

Conference System

User Guide (*Tasks, Notifications and Review*)

Editorial Workflow

In this section, you will follow a submission throughout the workflow, from first submission to final publication.

The workflow is divided into 4 stages:

Submission: This is where new submissions land while being assigned to Section Editors and considered for moving into the Review stage.

Some submissions are clearly inappropriate and never make it beyond this stage.

Review: This is where the peer review happens, as well as any revisions required by the author.

Some submission will not pass review and end here. Those that are accepted move to the next stage.

Copyediting: Accepted articles move to this stage, where they are improved by the work of a copyeditor. Authors can be given the opportunity to review the copyedits.

Production: Once the copyedits are completed and approved, the submission moves to this stage. In Production, the copyedited files are converted to galleys – HTML, XML, PDF, etc. Again the author has the opportunity to proofread the galleys. Once everyone is satisfied, the submission is scheduled for publication in a future issue.

Tasks

Your Tasks are available from the top left menu of your Dashboard. Note the number “1” in the image below. This indicates that there is currently 1 task in your list.

The screenshot displays the 'Tasks' interface. At the top, there is a dark blue header with 'Tasks 1', 'English', and 'View Site'. A dropdown menu is open, showing a task by Minoti Inoue with a checkbox and links for 'Mark New', 'Mark Read', and 'Delete'. Below the dropdown, a list of tasks is shown: item 26 by Joe Williamson, Frederic Serletis with a 'Submission' button, and item 25 by Zita Woods with a 'Copyediting' button. A 'Filters' button and 'New Submiss' link are also visible.

Tasks provide a quick look at items that need your attention. Bold entries are unread, and unbold entries have been read.

Use the checkbox to mark tasks for deletion (the link is available at the bottom of the list).

Submission Notifications

When an author makes a new submission to your conference, the editor is automatically emailed a notification and the author will receive an email acknowledging their submission. You can also configure Conference System so that a copy of the notification email is sent to the conference's primary contact set in Conference Settings, or to another address.

To enable copies of submission acknowledgment email to be sent to the primary contact or another address:

1. In the Conference Manager's dashboard, go to Settings > Workflow > Submissions
2. Scroll down to Notification of Author Submissions
3. Check off the box next to "Send a copy to the primary contact, identified in the Conference Settings." if you wish for a copy to be sent to the primary contact email, and/or
4. Enter the email you would like to have a copy sent to in the text field.

Notification of Author Submission

Authors are automatically sent an email acknowledging their submission. You may have copies of this email sent to the following:

- Send a copy to the primary contact, identified in the Journal Settings.

Send a copy to this email address

If you want to disable submission acknowledgement emails entirely, you can do so by disabling the *Submission Ack* email template from the list of prepared email templates. To learn more about disabling and enabling email templates, refer to *Disable email templates* in the Workflow Settings section.

Users can also change their individual notification settings from their own profile under View Profile > Notifications.

Submission Dashboard

When you log into your Dashboard, you can find active submissions either from your Tasks, or from one of the queues (My Queue, Unassigned, All Active, and Archives). The counter gives you an overview of how many total items are in each queue.

The screenshot shows the 'Submissions' dashboard. At the top, there are navigation tabs: 'My Queue' (7), 'Unassigned', 'All Active' (7), and 'Archives' (8). A 'Help' button is also visible. Below the tabs is a 'My Assigned' section with a search bar, 'Filters', and 'New Submission' button. The main content is a table of submissions:

ID	Author	Title	Status	Actions
443	Smith	Towards Designing an Intercultural Curriculum: A Case Study from the Atlantic Co...	Submission	Dropdown
441	Woods	Finocchiaro: Arguments About Arguments	Submission	Dropdown
427	Williamson et al.	The Official Knowledge and Adult Education Agents: An Ethnographic Study ⚠️ Waiting for reviewers to be assigned.	Review 0/0	Dropdown
425	Barnes	Yam Diseases and its Management in Nigeria	Production	Dropdown

My Queue

My Assigned: This panel includes submissions added to sections where you are a section editor or to your own submissions if you are also an author with this conference.

The **Search** tool for each queue can sometimes be helpful in tracking down submissions.

The **Filter** tool allows you to limit your browsing to specific conditions for faster searching. Depending on their role, editorial roles will be able to filter by the following:

- **Status:** select from *incomplete*, *overdue*, and *inactive for 30 days*
- **Stages:** select from *submission*, *review*, *copyediting*, and *production*
- **Sections:** this option is only available if more than 5 sections exist. After you begin entering text, the filter will auto-suggest. For example, filter by *articles* or *reviews*
- **Assigned editor(s):** only conference managers have this filter options. Like sections, this is a textbox with auto-suggest
- **Assigned issue:** only conference managers can filter by unpublished issues, but editors and assistants will be able to filter by published issues. This field is case-sensitive and require exact match. For best results, search by year or title, rather than volume or number. This filter is mostly used if the assignment of a submission to an issue is done in an early phase of the editorial process.

Some filters allow multiple selections; users can filter by more than one editor, section or issue. Filters are applied with OR conditions, so when a user selects to filter by Editor A and Editor B, all submissions will be returned that are assigned to editor A OR editor B.

When using multiple filters, the AND condition will be applied between filters. For example, when filtering by Review Stage AND Editor A, only submissions assigned to Editor A in the review stage will be returned.

My Queue Unassigned All Active Archives 8 Help

Archived Submissions

Search Filters New Submission

Filters Overdue Incomplete Inactive for 30 days Stages Submission Review Copyediting Production Sections Articles	79	Pink Digital Social Futures Research ⚠ No editor has been assigned to this submission.	Submission	▼
	77	Ungbha Korn #IfTheyGunnedMeDown: How Ethics, Gender, and Race Intersect When Researching Race and Racism on Tumblr ⚠ No editor has been assigned to this submission.	Submission	▼
	75	Couldry What's at Stake in Digital Social Research? ⚠ No editor has been assigned to this submission.	Submission	▼
	73	Abidin Tacit Labours of Digital Social Research as an Early Career Researcher ⚠ No editor has been assigned to this submission.	Submission	▼

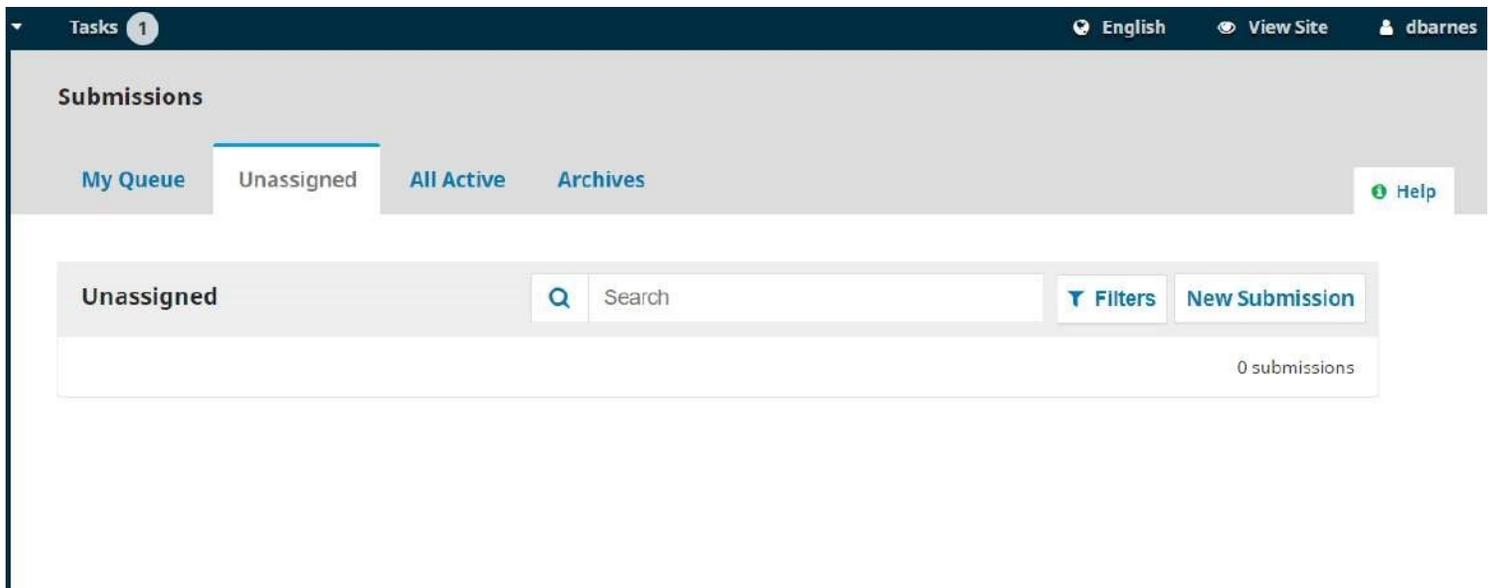
Note that you can use the blue arrows to the right of each submission to reveal more details, including how many reviews are outstanding, new discussions, and more. It also reveals buttons to take you to the submission record, view the activity log and notes, and to delete the submission.

