UNOG Indico

User Guide for
Abstracts, Contributions
and Paper Reviewing
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Abstracts Management

An Abstract is either submitted by an author or manually added by an Abstract Manager (conference organizer). It is then reviewed by the track coordinator of the track to which it belongs. The track coordinator will propose either to accept, reject or merge the Abstract. If it is accepted, it will automatically become a contribution (see Contributions Management) which can then be included in the timetable of the event.

In order for a submitter to be able to effectively start submitting their Abstract, the event organizer who created the event has some actions he/she must undertake in the Abstracts management area.

To access the Abstracts management area, go to the event management area (pencil icon) and in the left-hand menu click the Abstracts link.

**Note:** Conference or Category manager should be able to enable the module by clicking on the **Layout link**, under management area, **Menu tab** and then Activate **Call for Abstract**.

Abstracts Management Area Overview

The Abstract management area contains 5 tabs:

1. **Setup tab**
   Enable/disable the Abstract submission process, modify the start and end dates, modify the deadline, enable/disable the e-mail notification function and add fields to the Abstract (custom fields).

2. **Preview tab**
   Preview the submission form which includes content, identifies the author and co-authors, and provides options such as track classification etc.

3. **List of Abstracts tab**
   Display the entire list of Abstracts submitted for the event. Options to Add new, Accept, Reject, Merge and apply filters are all available under this tab.
4. Book of Abstracts Setup  
   Customize the Book of Abstracts and download and/or print.

5. Reviewing  
   This tab contains three sub-tabs:

   **Settings**
   Set question(s) for the reviewer(s).

   **Team**
   Assign reviewers by track.

   **Notification templates**
   Set e-mail notification templates for the primary author(s) or submitter(s).
Abstract Workflow

Add Abstract (Conference organizer)

Click Submit a new request

Review

Final Decision

Accept

Contribution

Can be placed in the timetable
1. Abstracts Setup

(Login to the event as Category or Conference Manager)

To configure the event for Abstract submissions you first need to activate the **Call for Abstracts** option which will appear in the Overview panel on the event page for users to submit their abstract through.

- In the event management area (pencil icon) click on **Layout** in the left-hand menu to reveal the Layout work area.
- Select the **Menu** tab to reveal the **Menu Display** pane. This pane displays a list of options.
- Click on ‘S Call for Abstracts (disabled)’ (its sub sections are listed as: S View my Abstract, S Submit Abstract).
- Click on the **Activate** button in the System link pane.

Next, and before opening the Abstracts module to users, you have to define certain parameters.

In the event management menu click the **Abstracts** link to reveal the Abstracts management area. There are five tabs in this area that are used to configure the Abstracts module, the first being **Setup**.

**Setup Tab**

Enable the Abstract module by clicking **ENABLE**.

The Setup tab is also where you can:

1. Add custom fields (questions) asked during the review of an Abstract.
2. Select users to review Abstracts.
3. Schedule an Abstract, i.e.:  
   a. Indicate submission start date. 
   b. Indicate submission end date. 
   c. Indicate modification deadline. 

### Setup Tab in the Abstracts Management Area

![Setup Tab in the Abstracts Management Area](image)

After enabling, click **modify** to reveal the Modify the Call for Abstract Data pane.

![Modify the Call for Abstract Data pane](image)
Parameters on the Modify call for Abstract Data Pane

<table>
<thead>
<tr>
<th>#</th>
<th>PARAMETER</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Start date</td>
<td>Choose the submission start and end date – for opening the module.</td>
</tr>
<tr>
<td></td>
<td>End date</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Modification deadline</td>
<td>You can let users modify their Abstract after they have submitted it.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>You can choose the modification deadline to be after the submission end</td>
</tr>
<tr>
<td></td>
<td></td>
<td>date which means the users will still be able to modify their Abstract</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(once submitted) after the submission deadline.</td>
</tr>
<tr>
<td>3.</td>
<td>Announcement</td>
<td>Include any comments you wish to make that will appear on the event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>page in the Overview panel under the option Call for Abstracts.</td>
</tr>
<tr>
<td>4.</td>
<td>Email notification on Submission</td>
<td>An email message is automatically sent to the submitter after submitting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>an Abstract. You can specify other email addresses to receive a notification.</td>
</tr>
</tbody>
</table>

Click **ok** to return to the Abstracts management area to continue defining the parameters of the Setup tab.
### Parameters on the Setup tab

<table>
<thead>
<tr>
<th>#</th>
<th>PARAMETER</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Late submission authorized users</td>
<td>If necessary, you can allow certain users to submit their Abstracts after the deadline. To do this, use the <strong>Add user</strong> button. The user <strong>must have an account</strong> in Indico.</td>
</tr>
</tbody>
</table>

**Add user**

- **Family name**
- **First name**
- **E-mail**
- **Organization**
- **Exact Match**

**Suggested users**

There are no suggested users for you at the moment. Why not add some favourites?
<table>
<thead>
<tr>
<th>#</th>
<th>PARAMETER</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Misc. Options</td>
<td>Other options are available e.g. enable/disable multiple track selection:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="image" alt="Misc. Options" /></td>
</tr>
<tr>
<td>7.</td>
<td>Abstract fields</td>
<td>These are fields that will appear in the Abstract submission form. You can add more and also select the order in which they appear. Other different types of Abstract fields can be added by clicking in the add button.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="image" alt="Abstract fields" /></td>
</tr>
</tbody>
</table>

**Preview Tab**

Click on this tab for a preview of the Abstract submission form. Feel free to try this form as any Abstract submitted from this tab will not be recorded.

