

EasyChair tutorial – paper reviews

1. Log in to conference system

- Go to EasyChair MME2014 conference webpage:
<https://www.easychair.org/conferences/?conf=mme20140>
- If you already have EasyChair account then use your *User name* and *Password* to log in. PLEASE NOTE, that to be able to access the review that has been requested from you, you need to have an EasyChair account registered under the e-mail that the request was delivered to. If the review request was delivered to a different mail, you either need to register again (this time for the purpose of the review) under the new e-mail, or ask the person that requested the review from you to send the invitation to the e-mail you have used while registering for the EasyChair. If you do not have an EasyChair account for MME 2014 yet, click on *sign up for an account* (Figure 1) to create one.

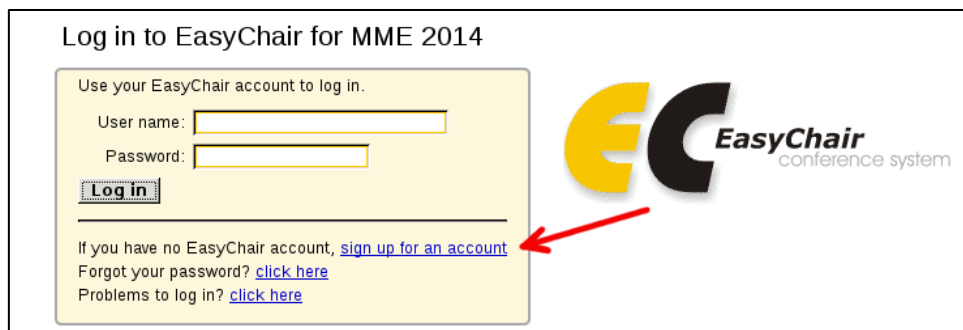


Figure 1: Log in to EasyChair for MME 2014

- Write down the captcha code and click on *continue* (Figure 2).

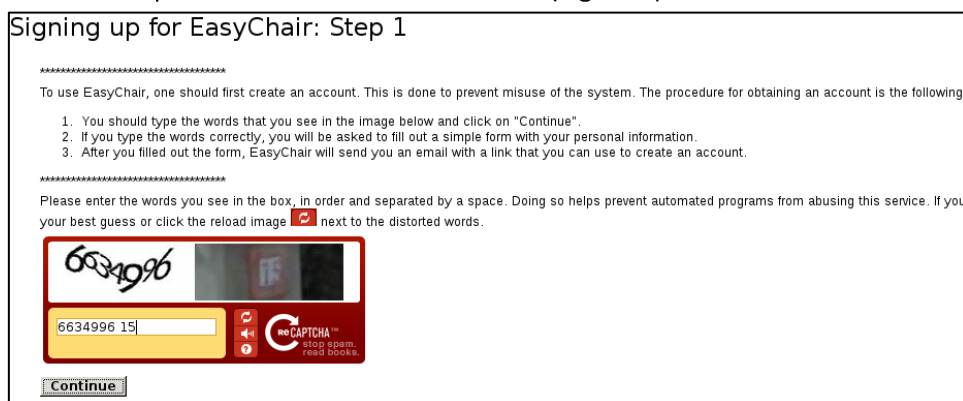


Figure 2: Captcha code

- Fill in your name and email address and click on *continue* (Figure 3). **To be able to access the review, you need to use the e-mail address the review invitation was delivered to!**

Signing up for EasyChair: Step 2

Please fill out the following form. The required fields are marked by (*)

Note that **the most common reason for failing to sign up is an incorrect email address** so please type your email address correctly.

First name [†] (*)	Tomas
Last name (*)	Talasek
Email address (*)	tomas.talasek@upol.cz
Retype email address (*)	tomas.talasek@upol.cz

[†] Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).
You may also be interested about [our policy for using personal information](#).

Figure 3: Enter basic information to set up an account

- You will receive a confirmation email. Click on the link in this e-mail to continue your registration (Figure 4).

