User's Manual of Paper Review Management System (PRMS) for Meta-reviewers

By Editorial Committee of the Journal of Information Processing, Aug.3, 2012

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 **meta-reviewers**.
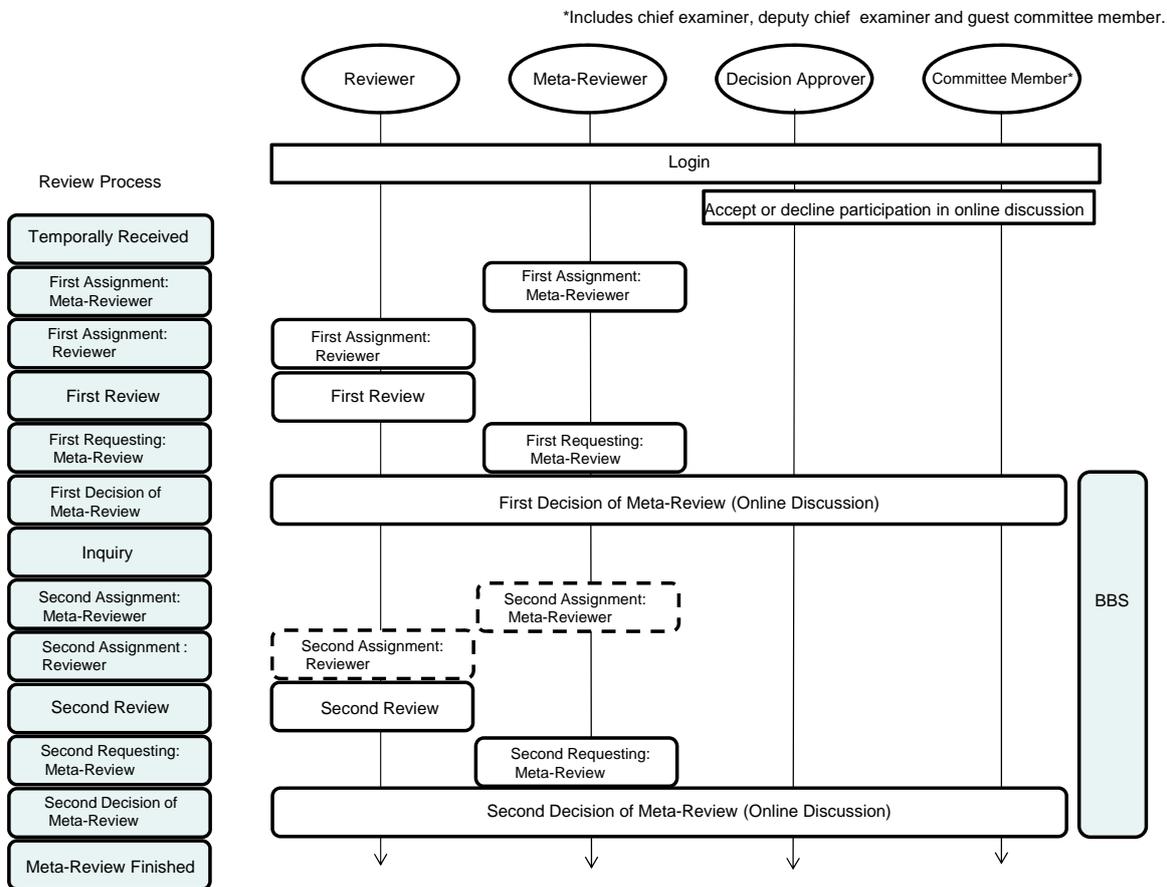

Figure 1 : Process and Role of Meta-reviewer

2. Role of a Meta-reviewer

Tasks of meta-reviewer reviewing on the PRMS are as follows:

1. Registering and maintaining the information of a meta-reviewer his/herself. Meta-reviewers have to manage their password by themselves. (See 3.1)
2. Answering to the request for a reviewer assignment. (See 3.2)
3. Writing a meta-review report of the assigned paper. (See 3.3)
4. Join discussions for decision making using the BBS of PRMS. (See 3.4)

The outline of review process is summarized:

