

# iEMSSs 2018 Editor and Reviewer Instructions

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## Background

In 2014 and 2016, iEMSSs conference papers and abstracts were handled through a web based system called “EasyChair” ([www.easychair.org](http://www.easychair.org)). While the service was free and functional, we found that it wasn’t particularly “easy” to use. More importantly, once the papers and abstracts were accepted through the EasyChair web site, they had to be manually re-entered in our BePress Digital Commons iEMSSs conference paper management portal, presently hosted at <https://scholarsarchive.byu.edu/iemssconference/> in order for them to be easily and correctly indexed by Google. Indeed, it was extremely time consuming for students working with Dr. Ioannis Athanasiadis and myself to import all of our prior conference papers into a searchable database and we wanted to avoid that effort for 2018 and future conference. So this year we have set up the BePress Digital Commons system to accept the abstracts and papers directly, thereby allowing the authors themselves to provide the needed metadata associated with submissions. As of today, we have received several submissions through the system and we expect many more in the coming weeks. This document is intended to layout the process we will follow for handling these submissions and to instruct session organizers and reviewers how to use the system to evaluate abstracts, extended abstracts, and papers.

## Workflow Overview

1. Abstract submission - When participants submit their abstracts, they must provide the submission title, the abstract itself, a list of authors, and a suitable session number.
2. Assignment of abstracts – After the abstract submission deadline is passed, my editorial assistant, Laurie, will use the Digital Commons system to manually assign each submission to reviewers as follows:
  - a. All co-session organizers of the session will be assigned as reviewers for each submission to their session.
  - b. In the case that a session has only one or two session co-organizers, then additional reviewers from the local organizing committee (LOC) and iEMSSs conference committee will be assigned so that each submission has at least 3 reviewers.
  - c. In the case that the submission has a lead author or co-author who is also a session organizer, the that individual will not be assigned as a reviewer, but the other session co-organizers in that session as well as additional reviewers from the LOC and iEMSSs conference committee will be assigned so that each submission has at least 3 reviewers.
  - d. Any submissions not associated with a session will be assigned to members of the LOC and iEMSSs conference committee who will review them and, as appropriate, assign them to a session in consultation with the session organizers.

- e. If the session co-organizers want to involve third party reviewers they may manually email them the submission and handle submitting the review on their behalf OR they may ask Laurie to invite the other reviewer via Digital Commons.
3. Reviewing of abstracts – all abstract reviews will be due within 2 weeks of assignment. Reviews will be submitted via the Digital Commons web site. Reviewers will be encouraged to use the following decisions:
  - a. Accept – most submissions will be accepted in essentially their original form
  - b. Revise – this should be used for submissions that are a good fit for the conference and the session, but have English problems or clear technical problems. This should also be used for submissions that need to be moved to another session.
  - c. Reject – this should be used sparingly for submissions that are clearly out of scope for iEMSs or are extremely naïve or problematic.
4. Registering abstract decisions – the LOC and iEMSs conference committee will assess all submitted reviews and register decisions for each submission generally following the Accept, Revise, and Reject recommendations from reviewers. This will be done via a video conference meeting or on-site meeting.
5. Resubmission – non-rejected authors will be encouraged to submit “Publication Ready” versions of their original (or revised) submissions following provided templates. They should be given four weeks to complete their resubmission.
6. Reviewing of resubmissions – Our Editorial Assistant, Laurie, will check all resubmissions as they come in to ensure that they are properly formatted to the templates. She will then assign them back to the original reviewers and request that they perform a final review.
7. Final reviews – Reviewers will be expected to read final abstracts, extended abstracts, and full papers. At this stage, the Reject option is generally discouraged and submissions should be either accepted as-is or returned for revision.
8. Final publication – All submissions will be published in the Digital Commons publication system as proceedings from the iEMSs 2018 conference. Abstracts and extended abstracts will be separated from full papers to the degree possible in the system.

## Reviewing Submissions

Review of submissions by assigned reviewers is done in the Digital Commons web application as follows.

