

FIRST INDICO WORKSHOP

27-29 MAY 2013 CERN

CONFERENCES — PAPER REVIEWING

Pedro Ferreira



CONFERENCE ORGANISATION

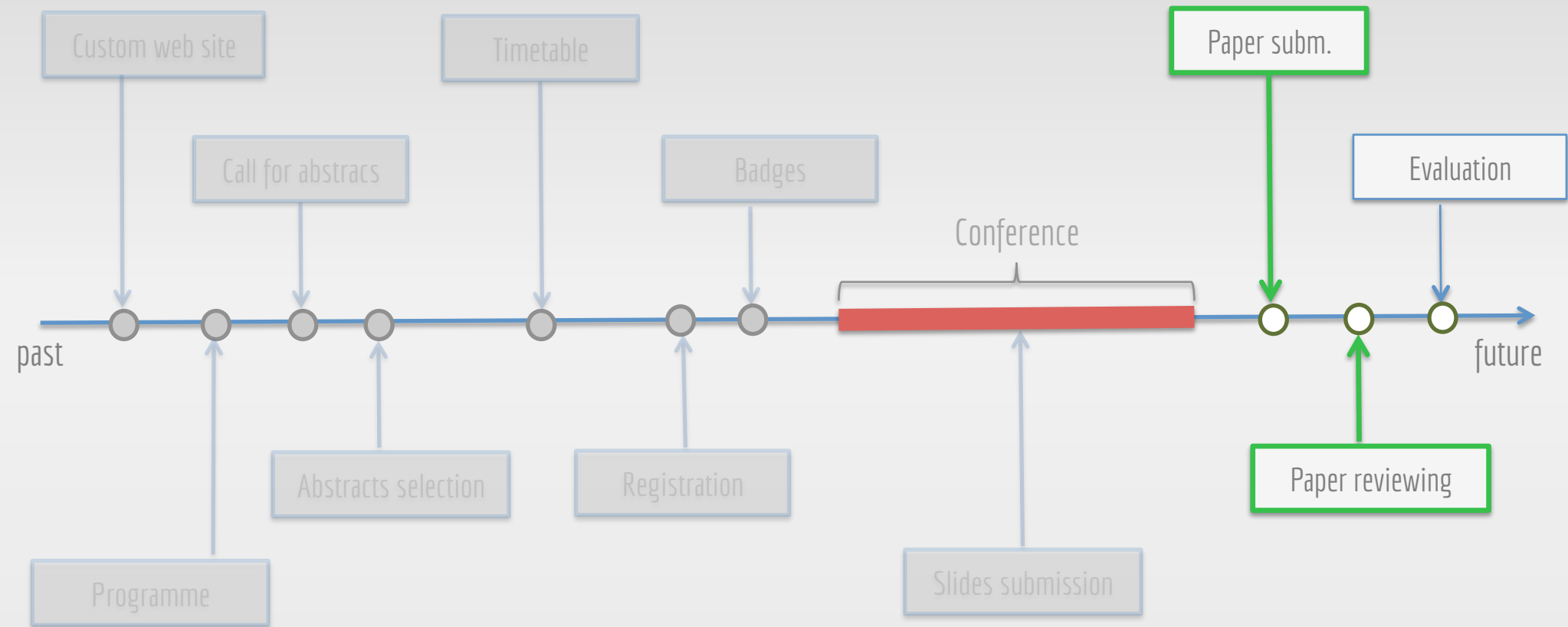


CONFERENCE ORGANISATION



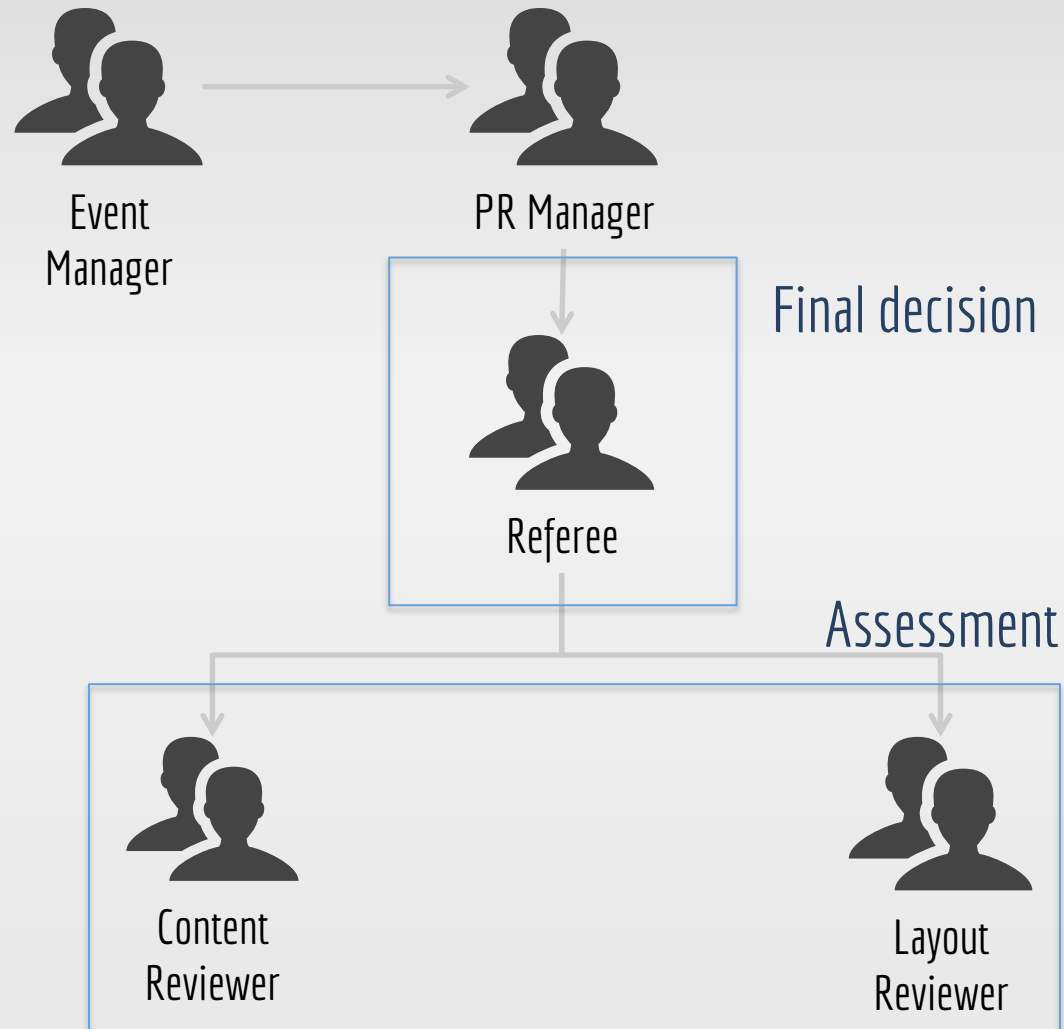
RECAP

Conference lifecycle



PAPER REVIEWING

Roles



CONFIGURATION STEPS

aper Reviewing test (Pedro)

test (Pedro) 20 May
:dro.ferreira@cern.ch

SetupTeamCompetencesAssign papers

Step 1 - Choose type of paper reviewing

Type of reviewing

Content and layout reviewing ▼
No reviewing
Content reviewing
Layout reviewing
Content and layout reviewing

SaveCancel

Step 1 - Choose type of paper reviewing

Type of reviewing

Content and layout reviewing ([edit](#))

Step 2 - Set up the options for content and layout reviewing team

Add your own statuses for the paper reviewing

The default statuses are: *Accept*, *To be corrected* and *Reject*.

Add status

Add the questions that the referees and the content reviewers must answer

How would you rate the content?

[Edit](#) [Remove](#)

Add question



Add the questions that the layout reviewers must answer

Add question

Automatic e-mails can be sent: [?](#)

To the Paper Review Managers when:

- ☒ are added to/removed from the conference

To the Referees when:

- ☐ are added to/removed from the conference
- ☐ have been assigned to/unassigned from contributions
- ☐ the author submits a paper
- ☐ a layout reviewer submits an assessment
- ☐ a content reviewer submits an assessment

To the Content Reviewers when:

- ☐ are added to/removed from the conference
- ☐ have been assigned to/unassigned from contributions
- ☐ the author submits a paper

To the Layout Reviewers when:

- ☐ are added to/removed from the conference
- ☐ have been assigned to/unassigned from contributions
- ☐ the author submits a paper

To the Author of the paper when an assessment is submitted by:

- ☐ Referee (for any assessment)
- ☐ Content Reviewer (for assessments that imply corrections)
- ☐ Layout Reviewer (for assessments that imply corrections)

CHOOSING YOUR TEAM

Step 1 - Assign managers of paper reviewing

*An automatically generated e-mail will be sent to newly assigned Paper Review Managers.
You can modify this from the Paper Reviewing Setup.*

Managers

Responsibilities: Setup, assign contributions to Referees, define team competences

Add Indico User

Step 2 - Assign Reviewers

Referees

Responsibilities: Assign contributions to reviewers and give referee assessment

Add Indico User

Content Reviewers

Team competences

To define competences for each user could help you to choose better the user when you assign contributions.