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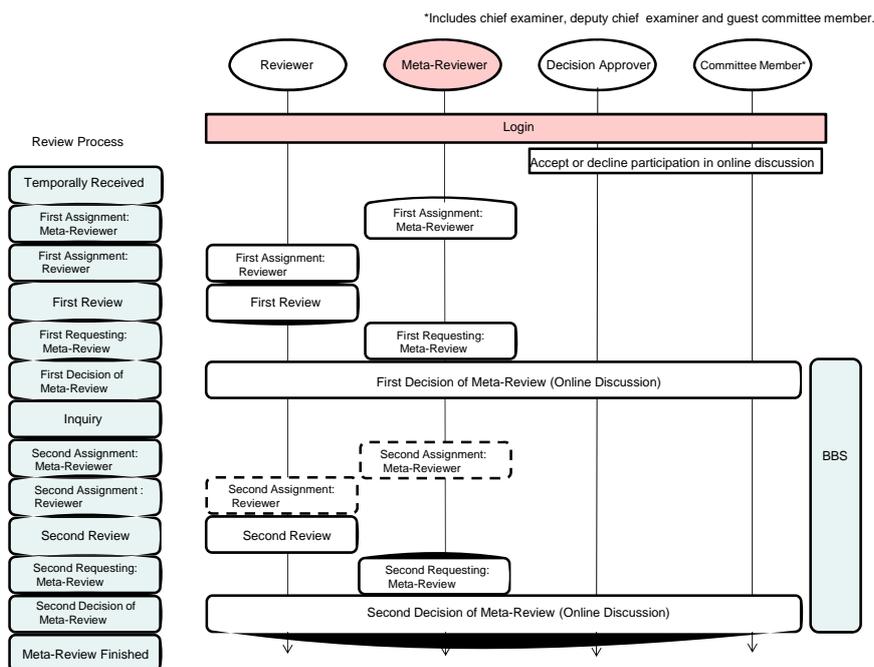## ３．１．Management of Information of a Meta-Reviewer

Figure 2: Management of Information of a Meta-Reviewer

Before starting the use of PRMS, please tell the names, the e-mail addresses, the affiliations, and the telephone numbers of all editorial committee members to the secretariat. The secretariat will then register the information to the system. Note that we consider the all reported committee members have agreed to the privacy policy of IPSJ (http://www.ipsj.or.jp/privacypolicy.html). After the registration, each committee member will receive the notification of registration shown below (Figure 3). When a change should be made for the information due to the change of affiliation or any other reason, please ask the secretariat (editt@ipsj.or.jp). Note that the notification below will also be sent when the information of the committee has been changed.

Subject: [IPSJ: Notification] Notification of registering/changing personal data of PRMS members
Body:
Dear (the name)

We have registered/changed the data of members (editorial member, meta reviewer, reviewer) to PRMS.

[Registered data/Changed data]
Name:
Affiliation:
Department:
Contact:
　　　Postal code:
　　　Address:
　　　Tel.:
　　　Fax.:
Member ID:
Email:

If you have any questions, please send an email to
the editorial secretariat, editt@ipsj.or.jp .

Sincerely yours,

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

Figure 3: Notification Mail of Registration

After the registration of the committee members, a random password will be set to each account and the following email will be sent to each committee member to notify the default login information (Figure 4).
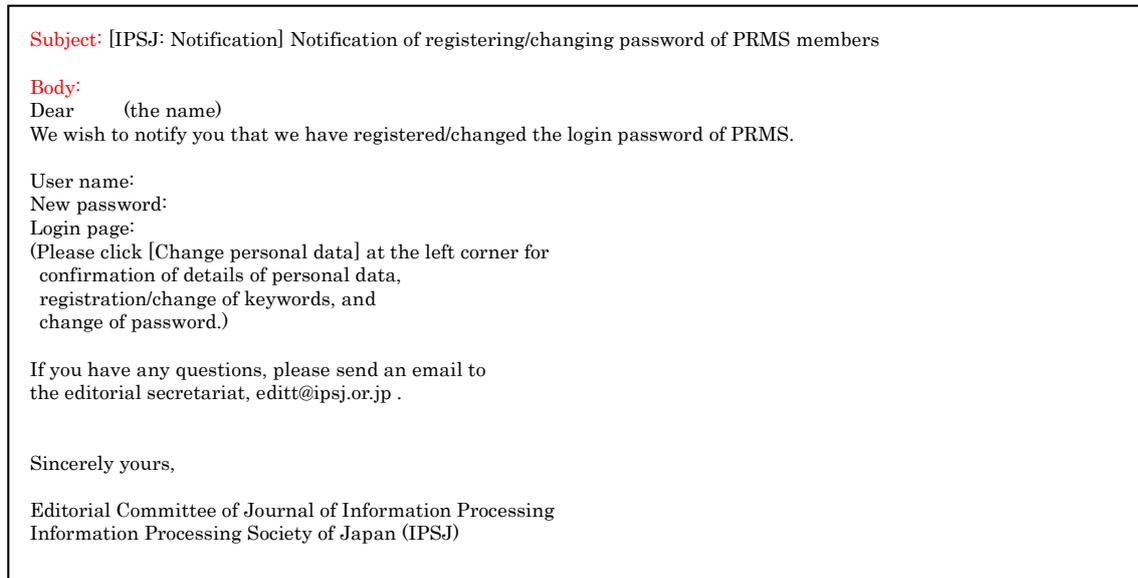
Subject: [IPSJ: Notification] Notification of registering/changing password of PRMS members

