

XXIV IMEKO World Congress

Guide for Paper Reviewing

The review process consists of various steps. First, the TC Chair must accept the abstract in order for the submitter to submit a full paper. Once the paper has been submitted, the review process for the paper begins. For this purpose, the TC Chair must appoint reviewers who will then evaluate the paper. This process follows a single-blind review process, where the submitter does not know the identities of the reviewers. Any changes or adjustments required for the paper will be communicated to the submitter through the conference management system Indico. Once no further changes are necessary, the TC Chair can accept the paper based on the ratings provided by the reviewers.



This guide is divided into two sections: one section describes the duties of the TC Chair, while the second section outlines the tasks of the reviewer.

Start with Indico

1.1 Please login with Indico to our event using the following link: <https://conferences.imeko.org/event/9/>.

1.2 Please change the language settings to English to follow our instructions. You can find the settings in the upper right corner (1).



1.3 The following overlay will open.

If **you have an Indico account**, please **login with Indico** as usual (2). You will be redirected to the **event page**.

1.4 If you don't **have an account** yet, please click on **create one here** (3). Please confirm the verification email by clicking on the provided link and fill out the form in English.



For TC Chairs

Step 1: Accepting Abstracts

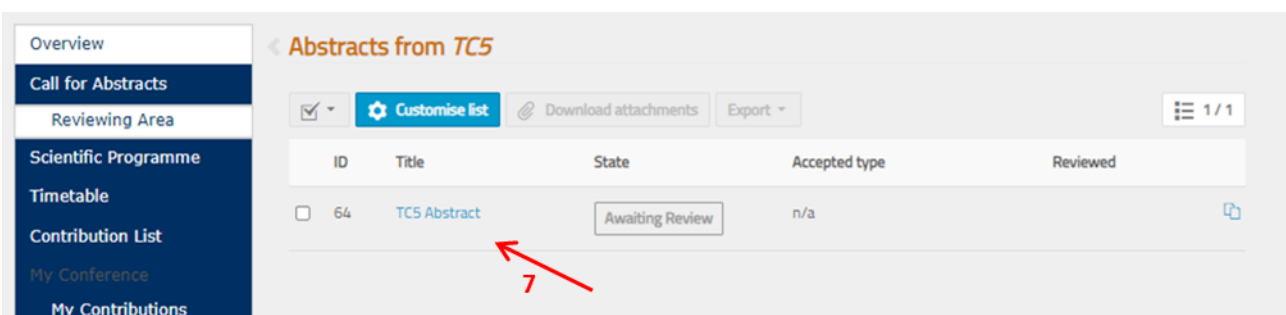
- 1.5 From the event display view, click on the **Reviewing area** (4) under Call for Abstracts to see abstracts pending for Review (5) for your Technical Committee (here TC5).

The screenshot shows the IMEKO 2024 XXIV World Congress Conference System interface. At the top left is the IMEKO 2024 logo with the tagline 'Think Metrology'. To the right of the logo is the text 'IMEKO 2024 XXIV World Congress Conference System' and '26-29 August 2024 | Hamburg, Germany'. On the far right is the IMEKO logo. Below the header is a search bar with the placeholder text 'Enter your search term'. The main content area is divided into two columns. The left column is a navigation menu with the following items: 'Overview', 'Call for Abstracts', 'Reviewing Area', 'My Conference', 'My Contributions', 'Paper Peer Reviewing', 'DOCX: Full paper template', 'Guide', and 'Contact'. The 'Call for Abstracts' and 'Reviewing Area' items are highlighted with a red box. A red arrow points from the number '4' to the 'Reviewing Area' item. The right column is titled 'Overview' and contains the following information: 'Starts 26 Aug 2024, 08:00', 'Ends 29 Aug 2024, 17:00', 'Europe/Berlin', 'Congress Center Hamburg', 'Congressplatz 1', '20355 Hamburg', and a 'Documents' section with two items: 'Paper template for IMEKO 2024.docx' and 'Call for Papers.pdf'.