1. Our Editorial Assistant, Laurie, opens the submission landing page and chooses the correct reviewers (session co-organizers and/or LOC and iEMs conference committee members as appropriate) from a list of reviewers using the “request” button next to each reviewer name as shown in the following screen capture. For this example, we have a test paper by Jack Carlson that is being assigned to four world leaders who have organized a session on an exciting topic. Laurie will invite all four of the session co-organizers to be reviewers for this submission.

**Title:** This is a Test Title ?

**Presenters:** Jack R. Carlson , Olaf David, Mazdak Arabi

**Last Event:** Revision uploaded (Mon Nov 27 2017)

**Waiting for Administrator:** Yes  **Locked by Administrator:** No

**Administrator:** No administrator assigned **Manuscript:** #3891 PDF

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**Suggest Reviewers:** ?

- enter new reviewer
- from Master List of Reviewers [Modify List]
- from Author List

reviewers allowed: 2

**Reviewers**

Reviewer	Status (key)	History	Options
#1 Angela Merkel	suggested review history	history	request delete
#2 Prokopis Pavlopoulos	suggested review history	history	request delete
#3 Sergio Mattarella	suggested review history	history	request delete
#4 Malcolm Malcolm Turnbull	suggested review history	history	request delete

2. The email that the reviewer receives looks like this:

Dear Angela Merkel,

I'm hoping that you will do me the favor of reviewing a recent submission to International Congress on Environmental Modelling and Software entitled "This is a Test Title" by Jack R. Carlson, Olaf David, and Mazdak Arabi. The abstract is at the end of this message.

We are committed to providing presenters with unparalleled service, so please only agree to do this review if you really can complete a quality review in 14 days.

Please let us know whether you are willing to review this event by going to the following Web address and selecting the appropriate option there:

[https://scholarsarchive.byu.edu/cgi/preview.cgi?\\_authP=article%2Ccontext%2Creview\\_request%2Ccc%2Clogin&cc=c4SfCJgi&review\\_request=yes&context=iemssconference&article=3891&\\_authT=ALog8aV5tYSDcfnS6Ak67pSJFd0%2B0&login=2674950](https://scholarsarchive.byu.edu/cgi/preview.cgi?_authP=article%2Ccontext%2Creview_request%2Ccc%2Clogin&cc=c4SfCJgi&review_request=yes&context=iemssconference&article=3891&_authT=ALog8aV5tYSDcfnS6Ak67pSJFd0%2B0&login=2674950)

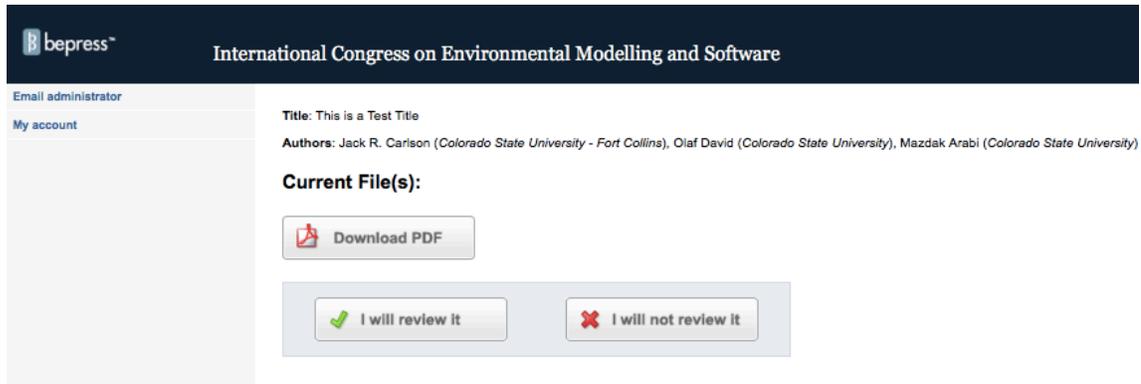
If you have any trouble accessing the event, please contact [support@dc.bepress.com](mailto:support@dc.bepress.com) for assistance.