Id	Name	Responsibilities	Competences
53467	AVILES DEL MORAL, Alejandro	Content Reviewer	<input type="text"/> <input type="button" value="Add"/> Saved
			Check that the paper is in context ✖,
22116	FERREIRA, Pedro	Manager of Paper Reviewing Module	<input type="text"/> <input type="button" value="Add"/>
			No items
44	GONZALEZ LOPEZ, Jose Benito	Referee	<input type="text"/> <input type="button" value="Add"/>
			No items
42604	MÖNNICH, Adrian	Layout Reviewer	<input type="text"/> <input type="button" value="Add"/>
			No items
41914	TAROCCO, Nicola	Content Reviewer	<input type="text"/> <input type="button" value="Add"/> Saved
			Check mathematical formulae ✖,

Once this step is done you may want to assign papers to review. Please click on the next tab [Assign Papers](#) to continue the process.

ASSIGNING PAPERS



ASSIGNING PAPERS

Setup

Team

Competences

Assign papers

Show Filters Displaying 2 papers

Referee:Assign | Assign per ... ▼ | Remove

Layout Reviewer:Assign | Assign per ... ▼ | Remove

Content Reviewers:Assign | Assign per ... ▼ | Remove | Remove All

More:Download accepted papers

Select: All , None

	Id	Title	Type	Track	Session	Review #	Status	Reviewing team	Deadline
<input type="checkbox"/>	0	Spaceship construction techniques				Review 1	Paper not yet submitted	Referee: No referee Layout reviewer: No layout reviewer Content reviewers: No content reviewers	
<input type="checkbox"/>	1	How to survive in vacuum				Review 1	Paper not yet submitted	Referee: No referee Layout reviewer: No layout reviewer Content reviewers: No content reviewers	

Referee:Assign | Assign per ... ▼ | Remove

Layout Reviewer:Assign | Assign per ... ▼ | Remove

Content Reviewers:Assign | Assign per ... ▼ | Remove | Remove All

More:Download accepted papers

ers Displaying 2 papers

e: Assign | Assign per ... ▼ | Remove
Reviewer: Assign | Assign per ... ▼ | Remove
t Reviewers: Assign | Assign per ... ▼ | Remove | Remove All
Download accepted papers

: All , None

Id Title

0 Spaceship construct

1 How to survive in va

Click on a user name to assign a referee:

- Jose Benito GONZALEZ LOPEZ (no competences defined)

Cancel

Reviewing team

Referee: No referee
Layout reviewer: No la
Content reviewers: No

Referee: No referee
Layout reviewer: No la
Content reviewers: No

e: Assign | Assign per ... ▼ | Remove
Reviewer: Assign | Assign per ... ▼ | Remove
t Reviewers: Assign | Assign per ... ▼ | Remove | Remove All
Download accepted papers

Show Filters Displaying 2 papers

Referee:	Assign		Assign per ... ▾		Remove		
Layout Reviewer:	Assign		Assign per ... ▾		Remove		
Content Reviewers:	Assign		Assign per ... ▾		Remove		Remove All
More:	Download accepted papers						

Select: [All](#) , [None](#)

	Id	Title
--	----	-------

<input checked="" type="checkbox"/>	0	Spaceship
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<input type="checkbox"/>	1	How to s
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Click on a user name to add a content reviewer:

- [Alejandro AVILES DEL MORAL](#) (competences: Check that the paper is in context)
- [Nicola TAROCCO](#) (competences: Check mathematical formulae)

Cancel

Reviewing team

Referee: **Jose Benito GONZALEZ L**
Layout reviewer: No layout reviewer
Content reviewers: No content review

Referee: No referee
Layout reviewer: No layout reviewer
Content reviewers: No content review