Body:
Dear   (the name)
We wish to notify you that we have registered/changed the login password of PRMS.

User name:
New password:
Login page:
(Please click [Change personal data] at the left corner for
  confirmation of details of personal data,
  registration/change of keywords, and
  change of password.)

If you have any questions, please send an email to
the editorial secretariat, editt@ipsj.or.jp .

Sincerely yours,

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

Figure1: Notification of Registering/Changing Passwords of PRMS

The initial password can be changed by each committee member via the login interface of the system which is indicated in the email (Figure 5).

To change the (initial) password, please login to the system as 'committee member'. The password can be changed from the page linked as 'change password' in the below part of the screen. The password can be changed from the page linked as 'change password' in the below part of the screen.

After the password has been changed, the following e-mail will be sent for confirmation (Figure 6).
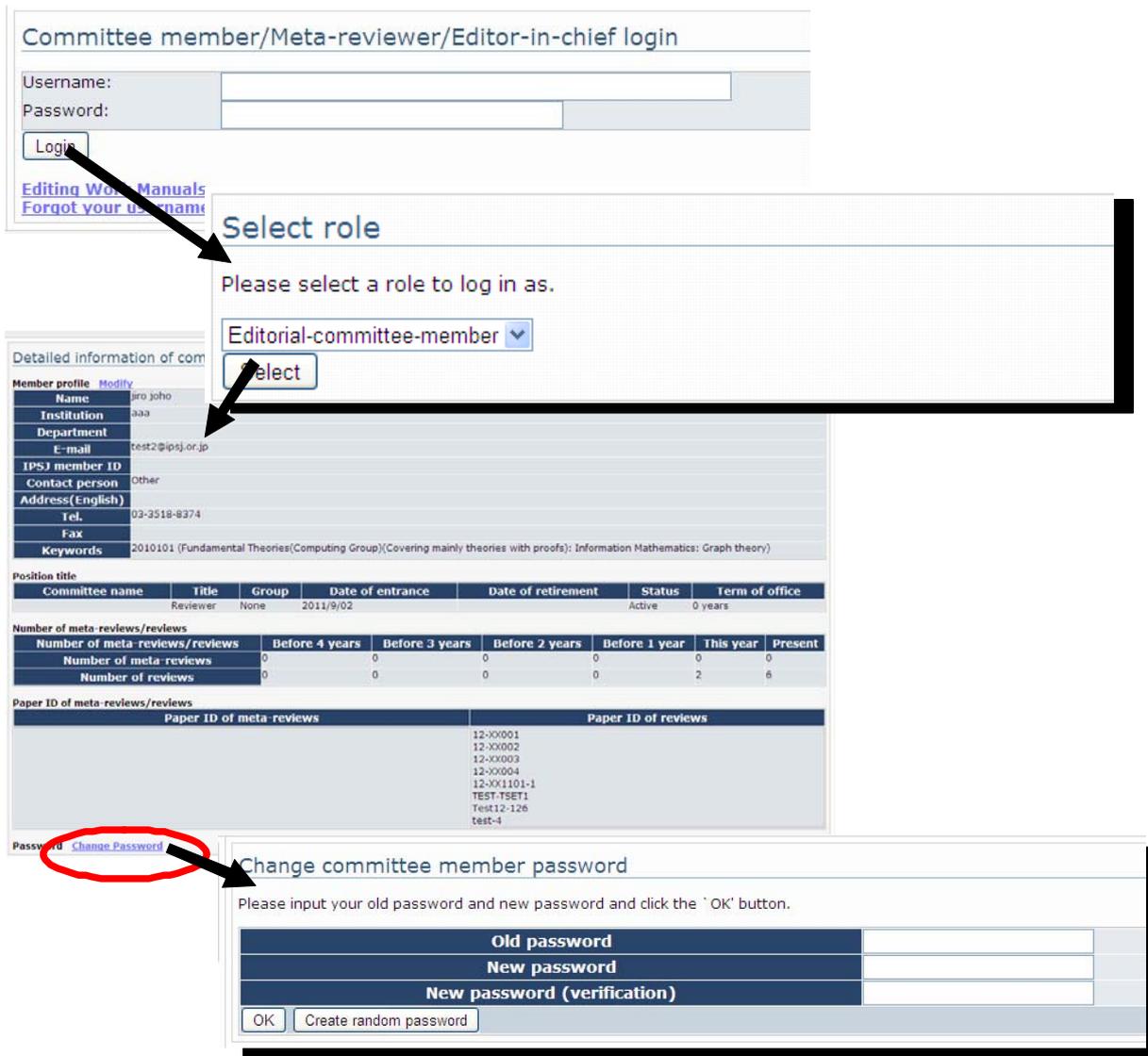
Figure 5：How to Change Password on PRMS

