

1. Introduction

The Paper Review Management System (PRMS) is an online system that manages processes from paper submission to the end of reviews. The system only accepts electronic submissions, i.e., papers sent by mail are not accepted. The processes along with the tasks of reviewers, meta-reviewers, record-decision-members, and editorial committee members are shown in Figure 1.

This manual summarizes the workflow of review and procedures of system operations for **chiefs**.

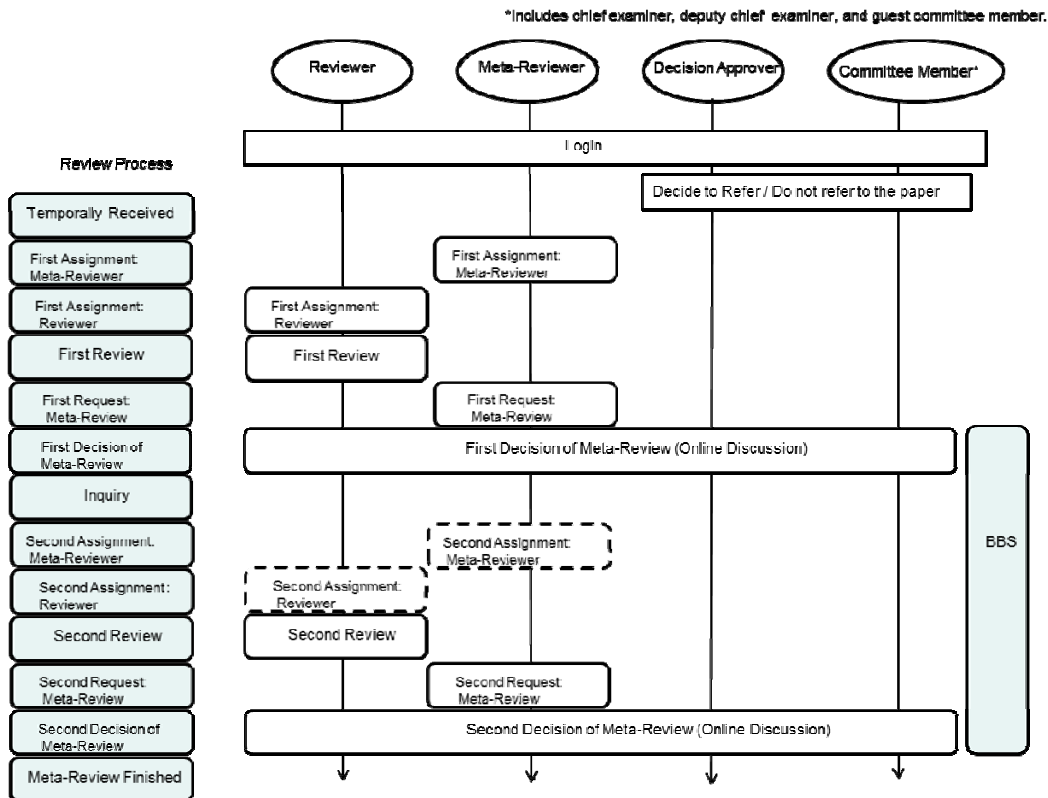


Figure 1: Process of Reviewing and Roles of Members

2. Tasks of chiefs

Tasks of chiefs reviewing PRMS is as follows :

1. Select a decision approver (See Section 3.1)
2. Set up an online meeting (See Section 3.2)
3. Accept/Reject (Request for modification) the reports by reviewers and the meta-reviewer. (See Section 3.3)
4. Join the discussion at the online meeting (See Section 3.4)

The remainder of this manual summarizes each part of processes and how to operate the system.