All Active Search Filters New Submission

Filters Overdue Incomplete Inactive for 30 days Stages Submission Review Copyediting Production Sections Articles	45	Test Test Article Title Production 1 1	▲			
	<table border="1"> <tr> <td>1</td> <td>Production galleys created</td> </tr> <tr> <td>1</td> <td>Open discussions</td> </tr> </table> <p>Last activity recorded on Thursday, October 31, 2019.</p> <p>View Submission Activity Log & Notes Delete</p>			1	Production galleys created	1
1	Production galleys created					
1	Open discussions					
	43	admin test submission Review 0/0	▼			

Unassigned

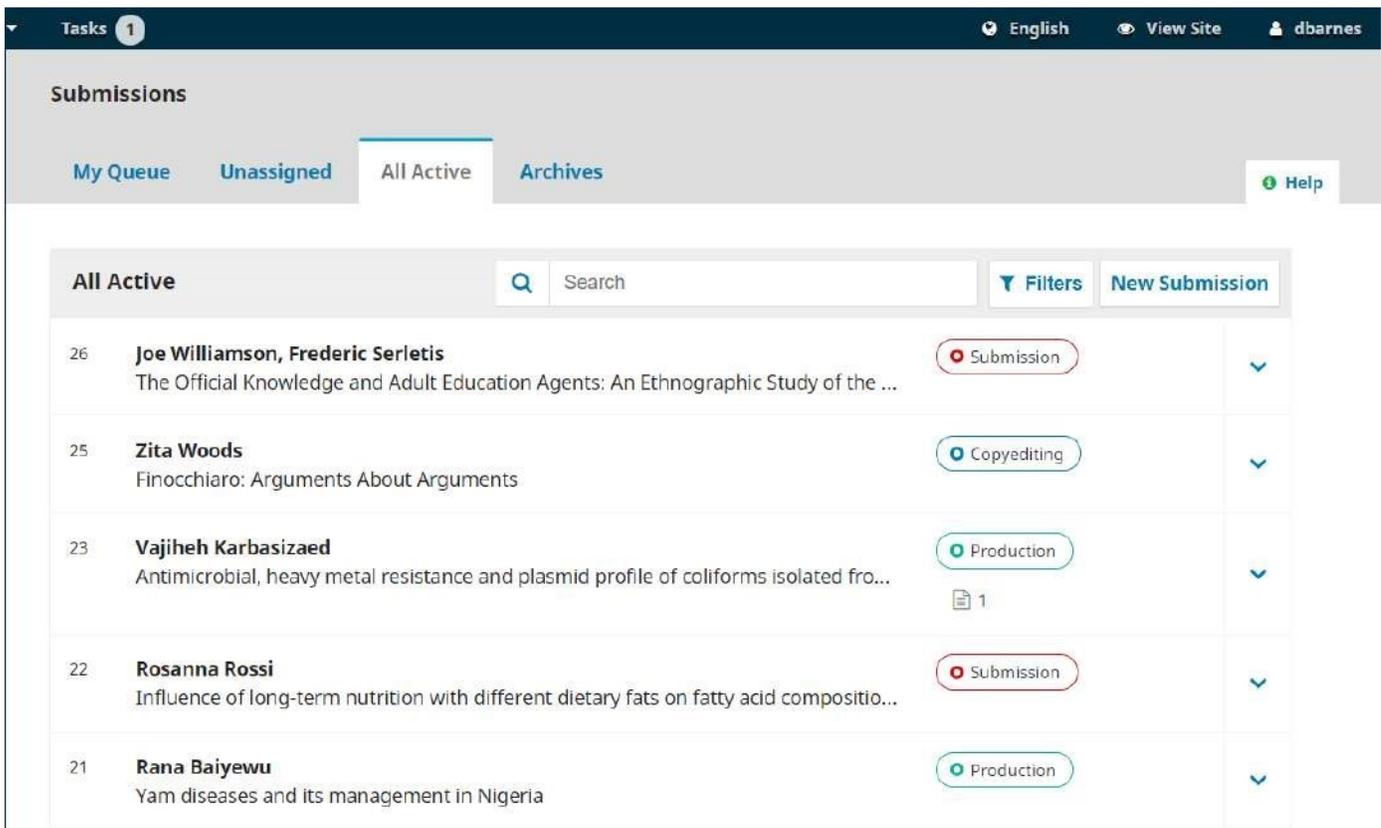
This panel includes submissions added to sections without section editors.



In the above example, there are no unassigned submissions, so the panel is empty.

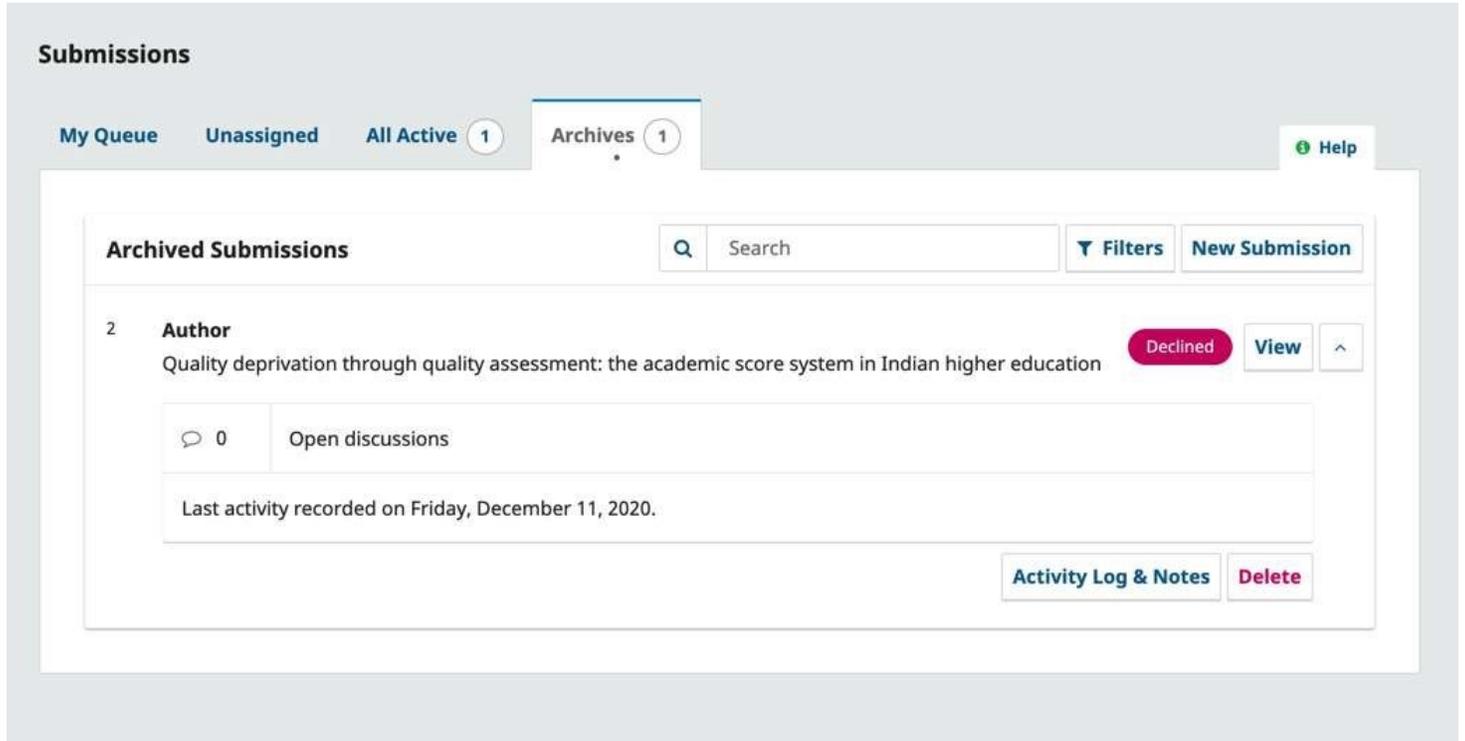
All Active

This section includes a list of all submissions, without being organized into queues.



Archives

This section includes a list of all submissions either declined or already published by the conference. Declined submissions may be deleted from the list of archived submissions. Deleting a declined submission will completely remove the submission and all submission files from your conference.



The screenshot displays the 'Submissions' interface. At the top, there are navigation tabs: 'My Queue', 'Unassigned', 'All Active' (with a count of 1), and 'Archives' (with a count of 1). A 'Help' icon is located in the top right corner. Below the tabs, the 'Archived Submissions' section is visible. It includes a search bar, a 'Filters' button, and a 'New Submission' button. A single submission is listed with the following details:

- Item number: 2
- Author: Quality deprivation through quality assessment: the academic score system in Indian higher education
- Status: Declined (indicated by a red pill)
- Actions: View, and a dropdown arrow
- Discussions: 0 Open discussions
- Activity: Last activity recorded on Friday, December 11, 2020.
- Bottom actions: Activity Log & Notes, Delete

Demonstration Submission

For this demonstration, we are looking at the 'Cerpa' submission, entitled *A Review of Object Oriented Database Concepts and their Implementation*. It can be found at the top of the **My Assigned** queue, as well as in the **All Active** queue.