Subject:[IPSJ: Notification] Notification of the registration/change of password of PRMS members
Body:
Dear (the name of committee member),

The login password for the PRMS has been changed by the user.
If you have not changed it, please immediately inform it to the editorial office
via email editt@ipsj.or.jp .

Login page: https://www.ipsj.or.jp/prms-v5-test/login_member_portal_en.do
(By clicking Change of personal profile at the left side of the page,
you can confirm the details of member profile
    register/change the keywords
    change the password.)

Sincerely yours,
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Figure 6：Notification of Registration/Change of Password

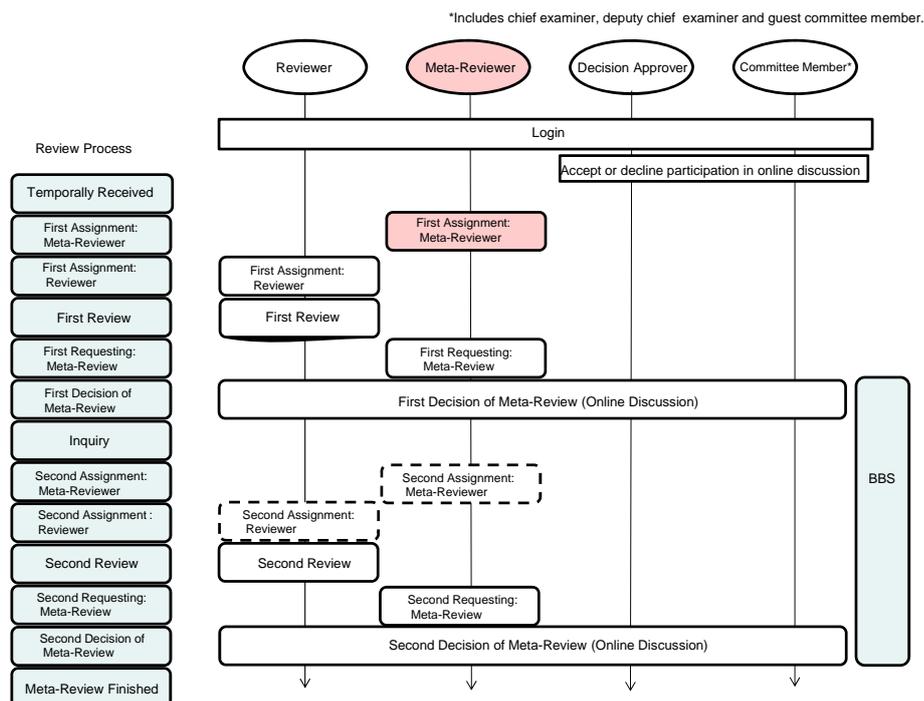## ３．２ Assigning meta-reviewers and reviewers

Figure 7 : Request of Meta review and First Assignment of Reviewers

When a paper is submitted, IPSJ secretariat will register the meta-reviewers and assign the role to them, matching the keywords of the submitted paper and that of the committee members which are registered on PRMS. (In the case of the Special Issue, the editorial committee members should assign appropriate meta-reviewers to the submitted papers. Further details are described in the manual "A Guide for the Editorial Process on Special Issues using the Paper Review Management System (PRMS)".)