3. 1. Selection of decision approver

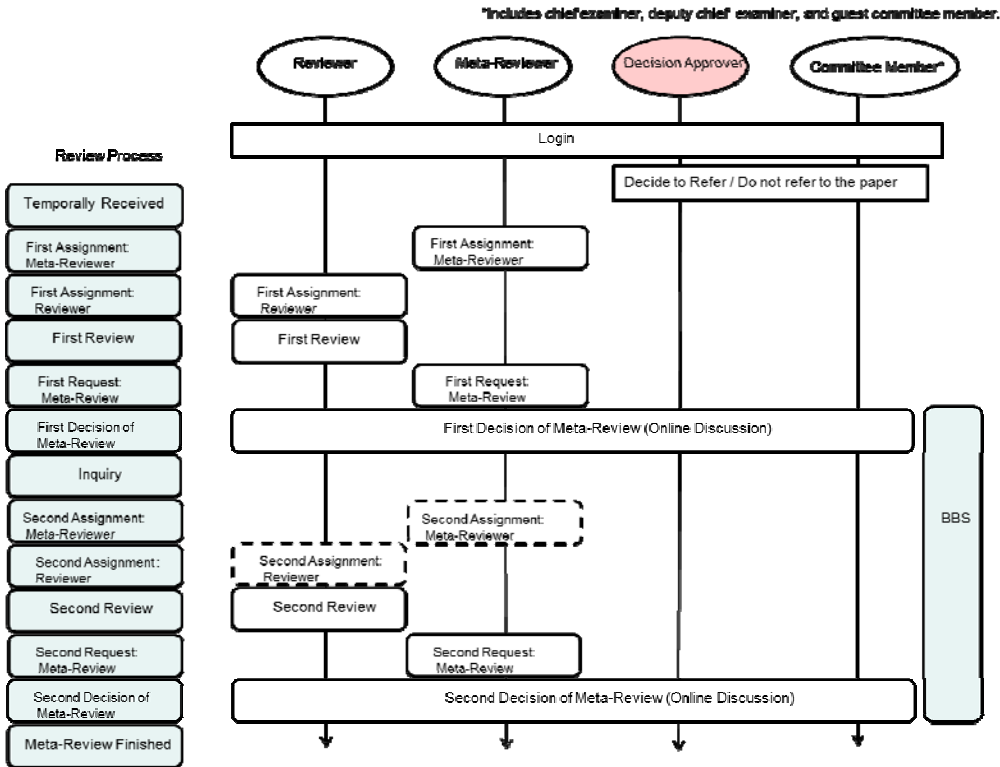


Figure 2: Selection of Decision Approver

A decision approver is selected for each paper from the chief and his/her deputies. The chief and deputy chiefs, if not selected as a decision approver, join in making decisions as committee members. See “PRMS manual for committee members” for the details of system operations for committee members. (URL)

The IPSJ secretariat assigns a role of decision approver to a chief. The chief decides whether he or she will accept the assignment, or assigns the role to one of the deputies. The deputy also decides whether he/she accept the assignment. The following shows the procedure in detail:

- (a) You can find a paper that has not been browsed among “assigned papers” when you log in to PRMS. (See Figure 3(a)) You will be asked whether you access to the paper or not when you select to see “detailed information”. (See Figure 3(b)). The chief assigned the role of decision approver must select to “access to the paper” in this screen.
- (b) PRMS shows the details of the paper. (See Figure 3(c)). You do not have to do anything further if you accept the assignment of decision approver. Otherwise, select “assigns a decision approver” shown in Figure 3(d).
- (c) Find candidates of decision approver by using “search for record-decision-member”. (See Figure 4(a).) You can view the assigned paper after you choose one of the candidates. (See Figure 4(b)). Select “decline to view this paper” if there is a conflict of interest regarding the paper.

Assigned papers

under 1st assignment of reviewer	0	waiting response	1	under 2nd meta-review	0
under 1st review	2	under 2nd assignment of meta-reviewer	0	under 2nd decision	0
under 1st meta-review	2	under 2nd assignment of reviewer	0	requesting final decision	0
under 1st decision	5	under 2nd review	1	tentative accept	0

2 paper(s).

ID	Paper ID	Title	Group	Meta-reviewer	Record-decision-approver	Main keyword	Status	Your reference status	
12112-	XX001	Digital Image Processing	Computing (Journal)	ichiro ipsj joho	shusao joho	Fundamental Theories(Computing Group)(Covering mainly theories with proofs); Information Mathematics: Graph theory	under 1st decision	Referred	Detailed Information
12312-	XX003	Numerical computation and analysis	Computing (JIP)	ichiro ipsj joho	shusao joho	Fundamental Theories(Computing Group)(Covering mainly theories with proofs); Information Mathematics: Graph theory	under 1st meta-review	Not determined	Detailed Information

2 paper(s).

(a)

paper detail reference confirm

Paper ID	12-XX003		
Manuscript type	Paper (Regular paper)		
Date of submission	2012/03/23 13:24		
Title	Numerical computation and analysis		
Author(s)	Author name	Institution	
	Tarou Shori Jousho	University of Information Processing Research	
Abstract	abstractabstractabstractabstractabstractabstractabstractabstract		
<input type="button" value="Refer to the paper"/> <input type="button" value="Don't refer to the paper"/>			
<input checked="" type="checkbox"/> Receive mails of new post to the board about this paper.			

