

*PaperPlaza and PaperCept Conference Manuscript Management
and Registration Systems*

Getting Started Manual: Reviewers

PaperCept, Inc.
(Revised December 31, 2016)

Getting Started Manual: Reviewers

Contents

1. Create and Maintain a Personal Profile	1
<i>Who Needs a User Profile and Why?</i>	1
<i>What Information is Stored in the System and Who Has Access to it?</i>	1
<i>How Do I Locate, Update or Create a User Profile?</i>	1
<i>Verification of the Personal Data at Log In</i>	4
2. Review Process	6
<i>I Received an Invitation to Review a Paper. How Should I Accept or Decline the Invitation?</i>	6
<i>How Should I Download the Paper to Review?</i>	7
<i>How Do I Log in to My Reviewer Workspace?</i>	8
<i>How Should I Prepare and Submit my Review?</i>	9
<i>I Missed the Review Deadline and Can No Longer Submit My Review. Why?</i>	11
<i>I Should Like to Change My Review. How Can I Do That?</i>	11

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?

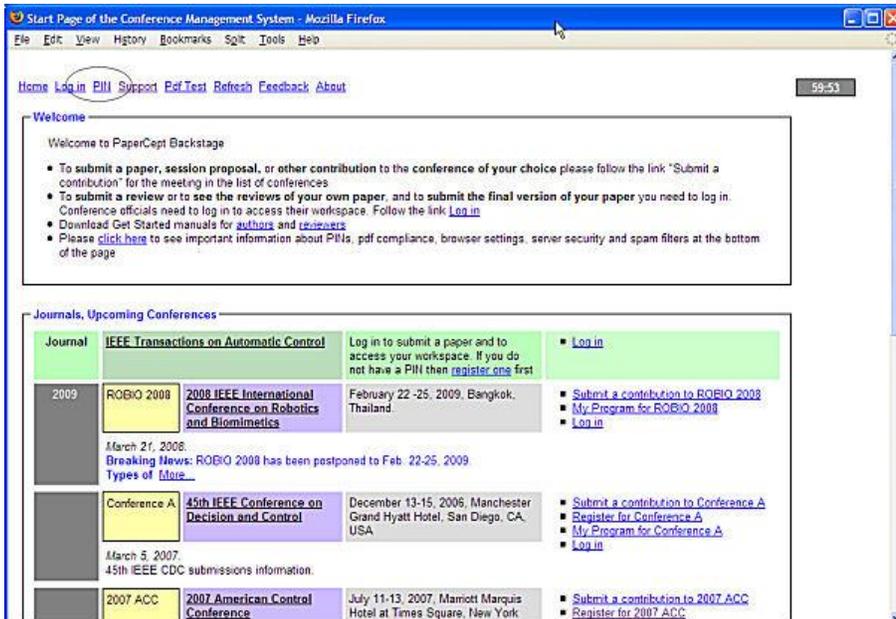
Before you create a new profile, make sure that owing to some earlier interaction with the system, you do not already have a user profile.

- 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

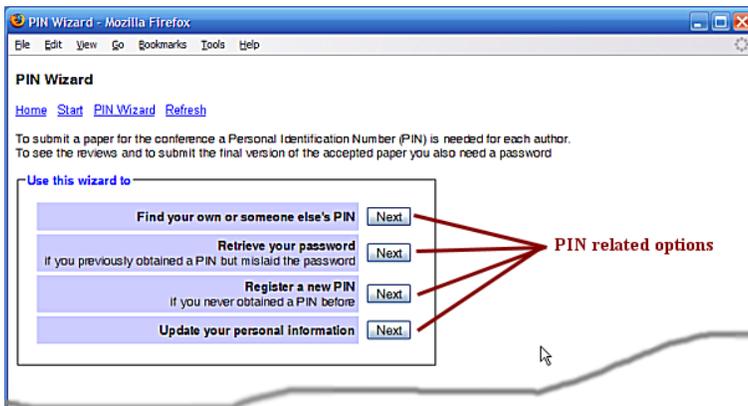
follow these steps:

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.



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.