**Note:** The Presentation type field can have custom values. Go to General settings (event management area menu) and then under section Types of contributions add or remove as required.

<table>
<thead>
<tr>
<th>Types of contributions</th>
<th>Oral</th>
<th>Presentation</th>
</tr>
</thead>
</table>

**List of Abstracts Tab**

This tab displays all the Abstracts that have been submitted and the list is built automatically once the Call for Abstracts period is open.
Parameters on the List of Abstracts Tab

<table>
<thead>
<tr>
<th>#</th>
<th>PARAMETER</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quick Search</td>
<td>If you are looking for an Abstract and know its ID, type it in the box next to Abstract ID and click seek it. This will direct you to the Abstract you are looking for.</td>
</tr>
<tr>
<td>2</td>
<td>Apply filters</td>
<td>This link opens a list of filters. Enabling or disabling any of them will have an impact on the Abstracts displayed in the list below e.g. you can choose to display only the Abstracts belonging to a particular track or session. You can hide the filters by clicking Hide filters.</td>
</tr>
<tr>
<td>3</td>
<td>Columns to display</td>
<td>This link opens a listing of columns to display for each Abstract. You can close the list by clicking Close selection.</td>
</tr>
</tbody>
</table>
4. Add new  
Used to submit a new Abstract. This will direct you to a page similar to the one any user will see. For further information about the Abstract submission form, please refer to the section: **Submitting an Abstract**.

5. Accept  
If you have the correct rights, you can accept Abstracts (if not, you can only propose to accept). Tick the corresponding box and then click **Accept**. A new page will appear where you can choose the destination track, session, type of contribution and if you wish to send an email notification or not. Once you have chosen all the options click **accept**.

6. Reject  
If you have the correct rights, you can reject Abstracts (if not, you can only propose to reject). Tick the corresponding box and then click **Reject**. A new page will appear where you will need to give a reason for rejecting. You can also choose whether to send an email notification or not. Once you have completed the form click **reject**.
7. **Merge**

If you have the correct rights, you can merge Abstracts (if not, you can only propose to merge). Tick the corresponding box and then click **Merge**. You will need to specify the Abstract IDs to be merged and the target Abstract ID. You can choose to include authors in target Abstract and whether to send an email notification or not. You can also add comments. Once you have completed this click **submit**.

8. **Author list**

You can generate an author list for the Abstracts. Select at least one Abstract by ticking the corresponding boxes. A list will then be displayed showing the submitter(s), primary author(s) and co-author(s).

9. **Export**

The Abstract of your choice can be exported to:
- PDF
- CSV
- XML

### States of Abstract

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>📄 (S)</td>
<td>Submitted</td>
<td>- Abstract is submitted by the user and has no judgement yet.</td>
</tr>
<tr>
<td>📄 (UR)</td>
<td>Under Review</td>
<td>- Abstract has at least one judgement but not for all tracks.</td>
</tr>
</tbody>
</table>
Proposed Acceptation

Proposed Rejected

Accepted

Rejected

Withdrawn

Duplicated

Merged

Conflict

Abstract has at least one judgement for each track and exactly one track has all proposals for acceptance.

Abstract has at least one judgement for each track and there is proposal for reject and there are no proposals for acceptance.

Abstract has been accepted.

Abstract has been rejected.

Abstract has been withdrawn

Abstract has been marked as duplicated

Abstract has been merged with another.

Abstract has at least one judgement for each track and there is more than one track proposed for acceptance.

Abstract has different judgements within at least one track (e.g. one reviewer proposes to accept and another proposes to reject).

Reallocation proposals are in conflict for the Abstract.

Book of Abstracts Tab

The Book of Abstracts is a configurable and downloadable document (in pdf) where only accepted Abstracts are published.

To customize a Book of Abstracts:

- Additional comments for the first page.
- Sort by ID, session title, schedule, presenter, title, etc.
- Can set Corresponding Author either Submitter, Speakers or nobody.
- Enable show Abstract ID in the table of contents.

1 This PDF file will be available on the event’s home page (Overview page) containing all the Abstracts unless it is disabled via Layout (event management area menu) -> Menu tab.
Reviewing Tab

There are three sub-tabs under the Reviewing tab:

<table>
<thead>
<tr>
<th>#</th>
<th>PARAMETER</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Settings</td>
<td></td>
</tr>
<tr>
<td>a</td>
<td>Add questions</td>
<td>You can add questions you want the Abstract reviewer(s) to answer.</td>
</tr>
<tr>
<td>b</td>
<td>Answer setup</td>
<td>You can determine the number of answers per question and a rating scale for each answer e.g. 1 to 10.</td>
</tr>
<tr>
<td>c</td>
<td>Reviewer rights</td>
<td>You can assign rights to reviewer(s) to either accept or reject Abstracts.</td>
</tr>
</tbody>
</table>

**Caching**

It is recommended to enable the cache for the book of abstracts once you have the final version of it. This will enable users to download the book of abstracts faster.

- Cache book of abstracts
- Force cache refresh

---

Sehar SHAHZAD 16
First, you have to define tracks. Select Programme (event management area menu). In the Programme Description pane click Add Track. Add Title Description and click ok.