Submissions

My Queue 3 Unassigned All Active 7 Archives 4 Help

My Assigned Filters New Submission

49	Cerpa A Review of Object Oriented Database Concepts and their Implementation	Production View ▾
47	Pierson Cyberspace Versus Citizenship: IT and emerging non space communities	Production View ▾
45	Yagna Whistleblowing: an ethical dilemma	Production View ▾

Once you find the submission, you can use the view button to view the submission, or use the blue arrow to reveal options and see if there are any open discussions (there are none in this case), the number of production galleys, and access the activity log & notes.

My Queue 3 Unassigned All Active 7 Archives 4 Help

My Assigned Filters New Submission

49	Cerpa A Review of Object Oriented Database Concepts and their Implementation	Production View ▾				
<table border="1"> <tr> <td> 0</td> <td>Production galleys created</td> </tr> <tr> <td> 0</td> <td>Open discussions</td> </tr> </table>			0	Production galleys created	0	Open discussions
0	Production galleys created					
0	Open discussions					
Last activity recorded on Friday, January 22, 2021.						
Activity Log & Notes						

Activity Log & Notes will bring up the submission's history.

undefined ✕

History **Notes** Help

Date	User	Event
▶ 2017-10-26	Joe Williamson	An email has been sent: [publicknowledge] Submission Acknowledgement
2017-10-26	Daniel Barnes	Initial submission completed.
▶ 2017-10-26	Joe Williamson	An email has been sent: [publicknowledge] Submission Acknowledgement
▶ 2017-10-26	Daniel Barnes	A file "submission.docx" was uploaded for submission 26 by jwilliamson.

Use the Notes tab to also view or add any editorial notes.

Mishkin, approach for externalization of expert tacit knowledge ✕

History **Notes**

There are no notes to display.

Add Note

Add Note

Submission Record

To view the submission in more detail, select **View Submission** button. This will take you to the submission record.

The screenshot displays a submission record interface. At the top, the breadcrumb path is '31 / TestAuthor / A Sample Submission for Review Testing: subtitle'. On the right, there are buttons for 'Preview', 'Activity Log', and 'Library'. Below this, there are tabs for 'Workflow' and 'Publication'. Under 'Publication', there are sub-tabs for 'Submission', 'Review', 'Copyediting', and 'Production', with 'Copyediting' currently selected. A 'Help' button is also present. The main content area is divided into three sections: 'Submission Files', 'Pre-Review Discussions', and 'Participants'. The 'Submission Files' section shows a table with one entry: 'ADCo.pdf' (file icon), '109' (numeric ID), 'January 18, 2021' (date), and 'Article Text' (type). There are 'Search' and 'Upload File' buttons above the table, and a 'Download All Files' button below it. The 'Pre-Review Discussions' section has an 'Add discussion' button and a table with columns: Name, From, Last Reply, Replies, and Closed. One discussion is listed: 'Comments for the Editor' (Name), 'tauthor' (From), '01/18/2021 3:13pm' (Last Reply), '0' (Replies), and a closed checkbox. The 'Participants' section has an 'Assign' button and lists 'Journal editor' (with a sub-entry 'editor') and 'Author' (with a sub-entry 'Test Author'). On the right side of the interface, there is a status message 'Submission accepted for review.' and three action buttons: 'Send to Review' (blue), 'Accept and Skip Review' (grey), and 'Decline Submission' (red).

From here, you can see:

Submission Files: This panel lists the files that have been submitted. In this view, there is just one file, but multiple files could have been submitted. Submission files will now retain the original names when downloaded.

For conferences using anonymous review, the author and reviewer (if they were to upload any document) are still removed. An example filename structure for files downloaded by Reviewers will be **Conference System-**

review-assignment-1-article-text-8.docx

The numeric number corresponds with the submission number of assignment.

Pre-Review Discussions: This panel allows the editor to communicate with the author, or with others on the editorial team. For example, to ask the author for some additional information, or to ask a section editor to take responsibility for this submission.

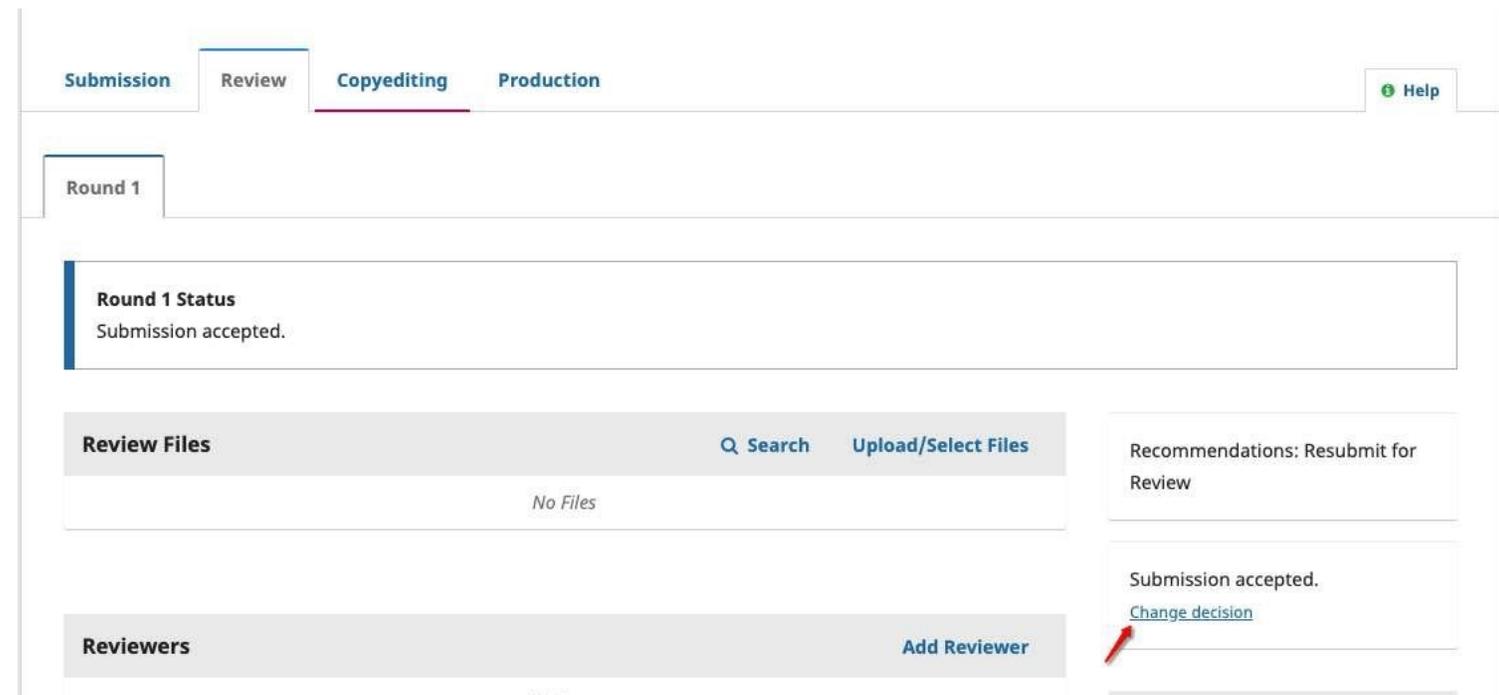
Action Buttons: These include Send to Review, Accept and Skip Review, and Decline Submission.

Note: If you don't see these buttons, you likely have not yet assigned the submission to an editor.

Submission Status Once an editor has recorded a decision in one stage of the workflow of Conference System 3.2, the recorded decision will appear in place of the decision buttons. Editors will still have the ability to change the recorded decision by clicking, 'Change Decision' this will enable the 3 options once again.



The screenshot above shows the decision button for MS# 425 prior to a decision being recorded. The screenshot below shows the notification of the recorded decision.