You can submit your review by going to the same link listed above. From there, you will be prompted on how to finish submitting your review.

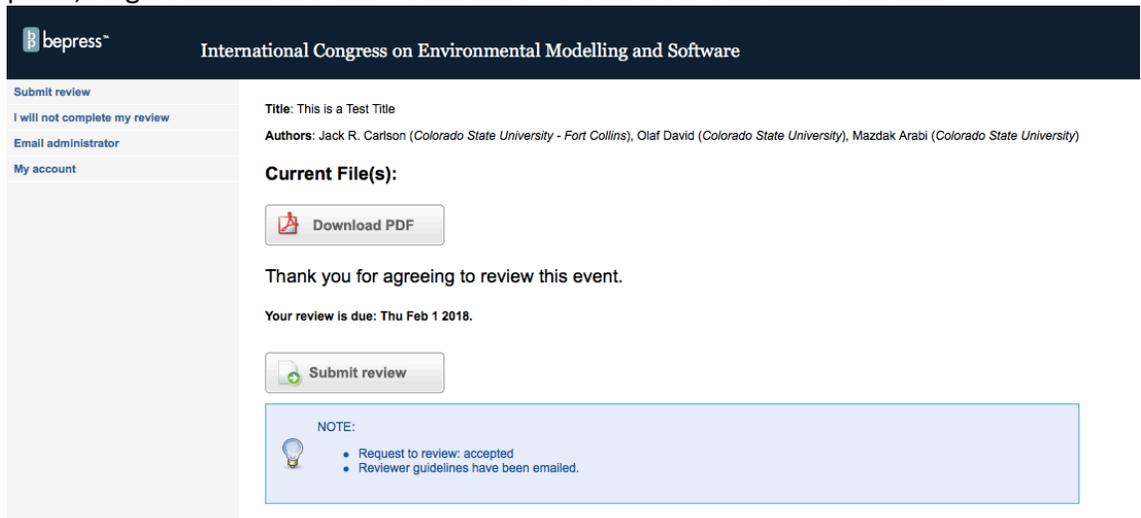
**ABSTRACT**

This is a test abstract, which can be up to 250 words I think the instructions said earlier

- At this stage, our reviewer (Angela) will click the provided link to indicate her willingness to review the paper. We expect 100% acceptance of review requests since they are only going to session organizers, LOC and iEMSs Conference Committee members and others explicitly identified for this job. Note that in this default letter, the presentation is called an “Event”. We could ask Laurie to revise these email messages to say “presentation” but this is probably unnecessary since the session reviewers all know that these emails are coming and they know what they mean.
- When Angela clicks the hyperlink in the email, she will be taken to a page as shown below. She should click the “I will review it” button!



- Now the screen will change to show the submit review button as shown below. At this point, Angela should use the Download PDF button to download the file.



6. Attempting to download the file may trigger a request to log in to the BePress Digital Commons web site. If the reviewer does not yet have an account they will need to create an account on this screen. This process includes an email account activation step.

**Create Account**

Email

First Name

Last Name

Password

Confirm Password

By creating an account, you agree to bepress's terms of service. [Create Account](#)

Already have an account? [Log In](#)

Once the reviewer, Angela, (has created an account if needed and) is logged in, then she will be able to download the submission and read it.

7. When Angela is ready to submit his or her review, she returns to the original link in the invitation email and re-opens the landing page for the submission. It should look like this:

**bepress™** International Congress on Environmental Modelling and Software

[Submit review](#)

[I will not complete my review](#)

[Email administrator](#)

[My account](#)

[Log out](#)

**Title:** This is a Test Title

**Authors:** Jack R. Carlson (*Colorado State University - Fort Collins*), Olaf David (*Colorado State*)

**Current File(s):**

[Download PDF](#)