After defining the tracks, select Abstracts (event management area menu). Go to the Reviewing tab and Team sub-tab.
This is where you assign reviewers to each track. Click Add Indico User and a search box will appear. Search for the user(s) you wish to add, select them and click Add. You can have a team of specialists for specific tracks.

3. Notification Templates

A notification template is an email template that the conference organizer can pre-define and which can be automatically used by Indico under certain circumstances (e.g. when an Abstract is accepted, rejected or merged). In order to create a notification template you:

- Select Abstracts (event management area menu). Go to the Reviewing tab and the Notification Templates sub-tab.
- Click on the add button and fill the form as following:

**Step 1:**
- Title: title of the notification template.
- Description: write a description of the notification template.

**Step 2:**
## Submitting Abstracts

As a Submitter, go to the Overview panel on the main event page and click **Submit Abstract**.
Follow these steps:

- Enter the **Title and the Content of the Abstract**.
- Select the **Presentation type** e.g. poster or oral etc.
- Add **Primary Author** (Define new or Add existing). There can be more than one primary author. Click on Speaker for at least one of your authors.
- Select the track your Abstract belongs to.
- Answer the mandatory questions added by the event organizer(s), if any.
- **Click Submit**.

**Note:** If the e-mail notification under **Call for Abstract** is enabled by the event organizer, the submitter should receive an e-mail notification upon successful submission.
After submission, the submitter has certain rights before the reviewer reviews the Abstract.

In the Overview panel on the event page click View my Abstracts. Select the Abstract.

When the Abstract opens, you will see a menu bar containing 3 function buttons for use.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Edit the submitted Abstract.</td>
</tr>
<tr>
<td>Delete</td>
<td>Delete the submitted Abstract.</td>
</tr>
<tr>
<td>Export</td>
<td>Export to PDF</td>
</tr>
</tbody>
</table>

However, once the Abstract is in the status of under review, these function buttons behave as follows:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Cannot edit the Abstract.
Delete the submitted Abstract. The system will ask for a reason to justify your withdrawal.
Export to PDF.

By clicking on the Abstract name, the submitter can see if the reviewer, normally more than one, left a positive or negative review and also if the Abstract has been accepted by the judge.
3. Reviewing Abstracts

As an event manager with a reviewer role, you can review Abstracts for your track. Click Abstracts (event management area menu). Select the Abstract you want to review. The following window will be displayed:
The following tabs are available:

**Tabs when Abstract Reviewing**

<table>
<thead>
<tr>
<th>#</th>
<th>TAB</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Main</td>
<td>Here you can change the main information about the Abstract such as the author, co-author, contribution type etc. The conference manager can change the status of an Abstract e.g. by accepting it or marking it as a duplicate.</td>
</tr>
</tbody>
</table>

2. **Track judgements**

Any comments made by the track manager or conference manager while changing the status of the Abstract can be viewed from this tab.
Abstract Review as a Judge’s Role

As an event manager, you can also act as a judge. Based on reviews available, judges can decide to accept or reject Abstracts.

At the bottom of the page, under Contribution, you have the option to:

- Accept
- Reject
- Mark as duplicated
- Merge into
- Propose to accept
- Propose to reject
- Withdraw

Contribution Options
Accept

Accepting abstract

Destination track: [A] Climate Change
Destination session: --no session--
Type of contribution: --not defined--
Comments

Email Notification: 

Send the automatic notification of acceptance using the Email Template created by the manager

accept  cancel

Reject

 Rejecting abstract

Comments

reject  cancel

Mark as duplicate

 Marking an abstract as a duplicate

Comments

Original abstract id

confirm  cancel
Propose to reject

Back to Submitted Status

If an Abstract has been accepted or rejected it is possible to undo the action and return it back to a Submitted status. It will be shown with a button back to submitted in order to make the action.

In instances where the Abstract had been Accepted, a popup will open in order to confirm the action because the associated contribution will be deleted.
The Contributions link will show the list of the Abstract(s) accepted by the judge in the Abstract module.

If the Abstract is set as back to submitted, the contributions link will no longer have this Abstract listed in it as the status is set as Submitted.
Contributions Management

Category or Conference Managers may access all contributions for an event by clicking Contributions on the left-hand menu in the event management area. Contributions may either be accepted abstracts or abstracts added by the Conference Manager.

Enable the Contributions link (event management menu)

Login to the event as either a Category or Conference Manager.

- In the event management area (pencil icon) click Layout and select the tab Menu to reveal the Menu Display pane.
- Click on ‘My Conference (disabled)’ (its sub-sections are listed as: My Tracks, My Sessions, My Contributions).
- In the system link screen click Activate.

If logged in as Category or Conference Manager and some tracks and sessions are already assigned to the Category or Conference Manager for the review, he/she will see My Conference and of My Tracks or My Sessions listed in the Overview pane on the event main page.