For (each of) the assigned meta-reviewer, an e-mail (Figure 8a, 8b) which requests the following will be sent: (1) to be in charge of the meta-reviewer and (2) assignment of reviewers for the submitted paper.

Each meta-reviewer should prepare a list of the reviewer(s) and have an unofficial agreement of doing review(s) before reporting it to the secretariat. After that, please send the names, affiliations, e-mail addresses of the reviewers to the secretariat (editt@ipsj.or.jp). (Note that, once you assign a reviewer by PRMS by your own, the official request for reviewing will immediately be sent to the assigned person. Before doing that, you should have an unofficial agreement from the person to be the reviewer.) If it is difficult for you to take the role of meta-reviewer, please consult the secretariat (editt@ipsj.or.jp) as soon as possible.

You can find out some candidates for reviewers by using a keyword-search function implemented in the PRMS. Also you can assign a new person as a reviewer after registering him/her as a guest committee member.

Please ask the assigned reviewers to carefully read the paper review management system user's manual (for reviewers) before starting their reviews.

Abstracts and the entire papers for the reviewing can be referred via the PRMS.

Normally, the same meta-reviewer will be assigned for both of the first and the second round of

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the meta-review process.

Subject:[JIP: Request] (12-XX001) Meta review of submitted paper

Dear Name, (cc: Chief examiner, Deputy chief examiner)

Thank you for the cooperation in the review process.

The editorial system has received a new submission.
Please become a meta reviewer of the following paper.

Please immediately select reviewers and get an agreement from them informally.
(Two reviewers since the type is paper.)
Please use the information shown between ****** lines for requesting the review.
Once you get an agreement, please inform reviewer's name, affiliation and contact
information such as address, email address and etc. to the editorial office.
(Please use the format between ++++++ lines for the notification.)
The editorial office will formally request the review to the reviewers.

The following part between ----- lines contains login address of the meta reviewer,
authors and so on. Please do not inform the part to reviewers.

Note that the editorial/review manual of JIP can be found at the following URL:
http://www.ipsj.or.jp/english/jip/index.html

Login and reviewer selection by the meta reviewer can be done by the following URL:
https://www.ipsj.or.jp/prms-v5-test/login_member_portal_en.do

Author name of submission:
Name   (University of Information Processing)

Figure 8a: Request of Meta review and Assignment of Reviewers (1/2)

Receipt no.: 12-XX001

Type: Paper (Regular paper)

Title: Approximation algorithms

Abstract:

abstractabstractabstractabstractabstractabstractabstractabstractabstractabstractabstracta bstractabstractabstractabstractabstractabstractabstractabstractabstractabstractabstractabs tractabstractabstractabstract

Main keyword:

Fundamental Theories (Computing Group)(Covering mainly theories with proofs): Information Mathematics: Graph theory(2010101)

Other keywords:

Other keywords (Free Style):

++

First reviewer

Name:

Affiliation:

Address:

Tel.:

e-mail:

Second reviewer

Name:

Affiliation:

Address:

Tel.:

e-mail:

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Reply to:

Editorial office of IPSJ

editt@ipsj.or.jp

Sincerely yours,

Editorial Committee of Journal of Information Processing

Information Processing Society of Japan (IPSJ)