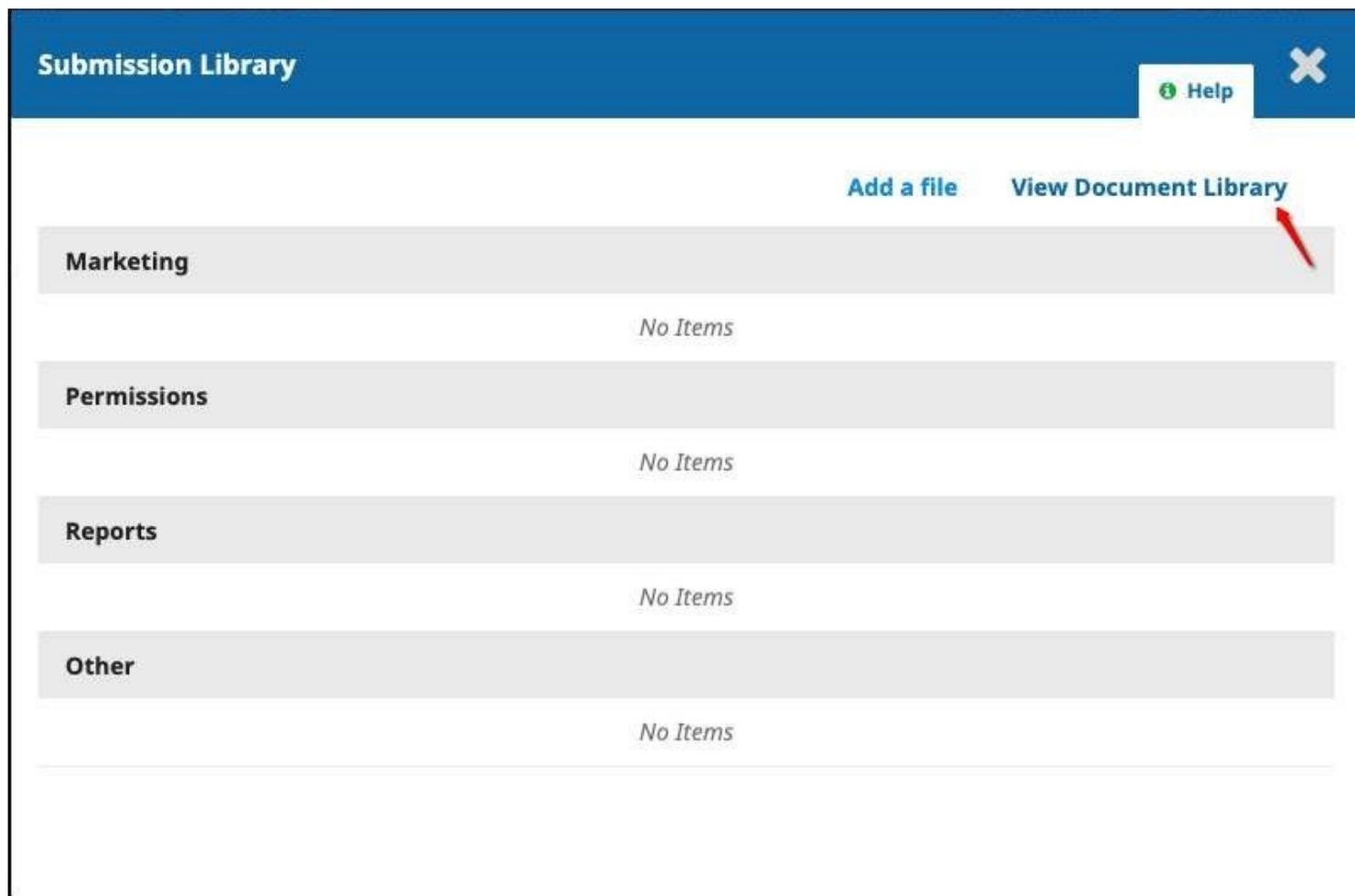


Participants: This panel is where you will see the list of participants involved in the submission, including the editor, section editors, and author. Other names (copyeditors, layout editors, etc.) will appear here as they are added in subsequent steps.

Submission Library: The Submission Library is a general storage area for documents that may include conflict-of-interest forms, galley approval forms, etc. A user can upload the completed form for their submission in their

Submission Library. The uploaded forms will also be available to other participants (with the exception of Reviewers) assigned throughout the editorial or production workflow to edit or re-upload new versions.

Document Library: Users throughout the editorial workflow will be able to access all the files in the Publisher Library (see Workflow Settings section) made available by the Conference Manager or Editor through opening the Submission Library and clicking “View Document Library”.



Preview: See how the submission will look when published with its current metadata and Galley files by clicking Preview.

Fourth year projects

soil 480

Nancy Mungai

Egerton University

Regina Ndiritu

Egerton University

Keywords: ICT, fertilizer, climate, climate change

Abstract

Beans play an essential role in Africa, being a cheap source of dietary protein and is affordable for most households. As a short duration crop, bean production is economically attractive and fetches high returns per unit area. It is estimated that 50% of the over 60m farms in Africa are

Published

06-07-2021

How to Cite

Mungai, N., & Ndiritu, R. (2021). Fourth year projects: soil 480. *Egerton University International Conference*.

Retrieved from

<https://test.egerton.ac.ke/submit/index.php/euc/article/view/3>

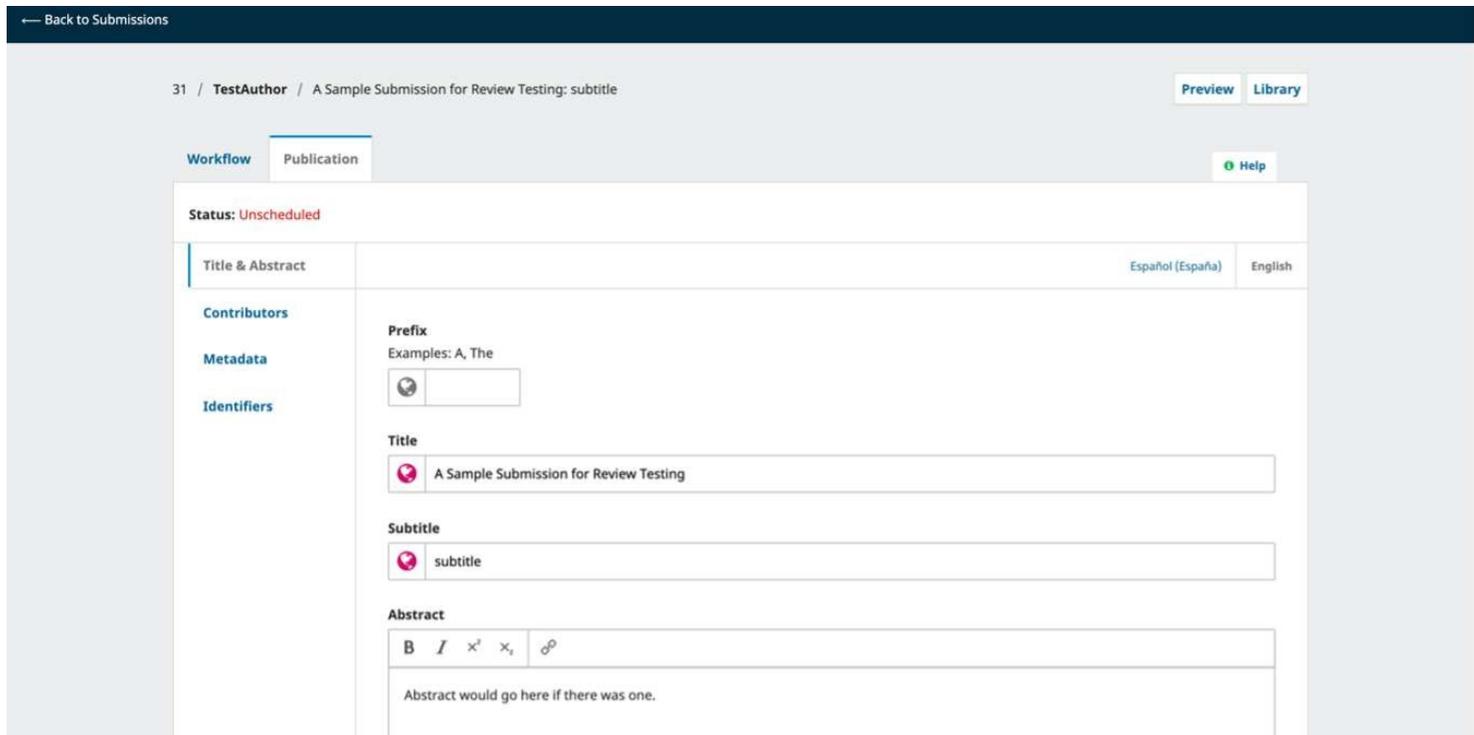
More Citation Formats ▾

Edition

[14th Biennial Egerton University International Conference](#)

Section

Metadata: Where you can view and revise the submission metadata. In Conference System 3.2 and later, users can be granted permission to revise certain submission metadata at any stage of the workflow.



Assigning the Submission

Depending on how you have your sections configured, some new submissions may come in unassigned. If this is the case, the next step is to assign an editor or section editor. To do so, select the *Assign* link in the **Participants** panel.

Add Participant

HelpX

Locate a User

Section editor

Search User By Name

Search

	Name
<input type="radio"/>	David Buskins
<input checked="" type="radio"/>	Stephanie Berardo
<input type="radio"/>	Minoti Inoue
<input type="radio"/>	Demo Editor

4 of 4 items

Choose a predefined message to use, or fill out the form below.

[PK] A message regarding Journal of Public Knowledge

Message



You will have the option to locate a user by role, choose an individual, and send them a message requesting their assistance.