Contributions Overview

To view and manage contributions for an event, Category and Conference Managers click on Contributions (event management menu) to open the contributions management area.
### Contributions Management Area Functions Explained

<table>
<thead>
<tr>
<th>#</th>
<th>PARAMETER</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Apply filters</td>
<td>Opens a list of criteria which allows you to filter the contributions e.g. you can choose to display contributions only included in one specific track or session. Click <strong>Hide filters</strong> to close the criteria window.</td>
</tr>
<tr>
<td>2</td>
<td>Static URL for this result</td>
<td>Provides a URL to access this page with the filters currently in effect.</td>
</tr>
<tr>
<td>3</td>
<td>Add new</td>
<td>Adds a new contribution.</td>
</tr>
<tr>
<td>4</td>
<td>Delete</td>
<td>Deletes a selected contribution. Beware, once deleted, you cannot restore it.</td>
</tr>
<tr>
<td>5</td>
<td>Move</td>
<td>Assigns one or more specific contributions to a session.</td>
</tr>
<tr>
<td>6</td>
<td>Author list</td>
<td>Displays a list of the primary authors, co-authors and presenters. You need to select at least one contribution before clicking <strong>Author list</strong>.</td>
</tr>
<tr>
<td>7</td>
<td>Material package</td>
<td>Allows you to export all the material from the contribution into a Zip file.</td>
</tr>
<tr>
<td>8</td>
<td>Proceedings</td>
<td>Generates a Zip file with all the papers and a table of contents. To generate this, the Conference Manager should go through all the contributions, select the ones which are required and mark them as main resource – Click the ✽ icon. When the star is yellow the material is marked as main resource. Once this is done, Indico will generate a table of contents for all the papers and organizes all PDF files by chapter into a Zip file.</td>
</tr>
<tr>
<td>9</td>
<td>Export icons</td>
<td>Generates a PDF in either of three ways:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a. As a Contribution list – contains more details.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. As a Book of Abstract – with less details.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. As a Book of Abstract – sorted by the board number – useful for posters.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Generates the contributions in XLS format.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Generates the contributions in XML format.</td>
</tr>
<tr>
<td>10</td>
<td>Select: All, None</td>
<td>Selects all at once or selects none at once.</td>
</tr>
</tbody>
</table>
Submitter’s View of the Overview Page

My Contributions

<table>
<thead>
<tr>
<th>ID</th>
<th>Contribution</th>
<th>Reviewing Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>The role of community development in progressive social mobilisation and social learning</td>
<td>Pending referee decision</td>
<td>View</td>
</tr>
</tbody>
</table>

Conference Manager or Reviewers View of the Overview Page

My Tracks

<table>
<thead>
<tr>
<th>Track</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The role and influence of elites</td>
<td>Edit</td>
</tr>
<tr>
<td>The role of institutions in perpetuating or curbing inequalities</td>
<td>Edit</td>
</tr>
<tr>
<td>Shifting class structures and identities</td>
<td>Edit</td>
</tr>
<tr>
<td>The effects of deepening inequalities on local lifeworlds</td>
<td>Edit</td>
</tr>
<tr>
<td>Actors, alliances and social mobilisation for progressive change</td>
<td>Edit</td>
</tr>
</tbody>
</table>
Workflow for Contributions

Abstract Accepted → Convert to Contributions

Submitter
Click
My Conference
My Contributions
Upload
PAPER, MATERIAL, FILE
Submit
PAPER REVIEWING

Event organizer
Click
My Conference
My Tracks
Actions
EDIT
Management area for each Contribution
- For the Category and Conference Manager roles

Each contribution has its own management area. Click Contributions (event management menu) and click the contribution you wish to see the more details on.

A screen opens revealing 5 tabs each containing several functions explained as follows:

<table>
<thead>
<tr>
<th>#</th>
<th>TAB</th>
<th>FUNCTION</th>
</tr>
</thead>
</table>
| 1. | Main  | • Modify the main details of the contribution e.g. Title, Content, Duration, Place, Board and Type etc.
|   |       | • Change the track to which the contribution is assigned.
|   |       | • Change the session in which the contribution is included.
|   |       | • Add/edit the author(s) and the co-author(s).
|   |       | • Add/edit the presenter of the contribution.
|   |       | • Withdraw the contribution from the event. |

2. Material • Upload or remove the material of the contribution.
<table>
<thead>
<tr>
<th>#</th>
<th>TAB</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• If the material status is set as &quot;Restricted&quot; then there is a <strong>Protection</strong> tab where you can add allowed users and groups.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Visibility can be set as either visible to everyone or only to users who can access the material.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Under the <strong>Advanced</strong> tab you can add more information about the material.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. <strong>Sub Contribution</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Add/remove a sub contribution.</td>
</tr>
</tbody>
</table>
• Change the order of the sub contribution – by selecting the numbers.

4. Protection

• *Modification control* - can add manager to modify the contribution.
• *Access control* – can set the contribution status as:
  - Public: any user can view (not modify) the contribution.
  - Restricted: only users listed under access/modification/submission can access the contribution.
  - Inheriting: it will have the same protection as the parent event. Changing the access protection of the parent event will change the access protection of the contribution.
• *Domain control* - list the domains that can access the contribution.
• *Submission control* - allow users to submit material for the contribution. By default, nobody can submit material.
<table>
<thead>
<tr>
<th>#</th>
<th>TAB</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Tools</td>
<td>Contribution can be deleted.</td>
</tr>
<tr>
<td>6.</td>
<td>Paper Reviewing</td>
<td>This tab is enabled <strong>only when</strong> Type of Reviewing is set up in the Paper Reviewing module. Paper reviewing has a further four tabs as per below.</td>
</tr>
<tr>
<td></td>
<td>a. Assign Team</td>
<td>Assign managers, referees and content reviewer only as a Category Manager. The team is defined under the Paper Reviewing module. Once defined, then the same team can be assigned in Contribution.</td>
</tr>
<tr>
<td></td>
<td>b. Assessments</td>
<td>Choose the mode of reviewing for the contribution. The details of the assessments are listed under this page. What decisions were taken by the content reviewer. What was the final assessment (comments, if any).</td>
</tr>
<tr>
<td></td>
<td>c. Material to Review</td>
<td>The material which is the subject of review is also accessible for the managers from the Material to Review tab. Managers can edit, delete the current material and upload more files only if the files are submitted and under review. Otherwise the file list will be disabled for editing, removing and adding.</td>
</tr>
<tr>
<td></td>
<td>d. History</td>
<td>If there are more than one reviews for a single contribution, the system keeps the reviewing history for each contribution. Access is by clicking the History tab.</td>
</tr>
</tbody>
</table>
a. Assign a team

