

Author Reception

AUTHOR RECEPTION

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TRIUMF

Author Reception

Author Reception Room/Staff

The set up of the room is dependent on the size of the conference. As an example, a large conference such as PAC09, where we were handling approximately 1700 papers we had:

- 5 terminals – 4 for the counter and 1 that I used as the room coordinator
- 4 author reception staff
- In addition we had at times 5 filing staff
- ✓ The room needs to be set up and ready to go the first day of the conference.
- ✓ All author reception staff require the Sort/File/Edit privilege in Roles and Responsibilities.
- ✓ Choose opening hours and post them.

Author Reception

FILING

- 3 baskets in the Editor Room, 3 in the Author Reception Room.
- Binders are in numerical order by day of the week, sorted within the binder by paper#
- The Filing Staff or available Author Reception staff collect the papers from the Editor Room and file the papers into the appropriate baskets in the Author Reception room (green/yellow/red).
- Additionally the filing staff collect the papers from the baskets in the Author Reception room and file the papers in the binders located in the Author Reception room.
- Any emails received from authors having a yellow dot who have given their acceptance of the paper will need to be looked at and the SPMS system updated. The paper will need to be collected from the binder and green doted. The email and paper are filed.

Author Reception

Filing when QA begins:

- QA process is started
 - Papers, which are green, are now removed from the binders by staff and migrated to the Editor room for Editors to QA.
 - QA final papers are collected from the Editor room.
 - QA final papers are sorted and filed, initially separated by QA failed and QA ready, then sorted by paper#. The QA ready are filed in a new binder dedicated to QAed, in order by day of the week and then paper#.
 - Any QA failed papers found in the pile go back to the Editor Room and are placed in the basket for QAing again by another Editor.

Author Reception

Binders:

- Binders are separated to show green at the front, a divider then yellow.
- Red papers are sorted in a dedicated binder.
- QAed papers are sorted in dedicated binders.

[If a copyright form is required]

- Copyright forms are slipped into the same sleeve as the paper in the back.
- Orphaned copyright forms are filed numerically in a dedicated binder.

[n.b. as papers are migrating the binders empty enabling re-purposing].

Author Reception

Reception Steps:

- (a) Greet author, access SPMS system using Paper#; Check the log for information on the paper submitted by the Editor. This information may need to be conveyed to the author.
- (b) If a copyright form is required the greeter checks off 'copyright received box' and confirms that the form has been signed.
- (c) The author is asked to sign or initial the paper to show acceptance of the paper for publishing. The Greeter changes the status in the SPMS system to be green, puts a green dot on the paper and puts the paper in a basket they have at their station for papers needing to be filed.

Author Reception

Author is happy with paper

Green

The Author may come in to check on the paper or to drop off the copyright form if it is required, but no steps are needed.

Yellow

The Author reads the paper over to ensure that no errors have been introduced. The author will access the paper from the SPMS system. They can send an email saying they accept the changes or the author may come to the Author Reception and sign the paper to accept the changes. [see steps a-c previously shown]

Author Reception

Author is not happy with the paper, and wishes to make a change

Green:

At green a paper is thought of as complete. Should an author wish to make a change to the paper at this stage of the process the greeter chooses to a) speak to the room coordinator seeking guidance or for the coordinator to speak to the author or b) speaks to the editor who worked on the paper and requests the editor to speak to the author. This is a judgement call based on:

- Is the error significant enough to the author that this would cause embarrassment;
- the data is grossly incorrect;
- the author would withdraw the paper if not allowed to make this change.

[n.b. In extreme circumstances this may need to be taken up with the Proceedings Editor or the Program or even Conference Chair.]

Author Reception

Author is not happy with the paper, and wishes to make a change

Yellow:

At yellow the paper is in an “incomplete” stage. The Editor has ‘touched’ the source file or PDF. The Editor will have requested the author to review the paper checking for any introduced errors made during the processing or to verify any concerns the Editor may have. They are asked to either email their acceptance or come to the Author Reception and sign-off the paper.

If the author has noted that the editor has introduced an error to the paper; the greeter will speak to the editor and ask if they wish to speak to the author or will convey any information to the author that the editor wishes addressed. The author is invited to check the SPMS system for when the correction has been made and are asked to come back to ok the paper.

- The author may be escorted to the Editor room and the editor may fix the paper on the spot. The paper would then go to green and the author would sign it off. The greeter will then update the SPMS system, changing the status to green. The Greeter at this stage checks that the copyright form is correct and records in the system that it has been received.

If the author has read the paper over, accepts all the changes that the editor has made but then wishes to make a change to the paper, you will need to use your best judgment of how important this change is to the author and the impact on the editor. This is where reading the log is important. If the Editor has made significant changes to the paper they may not be cooperative with correcting a simple grammatical error that an author should have caught at the proofreading stage before submitting.