

IAIA06: How to Review Abstracts Online

1. Access the reviewers' page ("IAIA06 Authorized Access")

- 1.1. Go to www.iaia.org.
- 1.2. Click on Conferences > IAIA06 Main Page > Abstract Submission > Program Committee Only.
- 1.3. At the Login for Committee Chairs, type in the User Name (**admin**) and the Password (**sardine**). The user name and password are case-sensitive.

2. Review the abstract(s)

- 2.1. On the IAIA06 Authorized Access page, scroll to the section "To View Submitted Abstracts."
- 2.2. **Select the abstract(s) you want to review.** You need to review all submission formats relevant to *your* topic or specific session **except posters**. You can do this one of two ways:

Select formats one at a time: Under Format, click Paper; under Topic, click your respective topic to show all papers submitted. Then repeat the process for the other formats (i.e., then go back to Format, click Workshop, under Topic, click your respective topic and review all workshops. Then go back to Format, click Session and review all sessions, etc.).

--or--

Select all formats and ignore the poster submissions: Under Format, click All; under Topic, click your respective topic. Review everything shown *except posters*; look at the Format field in the abstract box to see in what format the author intended the abstract.

- 2.3. **Read the abstract.** On the results page, the abstract data is shown on the left of the screen (yellow and white boxes). Also be sure to read any comments the author has included in the box just below the abstract.
- 2.4. **Fill in the data fields with your review information.** The review fields are shown on the right side of the screen (gray and white boxes).
 - 2.4.1. Reviewed by: Type in your name.
 - 2.4.2. Review date: Click in this box; the date will fill in automatically.
 - 2.4.3. Accepted: Click "Yes" if you accept the abstract. Click "No" if you reject the abstract. If you reject the abstract, give the reason why in the reviewer's comments box below. Leave it blank if you have asked the author for a revision or if you have changed the suggested topic (another reviewer will need to complete the review).
 - 2.4.4. E-mail to author sent on: Type the date on which you sent the e-mail notice to the author.
 - 2.4.5. Author registered for IAIA06: Leave these Yes/No buttons blank. IAIA HQ will fill these in as registrations are received.
 - 2.4.6. Modify Abstract: Clicking this button takes you to the "Change or Modify Abstract" page where, if necessary, you can change 2 items: the format of the submission or the suggested topical stream/session.
 - 2.4.7. Reviewer's Comments: Look at this box to see if any comments are already written by another reviewer. Type comments in this box only if
 - You have changed the suggested format or topical stream/session.
 - You are rejecting the abstract (give the specific reason).
 - You are contacting the author to request a revision before you make a decision.

- You have a suggestion or problem, specific to this particular abstract, for the program chairs to note.
- Note: the authors do not see these comments; they are for the program committee and headquarters staff only. You still must send authors an e-mail. More than one person can type in comments, so be sure to sign your name to the text you type in.

2.4.8. **Send e-mail to the author(s).** Clicking this button takes you to a page with 3 e-mail options:

1. Acceptance notice
2. Rejection notice
3. Request for revision

The acceptance and rejection notices are templates. You need to type in the fields noted. The request for revision is a blank e-mail; please type in whatever message you wish to send. When the author has revised the abstract to your satisfaction, you can then send an acceptance notice.

3. Save your reviews

- 3.1. Click "I want to upload this review" when you are finished with the *individual* review. This check box is located at the end of each abstract.
- 3.2. Click "Save (Upload) My Review(s)" when you are finished with *all* of your reviews in this online session. Scroll down; there is only one of this button, and it is located at the bottom of the page.

