PRMS (Paper Review Management System) User's Manual (for Editorial Committee Members)

By Editorial Committee of the Journal of Information Processing, Nov.19, 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 receives electronic submissions, i.e., papers sent by mail are not received. The processes, along with the tasks of reviewers, meta-reviewers, record-decision-members, and editorial committee members is shown in Figure 1.

This manual summarizes the workflow of review and procedures of system operations for **editorial committee members**.
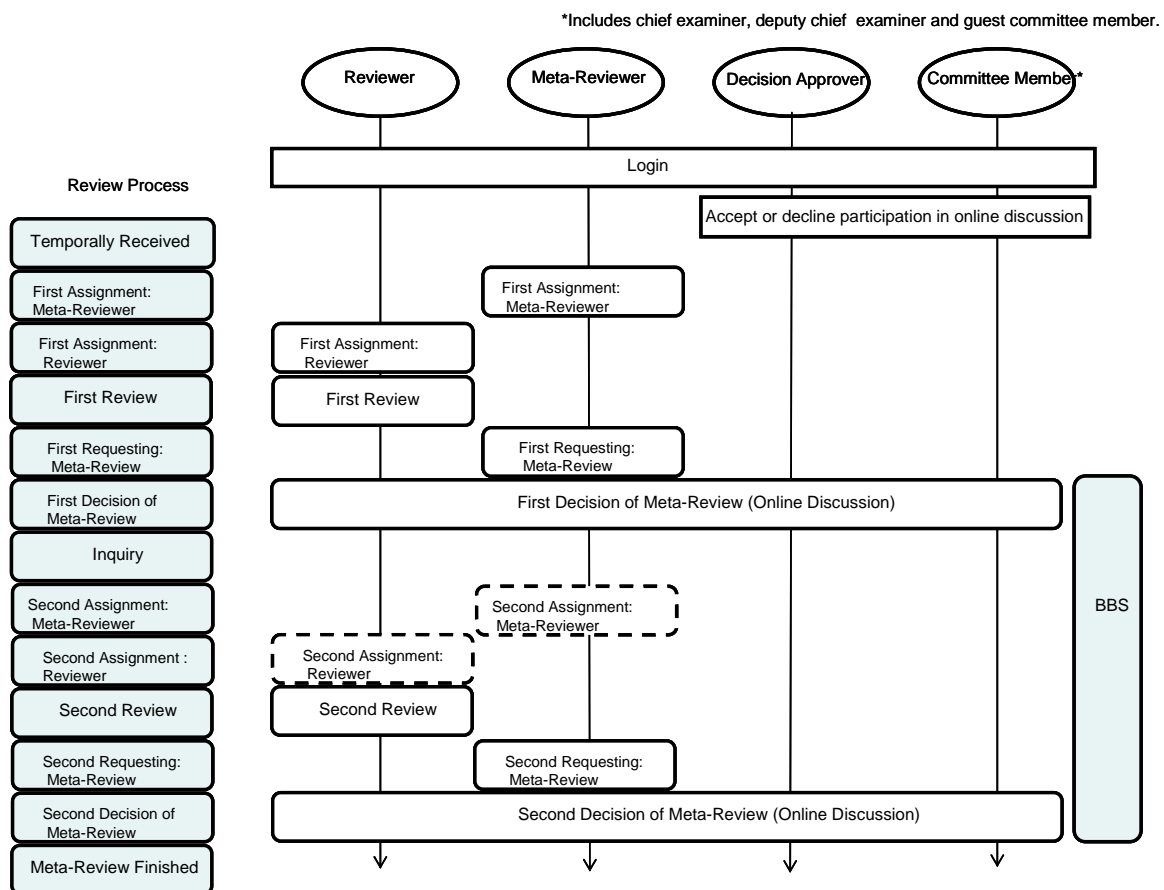

Figure 1 : Process of Reviewing and Roles of Members

2. Tasks of Editorial Committee Members

The tasks of editorial committee members reviewing on PRMS are as follows:

1. To register and update the information on the committee member, and manage the login password. (See Section 3.1)
2. To choose whether to participate in the online discussion on each paper under review (See Section 3.2)
3. To participate in the online discussion (Section 3.3)