Dear **your name** ,

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

<https://www.easychair.org/account/create.cgi?code=ltML1jA7QKnxs4k2ZSHh>

Best regards,
EasyChair.

Please do not reply to this email. This email address is used only for sending email so you will not receive a response.

Figure 4: Confirmation email

- Complete your registration (in your browser) with providing all required information and click on *create my account* (Figure 5).

User names are case-insensitive

User name (*):

First name^(*):

Last name (*):

Company/organisation (*):

Homepage:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Password (*):

Retype the password (*):

^(*) Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).
You may also be interested about [our policy for using personal information](#).

Figure 5: Create your account

- Now you are successfully registered. To log in to the conference system go to the EasyChair webpage for the MME2014 conference and use your *user name* and *password*. You can use the following link: <https://www.easychair.org/conferences/?conf=mme20140>

2. Accepting and writing a review

- Go to the EasyChair webpage for the MME2014 conference and log in:
<https://www.easychair.org/conferences/?conf=mme20140>
- Select the *Alerts* for new review assignments or notes. (Figure 6).

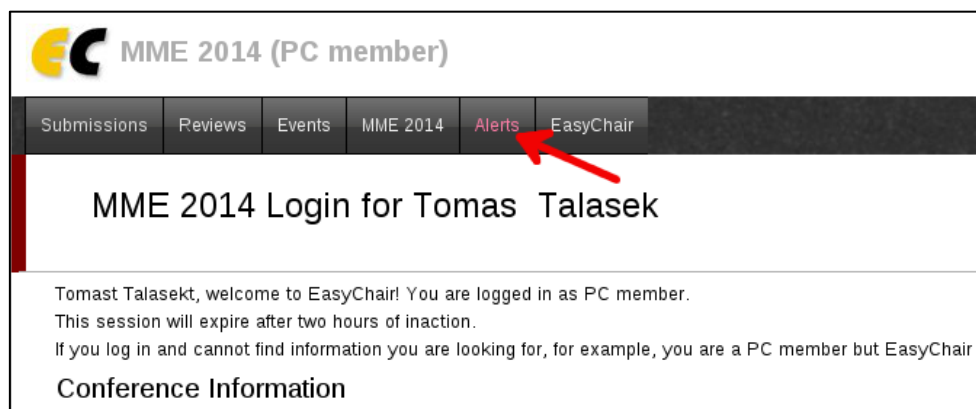


Figure 6: *Alerts* in the main menu will get you to the new review assignments list.

- At the *Alerts* page, you can see all the reviews assigned to you (review requests). You can select the *View* option (clicking the magnifying glass icon) to access more information on the review that is requested from you. If you click at the *dismiss* cross icon, the review assignment will no longer show on the *Alerts* page. The assignment will still be accessible through an item in the main menu, you just need to change your role to subreviewer (see below) to access it. (Figure 7)

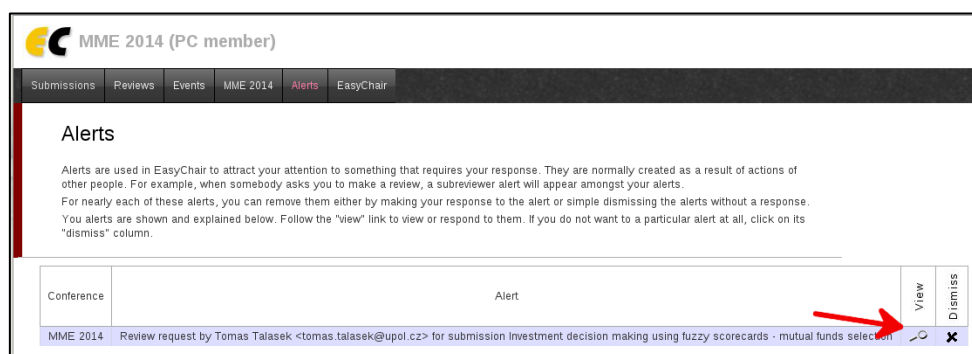


Figure 7: Alerts page with new review requests – you can view information on the paper.