(b)

Reviewer/Metareviewer/RecordDecisionMember

First/Second	Type	Name	Date of request	Deadline (Delay)	Date of First PDF Download	Date of report	Status	
First review	Meta-reviewer	ichiro ipsj joho	2012/03/23	2012/04/06			Not determined	View
First review	1st reviewer	jiro joho	2012/03/23	2012/04/20		2012/03/23	Accept	View
First review	2nd reviewer	saburo joho	2012/03/23	2012/04/20		2012/03/23	Accept if requirements are met	View
First review	the record decision member	shusao joho					Not determined	

(c)

Paper details

- [Assign a decision-approver.](#)
A decision approver can be changed from the link.
- [Show the bulletin board threads of this paper.](#)
For online discussion or a notice board for the reviewers

(d)

Figure 3: Acceptance / Rejection to be decision approver

(d) Confirmation screen will be shown. (See Figure 4(c)). Confirm the process by selecting “Send”. An e-mail that requests to be a decision approver (shown in Figure 5) will be sent to the selected candidate.

(e) The selected candidate can also accept / reject the request by following the same process.

Search for Record-decision-member

Please input the search keyword and click the 'Search' button.
If more than one search keyword is inputted, the system will search with the 'and' condition.

Name	<input type="text"/>	Institution	<input type="text"/>	include
Committee name	<input type="text"/>	Role	Chief	NOT include
Group	Computing(JIP)	keyword	2010101	
Email	<input type="text"/>			

Paper information

Paper ID	12-XX004			
Title	Multimedia communication protocols			
Authors	Name of author	Institution	Department	Membership Number
	Joho Goro	University of Information Processing	Research Institute of Information Processing	123456789
main keyword	2010101 (Fundamental Theories(Computing Group)(Covering mainly theories with proofs): Information Mathematics: Graph theory)			
sub keyword				
keyword (free style)				

Search result
3 items.

Name	Institution	Committee / Role / Group	Charge / Number of reviews	Assign
fukuichi Joho	Josho University	Journal / Deputy Chief Examiner / Computing(Journal) JIP / Deputy Chief Examiner / Computing(JIP) test / Deputy Chief Examiner / test test / Editorial Committee Member / test test2 / Deputy Chief Examiner / test2 test2 / Editorial Committee Member / test2 Journal / Editorial Committee Member / Computing(Journal)	0 / 0	Assign

(a)

Assignment of a decision approver

Select a member for a decision approver

Name	fukuichi Joho
Institution	Josho University
Department	
Assignment	Decision approver
Date of assignment	2012/03/23

Decline to view this paper and to be a decision approver of this paper

Decline to view this paper
 View this paper

Paper information

Paper ID	12-XX004			
Title	Multimedia communication protocols			
Author	Author Name	Institution	Department	IPSJ member ID
	Joho Goro	University of Information Processing	Research Institute of Information Processing	123456789
Main keyword	Fundamental Theories(Computing Group)(Covering mainly theories with proofs): Information Mathematics: Graph theory			
Keyword (free style)				

(b)

Confirm of a decision approver

Please read the review result. If there is no problem, please click the 'Send' button to send it.

Name	fukuichi Joho
Institution	Josho University
Department	
Assignment	the record decision member
Date of assignment	2012/03/23
Paper detail reference	Refer to the paper

[Send](#)

Paper information

Paper ID	12-XX004			
Title	Multimedia communication protocols			
Author	Author Name	Institution	Department	IPSJ member ID
	Joho Goro	University of Information Processing	Research Institute of Information Processing	123456789
Main keyword	Fundamental Theories(Computing Group)(Covering mainly theories with proofs): Information Mathematics: Graph theory			
Keyword (free style)				

(c)

Figure 4: Assignment of decision approver

Subject : [JIP: Request] (Receipt no.: 12-XX004) Decision Approver

Dear Name,

You have been assigned to be decision approver of the following paper.

12-XX004

Please access the following URL to login to the system and open the review results.

LOGIN_URL

Sincerely yours,

Editorial Committee of Journal of Information Processing
Information Processing Society of Japan (IPSJ)