1.6 Please click on the track (6), to see all submitted abstracts assigned to your TC.



1.7 By clicking on the **abstract's name** (7) you will be forwarded to a detailed overview of the abstract.



1.8 On the Reviewing page you may leave comments and verify whether details such as assigned track are essentially correct and adjust those, if needed.

Note: The submitted abstract should only provide a rough overview of the topic. For the submitter to submit the full paper, you must accept the abstract.

1.9 To assign the abstract to **another TC**, go to **Review** and select another TC. **Do NOT click on Judge**. This abstract will be then redirected to the assigned TC.

1.10 To **reject the abstract**, select **reject**, before clicking on **Judge**.

1.11 If no major adjustments are requested, **please accept the abstract** by adjusting the data, e.g. presentation type, and clicking on **Judge** (8).

1.12 You will then be forwarded to the next overview, where you can see the status of the abstract (9).

1.13 The author will be notified regarding the acceptance of the abstract and will be requested to submit the full paper.

1.14 Please check your account regularly to ensure timely abstract and paper reviews.

Call for Abstracts

TCS Abstract #64

Submitted Testaccount Käthe submitted this presentation
For track: TCS

Test Author: Testaccount Käthe

T Testaccount Käthe submitted this abstract - 25 Sept 2023

As contribution type: Presentation
For track: TCS
Author: Testaccount Käthe
abstractTCS.pdf

leave a comment for the TC Chair and click on Review, do not click on Judge

K Leave a comment... or **Review**

Reviewing for track: TCS **assign to another TC** Edit track list

Not Started
No reviewer has reviewed this abstract yet

K Please don't forget to read the [judgment instructions](#) before taking your decision.

Accept **make your selection**

Choose a track... **make your selection**

The abstract will be accepted in this track

Presentation **make your selection**

The abstract will be converted into a contribution of this type

You may choose a session...

The generated contribution will be allocated in this session

Leave a comment for the submitter... **leave a message for the submitter**

Send notifications to submitter

Judge 8

Call for Abstracts

TCS Abstract #64

Accepted Testaccount Käthe submitted this abstract and it was finally accepted as Presentation.
[Go to contribution](#)

9 Test Author: Testaccount Käthe

T Testaccount Käthe submitted this abstract - 25 Sept 2023

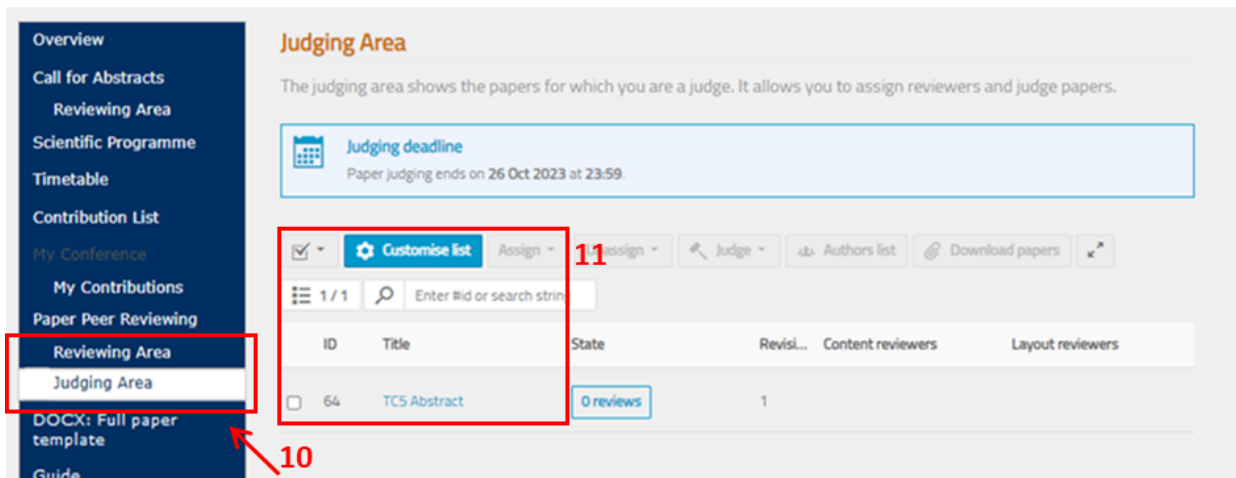
As contribution type: Presentation
For track: TCS
Author: Testaccount Käthe
abstractTCS.pdf

Not Started
No reviewer has reviewed this abstract yet

K Käthe Test3 accepted this abstract - 25 Sept 2023
The abstract was accepted as Presentation and a contribution was created in the event.