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

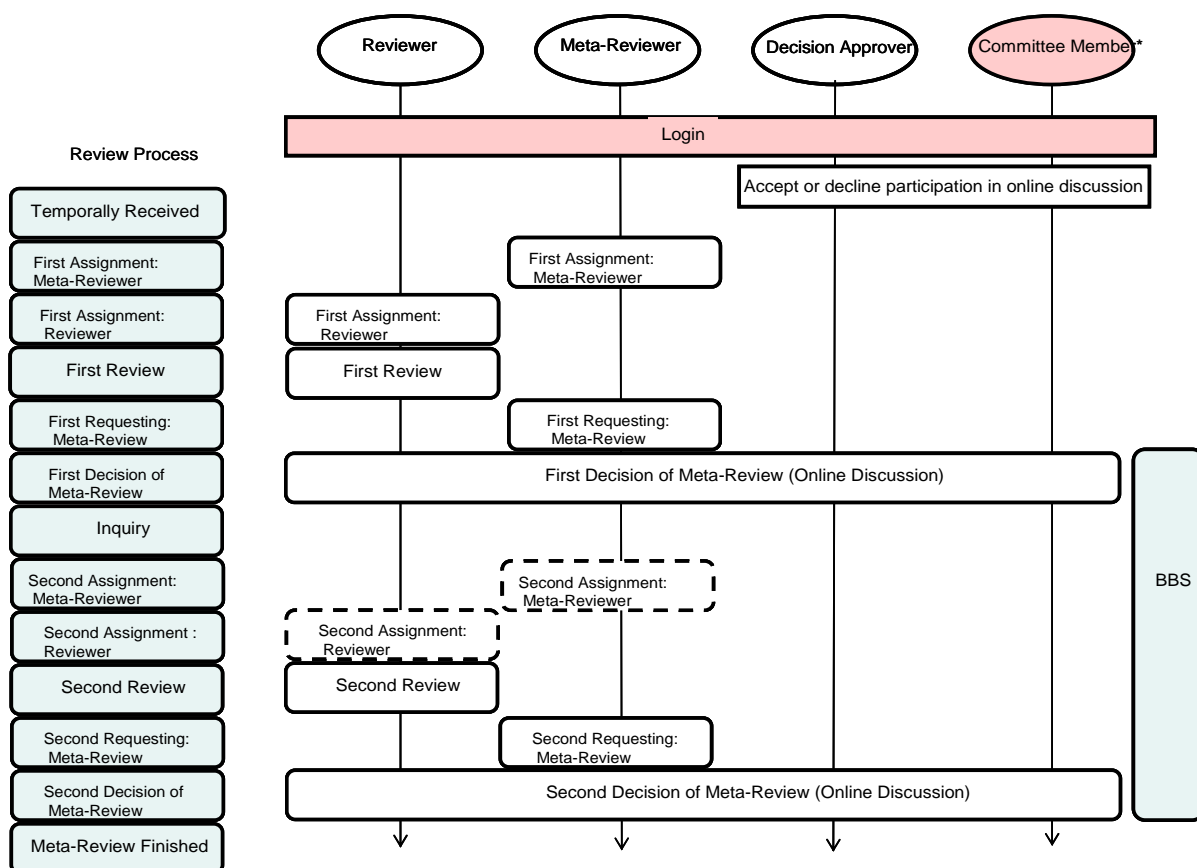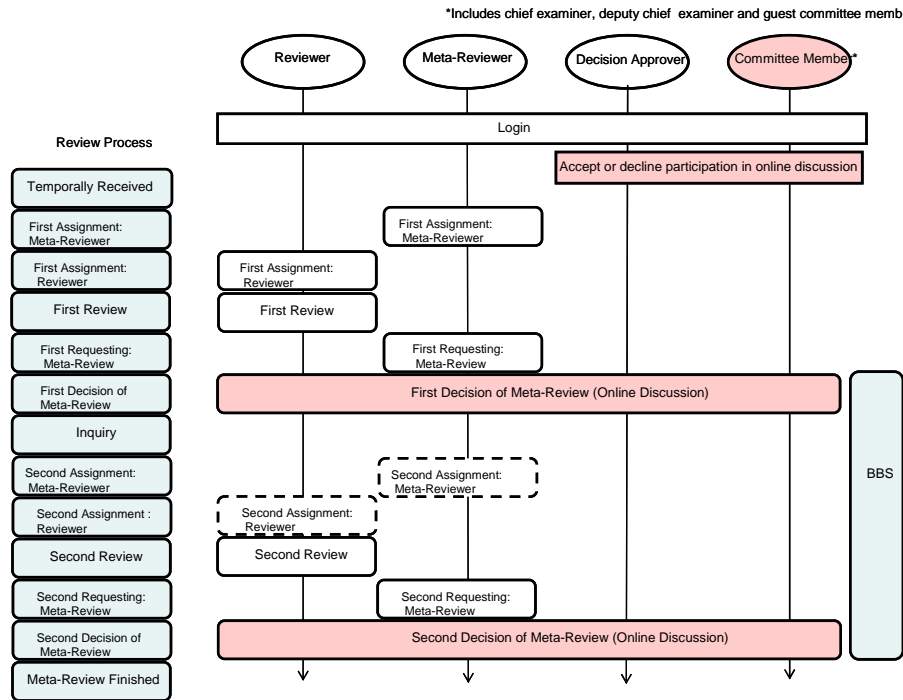### 3．1．Register and update the committee member information