Note: If you aren't sure of the names of the section editors, simply choose that role from the dropdown menu and then hit the Search button. All Section Editors will be displayed and available for selection.

Hit the **OK** button to make the assignment and send the message.

Tasks 1 English View Site dbarnes

Metadata Editorial History Submission Library

The Official Knowledge and Adult Education Agents

Joe Williamson, Frederic Serletis

Submission Review Copyediting Production Help

Submission Files Search Upload File

47-1 jwilliamson, Author, submission.docx Article Text

Download All Files

Send to Review

Accept and Skip Review

Decline Submission

Pre-Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
[publicknowledge] Editorial Assignment	dbarnes Oct/26	-	0	<input type="checkbox"/>

Participants Assign

Journal editor

- Daniel Barnes

Section editor

- David Buskins
- Stephanie Berardo

Note the new Pre-Review Discussion that was automatically created as part of the assignment.

You can now see that the Section Editor is listed under Participants, and the Action buttons are available:

Send to Review: Moves the submission on to the next stage.

Accept and Skip Review: Skips the Review Stage and moves the submission directly into Copyediting.

Decline Submission: Rejects the submission before going through the review process. The submission would then be archived. In Conference System, there is the option to revert a Decline decision in the Submission and Review stage. This can be done by clicking **Change Decision** followed by **Revert Decline**. After a declined decision is reverted, the submission is restored to its previous stage and review round if active.

Although in this example, the editor assigned a section editor, it would also be possible for the editor to assign themselves to the submission.

Once the editor has selected an action, the submission status will change and the action buttons will be disabled.

Submission **Review** Copyediting Production Help

Submission Files Search Upload File

No Files

Submission accepted for review.
[Change decision](#)

Section Editor

Now that the Section Editor has been assigned, they can login and view their dashboard. The submission can be found at the top of the My Assigned queue.

Tasks **1** English View Site minoue

Submissions My Queue Archives Help

My Assigned Search Filters New Submission

26	Joe Williamson, Frederic Serletis The Official Knowledge and Adult Education Agents: An Ethnographic Study of the ...	Submission 1	▼
25	Zita Woods Finocchiaro: Arguments About Arguments	Copyediting	▼
8	Fabio Paglieri Hansen & Pinto: Reason Reclaimed	Production	▼
1	Carlo Corino The influence of lactation on the quantity and quality of cashmere production	Review 0/0	▼

4 of 4 submissions

Clicking on the article title opens the full submission record.

The Official Knowledge and Adult Education Agents

Joe Williamson, Frederic Serletis

Submission Review Copyediting Production

Help

Submission Files

Search Upload File

47-1 jwilliamson, Author, submission.docx Article Text

Download All Files

Send to Review

Accept and Skip Review

Decline Submission

Pre-Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
[publicknowledge] Editorial Assignment	dbarnes Oct/26	-	0	<input type="checkbox"/>

Participants

Assign

Journal editor

Daniel Barnes

Section editor

David Buskins

Stephanie Berardo

Minoti Inoue

Accepting the Assignment

It is not required, but the Section Editor could reply to the Pre-Review Discussion to inform the editor that they will be proceeding with the assignment.

Communicating with the Author

If the Section Editor has any questions for the author, they can use the Pre-Review Discussions.

Sending to Review

Once the Section Editor is satisfied that the submission is appropriate for the conference, they can select the **Send to Review** button to move the submission to the next stage.

Send to Review ✕

Select files below to send them to the review stage.

Submission Files		Search	Upload File
<input checked="" type="checkbox"/>	 47-1 jwilliamson, Author, submission.docx		Article Text

Keep the files that are to be reviewed checked off.

Review

When the submission enters the Review Stage, a notification indicates that Reviewers need to be assigned.

The screenshot displays the 'Review #' interface for a submission titled 'The Official Knowledge and Adult Education Agents' by Joe Williamson and Frederic Serletis. The top navigation bar includes 'Metadata', 'Editorial History', and 'Submission Library'. Below the submission title, there are tabs for 'Submission', 'Review' (which is active), 'Copyediting', and 'Production', along with a 'Help' button. A 'Round 1' tab is also visible, with a 'New Review Round' button next to it. The 'Round 1 Status' section indicates 'Waiting for reviewers to be assigned.' The 'Review Files' section shows a file named '48-1 Author, submission.docx' with 'Article Text' content. The 'Reviewers' section is currently empty, showing 'No Items' and an 'Add Reviewer' button. On the right side, there is a 'Make Recommendation' button and a 'Participants' section with an 'Assign' button. The 'Participants' section lists 'Journal editor' and 'Section editor', with 'Daniel Barnes' listed under the 'Section editor' role.

Note: In the screenshot above, we see the Section Editor's view. Notice the limited Action buttons (only Make Recommendation is available). If we were logged in as an Editor, we would see more Action buttons (Request Revision, Accept Submission, Decline Submission).

From the Reviewers panel, you can select Add Reviewer to assign a new Reviewer.

This opens a new window, where Reviewers are listed and can be selected one at a time.

Add Reviewer
✕

Locate a Reviewer

🔍

Filters

●	<div style="display: flex; align-items: center;"> 1 active JB MACg </div> <div style="display: flex; align-items: center; margin-top: 5px;"> 👍 0 🕒 9 days ago </div>	▼
●	<div style="font-weight: bold; font-size: 1.1em;">Roger Gillis</div> <div style="font-size: 0.9em;">PKP</div> <div style="display: flex; align-items: center; margin-top: 5px;"> 👍 0 🕒 Never assigned 📖 Tragedies, Falconry, Tragic Falconry </div>	▼
●	<div style="display: flex; align-items: center;"> 6 active Adela Gallego </div> <div style="font-size: 0.9em; margin-top: 5px;">State University of New York</div> <div style="display: flex; align-items: center; margin-top: 5px;"> 👍 2 🕒 43 days ago 📖 libraries </div>	▼
●	<div style="display: flex; align-items: center;"> 5 active Aisla McCrae </div> <div style="font-size: 0.9em; margin-top: 5px;">University of Manitoba</div> <div style="display: flex; align-items: center; margin-top: 5px;"> 👍 2 🕒 43 days ago </div>	▼
●	<div style="display: flex; align-items: center;"> 4 active Paul Hudson </div> <div style="font-size: 0.9em; margin-top: 5px;">McGill University</div> <div style="display: flex; align-items: center; margin-top: 5px;"> 👍 3 🕒 29 days ago </div>	▼
●	<div style="display: flex; align-items: center;"> 5 active Julie Janssen </div> <div style="font-size: 0.9em; margin-top: 5px;">Utrecht University</div> <div style="display: flex; align-items: center; margin-top: 5px;"> 👍 1 🕒 43 days ago </div>	▼

6 of 6 reviewers

Select Reviewer
Create New Reviewer
Enroll Existing User

Clicking on the blue arrow reveals more information about their review history, including how many active reviews they are currently assigned, how many reviews they have completed or declined, etc. If the user has added a Biography or Reviewing Interests, this information will be displayed here.

Additionally, a Conference Editor can add an Editorial Note about the reviewer in their profile under Users & Roles > Users. This note will appear in the reviewer details on the Add Reviewer screen, but will not be visible to the reviewer or to the public.

Add Reviewer



Locate a Reviewer

Filters

	1 active JB MAcg 0 9 days ago	▼
	Roger Gillis PKP 0 Never assigned Tragedies, Falconry, Tragic Falconry	▼
	6 active Adela Gallego State University of New York 2 43 days ago libraries	▲

6	Active reviews currently assigned
2	Reviews completed
0	Review requests declined
43	Days since last review assigned
0	Average days to complete review

Reviewing Interests
libraries

Editorial Notes
This reviewer is fantastic and always completes reviews on time

Biography
I am a scholar.

In Conference System, you can assign a user to review a submission if they are also an editor of the submission.

At the bottom of this form, you will see options to:

Select Reviewer: Use this to confirm your selection once you have picked a Reviewer from the list.

Create New Reviewer: If none of the Reviewers are suitable, you can use this button to create a new Reviewer. This is a new account in the system.

Enroll Existing User: If none of the Reviewers are suitable, you can enroll an existing user as a Reviewer.

For this demonstration, we will pick Adela as our Reviewer and hit the **Select Reviewer** button.

This initiates a new window with a message for the Reviewer.

Add Reviewer

Selected Reviewer
Adela Gallego [Change](#)

Email to be sent to reviewer

NAME :

I believe that you would serve as an excellent reviewer of the manuscript, "The Official Knowledge and Adult Education Agents," which has been submitted to Journal of Public Knowledge. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by **RESPONSE DUE DATE** to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation. The web site is <http://vpstest2.lib.sfu.ca/index.php/publicknowledge>

You can revise any of the prepared text.

If you are using an Anonymous Review method, ensure that the files you send to the Reviewer are stripped of any identifying information about the Author. Additional instruction for this is provided in the Understanding Anonymous Review and Removing Identifying Information sections.

