



INCOSE International Symposium EasyChair Instructions for Reviewers

Purpose

This document is intended to assist reviewers with use of the online review system for the Annual INCOSE International Symposium. To access documents and links referenced below, go to the Downloads section of the INCOSE IS website: <https://www.incose.org/symp2019/contact/downloads>.

This guideline will help you to review assigned submissions for the International Symposium through the EasyChair system. Before submitting your review, be sure to review the evaluation criteria for the type of submission to be evaluated, available from the INCOSE IS website. Independent evaluation criteria have been defined for papers, panel / roundtable / debate proposals, tutorials, and paperless presentations.

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Logging into EasyChair

1. Access the online submission site for the correct type of submission. Figure 1 shows the *Login* page for an IS 2018 paper submission.

Note: Links to the online submission sites are available in the Downloads section of the INCOSE IS website.

2. If you already have an EasyChair account from another conference, you can use that account. Enter your user name and password and click **Log in**. Then proceed to the *Reviewing a Submission* section of this document.

If you do not have an account, click **create an account** and continue to Step 3.

EasyChair
The world for scientists

Help / Log out

Log in to EasyChair for IS 2018

EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org**.

User name:

Password:

Log in

If you have no EasyChair account, [create an account](#)
Forgot your password? [click here](#)
Problems to log in? [click here](#)

Figure 1: Login Page



3. On the *Create an EasyChair Account: Step 1* page, click to check the *I'm not a robot* checkbox. Then click **Continue**.

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Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

I'm not a robot

reCAPTCHA
Privacy - Terms

Continue

Figure 2: Create an EasyChair Account: Step 1

4. Enter your name and email address in the corresponding fields on the *Create an EasyChair Account: Step 2* page (Figure 3). Then click **Continue** to display the *Account Application Received* page (Figure 4).

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[Help / Log in](#)

Create an EasyChair Account: Step 2

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

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

First name[†] (*):

Last name (*):

Email address (*):

Retype email address (*):

Continue

[†] 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: Create an EasyChair Account: Step 2

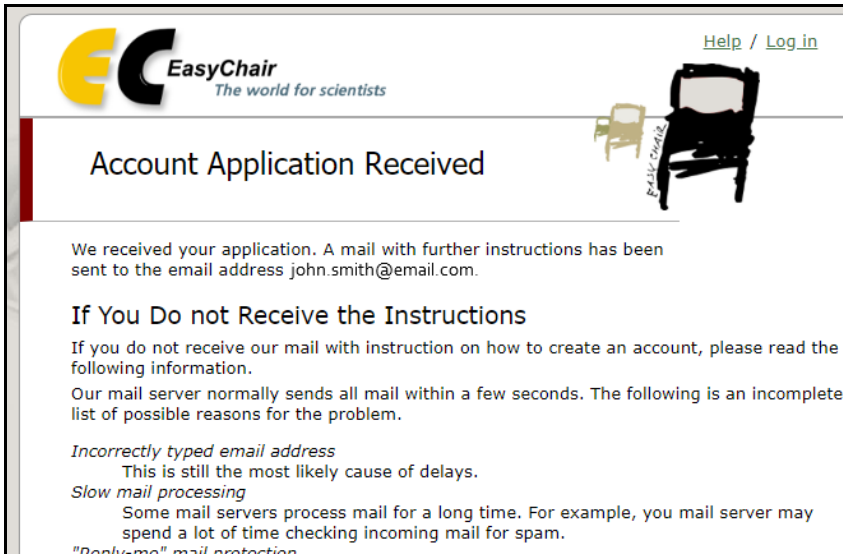


Figure 4: Account Application Received

5. Check your inbox for a confirmation email, which should arrive within minutes (Figure 5). Click the link in the email to display the *Create an EasyChair Account: Last Step* page (Figure 6).

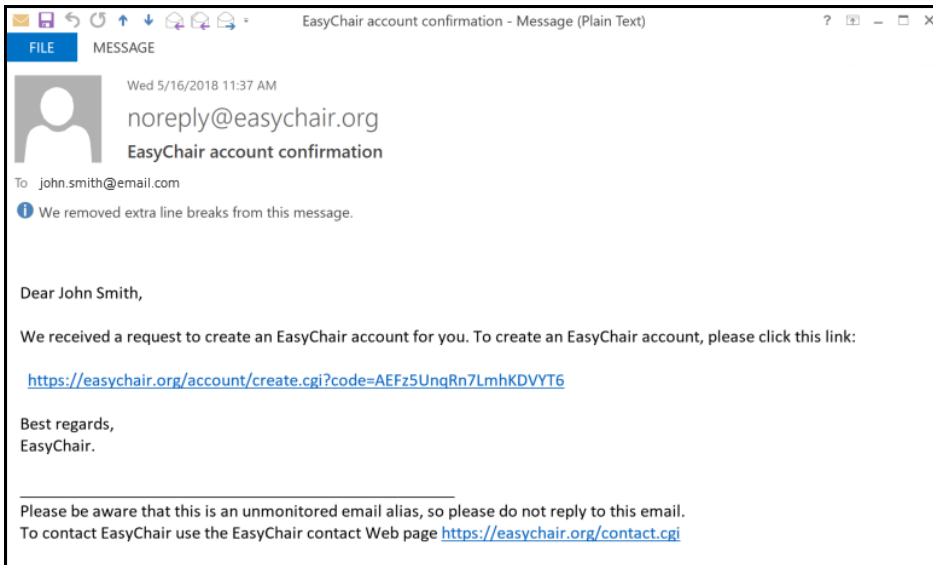


Figure 5: Confirmation Email



6. On the *Create an EasyChair Account: Last Step* page, click the appropriate link to view or download the EasyChair Terms of Service. After reviewing the Terms of Service, click to check the *I agree to EasyChair Terms of Service* checkbox.
7. Complete the fields for personal data, address, and account information. Required fields are marked with an asterisk (*).
Note: The user name you enter must be unique; EasyChair will confirm that the user name you entered is available or inform you if you need to choose another user name.
8. When finished, click **Create my account** to display the *Account Created* page (Figure 7). Proceed to the *Reviewing a Submission* section of this document to review a submission for the International Symposium.

