
Paper Reviewing User Guide

Release 1.2

Indico Team

January 20, 2015

CONTENTS

1	Paper reviewing module - content reviewers's guide	1
1.1	Getting started	1
1.2	Content reviewer area	2

PAPER REVIEWING MODULE - CONTENT REVIEWERS'S GUIDE

1.1 Getting started

As a content reviewer your responsibility is to give your opinion about the papers' content. Firstly, you must log in to the system, then you will find a link `Content Reviewer Area` in the left menu under `Paper Reviewing`.



1.2 Content reviewer area

When you access the content reviewers area you will find a list of all the contributions that are assigned to you for judgement. You see the state of every contribution - if you have already judged a contribution or if the assigned referee has given the final judgement.

Judge as Content Reviewer

Give advice on content of the paper

Id	Title	State	Deadline
0	contribution 1	Advice not given yet	Tue 29 Mar 2011
1	contribution 2	Advice not given yet	Tue 29 Mar 2011

From the list you can click on a contribution's title and access the page which will allow you to judge that contribution. Once in that page, you should fill in the questions provided by the paper review manager. The comments that you write should help the Referee to give his judgement. As a final step, give your judgement of the content of the contribution: to be corrected, rejected, accepted. The authors

of the contribution will receive an automatic e-mail notification containing your comments and judgement, if the Managers of the paper reviewing set this option.

Main | Material | Sub Contribution | **Paper Reviewing**

Judge Content | **Material to Review**

Give opinion on the content of a contribution [?](#)

Reviewing questions | Is the paper interesting regarding the field of the conference?

-3 0 +3

Comments No comments
[\(edit\)](#)

Judgement None [\(edit\)](#)

The comments and your judgement, will be sent by e-mail to the author(s)

Judgement not submitted yet

The material which is the subject of reviewing is accessible for the reviewers under Material to Review. The reviewers do not have access to modify the material, therefore the the files list will be disabled for editing, removing and adding.

Main | Material | Sub Contribution | **Paper Reviewing**

Assign Team | Final Judgement | **Material to Review** | History

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