Figure 2 : Register and update the committee member information

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For a newly submitted paper, a meta-reviewer is selected from the editorial committee members based on the profile information. For this purpose, the information on the committee member must be registered on the PRMS first (Figure 2). For the details about how to register and update the committee member information, see the user manual for meta reviewers (URL).

3.2 Participating in Online Discussions

*Includes chief examiner, deputy chief examiner and guest committee memb

Reviewer   Meta-Reviewer   Decision Approver   Committee Member*

Review Process

Login

Accept or decline participation in online discussion

Temporally Received

First Assignment: Meta-Reviewer

First Assignment: Reviewer

First Review

First Requesting: Meta-Review

First Decision of Meta-Review

First Assignment: Meta-Reviewer

First Assignment: Reviewer

First Review

First Requesting: Meta-Review

First Decision of Meta-Review (Online Discussion)

Inquiry

Second Assignment: Meta-Reviewer

Second Assignment : Reviewer

Second Review

Second Requesting: Meta-Review

Second Decision of Meta-Review

Meta-Review Finished

Second Assignment: Meta-Reviewer

Second Assignment: Reviewer

Second Review

Second Requesting: Meta-Review

Second Decision of Meta-Review (Online Discussion)

BBS

Figure 3 : Participating in on-line discussion

After review and meta-review reports are posted, a decision approver (group chairs or vice chairs in most cases) starts the decision process. The decision approver will choose from the following two options:

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

If the decision approver does choose to use online discussion for this paper, the decision approver sets up an online meeting to make decisions. An email that notifies committee members of the start of an online discussion is sent as shown in Figure 4. A committee member logs into the URL indicated in the email and decide whether he/she participates in the online discussion or not. If a committee member involves the manuscript under review, he/she should not participants in the online-discussion. Figure 5(a) shows the screenshot when a committee member selects whether he/she will participate in an online-discussion. If a committee member has conflict of interest with the authors of the manuscript under review, he/she should select "Don't access to the paper". If not, he/she should select "Access to the paper". By clicking the checkbox of "Receive mails of new posts to the board about the paper", a committee member can receive emails notifying that there are new posts to the boards on the paper. Emails will be sent to the registered address of a committee member. A committee member changes this setting in Paper details as shown in Figure 5(b).

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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 4: Email notification of start of online discussion