- Once you access the information on the review assignment (either through the *View* option or through the main menu when you change your role to subreviewer), you can now answer to the review request by clicking the Answer request in the right menu (Figure 8). You need to accept the review request in order to write the review. You can also decline the review request here. ***Please answer the request as soon as possible*** to let the person who requested your assistance with the review know, whether you are willing to review the paper or not.

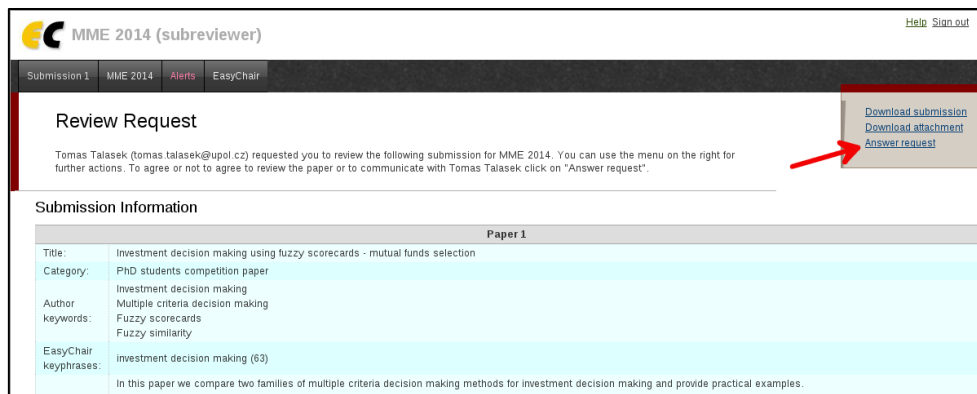


Figure 8: Answering the review request.

- When you answer the review request, you need to choose whether you accept the review assignment or not. You can also add a message to the person who requested the review from you, suggesting other possible reviewers or adding any information you deem necessary. This message (along with your decision) will be sent to the person who requested the review from you when you click the Select and/or send message button. (Figure 9).

Review Request

To answer the review request you should choose the appropriate action and edit a message to Tomas Talasek. The message will be sent by email to Tomas Talasek with a copy to you. Only Tomas Talasek and you will have access to the text of the message. If you choose not to send the message, Tomas Talasek will receive a notification about your decision.

You can choose one of the following actions.

Agree to review
In this case you should select "I agree". The message is optional.

Not agree to review
In this case you should select "I do not agree". The message is optional, however, you may think of suggesting names of other potential reviewers.

Postpone your decision
Select "I will decide later". The message is then required. You can, e.g., ask Tomas Talasek for further information in the message.

Subject: Your review request for MME 2014 submission 1

Message:

☒ I agree to review this submission
☐ I do not agree to review it
☐ I will decide later

☒ Send message

Select and/or Send Message

Figure 9: Selecting the answer to a review request and sending a message to the person who requested the review.

- When you accept a review request, you need to change your role from "author" to "subreviewer" to be able to access the paper and submit your review. To do so, go to MME 2014 → change role (Figure 10).



Figure 10: Changing a role in EasyChair.

- Select *Subreviewer* (Figure 11).