Further down the form, you will see the additional details that are sent to the Reviewer including title, abstract, important dates, and a link to the files to be reviewed.

the most conversant people as experts on a particular topic to retrieve valuable knowledge. To address this problem, we propose an approach that externalizes the tacit knowledge of a subject expert by creating a dynamic query handling system that automatically transfers a user query to the best subject expert.

Do not send email to Reviewer.

Important Dates

2016-09-20

Response Due Date

2016-09-27

Review Due Date

+ Close File Selection

Files To Be Reviewed Q Search

<input checked="" type="checkbox"/>	 163-1	Author, submission-manuscript.docx	Article Text
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Review Type

Double-blind
 Blind
 Open

Add Reviewer **Cancel**

By default, Reviewers will be provided with an extended text box to type in their comments. However, the Conference Manager can create Review Forms in **Workflow Settings > Review** to ask more focused questions. If you would like the Reviewer to fill out a review form, select it under **Review Form**.

Hit the **Add Reviewer** button to send the message and assign the Reviewer.

Back on the Review Stage, we can see the Reviewer is now listed.

You can make additional changes using the blue arrow toggle next to the Reviewer's name.

Reviewers		Add Reviewer
▶ Adela Gallego	Request Sent Response due: 2016-09-20	

Reviewers		Add Reviewer		
▼ Adela Gallego	Request Sent Response due: 2016-09-20			
Review Details	Email Reviewer	Edit	Unassign Reviewer	History

Review Details: Provides details on the review.

Review Details: approach for externalization of expert tacit knowledge



Adela Gallego

Once this review has been read, press "Confirm" to indicate that the review process may proceed. If the reviewer has submitted their review elsewhere, you may upload the file below and then press "Confirm" to proceed.

Notified: 2016-08-30 07:27 PM

Reviewer Files

 Search [Upload File](#)

No Files

Recommendation

Set or adjust the reviewer recommendation.

Choose One

Confirm

Cancel

Email Reviewer: Allows you to send a message to the Reviewer.

Email Reviewer ✕

To
Adela Gallego

Subject *

Body *



** Denotes required field*

Edit Review: Allows you to change the review dates and files.

Edit Review
✕

Important Dates

Response Due Date

Review Due Date

Files To Be Reviewed

Files To Be Reviewed
[Q Search](#)

▶	<input checked="" type="checkbox"/>		163-1	Author, submission-manuscript.docx	Article Text
---	-------------------------------------	--	-------	------------------------------------	--------------

OK
Cancel

Unassign Reviewer: Allows you to unassign the Reviewer.

Cancel Review Request: As of Conference System, you can cancel a review request. This may be necessary when a reviewer has not responded to a review request or accepted to do a review but never delivered.

Reviewers	Add Reviewer
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;">▶ Julie Janssen</div> <div style="width: 30%;"> Request Sent Response due: 2019-06-14 </div> <div style="width: 30%;">Double-blind</div> </div>	
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;">▼ Paul Hudson</div> <div style="width: 30%;"> Request Accepted Review due: 2019-06-14 </div> <div style="width: 30%;">Double-blind</div> </div>	
<div style="display: flex; justify-content: space-around; font-size: 0.9em;"> Review Details Email Reviewer Edit Cancel Reviewer History </div> <div style="display: flex; justify-content: space-around; font-size: 0.8em; margin-top: 5px;"> Login As Editorial Notes </div>	

Canceling a review request will permit you to send a template email to the reviewer. The request will then show up in the editor’s reviewer list as “cancelled”.

Reviewers		Add Reviewer
▶ Julie Janssen	Request Sent Response due: 2019-06-14	Double-blind
▼ Paul Hudson	Request Cancelled	Double-blind
Email Reviewer History Editorial Notes		

Cancelled review will be recorded in reviewer stats that you can see when selecting a reviewer.

5 active **Paul Hudson**
 McGill University
1 Yesterday

🕒 5	Active reviews currently assigned
✅ 1	Reviews completed
❌ 0	Review requests declined
🗑️ 1	Review requests cancelled
🕒 -1	Days since last review assigned
📅 0	Average days to complete review

Review Discussion: Review Discussion is another way for you to contact a reviewer. In a review discussion, you have the option to attach files.

To start a discussion, click 'Add Discussion.'

Review Discussions

[Add discussion](#)

Name	From	Last Reply	Replies	Closed
<i>No Items</i>				

You will then select the reviewer(s) you would like to start a discussion with.

Participants	
<input type="checkbox"/>	Andy Acharya, Author
<input checked="" type="checkbox"/>	Jason Lee, Reviewer (Blind)
<input type="checkbox"/>	Ashley Adams, Reviewer (Double-blind)
<input checked="" type="checkbox"/>	Editor, Journal editor

History: Provides a brief history of the review.

History
2016-08-30 07:27 PM Assigned
2016-08-30 07:27 PM Notified

At this point, we could add additional Reviewers, and then wait for their recommendations to come in.

Understanding Anonymous Review

Conference System is designed to accommodate different types of reviews and has built-in steps to ensure anonymity.

All information will be visible to the conference managers and editors regardless of the type of review selected. The review type will be automatically selected based on what has been configured under *Settings > Workflow > Review*. The editors can change the review type when sending the review request.

Editors/Section Editors must select the review type when sending the review request from the following options:

- Anonymous Reviewer/Anonymous Author
- Anonymous Reviewer/Disclosed Author
- Open

Anonymous Reviewer/Anonymous Author: The identity of both the author and the reviewer is kept hidden.

The author or editor must ensure that metadata from the submission file is removed in Anonymous Reviewer/Anonymous Author. See Removing Identifying Information for more information.

Reviewer: The reviewer will not be able to see the author(s) in their reviewer's queue if the editor has selected Anonymous Reviewer/Anonymous Author. All identifying information in the metadata of the submission details is automatically removed by the system, as seen in the example below.

View All Submission Details ✕

Section
 Articles ⌵

Submission Language
 English ⌵
Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above.

Prefix **Title** *
 SSHRC: Aid to Scholarly Journals Funding Opportunity

Examples: A, The

Subtitle

Abstract *
 [Rich text editor toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Undo, Redo, Link, Unlink, Upload, Download] ✔

Cover Image

Submission Metadata
 These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

Additional Refinements
Keywords
 ✔

At the end of a review, if a reviewer chooses to upload a review file they should remove all identifying information before uploading it to the system. See [Removing Identifying Information](#) for more information.
Author: No identifying information regarding the reviewer will be visible to the author within their submission view.

Round 1

Round 1 Status

Revisions have been requested.

Notifications

[\[testjournal\] Editor Decision](#)

2019-05-31 02:28 AM

Reviewer's Attachments

[Search](#)

No Files

Revisions

[Search](#)

[Upload File](#)

No Files

Review Discussions

[Add discussion](#)

Name

From

Last Reply

Replies

Closed

No Items

Editor's Decision: The decision email sent to the author(s) at the end of a review will have generic titles of the reviewers.

Amy Author:

We have reached a decision regarding your submission to Test Journal, "Anti- Classism and Socio-Economic Equity Directive ".

Our decision is: Revisions Required

Jenny Journal Manager
patriciamangahis@hotmail.com

Reviewer A:

I think this paper is worthy of publication. There isn't a lot of information available regarding the stress and quality of life of the parents of these young patients. But it needs some work.

Recommendation: Revisions Required

Anonymous Reviewer/Disclosed Author: Reviewer identity is kept anonymous from the author(s). The reviewers can see the author details.

Reviewer: The reviewer is able will see full the metadata entered by the author by clicking *View All Submission Details* in the request tab of the submission. The authors' name will also appear in the reviewer's queue.

Author: No identifying information regarding the reviewer will be available within their submission view.

Anti- Classism and Socio-Economic Equity Directive
Amy Author

[Submission](#) [Review](#) [Copyediting](#) [Production](#)

Round 1

Round 1 Status

Revisions have been requested.

Notifications

[\[testjournal\] Editor Decision](#)

2019-05-31 02:28 AM

Reviewer's Attachments

[Q Search](#)

No Files

Revisions

[Q Search](#)

[Upload File](#)

No Files

Review Discussions

[Add discussion](#)

Name

From

Last Reply

Replies

Closed

No Items

Editors Decision: The decision email sent to the author(s) at the end of a review will have generic titles of the reviewers.

Amy Author:

We have reached a decision regarding your submission to Test Journal, "Anti- Classism and Socio-Economic Equity Directive ".

Our decision is: Revisions Required

Jenny Journal Manager
patriciamangahis@hotmail.com

Reviewer A:

I think this paper is worthy of publication. There isn't a lot of information available regarding the stress and quality of life of the parents of these young patients. But it needs some work.

Recommendation: Revisions Required

Removing Identifying Information #

While Conference System has a number of built-in functions for anonymous reviews, additional steps may need to be taken outside of the platform to ensure Anonymous Reviewer/Anonymous Author. A submission file may have information that could identify the authors' identity within the document properties.