The screenshot shows the 'Create an EasyChair Account: Last Step' page. At the top left is the EasyChair logo with the tagline 'The world for scientists'. At the top right are links for 'Help / Log in' and an illustration of a chair. The main heading is 'Create an EasyChair Account: Last Step'. Below this, a message reads: 'Hello John Smith! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.' A checkbox for 'I agree to EasyChair Terms of Service' is present. The form is divided into three sections: 'Enter your personal data.' with fields for First name (filled with 'John'), Last name (filled with 'Smith'), Organization (*), Your personal Web page, 'Enter your address.' with fields for Phone, Address, line 1 (*), Address, line 2, City (*), Post code (*), State (US only) (*), and Country (*), and 'Enter your account information. Note that user names are case-insensitive' with fields for User name (*), Password (*), and Retype the password (*). A red 'Create my account' button is at the bottom. A footnote at the bottom left states: '† 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 6: Create an EasyChair Account: Last Step

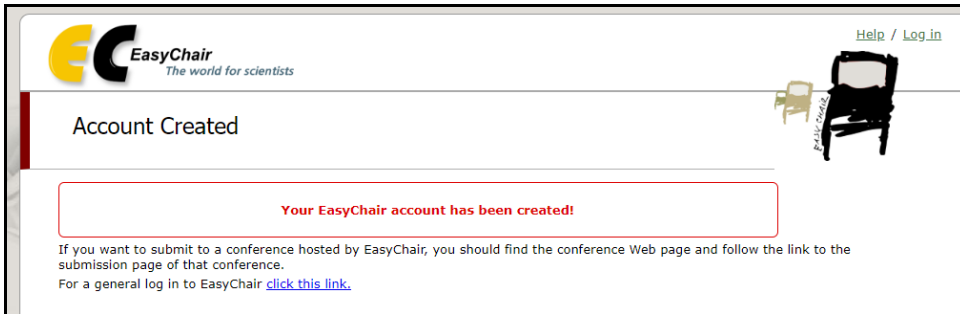


Figure 7: Account Created Page



Reviewing a Submission

The following instructions describe the review process.

1. Familiarize yourself with the evaluation criteria for the type of submission to be reviewed. The evaluation criteria documents are available in the Downloads section of the INCOSE IS website (see the link at the beginning of this document). Authors have been asked to use these evaluation criteria as guidance for preparing their submissions; for consistency, these evaluation criteria must be used to assess all submissions.
2. Access the online submission site for the type of submission to be reviewed and log in to EasyChair as described in the *Logging into EasyChair* section above. Links to the online submission sites are available in the Downloads section of the INCOSE IS website.
3. Select **Reviews > Assigned to me** to access submissions that have been assigned to you for review.

#	Submission	Details	Tutorial Agreement	Primary Sector	Expertise	Duration	Handouts	Show reviews	Add new review
1	John Smith. Tutorial title		3		Novice	4	Paper		

Figure 8: Submission List and Controls

4. Click the “i” icon to view the details for an assigned submission. If you are reviewing a paper, click the file icon to download the paper.

Note: The fields displayed in the submission list vary depending on the submission type. The image above shows the fields displayed for tutorials. The file icon is only displayed for papers.

5. Read the submission quickly to get an understanding of its objective and structure.
6. Re-read the submission more thoroughly, jotting down comments.



7. When you are ready to submit your review, click the plus icon  to display the Evaluation form.

Evaluation

Overall evaluation (*). Please provide a detailed review, including a justification for your scores. Both the score and the review text are required.

3: strong accept
 2: accept
 1: weak accept
 0: borderline paper
 -1: weak reject
 -2: reject
 -3: strong reject

Reviewer's confidence (*). Reviewer's confidence

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

Confidential remarks for the program committee. 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.

Submit review

Figure 9: Evaluation Fields

8. Assess the extent to which the submission meets each of the evaluation criteria and the overall contributions of the submission to the symposium. For the *Overall evaluation* field, select a numeric score reflecting your recommendation on whether to accept or reject the submission and enter detailed comments justifying your score. Feedback in this field will be provided to the author to help improve the submission. To maintain review integrity:

- **DO NOT** include your name or other identifying details in your review comments.
- **DO NOT** state or refer to the selected numeric score in your review comments.

Note: Provide constructive comments based on the evaluation criteria. Limit comments to suggestions on how to improve the submission.

- Opinions and conclusions of the reviewer should not be captured, unless made as a constructive “have you considered” statement.
- Comments might include recommendations such as “the section on xyz should be shortened” or “the section on abc should be expanded to provide more detail. I suggest...” Be specific.
- Words of encouragement such as, “This is a great proposal; looking forward to the presentation” are always welcome when deserved.



9. For the *Reviewer's confidence* field, identify a confidence rating regarding your expertise in the subject areas of the submission.
10. For the *Confidential remarks for the program committee* field, provide any additional comments intended only for members of the program committee. This information will help the program committee to develop the conference program. Comments entered in this field will not be shared with the author of the submission.
11. Confirm that your review is correct and complete, then click **Submit review** at the bottom of the page (see Figure 9).

Note: If you revise your review, both the original and updated reviews will be visible in EasyChair. Try to avoid revising reviews if at all possible. If you need to make an update, explain the reason for the changes in the *Confidential remarks for the program committee* field.