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# **Paper Reviewing User Guide**

***Release 1.2***

**Indico Team**

January 20, 2015



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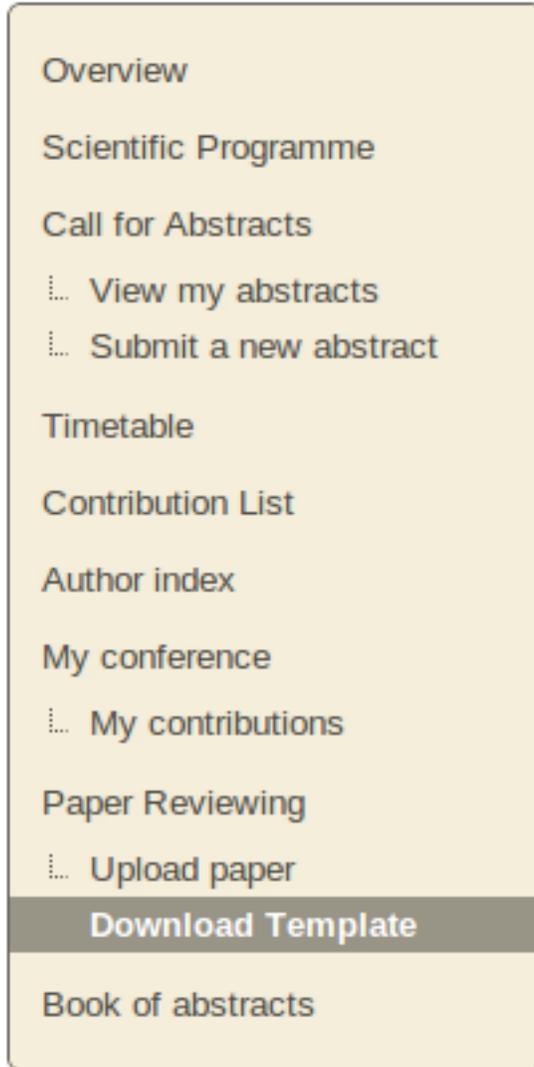
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# PAPER REVIEWING MODULE AUTHOR'S GUIDE

## 1.1 Getting started

Firstly, you must log in to the system; you will find a link `Download Template` in the left menu under `Paper Reviewing`.



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## 1.2 Download template area

If the paper reviewing manager provides you a template for the papers, you can download it by clicking on the template name.

### List of contribution templates

Name	Format	Description
<a href="#">template1</a>	OpenOffice Writer	

## 1.3 Upload paper area

You can access the list of contributions and follow their status from [View: Contributions](#)

Id	Name	Reviewing Status	Actions
559	Indico Central - Events Organisation, Ergonomics and Collaboration Tools Integration	Materials not submitted yet	<a href="#">View</a>

By clicking on the [View](#) link you can access the specific information for the contribution where you can upload a new paper.

[PDF](#) | [XML](#) | [iCal](#)

### Indico Central - Events Organisation, Ergonomics and Collaboration Tools Integration

Presented by **Mr. Jose Benito GONZALEZ LOPEZ** on 24 Mar 2009 14:00 - 14:20  
 Type: oral  
 Session: Collaborative Tools ■  
 Track: Collaborative Tools

#### Content

While the remote collaboration services at CERN slowly aggregate around the Indico event management software, its new version which is the result of a careful maturation process includes improvements which will set a new reference in its domain. The presentation will focus on the description of the new features of the tool, the user feedback process which resulted in a new record of usability. We will also describe the interactions with the worldwide community of users and server administrators and the impact this has had on our development process, as well as the tools set in place to streamline the work between the different collaborating sites. A last part will be dedicated to the use of Indico as a central hub for operating other local services around the event organisation (registration epayment, audiovisual recording, webcast, room booking, and videoconference support)

#### Call for papers

Paper not yet submitted

[Upload paper](#)

#### Place

Location: Prague  
 Address: Prague Congress Centre 5.  
 května 65, 140 00 Prague 4, Czech  
 Republic  
 Room: Club D

#### Primary authors

[Jose Benito GONZALEZ LOPEZ](#) CERN  
[More](#)