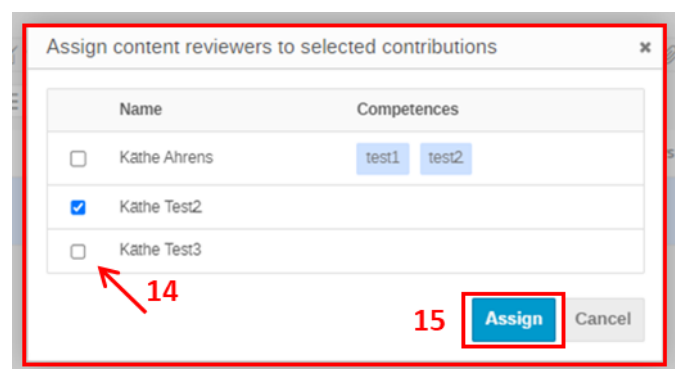
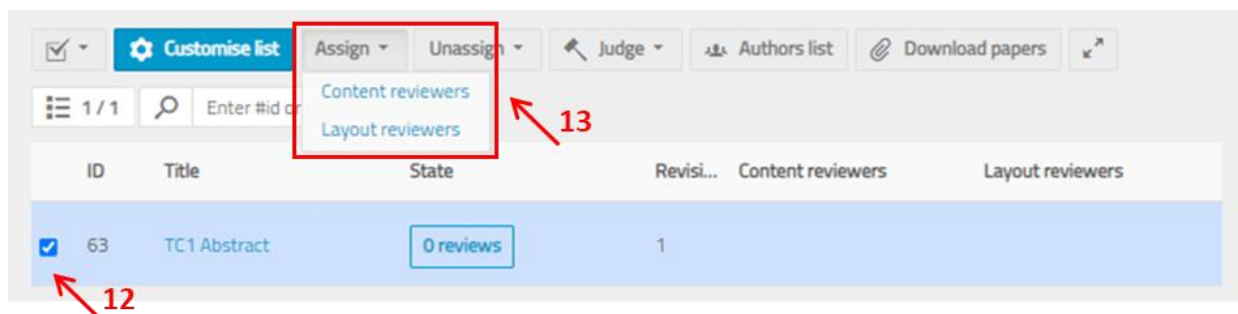
Step 2: Assigning Reviewers

2.1 Once the paper has been submitted, the Judge (TC Chair) can access the paper via the Paper Peer Reviewing **Judging Area** (10). Please **assign individuals** for the review process of the respective paper (11).



2.2 **Select a paper** (12) and click on **Assign**. Then choose **Content reviewers** (13). You will see a list of individuals (14) and their Competencies who are listed as experts in relevant subjects. Click on **Assign** (15) when you have completed the selection.

Note: You should assign at least two reviewers for each submitted paper.



2.3 Now the assigned reviewers can evaluate the paper and give their feedback in the **Reviewing Area** of Paper Peer Reviewing (see instructions on page 7ff).

Step 3: Accepting the Full Paper

- 3.1 In the last step, the Judge (TC Chair) can **accept** or **reject** a paper or **request corrections** (16). The author of the paper will be able to submit a new version which needs to be reviewed and judged again.
- 3.2 After accepting the corrections, you can proceed to **accept the full paper** based on the ratings (17) given by the reviewers by clicking on **Judge** (18).

The screenshot displays the 'Paper Peer Reviewing' interface for 'TC1 Abstract #63'. A sidebar on the left contains navigation links such as 'Overview', 'Call for Abstracts', 'Reviewing Area', 'Scientific Programme', 'Timetable', 'Contribution List', 'Paper Peer Reviewing', 'Reviewing Area', 'Judging Area', 'DOCX: Full paper template', and 'Guide'. The main area shows a 'Submitted' status for 'Käthe Test3' and a PDF document 'IMEKO2024_Invoice_14.pdf'. Below this, a review by 'Käthe Test2' is shown with a score of 3.00, highlighted by a red box and labeled '17'. A 'Judge' button is highlighted with a red box and labeled '18'.