Properties ▾

Size	21.1KB
Pages	4
Words	977
Total Editing Time	187 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	6/3/2019 5:01 PM
Created	6/3/2019 1:52 PM
Last Printed	

Related People

Author	 Patricia Mangahis Add an author
Last Modified By	 Patricia Mangahis

Related Documents

 [Open File Location](#)

[Show All Properties](#)

Authors may also include their name within the article, footnotes, or references, in which case the editor will have to remove it prior to sending for review. Alternatively, authors can be asked to redact their names from the submission file, with “Author” and year used in the references and footnotes instead of the authors’ name, article title, etc., prior to submission.

Microsoft Word for Windows #

1. Go to *File*
2. Select *Info*
3. Click on *Check for Issues*
4. Click on *Inspect Document*

5. In the *Document Inspector* dialog box, select the check boxes to choose the types of hidden content that you want to be inspected
6. Click *Remove All*
7. Click *Close*
8. Save the document

Microsoft Word for MacOS #

1. Go to *Tools*
2. Click *Protect Document*
3. Select *Remove personal information from this file on save* 4. Click *OK* and save the file

Password Protect

Security

Set a password to open this document:

Password:

Set a password to modify this document:

Password:

Protection

Protect document for:

- Tracked changes
- Comments
- Read only
- Forms:

Password (optional):

Privacy

Remove personal information from this file on save

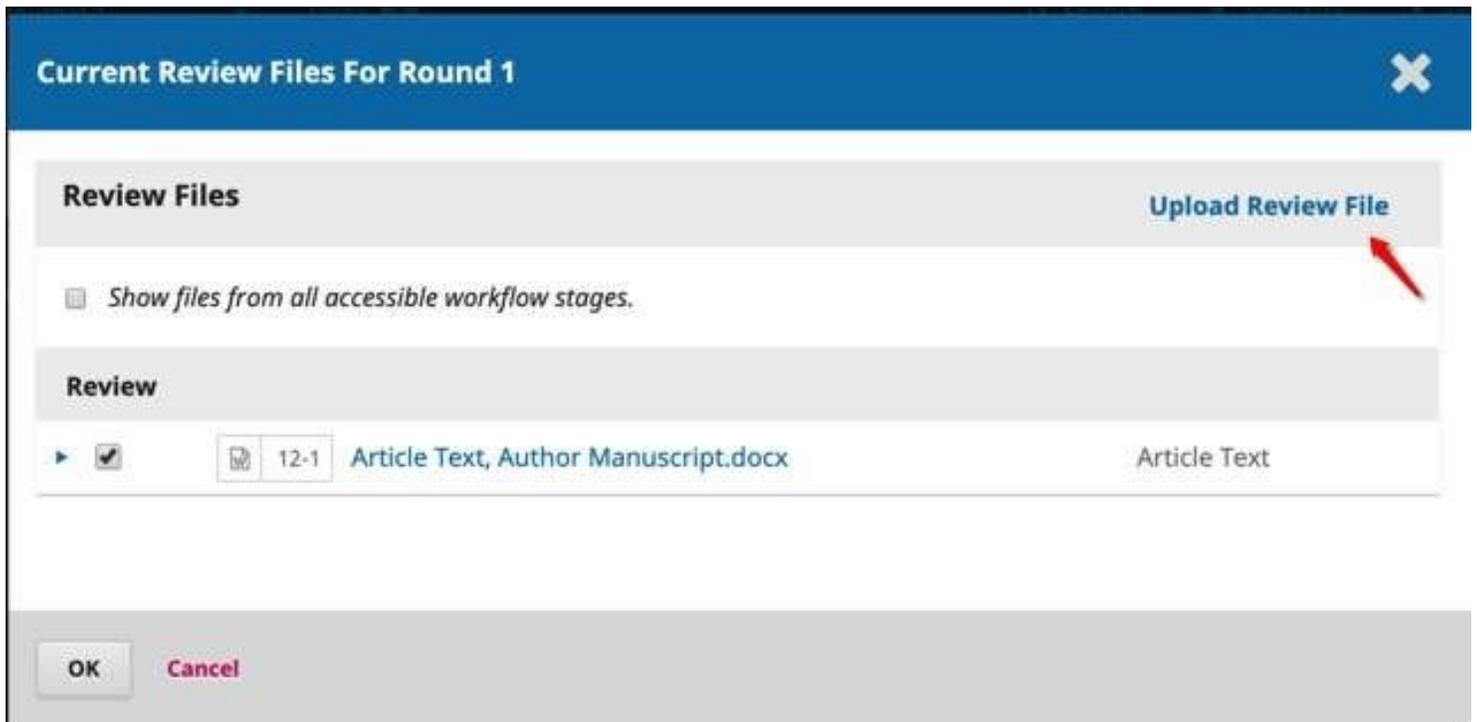
Cancel OK

Re-uploading the Document

The Conference Managers and Editors are able to re-upload the anonymized document in the Review files by clicking **Upload/Select Files** in the *Review Files* box.



Click **Upload Review File**.



Identify the article component and upload the file.

✕
Upload Review File

1. Upload File
2. Review Details
3. Confirm

Article Component *

Article Text
⌵

Drag and drop a file here to begin upload

Upload File

Continue
Cancel

Review Details. It may be helpful to rename the file to the time of re-upload. The file can also be renamed by clicking the arrow on the left side of the file name.

Review Files		Q Search	Upload/Select Files
▶ 16-1 Article Text, Author Manuscript.docx	May 31, 2019	Article Text	
▼ 17-1 Article Text, Author Manuscript_v2.docx	May 31, 2019	Article Text	
More Information Edit Delete			

Click Complete and select the file you would like to use for the review.

The file(s) will appear under the initial upload. When sending out the review request, ensure that the original submission is unselected from the 'Files To Be Reviewed'.

×
Close File Selection

Files To Be Reviewed
Q Search

▶		16-1	Article Text, Author Manuscript.docx	(Original)	May 31, 2019	Article Text
▶	<input checked="" type="checkbox"/>	17-1	Article Text, Author Manuscript_v2.docx	(Revised)	May 31, 2019	Article Text

Select the Review File(s) and click **OK**.

Responding to Reviews

Once the Reviewers have completed their work, the Section Editor can see the results in their dashboard. Here they will see notifications that new reviews have been submitted and whether all reviews are in.

Submission **Review** Copyediting Production Help

Round 1 **New Review Round**

Round 1 Status
New reviews have been submitted.

Notification
All reviews are in and a decision is needed in Review.

Review Files Search Upload/Select Files

▶ 163-1	Author, submission-manuscript.docx	Article Text
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Reviewers Add Reviewer

▶ Adela Gallego	Review Submitted Recommendation: Revisions Required	Read Review
-----------------	---	-----------------------------

Request Revisions

Resubmit for Review

Send to Copyediting

Decline Submission

Participants Add

Section editor

Use the *Read Review* link in the Reviewers panel to read the comments from the Reviewers, including those for both the Author and Editor as well as for the Editor only.

Review: approach for externalization of expert tacit knowledge



Adela Gallego

Once this review has been read, press "Confirm" to indicate that the review process may proceed. If the reviewer has submitted their review elsewhere, you may upload the file below and then press "Confirm" to proceed.

Completed: 2016-08-30 08:07 PM

Recommendation: Revisions Required

Reviewer Comments

For author and editor

This is a very good article.

For editor only

This is good, but not the best.

Select the *Confirm* link at the bottom of the screen.

Reviewers

[Add Reviewer](#)

▶ Adela Gallego

Review Confirmed

[Thank Reviewer](#)

Recommendation: Revisions
Required

In the Reviewers panel, you can now see a *Thank Reviewer* link. Choose that to thank the Reviewer.

Thank Reviewer ✕

Reviewer
Adela Gallego <agallego@mailinator.com>

Email to be sent to reviewer

Adela Gallego:

Thank you for completing the review of the submission, "approach for externalization of expert tacit knowledge," for Journal of Public Knowledge. We appreciate your contribution to the quality of the work that we publish.

Stephanie Berardo
University of Toronto
sberardo@mailinator.com

Do not send email to Reviewer.

Thank Reviewer **Cancel**

Hit the **Thank Reviewer** button to send the message.

Making the Decision

Based on the Reviewer recommendations, you can use the action buttons to make a decision.

The screenshot displays a submission management interface with the following components:

- Review Files:** A table with columns for file name and type. It shows one file: "163-1 Author, submission-manuscript.docx" with the type "Article Text".
- Reviewers:** A table with columns for reviewer name, status, and action. It shows one reviewer: "Adela Gallego" with a status of "Complete" and a recommendation of "Revisions Required". An action button "Revert Decision" is visible.
- Revisions:** A table with columns for file name and type. It shows "No Files".
- Action Buttons:** A vertical stack of buttons on the right side: "Request Revisions" (grey), "Resubmit for Review" (grey), "Send to Copyediting" (blue), and "Decline Submission" (pink).
- Participants:** A section with an "Add" button and a list of participants: "Stephanie Berardo" (Section editor) and "Apostolos Mishkin" (Author).