Figure 5: Email to decision approver

3.2. Setting Up Online Meeting

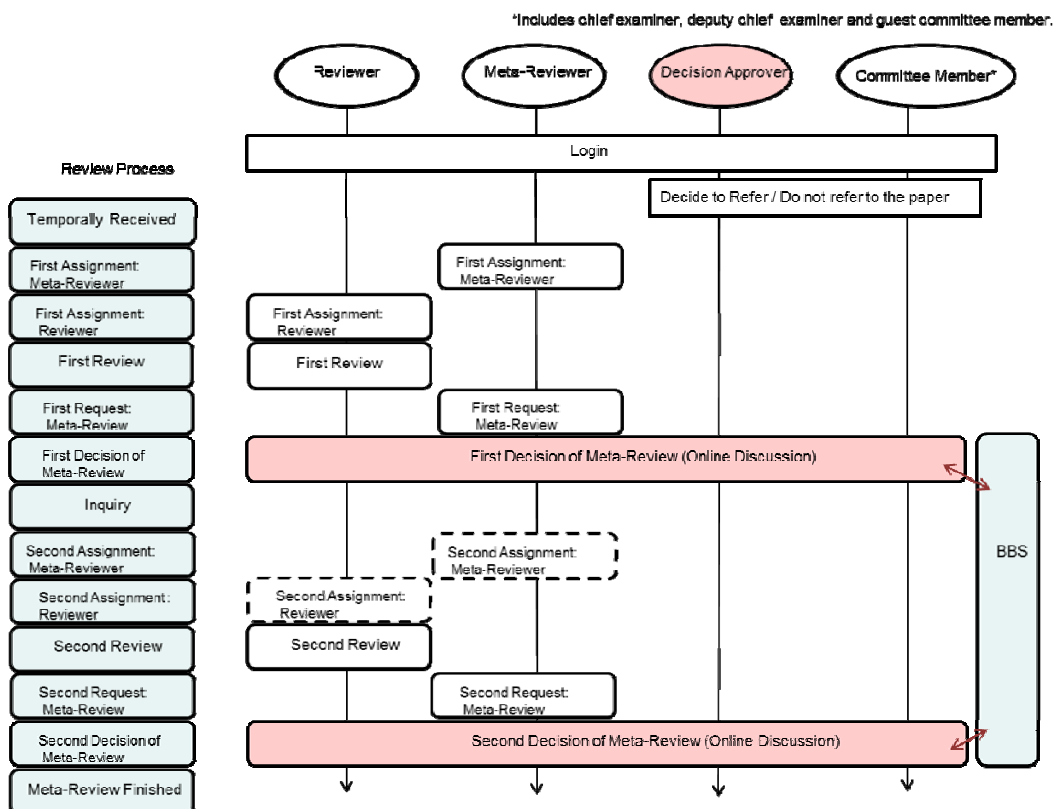


Figure 6: Setting Up Online Meeting

An email requesting a decision (shown in Figure 7) will be sent to the decision approver after all reviews by the reviewers and meta reviewer are entered. Log into the system by accessing the URL shown in the email and start the decision process. The decision approver can choose from the following two options:

- The decision process WITHOUT an online discussion
- The decision process WITH an online discussion

If the decision approver chose not to use online discussion for this paper, enter the approval results by clicking “Acceptance of the report/Need to amend the report” in Figure 8 at appropriate time. In this case, the deadline of an online discussion must not be set.

If the design approver did choose to use online discussion for this paper, set the deadline of an online discussion by clicking “Setting the schedule of an online discussion” in Figure 8. Once the start and end date of the online discussion are entered and saved, a new discussion thread is created on a BBS (“discussion threads” in PRMS). The name of the thread for online discussion is “Xth Online Discussion (YYYY/MM/DD – YYYY/MM/DD)”. The committee members participating in the discussion can use this thread, in addition to the thread for general communication named “Discussion thread (editor in chief/committee member/meta reviewer can access this thread)”. The members should discuss the review results during the time period specified by the start and end date. The start and end date cannot be set to a past date.

Preferred deadlines are as follows:

- 7 (or more) days after starting of the discussion if the decision by the meta-reviewer was “accept”.
 - 7 (or more) days after starting of the discussion if the decision by the meta-reviewer was “reject”.
 - 5 days after starting of the discussion if the decision by the meta-reviewer was “conditional accept”.
- (You need not care about the day of editorial board meetings because the secretariat sends the review results directly to authors immediately after the decision approver makes a decision.)

For an “accepted” or “rejected” paper, the deadline is recommended to be set to the date before the next editorial board meeting, so that the final decision can be approved by the board in a timely manner. For a “conditionally accepted” paper, the review results can be returned to authors as soon as the decision approver enters the approval. The deadline needs be set to one or more days before the day of the next editorial board meeting in order to allow the decision approval (by the decision approver) and the final decision (at the editorial board meeting) to be made on the same day. For special issues, give first priority to the schedule of the special issue when setting the deadline.

The decision approver, committee members, and meta reviewer participate in the discussions. If necessary, the committee can contact reviewers for any question as long as their neutrality is protected. The email that notifies the members of the start of the online discussion is sent at midnight of the start date. If the start date was set to the current date, the email is sent out immediately. At midnight of the following day of the end date, another email is sent to notify the end of the discussion. The decision approver can also choose to terminate the discussion earlier, in which case the email notifying the termination of the discussion is sent to the members.

