

## **1. Review Process**

### **I Received an Invitation to Review a Paper. How Should I Accept/Decline the Invitation?**

The review requests are initiated by an Associate Editor for the conference.

The fact that you are receiving an invitation through the system means that you already have an account on the peer review system. You may accept or decline the review request in one of the two ways listed below:

- (Recommended.) By following “**quick link**”. Note that the code in the link is not your password but a special code created specifically to facilitate accepting or declining the invitation to review.
- (Alternatively.) By recovering your password (if you do not recall it), and then using your PIN and password to log in to your Reviewer workspace as described below.

### **How Should I Download the Paper to Review?**

Normally the paper that you are asked to review is attached to the invitation e-mail message. If it is not you may download the paper using the link for this purpose on the Confirm/Decline screen. Finally, you may log in to your Reviewer workspace as described below.

### **How Should I Prepare and Submit my Review?**

When you log in as a “Reviewer” you will see your Reviewer workspace. There will be a separate row for each manuscript that you have been asked to review. Then:

- Click on “**Confirm or decline**” to accept or decline the review, if you have not already done so.
- Click on “**Download**” to save a copy of the manuscript on your computer for off line review.
- To enter the review, click on the link “**Review**” next to the appropriate paper to fill out the web-based review form.

You can fill out the review form and either submit it or save it for later completion. If you select to save it for later completion, your review is not yet complete, you must return and submit it even if you make no changes to the saved review.

After you submitted the review you will receive an acknowledgement by e-mail, including a full copy of the review. Moreover, you will be able to inspect your review later at any time by following the link “**Review**” for the paper. You will also be able to see any other reviews that were submitted (anonymized, of course) and, eventually, the publication decision about the submission.

## **2. After the Review Process**

### **I Missed the Review Deadline and Can No Longer Submit My Review. Why?**

When the evaluation of a submission is finalized all reviews that have not been received are canceled. Normally the reviewer is notified that the review has been canceled. Remember that the preparation of a conference usually is on a tight time schedule.

### **I Should Like to Change My Review. How Can I Do That?**

Once you have submitted the form, you will not be able to update your review. If you must cancel the review or need to modify it urgently, please contact the Associate Editor who asked you to do the review with the request to ask you to revise the review. There is a link to contact the Associate Editor in your reviewer workspace.