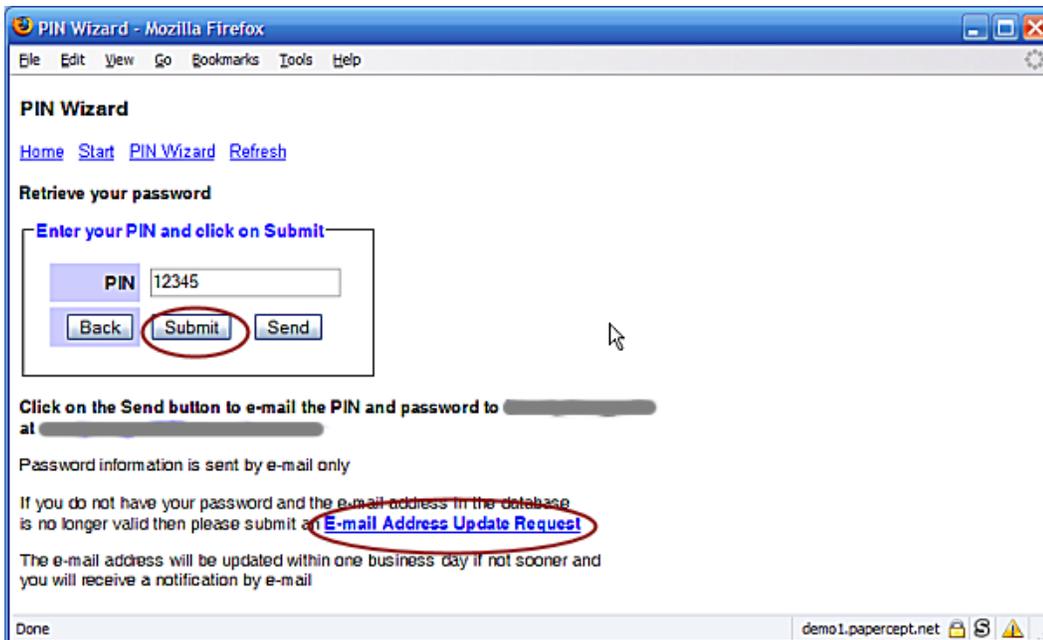


Choice 1: To check if you or a colleague have a PIN on the system, click on the Next button next to the option: "Find your own or someone else's PIN." You are presented with an input field to enter the "Surname" as shown in the next screen capture. Note that for privacy you need to enter the full surname.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