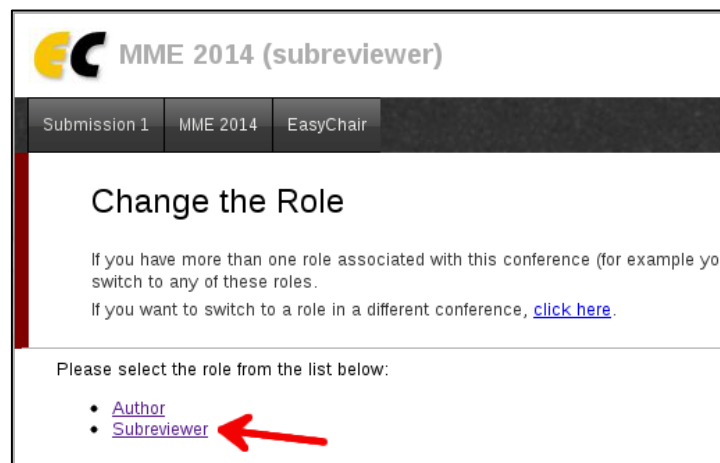


Figure 11: Selecting subreviewer role.

- Now you can access the submissions you have agreed to review (and also answer review requests for submissions you have not answered yet) through the *Submission #* items in the main menu (# indicates the number of the submission).

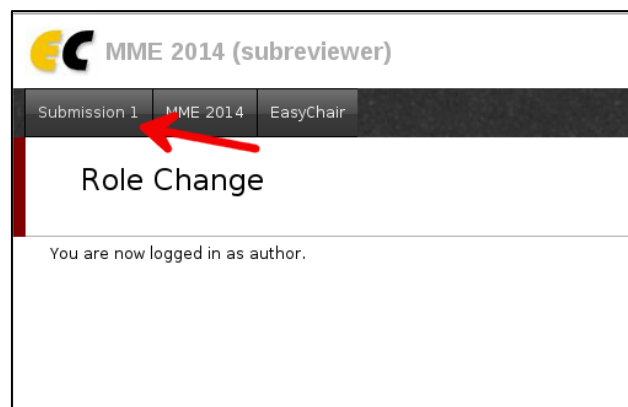


Figure 12: Accessing a submission as a subreviewer.

- Once you select a submission, you can download the paper (clicking the “*download submission*” in the right menu), submit you review (clicking the “*submit review*” in the right

menu) or answer the submission request if you have not done so yet (clicking the “answer request” in the right menu). (Figure 13)

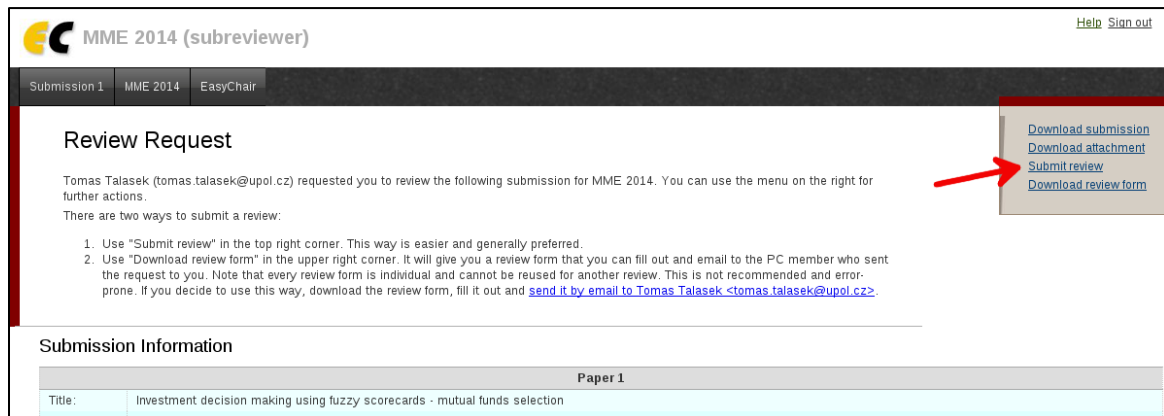



Figure 13: Downloading a paper for review and submitting the review menu.