- 3.3 The **State** of the paper review is displayed in the **Judging Area** under Paper Peer Reviewing (19):

ID	Title	State	Revisi...	Content reviewers	Layout reviewers
63	TC1 Abstract	Accepted	1	Käthe Test2	

- 3.4 The submitter will receive an email notification regarding the acceptance status of the paper.

For Reviewers

Reviewing Full Papers

- 4.1 If you have been assigned as a reviewer for a paper, you will see **Paper Peer Reviewing** in the menu on the overview page of the event page in Indico. When you click on the Reviewing Area (20), an overview of the papers to be reviewed is displayed.
- 4.2 To review a paper click on the papers title (21), you will be forwarded to a more detailed paper overview.

Overview
Call for Abstracts
Scientific Programme
Timetable
Contribution List
Paper Peer Reviewing
Reviewing Area
DOCX: Full paper template
Guide
IMEKO 2024 XXX World Congress
Moin! Think Metrology
Contact
imeko2024@ptb.de

Reviewing Area

The reviewing area shows the papers for which you are a reviewer.

20 Reviewing deadlines
Layout reviewing ends on 30 Sept 2023 at 23:59

Papers to review 1/1 Enter #id or search string

21 #7: Test
Käthe Ahrens IMEKO2024_Invoice_draft_en.pdf
Submitted for reviewing
Your content review is pending

Reviewed papers 0/0 Enter #id or search string

You haven't reviewed any papers yet.

- 4.3 At the top of page, you can download the latest version of the submitted paper (22). Once you have read the paper and are ready to add a review, click on Review (23).

Overview
Call for Abstracts
Scientific Programme
Timetable
Contribution List
Paper Peer Reviewing
Reviewing Area
DOCX: Full paper template
Guide
IMEKO 2024 XXX World Congress
Moin! Think Metrology
Contact
imeko2024@ptb.de

Paper Peer Reviewing

Test #7

Submitted Käthe Ahrens submitted for the contribution Test

22 IMEKO2024_Invoice_draft_en.pdf
Submitted on 22 September 2023 by Käthe Ahrens

K Käthe Ahrens submitted paper revision #1 - 22 September 2023
IMEKO2024_Invoice_draft_en.pdf

T Leave a comment... or **23** Review

4.4 Please answer the reviewing questions (23) and choose a proposed action - to **accept** or to **reject** the paper or to **request corrections** (24).

4.5 Add your review by clicking on **Submit review** (25).

The screenshot displays the 'Paper Peer Reviewing' interface. At the top, it shows 'Test #7' and a 'Submitted' status for 'Käthe Ahrens submitted for the contribution Test'. Below this, a document titled 'IMEKO2024_Invoice_draft_en.pdf' is shown, submitted on 22 September 2023. A notification indicates that Käthe Ahrens submitted a paper revision #1 on the same date. The main review form is highlighted with a red border and contains the following sections:

- Reviewing in Content 24**: This section includes four numbered items:
 - 1 *Technical content: Novelty and Relevance ** with a rating of -.
 - 2 *Technical content: Quality ** with a rating of -.
 - 3 *Content comments ** with a text input field.
 - 4 *Layout comments ** with a text input field.
- Proposal**: A section for proposing an action, labeled 'Propose an action 26', with a dropdown menu.
- Comments**: A text area for a comment, with the placeholder text 'You may leave a comment (only visible to reviewers and judges)...'.
- Submission**: At the bottom, there are two buttons: a blue 'Submit review' button (labeled 26) and a grey 'Cancel' button.

4.6 TC Chairs have the final say when it comes to accepting a paper (see section for TC Chairs starting page 1).

Please contact the Organizing Committee, if you have further questions:

Organizing Committee

Secretariat WC2024

Physikalisch-Technische Bundesanstalt

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38116 Braunschweig | Germany

Email: imeko2024@ptb.de

<https://www.imeko2024.org/>