PaperPlaza and PaperCept Conference Manuscript Management and Registration Systems

**Getting Started Manual: Reviewers** 

PaperCept, Inc. (Revised December 31, 2016)

# **Getting Started Manual: Reviewers**

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# 1. Create and Maintain a Personal Profile

# Who Needs a User Profile and Why?

Every user who interacts with the system in any capacity needs to create and maintain a current profile of personal data in the system. The system is entirely web-based and database driven, therefore it is necessary to have the latest contact data (in particular the e-mail address) of all users of the system. The same information is used by administrators to contact users, editorial board to locate eligible reviewers, authors to identify their co-authors, etc.

## What Information is Stored in the System and Who Has Access to it?

The system stores the following information:

- Full name
- Contact address
- E-mail, phone and fax. Phone and fax are optional
- PIN (numerical identification number assigned to you when you set up a profile) and password
- Research interest profile

This information is requested from you at the time you open the account on the system.

Your society's or organization's conference administrators have access to your personal data and can dispatch your password to the email addresses specified in your account. Note also that Editors and Associate Editors can access the data (but not the password) and edit some of the fields, in particular update the e-mail address. This data is not shared by any third part mailing list managers or marketers.

# How Do I Locate, Update or Create a User Profile?

Before you create a new profile, make sure that owing to some earlier interaction with the system, you do not already have a user profile.

- To check whether you already have a profile
- If you located your profile, but need to recover your password
- To create a new Profile
- To update your Profile data

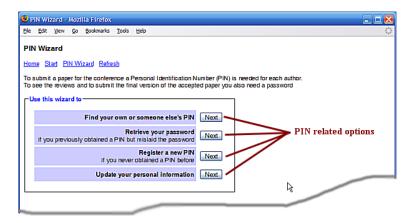
#### follow these steps:

Step 1: Go the Start page of the submission site – always in the format: http://subdomain.papercept.net.

This is the starting point for all conference related activities and has valuable information about all active conferences. This page serves to let the users manage their accounts as well as submit papers.

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		vs: ROBIO 2008 has been post	poned to Feb. 22-25, 2009.		
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Step 2: If you do not already have your PIN and password, you need to retrieve the same. Follow the PIN link to get to the PIN wizard.



*Choice 1:* To check if you or a colleague have a PIN on the system, click on the Next button next to the option: "Find your own or someone else's PIN." You are presented with an input field to enter the "Surname" as shown in the next screen capture. Note that for privacy you need to enter the full surname. If you wish to find someone called Johnson you need to type exactly that.

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Upon clicking Submit, you are presented with a listing of the PINs corresponding to the surname that was entered. If you find the PIN of the person you were looking for (including your own), note it down and click on "Back".

*Choice 2:* If you already have an account on the system, but have forgotten your password, you may retrieve it by following the link "Retrieve your password." If your email address is current, you may request the password to be sent to that address. If your email address has changed you may follow the link "Email Address Update Request," encircled in the next figure.

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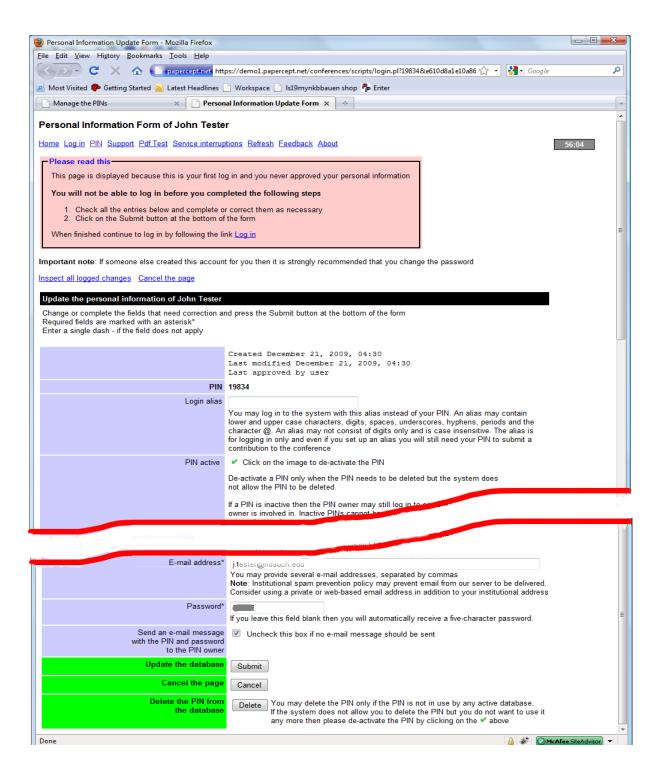
*Choice 3:* If you do not have a PIN on the system, please create a new one by following the link "Register a new PIN" from the PIN Wizard menu. You will be presented a form where all fields are required.

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Affiliation (University, Organization, Company)*	
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Cancel the page	Cancel
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After you complete the four fields and click on "Submit" the system will send an e-mail message to the designated e-mail address or addresses that includes the password.