- Once you are ready to submit your review, click the “submit review”. A review form appears, where you need to evaluate several aspects of the paper and provide final decision (figure 14). **Please DO NOT use the “no decision” option!** At least for the evaluations marked with an asterisk, please provide some comments for the authors of the paper or the reason for rejecting the paper. You can also provide a confidential message to the programme committee, that will not be visible to the authors of the paper (Figure 15). **Do not forget to click the Submit review button when you are finished with the review.**

We thank you for your cooperation and help reviewing the papers for MME 2014!


MME 2014 (subreviewer)
[Help](#)
[Sign out](#)

Submission 1
MME 2014
EasyChair

Add New Review on MME 2014 Submission 1

Fill out the following form and click "Submit Review"

When you submit your review, Tomas Talasek will receive a notification by email.

You cannot add attachments to your review using this form. To attach a document to your review, you should email it to Tomas Talasek.

This conference **permits subreviewers to submit reviews and participate in the discussion of submissions**. This means that your review will not need approval of Tomas Talasek and you will be permitted to view other reviews on this paper and discuss the paper when the chairs permit so.

Paper information

Title: Investment decision making using fuzzy scorecards - mutual funds selection
Category: PhD students competition paper
Authors: Tomas Talasek
PC member: Tomas Talasek

Evaluation

Overall evaluation

- ☐ 2: accept
- ☐ 1: minor revisions *
- ☐ 0: no decision
- ☐ -1: reject *

Reviewer's confidence

- ☐ 5: (expert)
- ☐ 4: (high)
- ☐ 3: (medium)
- ☐ 2: (low)
- ☐ 1: (none)

Additional scores

Originality of the work

- ☐ 5: excellent
- ☐ 4: good
- ☐ 3: fair
- ☐ 2: poor *
- ☐ 1: very poor *

Relevance of the topic to the conference

- ☐ 5: excellent
- ☐ 4: good
- ☐ 3: fair
- ☐ 2: poor *
- ☐ 1: very poor *

Significance of the work

- ☐ 5: excellent
- ☐ 4: good
- ☐ 3: fair
- ☐ 2: poor *
- ☐ 1: very poor *

Research methodology and treatment

- ☐ 5: excellent
- ☐ 4: good
- ☐ 3: fair
- ☐ 2: poor *
- ☐ 1: very poor *

Figure 14: Evaluation form – first part.

<div><p>Clarity in writing, tables and figures</p><p><input type="radio"/> 5: excellent</p><p><input type="radio"/> 4: good</p><p><input type="radio"/> 3: fair</p><p><input type="radio"/> 2: poor *</p><p><input type="radio"/> 1: very poor *</p></div> <div><p>Organization of the manuscript</p><p><input type="radio"/> 5: excellent</p><p><input type="radio"/> 4: good</p><p><input type="radio"/> 3: fair</p><p><input type="radio"/> 2: poor *</p><p><input type="radio"/> 1: very poor *</p></div> <div><p>Citations and references to other works</p><p><input type="radio"/> 5: excellent</p><p><input type="radio"/> 4: good</p><p><input type="radio"/> 3: fair</p><p><input type="radio"/> 2: poor *</p><p><input type="radio"/> 1: very poor *</p></div> <div><p>Compliance with prescribed form</p><p><input type="radio"/> 5: excellent</p><p><input type="radio"/> 4: good</p><p><input type="radio"/> 3: fair</p><p><input type="radio"/> 2: poor *</p><p><input type="radio"/> 1: very poor *</p></div>	
<p>Review</p> <div><p>Review (*)</p><p>Please provide a detailed review, including justification for your scores. This review will be sent to the authors unless the PC chairs decide not to do so. This field is required unless you have an attachment.</p><div></div></div> <div><p>Confidential remarks for the program committee</p><p>If you wish to add any remarks intended only for PC members, please write them below. These remarks will only be seen by the PC members having access to reviews for this submission. They will not be sent to the authors. This field is optional.</p><div></div></div> <div><p>Submit review</p></div>	

Figure 15: Evaluation form – part 2, comments to the authors (review) and confidential remarks for the programme committee.