Figure 8b: Request of Meta review and Assignment of Reviewers (2/2)
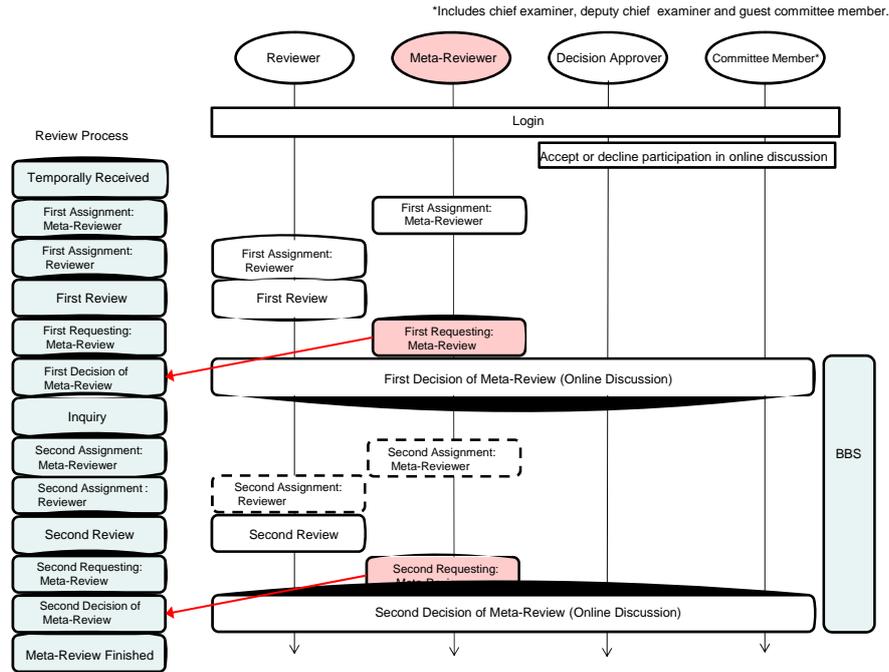
3.3. Meta-Review

Figure 9 : Meta-Review

Figure 10 shows the outline of the review process using PRMS.

The secretariat of the committee will request the reviews officially to two reviewers chosen by a meta-reviewer. Please read the paper before submitting the review reports. Login to the meta-review report page of PRMS; the URL is notified via e-mail shown in Figure 8. You can download the PDF file of the paper for meta-review (Click text in red letters). Do not type in your review report, but read the paper before all review reports are submitted.

After all review reports of a paper have been submitted, an official request email for the meta-review will be sent to the meta-reviewer from PRMS. Please login to the page of PRMS review report (Figure 10). The meta-reviewers can read review reports from the button as "View" at the right side of reviewers' name. You will input the meta-review report from the page liked as the button "Edit" at the right side of your own name.

＜Process of meta-review input＞

・ Type in your meta-review report according to the instruction on the screen (Figure 10 (b)). The next screen changes according to your decision. If your overall recommendation is "conditional acceptance" or "rejection", you have to write the conditions for acceptance or the reason of the rejection. For technical notes, you can select only "Accept" or "Rejection" as your overall recommendation. Note that Figure 10 shows an example of a case of the review of a "paper" not a "technical note".

・ Proceed with your input process using "Save" or "Save and continue" buttons located at the bottom of the page (Figure 10 (d)). Click "Save" button for suspending your review work. The

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report that you have already written is then saved to the system. If you login to the system again, you can resume the input process. If you normally proceed to the next step, click "Save and continue".

・ After you have input all of the content of the meta-review report, you will see a screen for checking the content. If you want to revise, click "Back" button at the bottom of the page, or login the system again. If all the content is correct, click "Confirm" button at the bottom of the page. The system then sends you e-mail message for confirmation. After this, you cannot click the "edit" button. If you have accidentally clicked the "Confirm" button, please contact editt@ipsj.or.jp.

<Second meta-review>

If the editorial committee's decision is conditional acceptance and the authors have re-submitted the revised version, the committee will request the second meta-review. Then repeat the operation similar to the first meta-review. Please pay attention to the following points for the second meta-review. :

・ The revised paper is submitted with a reply letter. Please download the reply letter with the paper for review.
・ You can read the first review report to assist with the second meta-review.
・ "Conditional Acceptance" cannot be selected as the result of the second meta-review. Please select "Accept" or "Rejection".