Subject : [JIP: Request] (Receipt no.: 12-XX003) MetaReview Decision

Dear Name:

Please access to the following URL and make your decisions as the decision approver about the paper (Receipt no.: 12-XX003).

URL

There are two ways to make your decisions.

- Decision WITHOUT an online discussion
- Decision WITH an online discussion

If you do not want to hold an online discussion, do not set the duration of the online discussion. You can complete the decision approval of the paper in the [Acceptance of the report/Need to amend the report] screen immediately.

If you want to hold an online discussion, please set the duration of the online discussion. After fixing the start and end date, a BBS for the discussion is created. The name of the BBS is "Xth Online Discussion(YYYY/MM/DD-YYYY/MM/DD)". After the deadline has passed, complete the decision approval of the paper in the [Acceptance of the report/Need to amend the report] screen by referring to the discussion on the bulletin board.

The screens of the BBS and [Acceptance of the report/Need to amend the report] can be accessed from the [Detailed information] screen for the paper.

Sincerely yours,

Editorial Committee of Journal of Information Processing
Information Processing Society of Japan (IPSJ)

Figure 7: Email to request for decision approval

Paper details

- [Assign a decision-approver.](#)

A decision approver can be changed from the link.

- [Acceptance of the report/Need to amend the report](#)

The Meta-reviewers report can be accepted from this link

If the reports have to be amended, the status of this paper can be changed to edit the report by the meta-reviewer.

- [Setting the schedule of an online discussion.](#)

Link to a page for setting the schedule of an online discussion. If you make a decision without holding an online discussion, please do NOT set the schedule.

- [Show the bulletin board threads of this paper.](#)

For online discussion or a notice board for the reviewers

- [Setting the e-mail notification of a new post on online discussion. \(Current setting: ON\)](#)

Link to a page for setting of e-mail notification of a new post on the bulletin board system for online discussion.

Input setting the schedule of an online discussion

(1) If making a decision (i.e. accepting review reports or requesting amendment of reports) without holding an online discussion, do NOT perform the following operation.

(2) When starting an online discussion, set the start and end dates of the discussion after receiving the report of the meta-reviewer, then click "Save" button. The system will send an e-mail message for notifying all editors in the group of the start of the discussion at 0 AM on the start date, and then the discussion starts. If you set the start date after 0 AM of the same day, the system sends an e-mail message for notification just after you click "Save" button, and the discussion starts immediately.

(3) Editors can discuss the acceptance of the paper on a bulletin board system. There is a link to the bulletin board system on "Paper details" page.

(4) After the end date of the online discussion, please make a decision of the acceptance of the paper in consideration of the results of the discussion through a link "Acceptance of the report/Need to amend the report" on "Paper details" page. If you make a decision before or on the end date of the discussion, you need the next operation (5).

(5) For ending the discussion before the scheduled end date, click a box [End]. Then you can proceed to make a decision of the acceptance of the paper. Even after the end of the discussion, you can browse the discussion log.

Start date of online discussion	<input type="text" value="2012/10/31"/>	select
End date of online discussion	<input type="text" value="2012/10/31"/>	select
End the discussion now	<input type="checkbox"/>	End

Figure 8: Set up the duration of online meetings

Subject: First Online Discussion(2012/11/08-2012/11/08) has started (Receipt no.: 12-XX003)

Dear Name,

Online discussion has started.

Please access the following URL to join the discussion about the decision.

URL

Sincerely yours,

Editorial Committee of Journal of Information Processing
Information Processing Society of Japan (IPSJ)