#### Verification of the Personal Data at Log In

Each time you log in, the system checks if your personal data are incomplete or if anyone modified them since you last approved them. If the system detects that this is the case then your Personal Information page appears with the request to check and approve the personal information. In particular, when you never logged in before the following screen appears. After completing a few additional required fields and clicking on "Submit" you will be able to continue to log in by following the log in link.

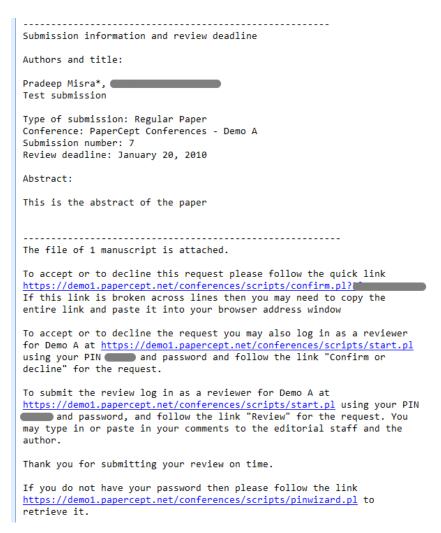


This screen also appears, with a different message, if some of the fields were modified and the system wants you to check and approve these modifications.

# 2. Review Process

### I Received an Invitation to Review a Paper. How Should I Accept or Decline the Invitation?

The review requests are initiated by an Associate Editor for the conference. A typical e-mail contains the following instructions:



The fact that you are receiving an invitation through the system means that you already have an account on the peer review system. You may accept or decline the review request in one of the two ways listed below:

• (Recommended.) By following the "quick link" (a URL of the type shown in first link above). Note that the code in the link is not your password but a special code created specifically to facilitate accepting or declining the invitation to review.

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	Authors	Pradeep Misra*,	
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• (Alternatively.) By recovering your password (if you do not recall it) as shown in Section 1, and then using your PIN and password to log in to your Reviewer workspace as described below.

If you log in to the system then you will also have an opportunity to update your personal information.

#### How Should I Download the Paper to Review?

Normally the paper that you are asked to review is attached to the invitation e-mail message. If it is not you may download the paper using the link for this purpose on the Confirm/Decline screen. Finally, you may log in to your Reviewer workspace as described below.

### How Do I Log in to My Reviewer Workspace?

To log in to your Reviewer workspace first recover your PIN and password (if you do not recall it) as explained in Section 1, and log in. Note that if you are actively taking part in several conferences being run by your society, upon logging in you will see all possible "active" roles in which you can enter the system. To enter your Reviewer workspace follow the link "Enter" next to "Reviewer of …" for the pertinent conference.

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Session time out. After 60 minutes of inactivity your session is terminated for reasons of security and you will need to log in again. Any work that you did not save or submit will be lost. Watch the small gray rectangle near the top right corner of most pages to see in how many minutes the session will expire. You may use the Refresh link available on most pages or any other suitable link or button to prevent the session from expiring. Do not use the Reload button of your browser to this end or at any other time because this may result in duplicate database entries or other unexpected effects Do not use the browser Back button. Avoid using the Back button and other navigational tools of your browser to navigate this site. If you do then you may lose the connection and also data. Use the links provided on every page to navigate the site Allow each page to load completely. Clicking on a link or button before the page has been fully loaded may result in an error message requiring you to log in all over again	E
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# How Should I Prepare and Submit my Review?

When you log in as a "Reviewer" you will see your Reviewer workspace as shown below. There will a separate row for each manuscript that you have been asked to review.

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- Click on "Confirm or decline" to accept or decline the review, if you have not already done so.
- Click on "Download" to save a copy of the manuscript on your computer for off line review.
- To enter the review, click on the link "Review" next to the appropriate paper to fill out the web-based review form.

The review form is customizable and is unique to conferences; a couple of screenshots are tagged below. You can fill out the form and either <u>submit it</u> or <u>save it</u> for later completion. If you elect to save it for later completion, your review is not yet complete, you must return and submit it even if you make no changes to the saved review.

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After you submitted the review you will receive an acknowledgement by e-mail, including a full copy of the review. Moreover, you will be able to inspect your review later at any time by following the link "Review" for the paper. You will also be able to see any other reviews that were submitted (anonymized, of course) and, eventually, the publication decision about the submission.

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### I Missed the Review Deadline and Can No Longer Submit My Review. Why?

When the evaluation of a submission is finalized all reviews that have not been received are canceled. Normally the reviewer is notified that the review has been canceled. Remember that the preparation of a conference usually is on a tight time schedule.

### I Should Like to Change My Review. How Can I Do That?

<u>Once you have submitted the form, you will not be able to update your review</u>. If you must cancel the review or need to modify it urgently, please contact the Associate Editor who asked you to do the review with the request to ask ou to revise the review. There is a link to contact the Associate Editor in your reviewer workspace.