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(a)

(b)

(c)

Figure 1: Meta-Review process using PRMS
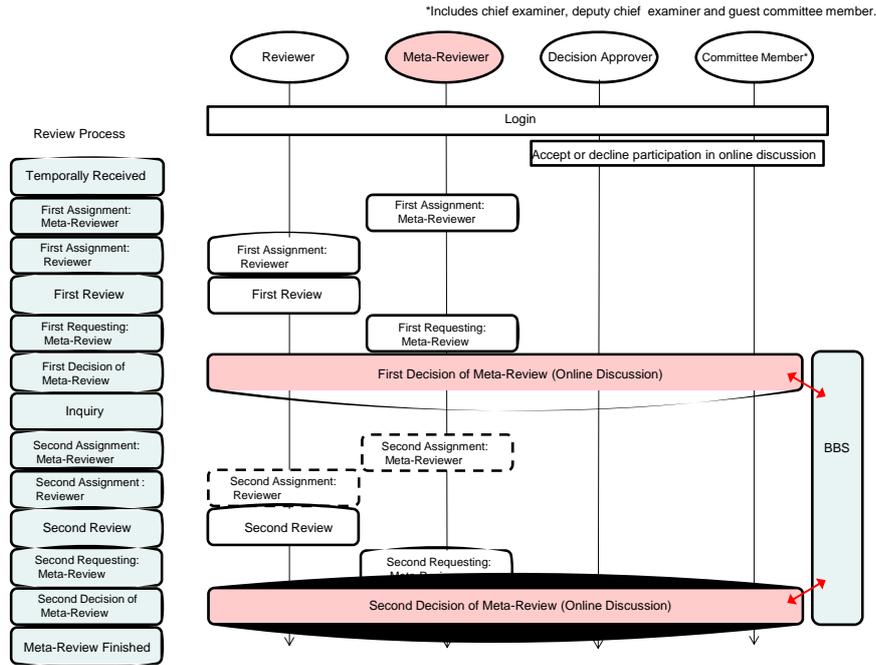
3.4. Online Discussion

Figure 2: Online discussion

After all review reports of a paper have been submitted, the meta-reviewer makes his/her report. The decision approver (generally the chief examiner or the deputy chief examiner of the subgroup) arranges online discussions for making a decision for the paper. The discussions are held on the BBS ("discussion threads" in the PRMS). The decision approver, committee members, and the meta-reviewer (and guest members in some cases) participate in the discussions.

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 meta-reviewer participates in the discussions, but at the same time, you would be asked for correction of the meta-review report. In this case, an email for requesting correction is sent to the meta-reviewer. If requested, the meta-reviewer has to participate in the discussion on a BBS (discussion thread), and if needed, please update your meta-review report. Figure 13 (a), (b), and (c) show the operation for online discussion: (a) Participating the discussion thread, (b) Browsing the thread, and (c) Submitting a message. In the PRMS, three discussion threads are arranged for each paper, two are for discussion with each of two reviewers and one for discussions for making a decision. An example of a discussion thread for the first reviewer is shown in Figure 13.

For the 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. Simultaneously, the IPSJ secretariat sends the notification of review results to the authors.

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Subject:[JIP: Request] (12-XX001) Submitting editorial report

Dear Name,

The review reports of paper (Receipt no.: 12-XX001) which was assigned to you
have been received. Please prepare an editorial report.

Please submit your editorial report via the following URL by 8 May 2012.
Thank you in advance.
*Please accept that a reminder email is transmitted automatically.

Paper assigned: Approximation algorithms
Deadline of submitting editorial report: 8 May 2012
Meta reviewer login URL:

 (Reference) Excerpt of review reports
The first reviewer: Name   Accept
The second reviewer: Name   Accept

If you have any questions, please send an email to the editorial secretariat, editt@ipsj.or.jp.

Sincerely yours,

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

Figure 12: Email request to submit meta-review report

Online Discussion: Thread List

Paper ID	12-XX003

3 items.

Thread Name	Last Post Date
Discussion thread (editor in chief/committee member/meta 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.
Thread for communication with 2nd reviewer (editor in chief/committee member/meta reviewer/2nd reviewer can access this thread)	No Post.

New Thread Name: [   ]
[Create Thread]

Paper detail

(a)

Online Discussion: History of the posts in this thread

Paper ID	12-XX003
Title	Numerical computation and analysis
Thread Name	Discussion thread (editor in chief/committee member/meta reviewer can access this thread)

There are no posts in this thread.

new post

Thread list
Paper detail
Paper list

(b)

Thread Submission Input

Paper ID	12-XX003
Title	Numerical computation and analysis
Thread Name	Discussion thread (editor in chief/committee member/meta reviewer can access this thread)

[post]

There are no posts in this thread.

(c)

Figure 13: Screen shot of BBS.