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.



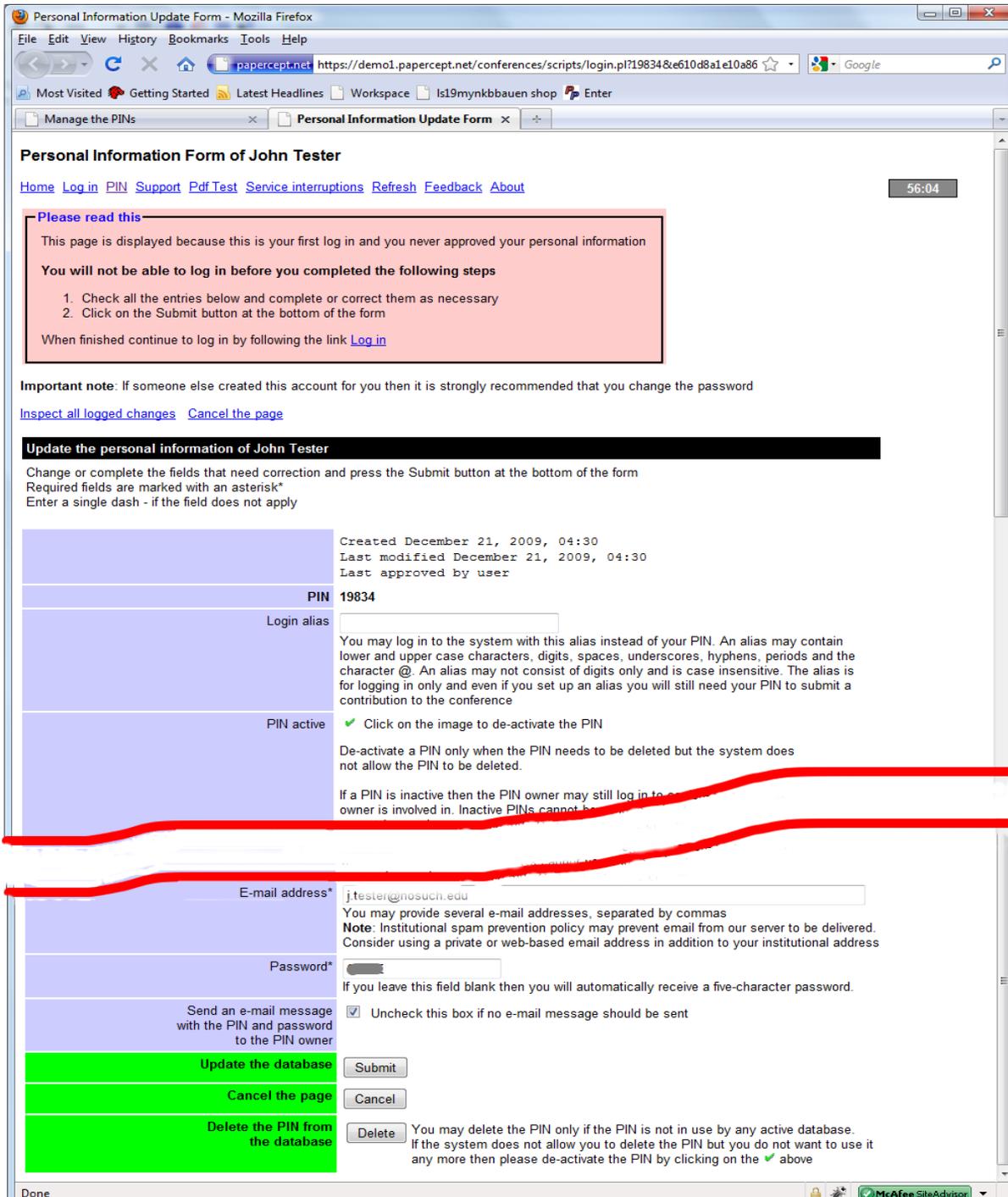
Choice 3: If you do not have a PIN on the system, please create a new one by following the link “Register a new PIN” from the PIN Wizard menu. You will be presented a form where all fields are required.