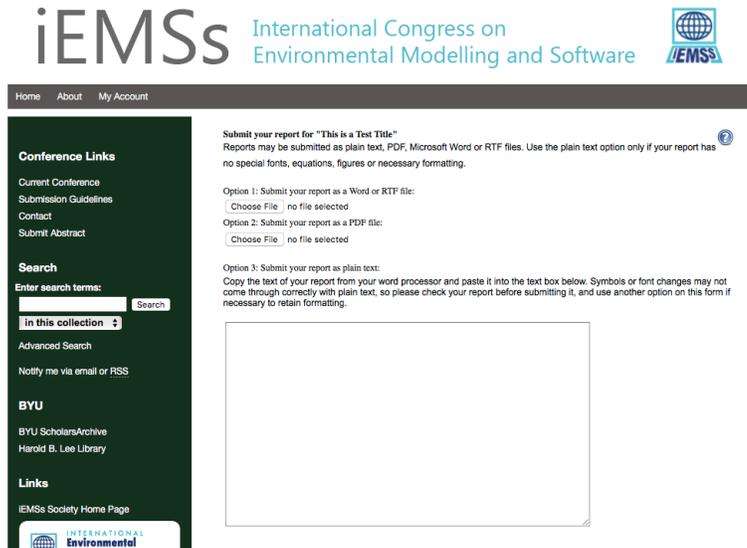
**Thank you for agreeing to review this event.**

**Your review is due: Thu Feb 1 2018.**

[Submit review](#)

**Abstract:**

8. Here Angela clicks the “Submit review” button which opens the reviewer page as follows. This page is divided into three sections. The first section is the review report itself. Here Angela can either upload a MS Word or RTF file, or a PDF file, or she can simply type her review into the large box provided.



The screenshot shows the iEMSS submission interface. At the top, the logo for iEMSSs (International Congress on Environmental Modelling and Software) is displayed. Below the logo is a navigation bar with links for Home, About, and My Account. The main content area is divided into three sections. The left sidebar contains navigation links for Conference Links (Current Conference, Submission Guidelines, Contact, Submit Abstract), a Search section with a search box and filters, and a BYU section with links to the ScholarsArchive and Harold B. Lee Library. The main content area has a heading "Submit your report for 'This is a Test Title'" and a note that reports can be submitted as plain text, PDF, Microsoft Word, or RTF files. It provides three options for submission: Option 1 (Word or RTF file), Option 2 (PDF file), and Option 3 (plain text). Each option has a "Choose File" button. Below the options is a large text box for pasting the report content.

9. The second section of the reviewer page is where Angela will give her recommendation on the submission as shown below. Options include Major Revision, Minor (or no) Revision, and Reject.

### Recommendation to editor...

Please select one of the options below.

- Encourage **major** revisions as described in my report.
- Accept this article with **minor** (or no) revisions as described in my report.
- Reject this article without an option to resubmit.

10. The third section of the review report is where Angela can make a note to the editors of the proceedings. This cover letter can either be uploaded or typed directly in the box provided. The reviewer then clicks the “Submit Report” button.

Please explain the nuances of your recommendation in your cover letter to the editor below.

**cover letter...**

Please provide a *confidential cover letter* that only editors can read. Your cover letter may be uploaded as a file or pasted into the text area below.

**Option 1: Click the button below to locate the cover letter on your computer:**

(Word, Text or PDF files only, please.)

no file selected

**Option 2: Type or paste your cover letter below:**

11. When the review is successfully submitted, the reviewer will see this confirmation:

**Thank you**

Your Report Has Been Received

The editors of International Congress on Environmental Modelling and Software will contact you if they have any questions about the report.

Thank you for submitting your report, you may now [log out](#) or return to the [article](#) view.

12. Once all reviews have been submitted, the LOC and iEMSs Conference Committee members will meet to issue decisions on submissions based on reviewer comments. The procedure then will continue, following the workflow outlined in the “Workflow Overview” section above.

## Questions

If you have any questions about this process or how to use the BePress reviewer system, etc, please don't hesitate to contact Laurie ([atlajera21@gmail.com](mailto:atlajera21@gmail.com)) or myself ([dan.ames@byu.edu](mailto:dan.ames@byu.edu))