Figure 5(a): Participating in on-line discussion or not

Figure 5(b):
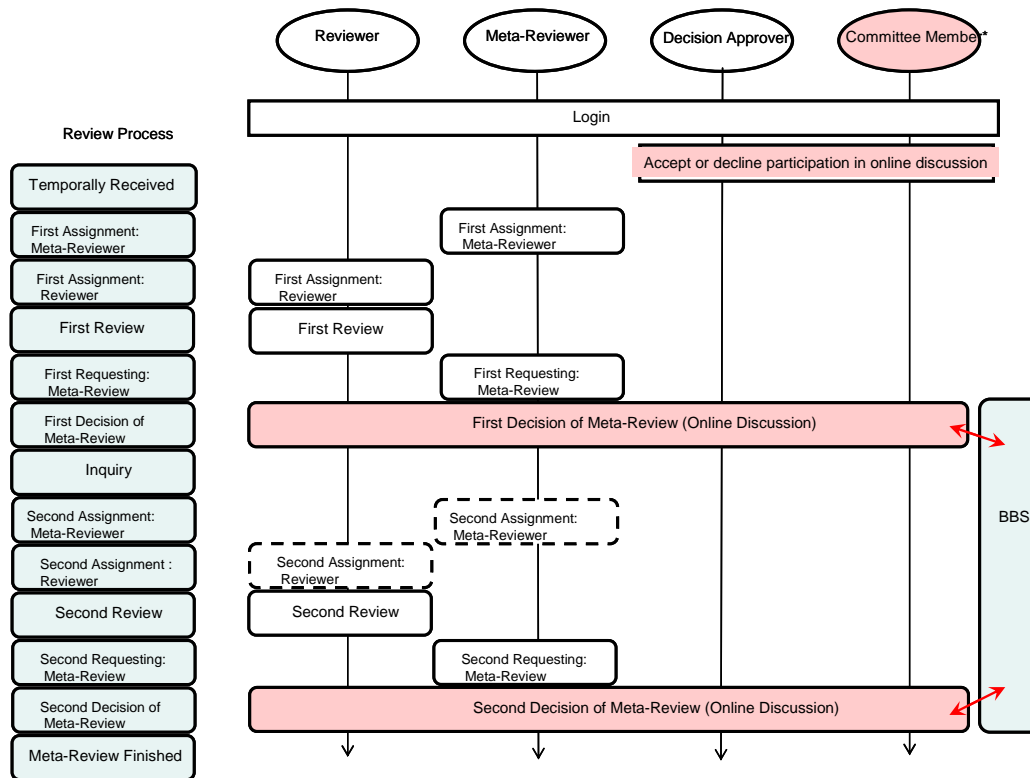
3.3 Online Discussions

Figure 6: Online discussions

After review reports are posted, a meta-reviewer writes a meta-review report. After all review and meta-review reports are posted, a decision approver (group chairs or vice chairs 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, the meta-reviewer (including guest members in some cases) discuss and decide based on (meta-) review reports on the online meeting

Reviewers do not participate in the discussions for the sake of fairness, but the editorial committee can ask questions or ask for corrections to reviewers if required. The committee members participate in the online discussions. Discussions must be concluded before the set deadline.

Discussions about the decision or questions to reviewers are made via the BBS (bulletin board system). Screenshots when (a) accessing to the BBS, (b) browsing a thread, and (c) making posts to the BBS are shown in Figure 7. Several threads related to a paper are shown in Figure 7 (a). 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 emails when a question is posted to

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the thread corresponding to that reviewer.

The decision approver can make decisions after the deadline. For the decision-approved paper, an inquiry is sent to authors or decision records are sent to editorial boards. After the final decision is made, the review result is sent to the meta-reviewer and reviewers by the PRMS. Simultaneously, the IPSJ secretariat sends the notifications of review results to the authors.

(a)

