IAIA07: How to Review Abstracts Online

Recommended browser: Mozilla Firefox
Be sure your browser is set to allow pop-ups.

1. Access the reviewers' page ("IAIA07 Authorized Access")
1.1. Go to www.iaia.org.
1.2. Click on Conferences > IAIA07 Main Page > Abstracts > Program Committee Only.
1.3. At the Login for Committee Chairs, type in the User Name (**admin**) and the Password (**kimchi**). The user name and password are case-sensitive.

2. Review the abstract(s)
2.1. On the IAIA07 Authorized Access page, scroll to the abstract selection criteria fields.
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 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 what format the author intended the abstract to be.

--or--

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.).

2.3. **Read the abstract.** On the results page, the abstract data is shown on the left of the screen (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 boxes).
2.4.1. Reviewed by: Type in your name.
2.4.2. Review date: This date will fill in automatically when you save the review.
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. Do not click either "Yes" or "No" – just leave it blank – if you have asked the author for a revision or if you have changed the suggested topic (if you have changed the topic, a different reviewer will complete the review).
2.4.4. This date will fill in automatically when you send an e-mail to the author and save the review.
2.4.5. Author registered for IAIA07: 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 program topic.
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 program topic. Be sure to note the original topic.
- 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 date and 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 4 e-mail options:
1. Acceptance notice
2. Rejection notice
3. Request for revision
4. Poster acceptance (this is for the program chair's use only; you should not review poster abstracts)

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.

If you wish to have a copy of the e-mail you send to the author(s), (highly recommended), you must type your own e-mail address in the cc line. The system cannot archive e-mails or add the reviewer's e-mail address to the message.

3. **Save your reviews (important – read this carefully or you will lose your work!)**
    3.1. Click "I want to upload this review" when you are finished with each *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, and many people must present in order to be able to attend. 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. Be sure to give the reason for the rejection in the reviewer's comments box.

  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 participate in a practitioner's forum rather than have a formal paper or poster presentation (see the link "Practitioners' Forum Text" for more information on Practitioners' Forums). There are also alternative session types, such as speed sessions, that can help you manage questionably suitable material.

- *Some questions to help you evaluate the submission:*

  - Is there a clear, direct relation between the submission and the purpose of the conference?
  - Is the choice of problem or topic important, or is it trivial?
  - Are conference participants likely to benefit from this presentation?
  - Is the submission composed in an organized manner? Does it demonstrate the probable competence of the presenter(s)?
  - How can I help this author improve this presentation?

- *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 program topic (you may think an abstract is more appropriate in a different topic 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.

- *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 before the deadline. 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 2007 regarding acceptance status. *Note: this date has been changed to 28 February due to the deadline extension; however, people who submitted abstracts prior to 31 January were informed that they would hear from you by 15 February.*

- *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. Some reviewers 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), 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?* Originally, 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. Now 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 e-mail template texts and copy and paste the text in my own e-mail system?* You can – and in fact, unless you cc yourself on the message you send to authors, you need to, in order to retain a copy of the e-mail you send – but the e-mail templates are reviewed and updated periodically, so if you choose to copy and paste in your own e-mail system, always check to be sure you are using the same text provided online to ensure it is 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 to the author.

- *Who reviews the posters?* The program chair and/or his/her designee(s).

- *Why doesn't IAIA just get abstract management system software?* Lack of funding, limitations of commercial systems, and incompatibility with IAIA's web software and membership database. Periodically HQ staff "shop" for an abstract management system that both fits IAIA's budget and accommodates the scope of reviewing that we do. We have yet to find a good match. You are encouraged to make suggestions if you find a software you think might work; we will be happy to investigate it. In the meantime, we are forcing a database to do work a database isn't really designed to do, and we just have to accept some limitations and some processes that would be easier with a more appropriate system.

- *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 Jennifer Howell

(jen@iaia.org) at HQ if you have any questions about these instructions, notice errors, or have suggestions for improving them. Please contact Jennifer immediately if you experience any technical problems with the review pages.