Figure 9: Email notification of starting of online meeting

3.4. Online Meeting

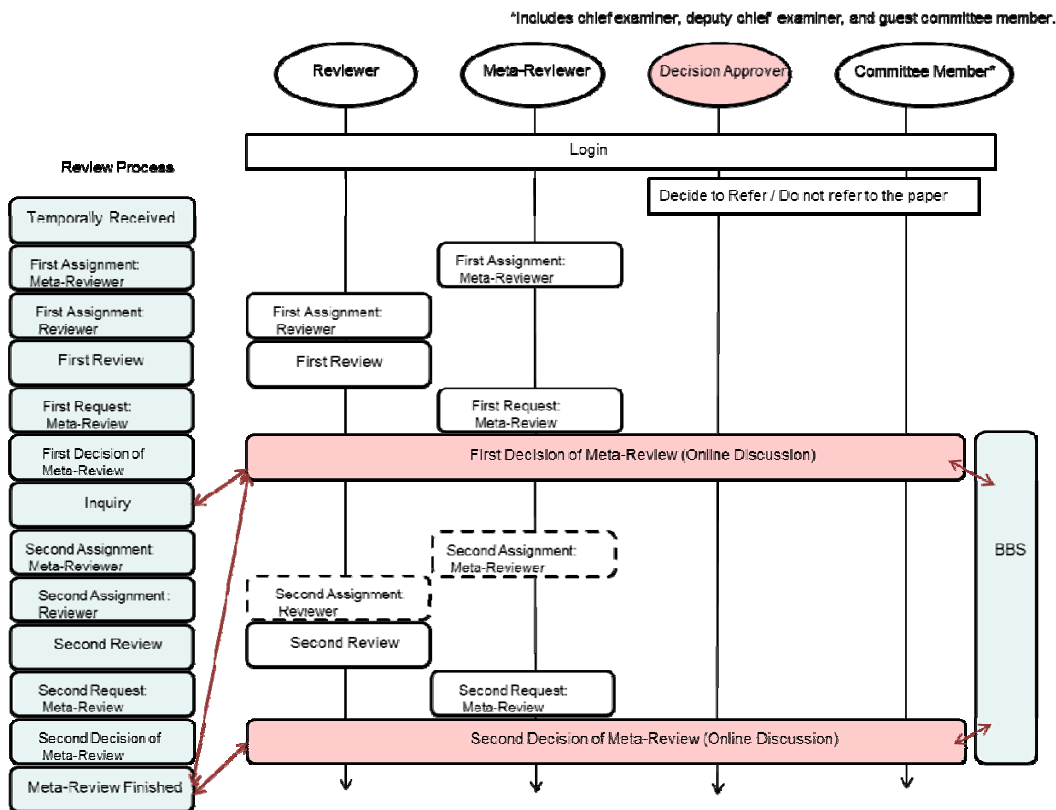


Figure 10: Online Meeting

After the review and meta-review reports are posted, a decision approver (group chair or vice chair in most cases) starts the approval process. If an online meeting decides to be held, the duration of the online discussion is set. The committee members (including a chief and deputy chiefs), the decision approver, meta reviewers, (and guest members in some cases) discuss to make decisions based on (meta-)review reports on the online meeting.

For the sake of fairness, reviewers do not participate in the discussions, but the editorial committee can ask questions or ask for corrections to reviewers if required. The chief participates in the discussion as a decision approver or a committee member. Discussions must be concluded before the set deadline.

Questions to reviewers or meta-reviewers should be made via the BBS. Screens when (a) accessing to the BBS, (b) browsing a thread, and (c) making posts to the BBS are shown in Figure 11. Figure 11 (a) shows the threads related to some paper. The thread named “Xth Online Discussion (YYYY/MM/DD – YYYY/MM/DD)” is used for the online discussion. This thread is created automatically when the decision approver sets the duration of the discussion. In addition, there are threads for general communication in the committee members, for making questions to reviewer-1, and for making questions to reviewer-2. A reviewer is notified by email when a question is posted to the thread corresponding to that reviewer.

The decision approver can make decisions after the deadline. An example screenshot is shown in Figure 13. Select to approve/request revision for each of the review records and account record. The status of review records (or account records) are changed from “fixed” to “possible to edit” if “reject (request for corrections)” is selected.

For papers for which decisions are made, an inquiry is sent to the authors, or the decision record is sent to editorial boards for final decisions. After the final decision is made, it will be sent to the

meta-reviewers and reviewers. The IPSJ secretariat simultaneously sends the notification of review results to the authors.

Online Discussion: Thread List

Paper ID	00-XX001
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4 items.

Thread Name	Last Post Date
First Online Discussion(2012/11/08-2012/11/08)	2012/11/08 14:09 (JST)
Thread for communication with 2nd reviewer (editor in chief/committee member/meta reviewer/2nd reviewer can access this thread)	No Post.
Thread for communication with 1st reviewer (editor in chief/committee member/meta reviewer/1st reviewer can access this thread)	No Post.
Discussion thread (editor in chief/committee member/meta reviewer can access this thread)	No Post.

New Thread Name:

[Paper detail](#)

(a)

Online Discussion: History of the posts in this thread

Paper ID	00-XX001
Title	aa
Thread Name	First Online Discussion(2012/11/08-2012/11/08)

2 items.