Assign a Referee

Referee: not assigned yet
Choose a referee to assign from the list:
No referees proposed for this conference.

Assign a Layout Reviewer

Layout reviewer: not assigned yet
Please choose a referee first.

Assign Content Reviewers

Content reviewers: not assigned yet
Please choose a referee first.

b. Assessments

in Session: UNRISD Conference on Inequalit...  

The reviewing mode chosen for this conference is: Content reviewing

Content assessment details

Warning: all your content reviewers have not given their advices yet.

Final Assessment

This contribution has not been assessed yet.
You are not allowed to perform the assessment on this contribution.

Comments:

Assessment:

c. Material to review

Upload paper

Test_Doc.pdf

Sehar SHAHZAD 38
Paper Reviewing Management

Paper Reviewing Roles

<table>
<thead>
<tr>
<th>ROLE</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category manager</td>
<td>Enables the module from the event management area.</td>
</tr>
<tr>
<td></td>
<td>Modifies all settings and is responsible for paper reviewing.</td>
</tr>
<tr>
<td></td>
<td>Designates a reviewing team and assigns contributions among the team members.</td>
</tr>
<tr>
<td>Conference manager</td>
<td>Enables the module from the event management area.</td>
</tr>
<tr>
<td></td>
<td>Modifies all settings and is responsible for paper reviewing.</td>
</tr>
<tr>
<td></td>
<td>Designates a reviewing team and assigns contributions among the team.</td>
</tr>
<tr>
<td>Paper reviewing manager</td>
<td>Responsible for the paper reviewing part of the conference.</td>
</tr>
<tr>
<td>Referee</td>
<td>Responsible for contributions assigned to him/her by a paper reviewing manager.</td>
</tr>
<tr>
<td>Layout reviewer</td>
<td>Responsible for the layout of papers and verifies if they conform with the criteria given by the manager of the conference.</td>
</tr>
<tr>
<td>Content reviewer</td>
<td>Responsible for giving an opinion on the content of the papers assigned to him/her in order to help the referee with his/her assessment.</td>
</tr>
</tbody>
</table>
Paper Reviewing Workflow (Per Role)

Conference Manager

Assigns

Paper Reviewing Manager

Assigns

Referee

Assigns

Content Reviewer

Layout Reviewer
Access to the Paper Reviewing Module

In the event management area (pencil icon) select the Paper Reviewing link in the menu.

Overview

The Paper Reviewing management area has four tabs:

1. Setup tab: Choose the appropriate type of paper reviewing for your event. Based on your selection you have the options:
   - content reviewing mode;
   - layout reviewing mode;
   - layout and content reviewing mode.

2. Team tab: Assign a team for the review.
   - assign managers;
   - assign reviewers.

3. Competences tab: Define competences for reviewing team members as it helps to identify the best team members.

4. Assign papers tab: Assign referees, content reviewers, etc. per paper.
Paper Reviewing Workflow

a. Content reviewing workflow

If a conference manager chooses to assess a paper’s content only, then it is assigned to certain content reviewers. Content reviewers provide their opinion on the content before a referee gives his/her final assessment (i.e. by setting the status as either accepted, rejected or to be corrected). If a contribution needs to be corrected, it is sent back to the author(s) together with the referee’s comments. Once it is corrected and submitted again, the contribution is assessed once more.
b. Layout reviewing workflow

If a conference manager chooses to assess a paper’s layout only, then the contribution is assigned to layout reviewers who assesses the layout as either accepted, rejected or to be corrected. If the contribution is accepted or rejected, then this is the end-of-cycle whereas if it is assessed as to be corrected then a layout reviewer has two options:

1. Return the paper to the author(s) for correction.
2. Correct the layout himself/herself, if needed.
c. Content and layout reviewing workflow

If a conference manager chooses this option for both content and layout review, then the following steps are considered for a contribution:

a) Paper reviewing manager assigns a referee.
b) Referee assigns layout reviewers and content reviewers.
c) Layout reviewers review the layout and give an assessment. If the status of the contribution is to be corrected, the contribution is returned to the author(s) for correction together with comments from the layout reviewers. Also, if needed, layout reviewers can correct the contribution themselves.
e. Workflow with no paper reviewing

If a conference manager chooses the no reviewing option, the paper is directly accepted upon submission by the author.
Paper Reviewing

Login as a Category or Conference Manager

a. Enable the Paper Reviewing Module

To make the module available to participants in the Overview panel on the event main page, in the event management menu click on the Layout link and then select the Menu tab. In the Menu Display list click “S Paper Reviewing (disabled)” and when the System link pane opens, click the Activate button.

b. Paper Reviewing Settings – Setup Tab

To establish the settings for paper reviewing, you need to define certain parameters. Click on the Paper Reviewing link in the event management menu and then select the Setup tab.

