</td>
<td>Accept With Changes</td>
<td>View</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Editor’s Decision**

**Decision**

Select Decision

**Comments**

Attach File Along With Comments

**Final Decision**

Accept With Changes

**Resubmitted At**

2019-01-21 12:28:16

*icsmge2013-26-1.docx*  *icsmge2013-26-1.pdf*

**Editor’s Decision**

Available options for round 2

Submit Editor Decision  Invite 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.
<table>
<thead>
<tr>
<th>Decision</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Decision</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attach File Along With Comments</th>
<th>Presentation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browse... No file selected.</td>
<td>Select Presentation Type</td>
</tr>
</tbody>
</table>