2012/11/08 14:09
PRMS SYSTEM (SYSTEM)
Set Online Discussion (Start:2012/11/08 00:00 - End:2012/11/08 23:59)

2012/11/08 14:09
PRMS SYSTEM (SYSTEM)
Online Discussion has started

[new post](#)

[Thread list](#)
[Paper detail](#)
[Paper list](#)

(b)

Thread Submission Input

Paper ID	00-XX001
Title	aa
Thread Name	First Online Discussion(2012/11/08-2012/11/08)

2012/11/08 14:09
PRMS SYSTEM (SYSTEM)
Set Online Discussion (Start:2012/11/08 00:00 - End:2012/11/08 23:59)

2012/11/08 14:09
PRMS SYSTEM (SYSTEM)
Online Discussion has started

(c)

Figure 11: Screenshots of BBS

[JIP: Request] (Receipt no.: 12-XX003) Request to Update Review

Dear Name

Thank you for your help in the review process.

The editorial committee is now requesting to update your review entry.

Please check the details of the request by accessing the online discussion thread. The URL will be sent in a separate email.

12-XX003

PAPER_TITLE

Sincerely yours,

Editorial Committee of Journal of Information Processing
Information Processing Society of Japan (IPSJ)

Figures 12: Question email to reviewers

Please choose appropriate treatment of the decision and description of each review report from the followings.

- If you choose "Approve" for all review reports, one meta review and two reviews (For a technical note, one meta review and one review), it means that you support the decision of the meta reviewer.
- If you find any inappropriate description which will be read by the author in the report, please choose "Request revision"
- If you choose "Request revision" for a review report, the report will be ready to be updated just after you click "Save" button.

For requesting the revision of a meta review report, please send a request to the meta reviewer from the decision approver. For requesting revision of a review report by the first or second reviewer, please ask the meta reviewer to send a request to the reviewer. Use the bulletin board system for contacting the meta reviewer to request revisions. The bulletin board system is linked from "Paper details" page.

Paper ID	12-XX003
1st reviewer's report	<input type="radio"/> Approve / <input type="radio"/> Request revision
2nd reviewer's report	<input type="radio"/> Approve / <input type="radio"/> Request revision
Meta reviewer's report	<input type="radio"/> Approve / <input type="radio"/> Request revision

Reset(Administrator only)

Figure 13: Decisions by Decision Approver

4. Notes on other issues

- When you forget your password:

You can set a new password in the login screen. Click “If you forget your ID or password”, and a dialogue box to input your email address will appear. You will receive an email (shown in Figure 15) to the input address for resetting your account. A dialogue box to set your new password will appear if you click the URL shown in the email. Note that the URL is valid only for 10 minutes just after the email is sent.