FAQs, tips, and reminders

- *What is IAIA's policy on rejecting abstracts?* IAIA is a participatory organization; we make every effort to accommodate all submissions. However, we are also seeking to increase the quality of material. Therefore, a rejection notice should be sent only if the abstract has no merit whatsoever. Otherwise, please send a request for revision and encourage the author to upgrade the quality or focus the topic. If you feel the subject may have a chance to be chosen for discussion on-site, another alternative is to suggest that the author not have a formal paper or poster presentation but rather participate in a practitioner's forum. See the link "Practitioners' Forum Text" for more information on Practitioners' Forums. Be sure to give the reason for the rejection in the reviewer's comments box.
- *Can I edit the abstract itself?* No. You can change only the author's suggested format (e.g., many people select "session" as a format when in reality they simply have a paper) or the suggested topical stream/session (you may think an abstract is more appropriate in a different topical stream or session than what the author suggested). The abstracts will be copy edited just prior to publication, so just focus on quality and/or clarity of the content when you are determining its acceptability. Remember to add a note in the comments box and notify the author if you do change either field.
- *When should I do my reviews?* Check the review pages often; don't wait until the last minute to do all reviews at once. Remember, if you need to reassign an abstract to a different topic, that reviewer also needs time. Likewise, even if you think you have completed all your reviews, check back occasionally in case new abstracts have been submitted or someone has reassigned an abstract to your topic.

Another point to remember is that many people must have their abstracts accepted before they can receive permission from their employers for funding and travel. The sooner they know their abstract is accepted, the more likely they can attend the conference because they have sufficient time to apply for funding and visas and to make their travel arrangements.

Be aware, also, that authors are notified in the automatic confirmation page that appears when they click "Submit" that they can expect to hear from their session chair on or before 15 February 2006 (updated to 28 February) regarding acceptance status.

- *Why is it important whether the author is registered?* IAIA HQ and the program chair will drop abstracts from the program if the primary author is not registered by the 28 February deadline (updated to 15 March). Some people choose to review abstracts only after the author has registered; however, authors often wait until the last minute to register, which results in a backlog and late reviews (see *When should I do my reviews?* above).

The notice you send at acceptance informs authors that their place on the program is contingent upon their registration. You will send authors a "Final Acceptance Notice" at a later date (probably late March to mid April), after the registration deadline and when the schedule is finalized. That final acceptance notice will confirm their place on the program and provide details such as date and time or presentation, length of presentation, how to submit full papers for proceedings, etc. The program committee will provide a template for you to use at that time.

- *Why do I have to click both "I want to upload this review" and "Save (Upload) My Review?"* Last year, reviews could be done only one at a time; i.e., reviewers had to click Save for every review, and the entire database had to reload after every review. That was very time-consuming. This year, the system lets you review many abstracts at once without having to stop and allow the database to reload. E.g., when you choose your abstracts, you may see a list of 10 that meet your criteria. You may want to review them all, or you may want to review only one or a few. The "I want to upload this review" button notifies the database which of the abstracts/reviews have had changes, and when you have completed as many reviews as you want, the "Save (Upload) My Reviews" button saves *all* the new data. A popup box with a prompt will appear if you attempt to exit the review page without saving your work – but remember always to click BOTH, or you will lose your work.
- *Why is there a timer on the review session? What if my session times out before I save my work?* Online sessions like these are more susceptible to hackers; therefore, it is best to keep sessions as short as possible. A popup box will appear when 5 minutes are left in your session to remind you to save your work before you time out. Clicking "Save (Upload) My Review(s)" resets the timer in addition to saving your work.
- *Can I save the templates and copy and paste the text in my own e-mail system?* You can, but the e-mail templates are reviewed and updated periodically, so it is better to use the text provided online to ensure it is always correct, current, and consistent for all authors.
- *Do the authors see these reviews?* No, only the program committee and the other reviewers can see this page. You must always send the author an e-mail if you wish to convey information.
- *Who reviews the posters?* The program chair and/or his designee(s).
- *Why is it done this way? Why do I have to enter this information? What if I have a question or problem?* There is a reason for everything! Contact Terje Lind (Terje.Lind@md.dep.no) or Jennifer Howell (jen@iaia.org) if you have any questions about these instructions. If you have any technical problems, please let Jennifer know immediately.