4．Notes on other issues

・Timeout of login session:

 The session for review result input will be automatically logout after 3 hours of idle time. Please note that unsaved input will be discarded if this occurs. Therefore, we strongly recommend to save your review draft frequently with the "save" button.

 In addition, saving the draft reset the idle time that is used for automatic logout.

・If 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 14) 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 e-mail is sent.
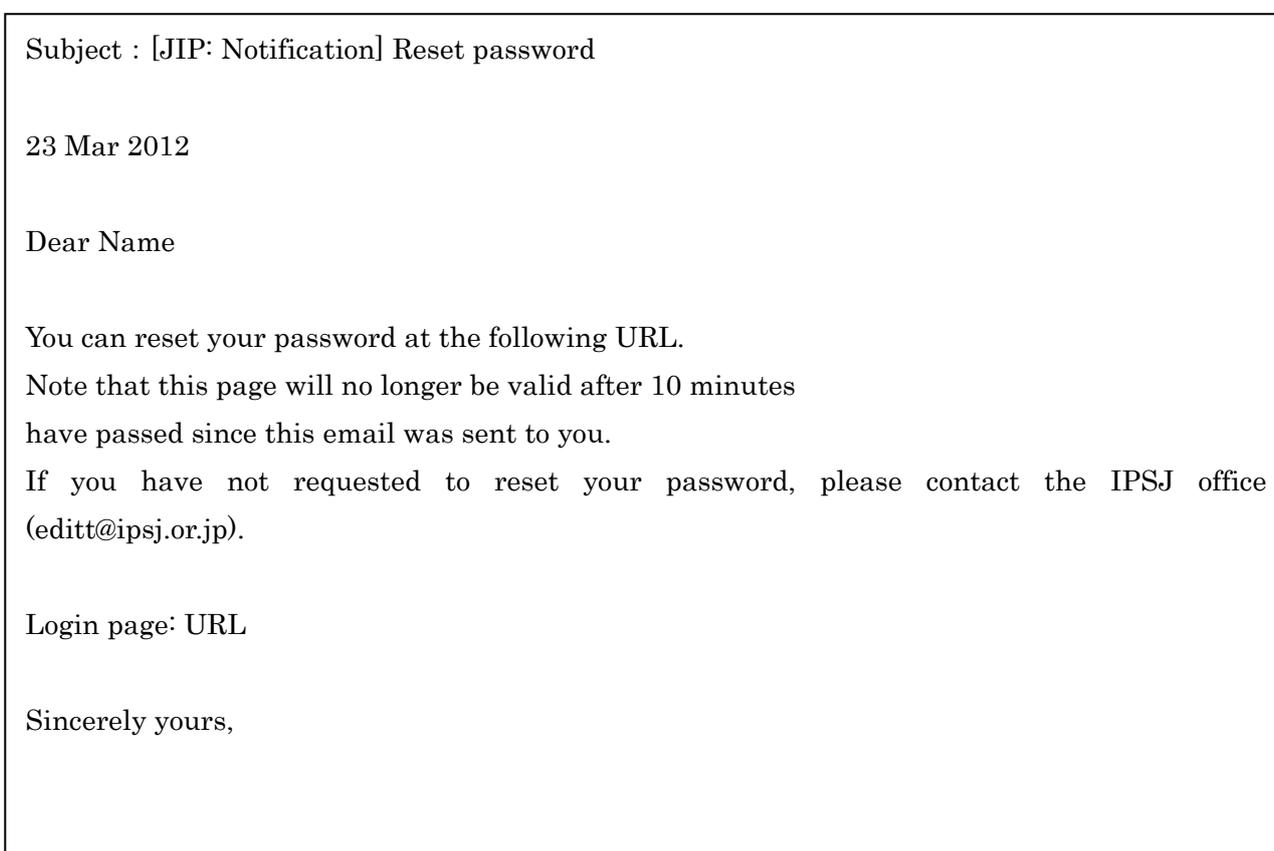

Subject : [JIP: Notification] Reset password

23 Mar 2012

Dear Name

You can reset your password at the following URL.
Note that this page will no longer be valid after 10 minutes
have passed since this email was sent to you.
If you have not requested to reset your password, please contact the IPSJ office (editt@ipsj.or.jp).

Login page: URL

Sincerely yours,

Figure 14: 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 15.)

Figure 15: Work Management Screens

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