The screenshot shows a web browser window titled "Personal Information Update Form - Mozilla Firefox". The address bar displays "https://demo1.papercept.net/conferences/scripts/pinwizard.pl". The page content includes a navigation menu with links like "Home", "Log in", "PIN", "Support", "Pdf Test", "Service interruptions", "Refresh", "Feedback", and "About". A red timer in the top right corner shows "00:00". The main form area is titled "Personal Information Form" and contains a "Register a new PIN" section with instructions: "Complete the fields and press the Submit button at the bottom of the form. All fields are required. Upon first login the PIN owner will be requested to complete several additional fields." Below this, there is a "PIN" field with the value "19834". The form has four required input fields: "Surname (Family name, Last name)*", "Given name(s)*", "Affiliation (University, Organization, Company)*", and "E-mail address*". A note states: "You may provide several e-mail addresses, separated by commas. Note: Institutional spam prevention policy may prevent email from our server to be delivered. Consider using a private or web-based email address in addition to your institutional address." At the bottom, there are "Submit" and "Cancel" buttons. The "Submit" button has a tooltip that says "An e-mail message with the PIN and password will be sent to the PIN owner".

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

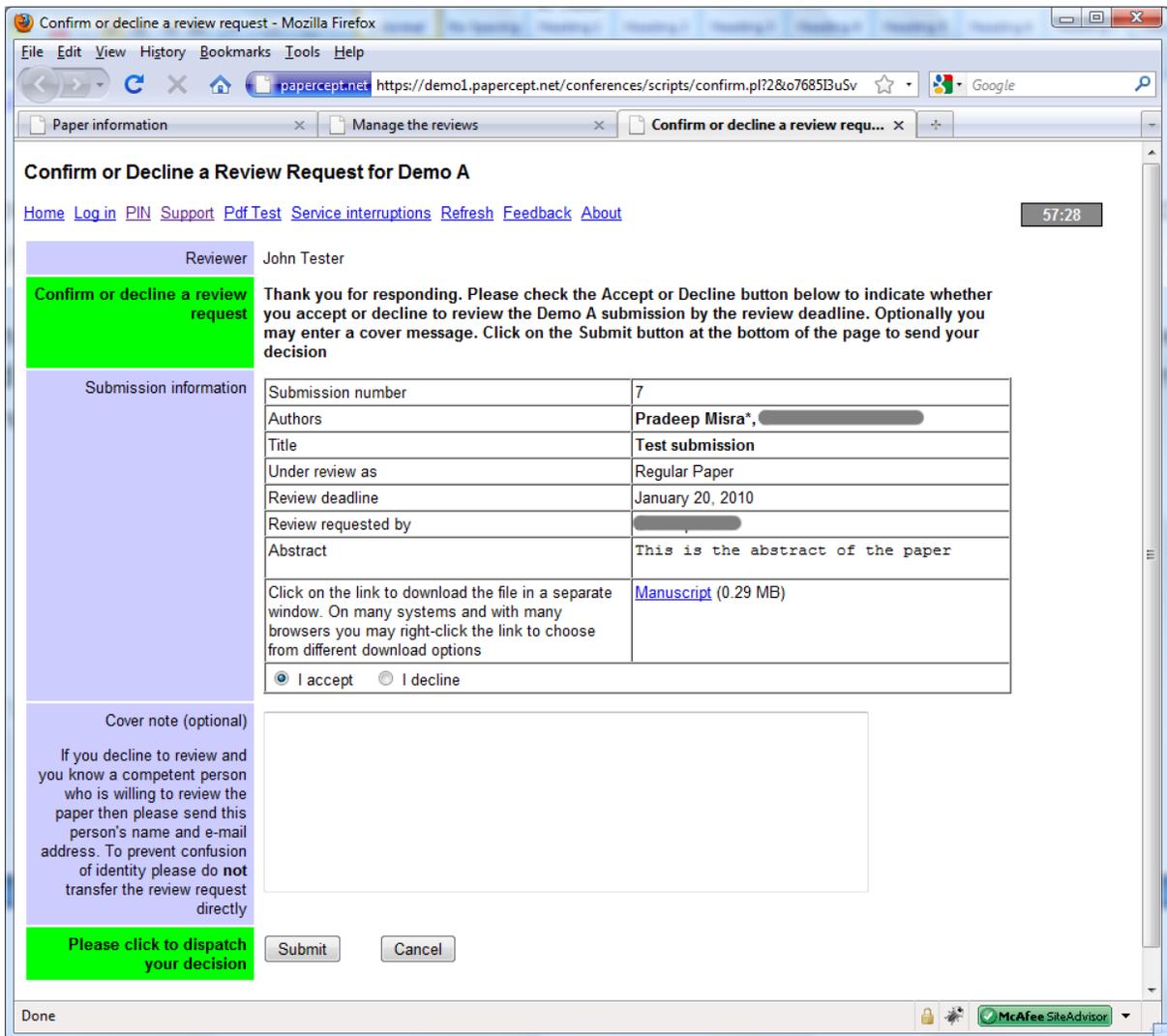
I Received an Invitation to Review a Paper. How Should I Accept or Decline the Invitation?

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

```
-----  
Submission information and review deadline  
  
Authors and title:  
  
Pradeep Misra*, [REDACTED]  
Test submission  
  
Type of submission: Regular Paper  
Conference: PaperCept Conferences - Demo A  
Submission number: 7  
Review deadline: January 20, 2010  
  
Abstract:  
  
This is the abstract of the paper  
  
-----  
The file of 1 manuscript is attached.  
  
To accept or to decline this request please follow the quick link  
https://demo1.papercept.net/conferences/scripts/confirm.pl?[REDACTED]  
If this link is broken across lines then you may need to copy the  
entire link and paste it into your browser address window  
  
To accept or to decline the request you may also log in as a reviewer  
for Demo A at https://demo1.papercept.net/conferences/scripts/start.pl  
using your PIN [REDACTED] and password and follow the link "Confirm or  
decline" for the request.  
  
To submit the review log in as a reviewer for Demo A at  
https://demo1.papercept.net/conferences/scripts/start.pl using your PIN  
[REDACTED] and password, and follow the link "Review" for the request. You  
may type in or paste in your comments to the editorial staff and the  
author.  
  
Thank you for submitting your review on time.  
  
If you do not have your password then please follow the link  
https://demo1.papercept.net/conferences/scripts/pinwizard.pl to  
retrieve it.
```

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.



- (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.