(b)
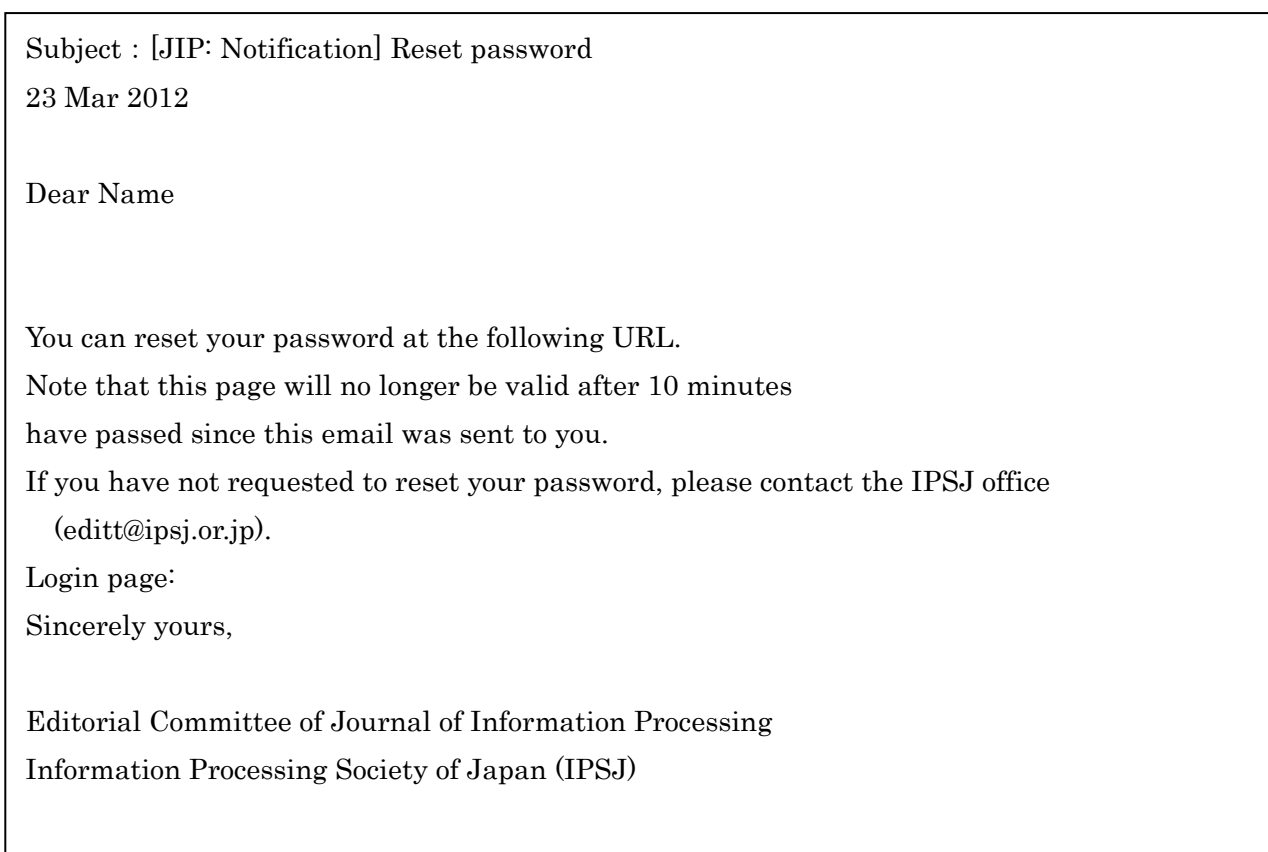

(c)

Figure 7: Screenshots of the BBS

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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 8) 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.

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:

Sincerely yours,

Editorial Committee of Journal of Information Processing

Information Processing Society of Japan (IPSJ)

Figure 8: 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 9.)

Assigned papers

under 1st assignment of reviewer	2	waiting response	0	under 2nd meta-review	1
under 1st review	0	under 2nd assignment of meta-reviewer	0	under 2nd decision	0
under 1st meta-review	0	under 2nd assignment of reviewer	0	requesting final decision	0
under 1st decision	6	under 2nd review	0	tentative accept	0

11 paper(s).

ID	Paper ID	Title	Group	Main keyword	Status	Your access status	
135	24DEMO100	Approximation algorithm	Computing (Journal)	Fundamental Theories(Computing Group)(Covering mainly theories with proofs): Information Mathematics: Graph theory	meta-review finished (accept)	Not determined	Detailed Information
132	24XX002	Perception	Network (Journal)	Fundamental Theories(Computing Group)(Covering mainly theories with proofs): Information Mathematics: Graph theory	meta-review finished (conditional accept)	Enabled	Detailed Information
131	24XX001	Models for thoughts	Computing (Journal)	Fundamental Theories(Computing Group)(Covering mainly theories with proofs): Information Mathematics: Graph theory	under 1st decision	Not determined	Detailed Information

Unviewed papers

6 paper(s).

ID	Paper ID	Title	Group	Main keyword	Status	Your access status	
131	24XX001	Models for thoughts	Computing (Journal)	Fundamental Theories(Computing Group)(Covering mainly theories with proofs): Information Mathematics: Graph theory	under 1st decision	Not determined	Detailed Information
141	P7	Computational geometry	Computing (Journal)	Fundamental Theories(Computing Group)(Covering mainly theories with proofs): Information Mathematics: Graph theory	under 1st decision	Not determined	Detailed Information
153	P8	approximation algorithms	Computing (Journal)	Fundamental Theories(Computing Group)(Covering mainly theories with proofs): Information Mathematics: Graph theory	under 1st decision	Not determined	Detailed Information

Figure 9: Work Management Screens