Options include:

Request Revisions: This will require the Author to make minor changes, the editor has the option to select whether another round of review will be required.

Accept Submission: This means the submission is accepted without revisions and can proceed to the Copyediting stage.

Decline Submission: This means that the submission has not passed peer review and is unsuitable for further consideration. The submission would then move to the Archives. Only declined submissions in the Archives can be deleted. In Conference System 3.3, there is now the option to revert a Decline decision in the Submission and Review stage. This can be done by clicking **Change Decision** followed by **Revert Decline**. After a declined decision is reverted, the submission is restored to its previous stage and review round if active.

Request Revisions

In this demonstration, we are going to request that the Author make some minor revisions before acceptance.

To do so, select the **Request Revisions** button. This results in a new message window.

Request Revisions ✕

Request revisions from the author.

Author(s)
Apostolos Mishkin, Frederic Serletis

Email to be sent to author



Apostolos Mishkin, Frederic Serletis:

We have reached a decision regarding your submission to Journal of Public Knowledge, "approach for externalization of expert tacit knowledge".

Our decision is: Revisions Required

Stephanie Berardo

+ Add Reviews to Email

Do not send author email

You can modify any of the text before sending the message.

Use the **Add Reviews** button to import the Reviewer's comments from the Editor and Author field. Comments in the Editor only field will not be displayed.

If there are any attachments, such as a marked up file created by a Reviewer, you can attach it here (as long as it has been anonymized). In Conference System 3.1.2 and later, you can also upload a new file and add it as an attachment.

Hit the **Record Editorial Decision** button to send the message.

Reviewer B:

Sample Review

Recommendation: Revisions Required

+ Add Reviews to Email

Select review files to share with the author(s) Q Search Upload File

▶		 34-1 Article Text, sodiumbutyrateimprovesgrowthperformanceofweanedpigletsduringthefirstperiodafterweaning.pdf
▶		 86-1 , blank.pdf

Record Editorial Decision

Cancel

You must now wait for the Author to respond with their revisions.

Author Responds

Once the Author has made the revisions, you should receive a message (via email and the Review Discussions panel).

Review Files

Q Search Upload/Select Files

▶ 163-1 Author, submission-manuscript.docx Article Text

Reviewers

Add Reviewer

▶ Adela Gallego **Complete**
Recommendation: Revisions
Required Revert Decision

Revisions

Q Search Upload File

▶ 164-1 Author, submission-manuscript.docx Article Text

Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
▶ Revision uploaded	mishkin Aug/30	-	0	<input type="checkbox"/>

Request Revisions

Resubmit for Review

Send to Copyediting

Decline Submission

Participants

Add

Section editor

▶ Stephanie Berardo

Author

▶ Apostolos Mishkin

You will also see the revised file in the Revisions panel.

At this point, you can download the revised file, check to make sure it is ready, and communicate with the Author using the Review Discussions panel.

In this case, we're going to inform the Author that we are accepting the revisions. To do so, click on the linked title of the discussion. This will open the discussion box.

Revision uploaded



Participants [Edit](#)

Stephanie Berardo (sberardo)

Apostolos Mishkin (mishkin)

Messages

Note

From

I've uploaded the file.

mishkin

Aug 30

Add Message

Use the **Add Message** button to reply, either requesting further revision or informing the author that the submission is ready to move on to the next stage.

Revision uploaded ✕

Participants [Edit](#)

Stephanie Berardo (sberardo)
Apostolos Mishkin (mishkin)

Messages

Note	From
I've uploaded the file.	mishkin Aug 30

Message *

  **B** *I* U      Upload 

The revisions look great. We're ready to move to the next stage.

Additional Round of Review

If you would like to put the revised article through another round of review, you can start a second (or third or subsequent) review round after the author revisions have been received.

It is best to start a new round of review **after** an author uploads revised files on the previous round. Creating a New Round of review before the author has uploaded their files could create some confusion as their dashboard (and yours) will default to the new round. The author will, however, be able to switch back to Round 1 to upload their files. This will also result in having to download the uploaded file from Round 1 and upload it into Round 2.

A new round should **not** be started if you are experiencing any issues with the current round (i.e., unable to record decision, re-invite a declined or removed reviewer).

To start an additional round of review after revised files have been received, click the **New Review Round** tab in the review tab of the submission.

Workflow **Publication**

Submission **Review** Copyediting Production Help

Round 1 **New Review Round**

Round 1 Status
Submission has been resubmitted for another review round.

This will open another menu for you to select which files (provided by the author) to include for the new round of review.

New Review Round ✕

You are about to create a new review round for this submission. Files that have not been used in other review rounds are listed below.

Revisions				Search	
<input checked="" type="checkbox"/>	 22-1	Article Text, Issue Cover.jpg	July 16, 2020	Article Text	
<input checked="" type="checkbox"/>	 23-1	Article Text, Revision.docx	July 16, 2020	Article Text	

Create New Review Round Cancel

If there are any additional files you want to make available again from the previous round, this can be done by clicking **Upload/Select Files**.

Review Files		Q Search	Upload/Select Files 
▶	 24-1 Article Text, Issue Cover.jpg		July 16, 2020 Article Text
▶	 25-1 Article Text, Revision.docx		July 16, 2020 Article Text

Check the box next to **Show files from all accessible workflow stages**. The files available from Round 1 should appear under Submission. The files that appear under Review will only show files uploaded by the author from the previous round (i.e., revised files from Round 1). If you are on Round 3 (and onwards) and require files from Round 1 or 2, you will need to download these to your local desktop and re-upload them using **Upload/Select Files**.

Current Review Files For Round 2



Review Files		Upload Review File
<input checked="" type="checkbox"/>	<i>Show files from all accessible workflow stages.</i>	
Submission		
▶ <input type="checkbox"/>	8-1 pmangahis, PDF Template.docx	Article Text
Review		
▶ <input checked="" type="checkbox"/>	24-1 Article Text, Issue Cover.jpg	Article Text
▶ <input checked="" type="checkbox"/>	25-1 Article Text, Revision.docx	Article Text
Copyediting		
<i>No Items</i>		
Production		
<i>No Items</i>		

Similarly, if there are any additional files authors provide after they upload the resubmission, you can upload them using **Upload/Select Files**.

A new round will be added to the Review panel in the submission dashboard.

The screenshot shows a workflow interface with the following components:

- Workflow Navigation:** A top bar with 'Workflow' and 'Publication' tabs. Below it, a row of stages: 'Submission', 'Review' (active), 'Copyediting', and 'Production'. A second row shows 'Round 1' and 'Round 2' (active).
- Round 2 Status:** A box titled 'Round 2 Status' containing the text 'Waiting for reviewers to be assigned.'
- Review Discussions:** A table with the following structure:

Review Discussions					Add discussion
Name	From	Last Reply	Replies	Closed	
<i>No Items</i>					

Once you're ready to start the new round of review, assign Reviewers as you did in the previous round. You can assign the same reviewers or different reviewers.

Reviewers from previous rounds will not have access to comments they've made the round before. If a reviewer has requested their comments from the previous round, the editor could copy this from Round 1 - Review Details and start a discussion in Round 2. Alternatively, the conference may choose to encourage the submission of Response to Reviewer as part of the resubmission.

These steps can be repeated until a final decision to accept or decline the submission has been reached.

Moving to Copyediting

The submission is now ready to be moved to copyediting. To do so, use the blue **Send to Copyediting** button.

Review Files		Q Search	Upload/Select Files
▶	 163-1 Author, submission-manuscript.docx		Article Text

Reviewers		Add Reviewer
▶ Adela Gallego	Complete Recommendation: Revisions Required	Revert Decision

Revisions		Q Search	Upload File
▶	 164-1 Author, submission-manuscript.docx		Article Text

Request Revisions
Resubmit for Review
Send to Copyediting
Decline Submission

Participants		Add
Section editor		
▶	Stephanie Berardo	
Author		
▶	Apostolos Mishkin	

This will open a new window.

Send to Copyediting

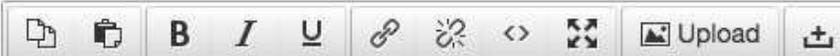


Notify the author that their submission has been accepted.

Author(s)

Apostolos Mishkin, Frederic Serletis

Email to be sent to author



Apostolos Mishkin, Frederic Serletis:

We have reached a decision regarding your submission to Journal of Public Knowledge, "approach for externalization of expert tacit knowledge".

Our decision is to: Accept Submission

Daniel Barnes

[+ Add Reviews to Email](#)

Do not send author email

Note that if the conference has enabled an article processing charge (APC) to be charged to authors, the option will appear at this stage to notify the author that the payment is due. Selecting "Request publication fee" will prompt a payment notification email to be sent to the author with payment instructions. For information about enabling author fees, please see the Subscriptions section > Payment Types and Distribution settings > Enable Payments.