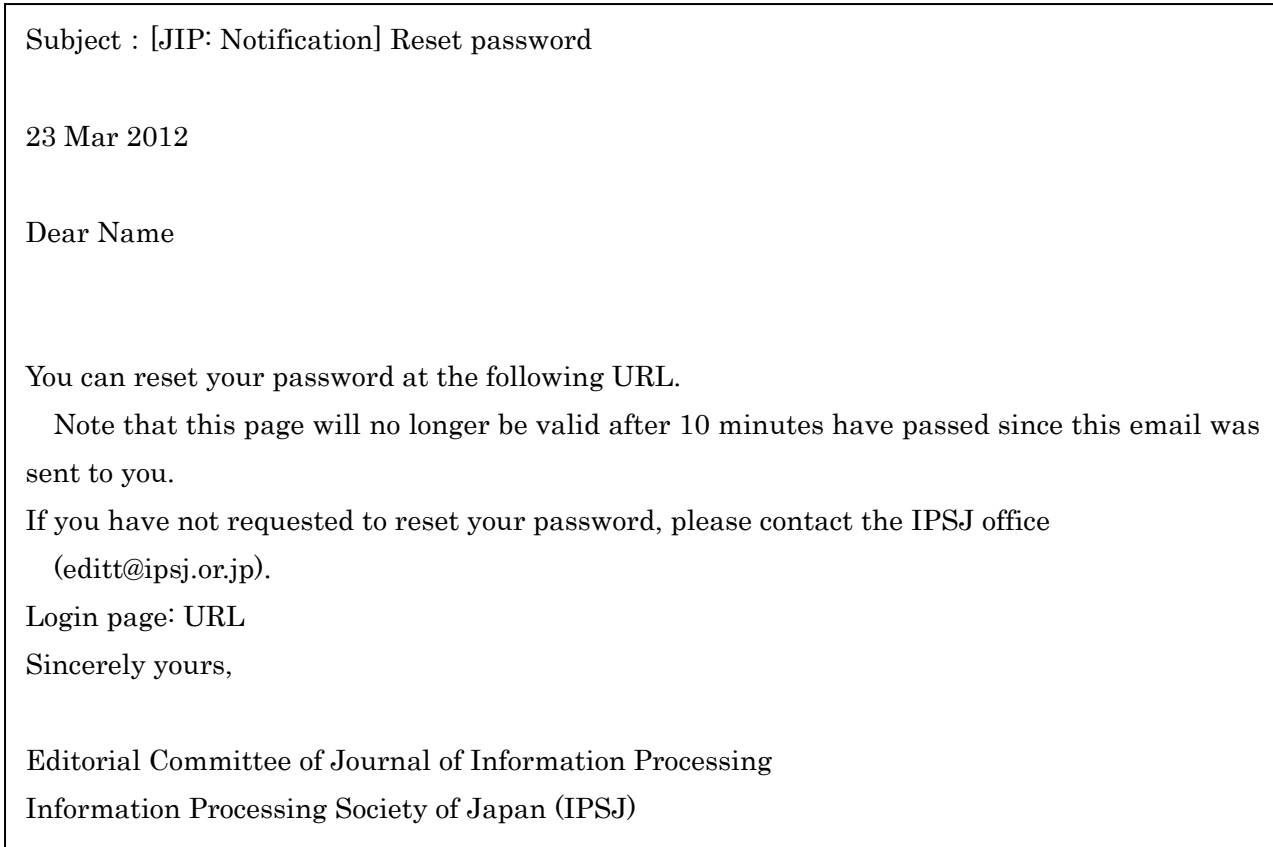


Figure 15: Email for resetting passwords

- Useful functions for work management:

You can see the list of papers that need to be processed if you click ‘assigned papers’ or ‘unviewed papers’ in the screen immediate after log-in. (See Figure 16.)

Assigned papers

under 1st assignment of reviewer	0	waiting response	1	under 2nd meta-review	0
under 1st review	2	under 2nd assignment of meta-reviewer	0	under 2nd decision	0
under 1st meta-review	2	under 2nd assignment of reviewer	0	requesting final decision	0
under 1st decision	5	under 2nd review	1	tentative accept	0

2 paper(s).

ID	Paper ID	Title	Group	Meta-reviewer	Record-decision-approver	Main keyword	Status	Your reference status	
12112-	XX001	Digital Image Processing	Computing (Journal)	ichiro ipsj joho	shusao joho	Fundamental Theories(Computing Group)(Covering mainly theories with proofs); Information Mathematics: Graph theory	under 1st decision	Referred	Detailed Information
12312-	XX003	Numerical computation and analysis	Computing (JIP)	ichiro ipsj joho	shusao joho	Fundamental Theories(Computing Group)(Covering mainly theories with proofs); Information Mathematics: Graph theory	under 1st meta-review	Not determined	Detailed Information

2 paper(s).

Unviewed papers

9 paper(s).

ID	Paper ID	Title	Group	Meta-reviewer	Record-decision-approver	Main keyword	Status	Your reference status	
97	03-A007	Heuristic Algorithm	Computing (Journal)	Koichi Yamazaki	Tetsuro Tanaka	Fundamental Theories(Computing Group) (Covering mainly theories with proofs): Algorithm Theory: Heuristic algorithms (meta-heuristics, neural networks, genetic algorithms)	under 1st decision	Not determined	Detailed Information
80	03-B001	suushiki shori	Computing (Journal)	Koichi Yamazaki	Tetsuro Tanaka	Fundamental Theories(Computing Group) (Covering mainly theories with proofs): Algorithm Theory: Symbolic and algebraic computation	under 1st decision	Not determined	Detailed Information
89	03-A006	abcdefg 111220	Computing (Journal)	Takaya3 Araki	Yokota Haruo	Fundamental Theories(Computing Group) (Covering mainly theories with proofs): Algorithm Theory: Computational geometry	under 1st decision	Not determined	Detailed Information
84	03-A005	Approximation Algorithm	Computing (Journal)	Taiga3 Nakamura	Ryozo Kiyohara	Fundamental Theories(Computing Group) (Covering mainly theories with proofs): Algorithm Theory: Graph algorithms	under 1st review	Not determined	Detailed Information
86	03-A016	Numerical computation and analysis part 2	Computing (JIP)	Yasushi Kanoh2	Hirokazu Bandoh	Fundamental Theories(Computing Group) (Covering mainly theories with proofs): Algorithm Theory: Graph algorithms	under 1st meta-review	Not determined	Detailed Information
12312-	XX003	Numerical computation and analysis	Computing (JIP)	ichiro ipsj joho	shusao joho	Fundamental Theories(Computing Group) (Covering mainly theories with proofs): Information Mathematics: Graph theory	under 1st meta-review	Not determined	Detailed Information

Figure 16: Work Management Screens