The parameters for paper reviewing defined hereafter:
<table>
<thead>
<tr>
<th>#</th>
<th>PARAMETER</th>
<th>FUNCTION</th>
</tr>
</thead>
</table>
| 1. | Choose type of paper reviewing | - No reviewing – no use of the reviewing module.  
- Content reviewing – a paper’s content is checked only by content reviewers.  
- Layout reviewing – only layout reviewers check a paper’s layout.  
- Content and layout reviewing – both content and layout is checked by layout reviewers and content reviewers. |

![Step 1 - Choose type of paper reviewing](image)

| 2. | Options for content reviewing | a. Custom Status  
If the type of reviewing selected is “Content reviewing”, this option is available to the category and conference manager.  
There are three statuses by default:  
- Accept.  
- To be corrected.  
- Reject.  
You can add your own statuses that can be proposed to content reviewers and referees when they have to give options about the paper’s content and an assessment respectively. |

![Step 2 - Set up the options for content reviewing team](image)

|   |   | b. Mandatory Questions  
Add reviewing questions in order to help content reviewers and referees assess a paper’s content. Referees can see content reviewers answers and this helps them with a final assessment. |

![Add the questions that the referees and the content reviewers must answer](image)
c. **Assessment Deadlines**

Set due dates for a reviewing team to give its assessment. However, it is unable to give an assessment after that deadline.

**Default deadlines for the assessments**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referee Deadline</td>
<td>Date has not been set yet. (edit)</td>
</tr>
<tr>
<td>Content Reviewer Deadline</td>
<td>Date has not been set yet. (edit)</td>
</tr>
</tbody>
</table>

When saving the default due date, you can choose to apply it to the current assigned contribution or only to those new in the future.

d. **E-mail Notification**

The system sends automatic e-mails in order to notify a reviewing team or authors of a paper’s status. You can enable or disable e-mails by clicking on the appropriate check boxes.

**Automatic e-mails can be sent:**

- To the Paper Review Managers when:
  - [ ] are added to/removed from the conference
- To the Referees when:
  - [ ] are added to/removed from the conference
  - [ ] have been assigned to/unassigned from contributions
  - [ ] the author submits a paper
  - [ ] a content reviewer submits an assessment
- To the Content Reviewers when:
  - [ ] are added to/removed from the conference
  - [ ] have been assigned to/unassigned from contributions
  - [ ] the author submits a paper
- To the Author of the paper when an assessment is submitted by:
  - [ ] Referee (for any assessment)
  - [ ] Content Reviewer (for assessments that imply corrections)

e. **Template**

The paper reviewing module allows you to upload your own layout template which authors can download and use. This helps them to follow the required layout criteria. The template can be in the form of a document file.
3. Options for layout reviewers

a. Mandatory Questions
Add questions in order to help layout reviewers give their assessment. These questions are visible when they assess the paper. This helps them to follow the required layout criteria.

Add the questions that the layout reviewers must answer

b. Assessment Deadlines
Set the layout review deadline. When saving the default due date, you can choose to apply it to the current assigned contribution or only to those new in the future.

Default deadlines for the assessments

Layout Reviewer Deadline Date has not been set yet. (edit)

C. E-mail Notifications
Define at which point e-mail notifications are sent:
The paper reviewing module allows you to upload your own layout template which authors can download and use. This helps them to follow the required layout criteria. The template can be in the form of a document file.

**a. Custom Statuses**
Add custom statuses for paper reviewing.

**Add your own statuses for the paper reviewing**

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

Send for review  
[Add status]
<table>
<thead>
<tr>
<th>#</th>
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<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>b.</td>
<td>Mandatory Questions</td>
<td>Add mandatory questions for content reviewers and layout reviewers.</td>
</tr>
</tbody>
</table>

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

[Add question]

**Add the questions that the layout reviewers must answer**

<table>
<thead>
<tr>
<th>c.</th>
<th>Assessment Deadlines</th>
<th>Set deadlines for content reviewers and layout reviewers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>d.</td>
<td>E-mail Notifications</td>
<td>The system sends automatic e-mails in order to notify a reviewing team or authors of the paper’s status. You can enable or disable the e-mails by clicking on the appropriate check boxes.</td>
</tr>
</tbody>
</table>

**Default deadlines for the assessments**

- **Referee Deadline**: Date has not been set yet. (edit)
- **Layout Reviewer Deadline**: Date has not been set yet. (edit)
- **Content Reviewer Deadline**: Date has not been set yet. (edit)

**Automatic e-mails can be sent:**

- To the Paper Review Managers when:
  - ☐ are added to/removed from the conference
- To the Referees when:
  - ☐ are added to/removed from the conference
  - ☐ have been assigned to/unassigned from contributions
  - ☐ the author submits a paper
  - ☐ a layout reviewer submits an assessment
  - ☐ a content reviewer submits an assessment
- To the Content Reviewers when:
  - ☐ are added to/removed from the conference
  - ☐ have been assigned to/unassigned from contributions
  - ☐ the author submits a paper
- To the Layout Reviewers when:
  - ☐ are added to/removed from the conference
  - ☐ have been assigned to/unassigned from contributions
  - ☐ the author submits a paper
- To the Author of the paper when an assessment is submitted by:
  - ☐ Referee (for any assessment)
  - ☐ Content Reviewer (for assessments that imply corrections)
  - ☐ Layout Reviewer (for assessments that imply corrections)
<table>
<thead>
<tr>
<th>#</th>
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<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.</td>
<td><strong>Template</strong></td>
<td>The paper reviewing module allows you to upload your own layout template which authors can download and use. This helps them to follow the required layout criteria. The template can be in the form of a document file.</td>
</tr>
</tbody>
</table>
Conference Manager – Team Tab

A conference manager is responsible for assigning a paper reviewing manager. This is done by clicking on the Paper Reviewing link in the event management menu and then the selecting the Team tab.