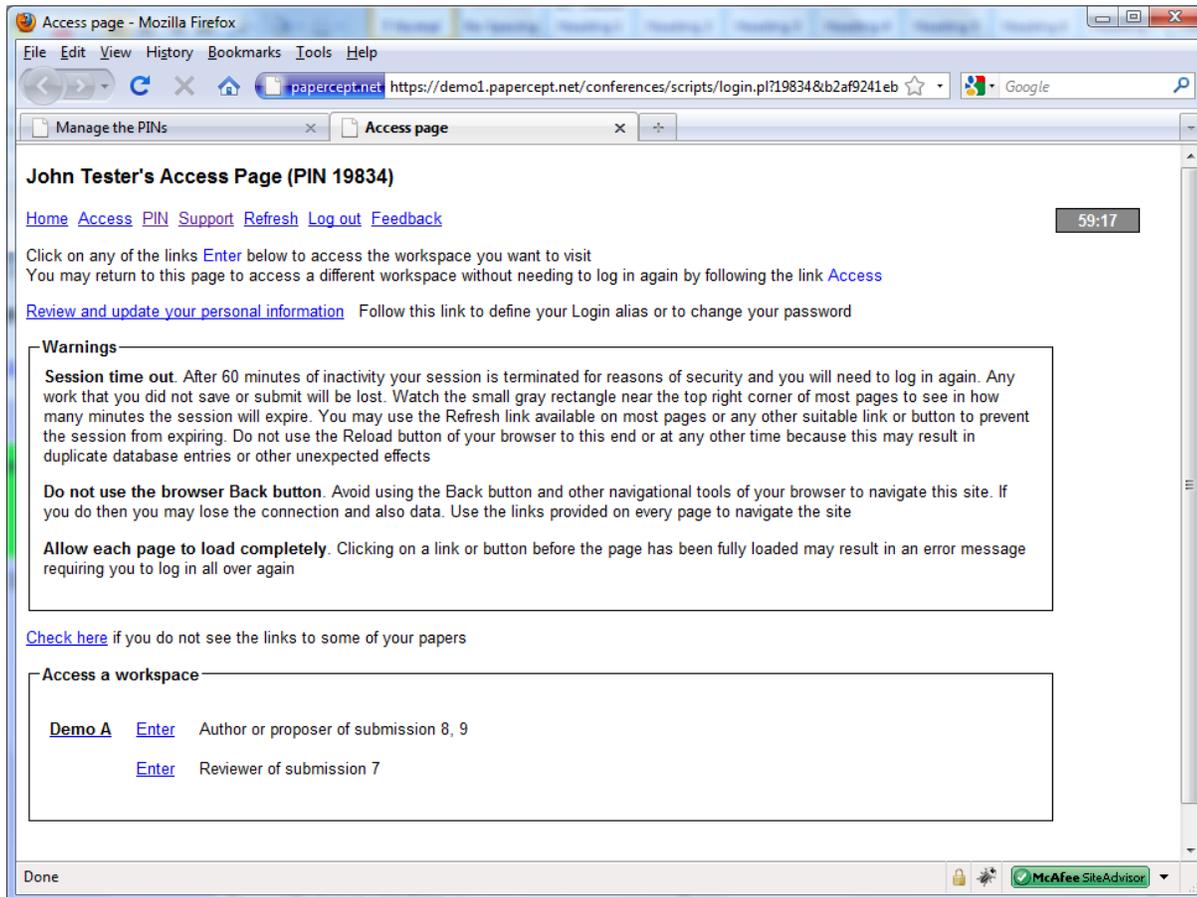
If you log in to the system then you will also have an opportunity to update your personal information.

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.



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.

Reviewer John Tester's Workspace for Demo A

Home Access Workspace Refresh Log out Feedback 59:26

Download the [Get started](#) guide

Click on [Download Service](#) to download the files of all the submissions that you have been asked to review

Reviewer John Tester's Workload

The table lists the reviews that you have been asked to prepare

- Click on [Confirm or decline](#) to confirm or to decline a review request
- Click on [Review](#)
 - to prepare and submit a review of the submission, or
 - to complete a review that you saved previously, or
 - to see all the reviews and the acceptance decision of this submission (only after you submitted your own review)
- Click on [Download](#) to download the files for the paper

	Submission number	Type of submission	Associate Editor	Code	Review ID	Reviewer number	Authors or proposers	Title	Status
Confirm or decline Review Download	7	Regular Paper	Pradeep Misra		6	1	Pradeep Misra,	Test submission	Due on January 20, 2010

- 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 [submit it](#) or [save it](#) 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.

Review form - Mozilla Firefox

File Edit View History Bookmarks Tools Help

papercept.net https://demo1.papercept.net/conferences/scripts/revspace.pl

Manage the PINs Review form

Review Report Form for Demo A Submission 7

Home Access Workspace Refresh Log out Feedback 59:28

WARNING: Session time out. If the browser does not communicate with the server for 60 minutes the 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 countdown timer to see when the session will expire. Use the Save button near the bottom of the page to save your work without submitting it to prevent the session from expiring

You may submit the review immediately or save it to finish it later. After having submitted the review you will receive a copy of the review report by e-mail

*Required fields

Referee information		Paper information	
Name	John Tester (19834)	Authors	Pradeep Misra, [REDACTED]
Reviewer number	1	Title	Test submission
E-mail address	[REDACTED]	Under review as	Regular Paper, Presentation