#### Co-authors

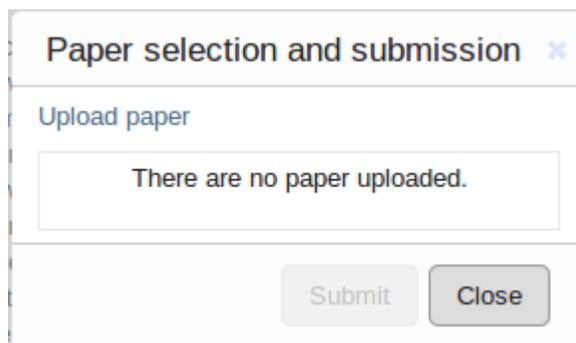
[Thomas BARON](#) CERN  
[More](#)

## 1.4 How to submit the reviewing material

- The next step will be to submit your reviewing material. You can do this by clicking on the [Upload paper](#) link in the right of the page.

When you click a popup will be opened in order to submit your paper. You have to follow these two steps to submit your paper.

- Step 1: Use [Upload paper](#) link, in the right panel, under [Call for paper](#) in order to add the material to be reviewed.



Choose the file(s) for your contribution. If you want you can add a description and a display name for the file(s) in the **Advanced** tab. After that click on **Create Resource**.

The screenshot shows the 'Upload Paper' form with the 'Basic' tab selected. The 'Location' field is empty, and the 'Browse...' button is highlighted with a red border. Below the 'Location' field is a 'more' link and a checked checkbox labeled 'Convert to PDF (when applicable)'. At the bottom of the form are 'Create Resource' and 'Cancel' buttons.

The screenshot shows the 'Upload Paper' form with the 'Advanced' tab selected. The 'Description' field is empty, and the 'Display Name' field is also empty. Below the 'Display Name' field is a note: '\*Display name\* will be used instead of the original file name'. At the bottom of the form are 'Create Resource' and 'Cancel' buttons.

- Step 2: You have to submit the reviewing material by clicking on **Submit** button. You need to be sure that the material you are submitting is correct because you cannot modify it after submitting.

## Paper selection and submission ✕

Upload paper

+ C2012-04-02.pdf ✕ 📄

**Note that you cannot modify the reviewing material after submitting it.**

Submit
Close

- Now you can see the Reviewing status of your paper in the colored box placed in the right panel, under Call for paper.

[PDF](#) | [XML](#) | [iCal](#)

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#### Call for papers

Awaiting review

[View Paper](#)

#### Place

Location: Prague  
 Address: Prague Congress Centre 5,  
 května 65, 140 00 Prague 4, Czech  
 Republic  
 Room: Club D

#### Primary authors

[Jose Benito GONZALEZ LOPEZ](#) CERN  
[More](#)

#### Co-authors

[Thomas BARON](#) CERN  
[More](#)

- The reviewing process ends when the final judgement for your paper is Accepted or Rejected.

[PDF](#) | [XML](#) | [iCal](#)

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#### Call for papers

ACCEPTED

[View Paper](#)

#### Place

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 Republic  
 Room: Club D

#### Primary authors

[Jose Benito GONZALEZ LOPEZ](#) CERN  
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#### Co-authors

[Thomas BARON](#) CERN  
[More](#)

- The reviewing process will continue if the final judgement for your contribution is To

be corrected. You will have to send the material again, after correction. Then the reviewing process will start again. You can see the *Reviewing history* after clicking on the History link.

[PDF](#) | [XML](#) | [iCal](#)

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#### Call for papers

**To be corrected**

[Re-Upload paper History](#) | [View Paper](#)

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Address: Prague Congress Centre 5, května 65, 140 00 Prague 4, Czech Republic  
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### Review History

#### Review 0

##### Files attached

[indicoPaper.pdf](#) (Uploaded on 19 Apr 2012 15:19)

##### Judgements

Referee:

**To be corrected**

submitted on *Thu 19 Apr 2012 at 15:19*

##### Comments

The paper is not interesting for the field of the conference.

Layout:

**To be corrected**

submitted on *Thu 19 Apr 2012 at 15:18*

##### Comments

The background is not white.

Content:

**To be corrected**

submitted on *Thu 19 Apr 2012 at 15:18*

##### Comments

The paper is not interesting for the field of the conference.