In the Assign managers of paper reviewing area, click on the Add Indico User button to search for a user to be added as a paper reviewing manager.

When the user has been identified, click on the Add button.
Paper Reviewing Manager

Paper reviewing managers are responsible for the paper reviewing part of a conference including the assignment of a paper review team and allocating contributions among the team members.

If a user is assigned the role of paper reviewing manager, he/she has access to the Manage Paper Reviewing link listed in the Overview panel on the event main page.

**Set up**

Paper reviewing managers can modify the settings for paper reviewing. They can set up various options for either a single contribution or for all contributions (e.g. set up the type of paper reviewing, add new statuses, define deadlines for the assessments, set up automatic e-mail notifications and, if required, upload a template).

It is also his/her responsibility to designate referees, layout reviewers and content reviewers who are responsible for editing and paper reviewing. A paper reviewing manager can set up options to specify a reviewing team’s competence and assign contributions to referees and reviewers.

**Assign Paper Reviewers**

**Paper reviewing managers** can add lists of referees, layout reviewers and content reviewers by clicking on the Paper Reviewing link in the event management menu and then selecting the **Team** tab. When a user is added as a referee, he/she has the rights to assign contributions to layout reviewers and content reviewers. In addition, a referee gives a final assessment on the contribution - either accepted, rejected or to be corrected. If a contribution is to be corrected, then a referee can correct it by himself/herself, if necessary.

**Layout reviewers** assess the format of a contribution. He/she is able to access only the contributions assigned to him/her for assessment. When the layout reviewing mode is chosen, he/she has to give a final assessment on the contribution. If needed, a layout reviewer can correct a contribution by himself/herself.

**Content reviewers** have to give their opinion on the content of a contribution. They have access only to contributions assigned to them.
Competences

Paper reviewing managers can specify the competences of a reviewing team, if necessary. A list of all designated users is offered by clicking on the Paper Reviewing link in the event management area and then selecting the Competences tab.
Assign Papers to Paper Reviewers

Paper reviewing managers assign papers to reviewers by clicking on the Paper Reviewing link in the Overview menu on the main event page and then selecting the Assign Papers tab.

The paper reviewing module permits more than one paper to be assigned to the same reviewers by selecting them using the check boxes. Depending on the chosen reviewing mode, you need to assign different teams of reviewers.

When a paper reviewing manager clicks Assign, a dialogue box appears. Use the dialogue pop-up window to select the reviewers you wish to assign. If there are defined competences for reviewers, they will be shown next to the user’s name.

If the paper reviewing mode is “Content reviewing” or “Content and Layout Reviewing”, selected referees are responsible for assigning layout reviewers and content reviewers to a contribution. A referee also has to give a final assessment on a contribution - either accepted, rejected or to be corrected (making the corrections by himself/herself if necessary).

If the reviewing mode is “Layout Reviewing”, layout reviewers are to give a final assessment on the contribution.
Paper Reviewing Option within the Contribution Editor

Click on the Contributions link in the event management menu. When the contributions(s) list appears click on the contribution in question. Then, in the Accepted Contribution pane, click on the Paper Reviewing tab.

Assign Reviewers to a Paper

Paper reviewing managers assign reviewers by clicking on the Paper Reviewing link in the event management menu and selecting the Team tab where a list of referees, layout reviewers and content reviewers is offered. Click on the button next to a user’s name and then click the Assign button. In order to remove an already assigned reviewer click on the Remove button.

Define the Team

A paper reviewing team is defined by clicking on the Paper Reviewing link in the event management menu and then selecting the Team tab. Define the team by clicking on the Add Indico User button.

Reviewers can be of various types depending on the option selected on the Setup tab (Paper Reviewing).

- Referees
- Content reviewers
- Layout reviewers
Once a paper reviewing team is defined, go to the contribution that is in need of review and assign a team to it.
Assessment Details of a Paper

You can see a reviewer’s assessment and details for the current review:

Reviewing Material for a Contribution

Paper reviewing managers can access material for reviewing via the Contributions module by clicking on the Contributions link in the event management menu and then selecting the Paper Reviewing tab and then the Material to Review sub-tab. Paper reviewing managers can edit, delete the current material and upload more files only if the files are in a submitted and under review status.

If a contribution is already approved by its reviewers, Material to Review sub-tab cannot be edited, deleted or added to.
## Review History of a Contribution

If there are more than one review for a single contribution, the system retains the reviewing history and can be accessed by clicking on the **History** tab.

### Assessments

**Referee:** ACCEPTED  
submitted on Tue 26 Feb 2019 at 16:26 by indic INDICO  
Comments  
The paper is accepted by the referee.