Contribution*

Please assess the contribution of this submission

Theoretical contribution	<input type="text"/>
Technological contribution	<input type="text"/>
Educational contribution	<input type="text"/>
Survey/tutorial contribution	<input type="text"/>

Done

Review form - Mozilla Firefox

File Edit View History Bookmarks Tools Help

papercept.net https://demo1.papercept.net/conferences/scripts/revspace.pl

Manage the PINs Review form

commands except perhaps for a few unavoidable mathematical expressions
[Fit to size](#) 56:46

Attachment
You may optionally upload an attachment to your comments to the authors in the form of a file. Be sure to summarize your review in the textbox above because the Program Committee may not always have access to the attachment.

Single file with the extension pdf
The maximum file size is 1 MB
Pdf version between 1.3 and 1.6
Warning: All pdf annotations, comments and markup are removed

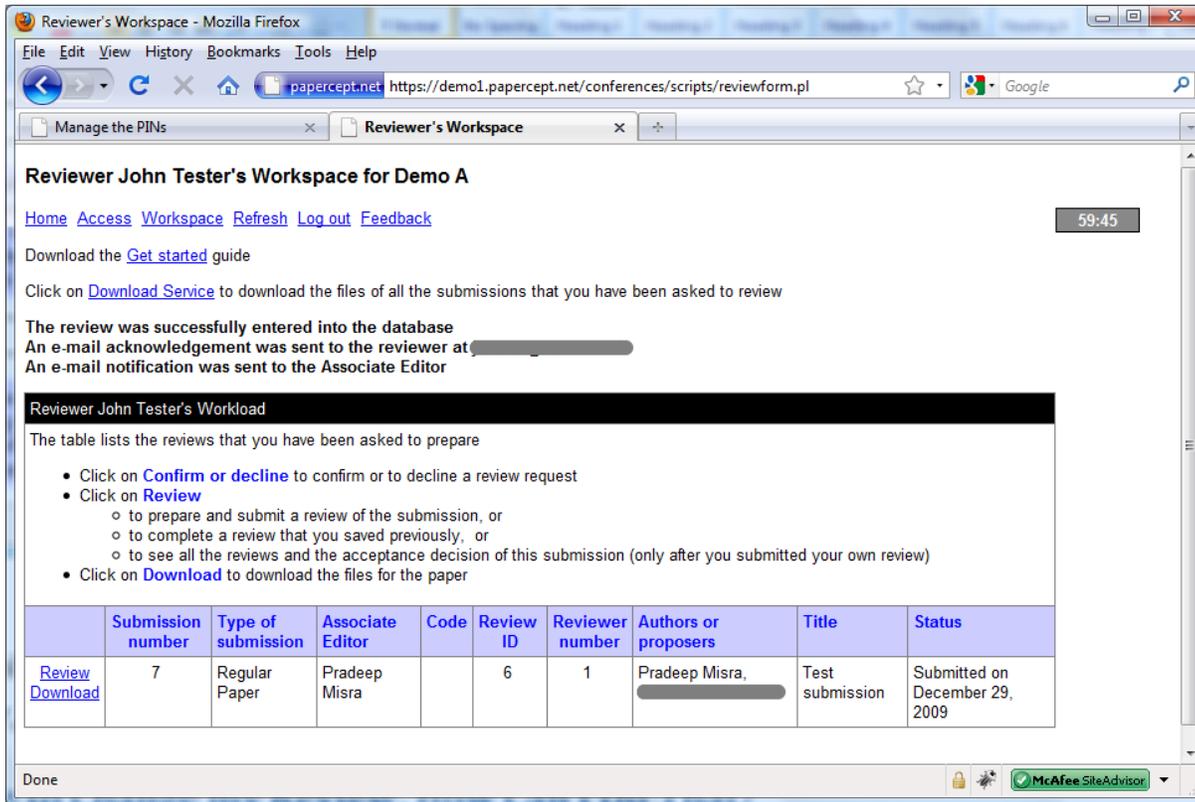
Important: Please make sure that the name of any file that you try to upload, as well as the names of all directories in the file path, only contain standard ASCII characters. Otherwise you run the risk of receiving a security violation error message

Save
You may optionally save your incomplete review to submit it later. Any attachment is not saved. If you save the review report then do not forget to return to finish and submit it

Submit
Please check the review carefully before submitting it. After submitting the review you will receive a copy by e-mail but you cannot revise the review

Done

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.



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?

Once you have submitted the form, you will not be able to update your review. 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.