Referee:	Assign		Assign per ... ▾		Remove		
Layout Reviewer:	Assign		Assign per ... ▾		Remove		
Content Reviewers:	Assign		Assign per ... ▾		Remove		Remove All
More:	Download accepted papers						



UPLOADING A PAPER

Paper Reviewing test (Pedro)

20 May 2013
CERN
Europe/Rome timezone

- Overview
- Scientific Programme
- Timetable
- Contribution List
- Author index
- My conference
 - My contributions
- Paper Reviewing
 - Upload paper**
 - Download template

Contributions

Id	Name	Reviewing Status	Actions
0	Spaceship construction techniques	Materials not yet submitted	Upload Paper

Paper Reviewing test (Pedro)

20 May 2013

CERN

Europe/Rome timezone

[Overview](#)

[Scientific Programme](#)

[Timetable](#)

[Contribution List](#)

[Author index](#)

[My conference](#)

[... My contributions](#)

[Paper Reviewing](#)

[... Upload paper](#)

[... Download template](#)

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

Spaceship construction techniques

Call for papers

Paper not yet submitted

[Upload paper](#)



Place

Location: CERN

Primary authors

[Adriana TELESKA](#) CERN

[More](#)

Files

[Edit files](#)

MAKING A REVIEW

Paper Reviewing test (Pedro)

20 May 2013
CERN
Europe/Zurich timezone

Overview

Scientific Programme

Timetable

Contribution List

Author index


My conference

Paper Reviewing

Content Reviewer Area



Starts 20 May 2013 08:00
Ends 20 May 2013 18:00
Europe/Zurich



CERN



No material yet

Contribution

Spaceship construction techniques

Main Material Sub Contribution Protection Tools **Paper Reviewing**

Assign Team Assessments **Assess Content** Material to Review History

Give opinion on the content of a contribution ?

Reviewing questions

How would you rate the content?

-3 0 +3
☐ ☐ ☐ ☐ ☒ ☐ ☐

Comments

I quite like it.

Save Cancel

Assessment None

Accept
Accept
To be corrected
Reject

Save Cancel

Submit

Assessment not yet

your assessment, will be sent by e-mail to the author(s)

ASSESSMENT

Accept

To be corrected (can submit again)

Reject

MAKING A FINAL DECISION

per reviewing test (Pedro)

test (Pedro) 20 May
ro.ferreira@cern.ch

Event actions
Clone Lock Switch to ev

Setup Team Competences Assign papers Assess as Referee

Contributions to judge as Referee

Id	Title	Review #	State	Deadline
0	Spaceship construction techniques	Review 1	Referee has not yet given an assessment <ul style="list-style-type: none">Pending layout reviewer decisionContent assessed by 1 reviewer (1 accept)	Deadline not set.

Layout assessment details ?

Warning: the layout reviewer has not given his assessment yet.

Content assessment details ?

ACCEPTED

submitted on *Mon 20 May 2013 at 16:05* by *Nicola TAROCCO*

Comments

I quite like it.

Criteria Evaluation

How would you rate the content?: Weakly Agree

Final Assessment ?

Reviewing questions:

How would you rate the content?

-3 0 +3
☐ ☐ ☐ ☒ ☐ ☐

Comments:

No comments

(edit)

Assessment:

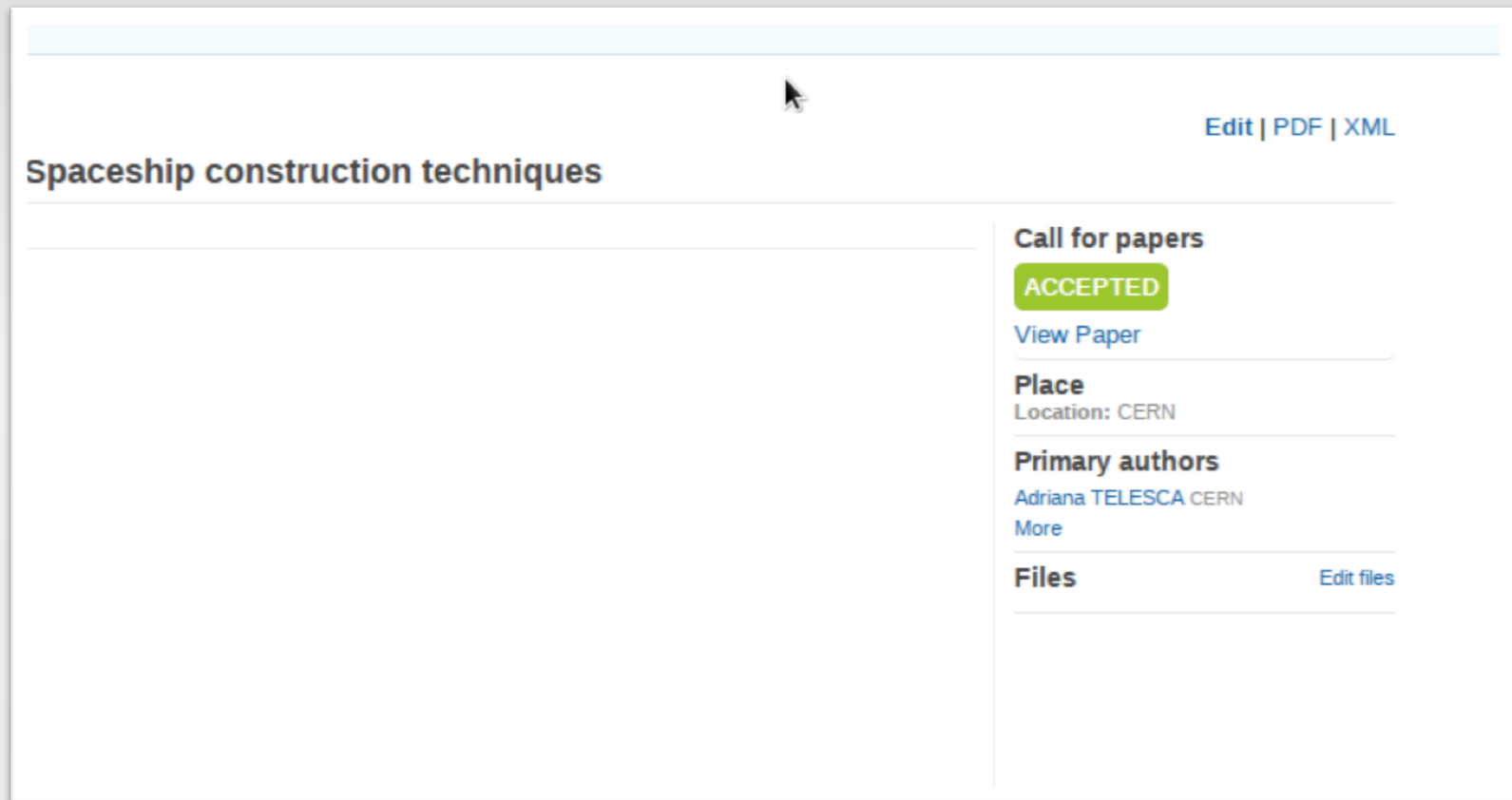
None

(edit)

Send

? Assessment not sent yet

DONE!



HISTORY

Contribution

Spaceship construction techniques

Main Material Sub Contribution Protection Tools Paper Reviewing

Assign Team Assessments Material to Review History

The reviewing mode chosen for this conference is: Content and layout reviewing

Layout assessment details ?

Warning: the layout reviewer has not given his assessment yet.

Content assessment details ?

ACCEPTED

submitted on Mon 20 May 2013 at 16:05 by Nicola TAROCCO

Comments

I quite like it.

Criteria Evaluation

How would you rate the content?: Weakly Agree

Final Assessment ?

ACCEPTED

submitted on Mon 20 May 2013 at 16:11 by Jose Benito GONZALEZ LOPEZ

Answers

How would you rate the content?: Agree

HISTORY

Contribution

Spaceship construction techniques

Main

Material

Sub Contribution

Protection

Tools

Paper Reviewing

Assign Team

Assessments

Material to Review

History

Review 0

Files

[shotzor.png](#) (Uploaded on 20 May 2013 16:11)

Assessments

Referee:

ACCEPTED

submitted on Mon 20 May 2013 at 16:11 by Jose Benito GONZALEZ LOPEZ

Answers

How would you rate the content?: Agree

Content:

ACCEPTED

submitted on Mon 20 May 2013 at 16:05 by Nicola TAROCCO

Comments

I quite like it.

Criteria Evaluation

How would you rate the content?: Weakly Agree

THANK YOU!



PEDRO FERREIRA

<http://github.com/pferreir>
@pferreir