**Layout:** ACCEPTED  
submitted on Tue 26 Feb 2019 at 16:26 by Morrison KIMBERLY  
Comments  
The layout is absolutely correct.

**Content:** ACCEPTED  
submitted on Tue 26 Feb 2019 at 16:27 by Julie BLAKE  
Comments  
The quality of the content is very good.
### Review 1

**Files**

- Test_Doc.docx (Uploaded on 26 Feb 2019 16:14)

**Assessments**

**Referee:** Accepted

- Submitted on Tue 26 Feb 2019 at 16:14 by indico INDICO

**Comments**

- The content is improved now.

### Review 0

**Files**

- Test_Doc.pdf (Uploaded on 26 Feb 2019 15:25)

**Assessments**

**Referee:** To be corrected

- Submitted on Tue 26 Feb 2019 at 15:25 by indico INDICO

**Comments**

- Please add more facts and figures to support your arguments.
Layout Reviewer Guide

(Log in to Indico first)

A layout reviewer is responsible for assessing the layout of all papers assigned to him/her.

Assigned papers are found by clicking on the Layout Reviewer Area link listed under Paper Reviewing in the Overview panel (main event page).

Layout Reviewer Area

The area that opens lists all contributions assigned to a layout reviewer for his/her opinion and an assessment and also displays the state of every contribution.

By clicking on a contribution, an area opens where a layout reviewer can review the material and give his/her opinion and an assessment.

To view the material which is the subject of review click on the Material to Review sub-tab. Material can be edited, deleted or added to only if the files are submitted and under review status.

Else the file list will be disabled for editing, removing and adding.
To give an assessment on the material under review select the **Assess Layout** sub-tab.

Contribution authors receive an automatic e-mail notification containing a layout reviewer’s opinion and assessment (if the manager of the paper reviewing has set this option).
Content Reviewer Guide

(Log in to Indico first)

Content reviewers are responsible for assessing the content of a paper assigned to him/her.

Assigned papers are found by clicking on the Content Reviewer Area link listed under Paper Reviewing in the Overview panel (main event page).

Content Reviewer Area

The area that opens lists all contributions assigned to a content reviewer for assessment and advice and displays the state of every contribution i.e. contributions a content reviewer has already assessed or if an assigned referee has given a final assessment.

By clicking on a contribution, an area opens where a content reviewer can review the material, give his/her assessment and advice and answer the paper reviewing manager’s questions. Comments by a content reviewer are to assist a referee in giving his/her assessment.

Material which is the subject of reviewing is accessible under the Material to Review tab. Content reviewers do not have access to modify the material hence the file list is disabled for editing and adding/removing files.
A content reviewer assesses the content of the contribution as either: accepted, rejected or to be corrected.

To give an assessment on the material under review select the Assess Content sub-tab.

Contribution authors receive an automatic e-mail notification containing a content reviewer’s opinion and assessment (if the paper reviewing manager has set this option).
Author Guide
(Log in to Indico first)

To submit a contribution, authors click on the Download Template link listed under Paper Reviewing in the Overview panel (main event page).

Download Template Area

If the paper reviewing manager provides a template for a paper, it can be download by clicking on the template name.

Download Template

<table>
<thead>
<tr>
<th>Name</th>
<th>Format</th>
<th>Description</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Template</td>
<td>PDF</td>
<td></td>
<td>Download</td>
</tr>
</tbody>
</table>

Access and View your Contribution

To view your contribution and follow its status click on the Upload Paper link listed under Paper Reviewing in the Overview panel on the main event page.

Upload Paper

<table>
<thead>
<tr>
<th>Id</th>
<th>Contribution</th>
<th>Reviewing Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>134</td>
<td>Creative coalitions in a fractured world</td>
<td>Pending referee decision</td>
<td>Upload Paper</td>
</tr>
</tbody>
</table>

To also view the status, click on the My Contributions link listed under My Conference in the Overview panel on the main event page.

My Contributions

<table>
<thead>
<tr>
<th>Id</th>
<th>Contribution</th>
<th>Reviewing Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>836</td>
<td>The role of business elite networks, state capture and media capture in the success or failure of redistributive political projects</td>
<td>Materials not yet submitted</td>
<td>View</td>
</tr>
</tbody>
</table>
Upload and Submit Reviewing Material

Click on the View link to see specific information on the contribution and to also upload a new paper.

My Contributions

<table>
<thead>
<tr>
<th>Id</th>
<th>Contribution</th>
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<td>836</td>
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<td>Materials not yet submitted</td>
<td>View</td>
</tr>
</tbody>
</table>

After clicking on the View link, follow the next two steps to submit your paper.

**Step 1:** Click on the Upload paper button in the Reviewing pane.

A pop-up window opens – click on the Upload paper link. Choose the file(s) for your contribution. If you want, you can add a description and a display name for the file(s) in the Advanced tab. Then click on the Create Resource button.
Step 2: A message appears indicating that you cannot modify the material after submitting it. Click on the Submit button.

Another message appears asking if you want to send the paper for reviewing – click on the OK button.

In the Reviewing pane note that the status of the paper has changed to Awaiting review.

The reviewing process ends when a final assessment on the paper is made – it will be either accepted or rejected.
The reviewing process continues if the final assessment on the contribution is to be corrected. Upon return to and subsequent correction by the author, the material is re-submitted at which point the reviewing process will start over. You can view the reviewing history by clicking History.