3.2 How to review a paper

As a reviewer, you will receive an email established via EasyChair by the session chair, announcing that you have been asked to review a dedicated paper. Based on this, please proceed on EasyChair to accept this request.
Please note: each request has an expiration date and you also have the option of rejecting the request.

Once logged on to EasyChair (https://easychair.org/conferences/?conf=ices2019)

Please make sure that you are logged on as subreviewer.
Note: you might or might not have more than one role within EasyChair.

The role you are using is always displayed on the top of the page next to the EasyChair logo and "ICESxxx". *(all screenshots are from 2017 and are used here for instructional purposes; please note there may be slight variation for the current year)*

You can change the role as follows.

The following page should appear. Again you might not have as much roles as shown in this figure.

Using the Alert tab, you see the latest requests which have not been answered, see below an example.

By going to "view" on the right, you receive a summary of the review request including a summary of the submission information, see below an example.

Please go to "Answer request" on the right.

Please read the following page carefully and reply according your decision.

Review requests | ICES 2017 | Support | Alerts | EasyChair

Review Request

To answer the review request you should choose the appropriate action and edit a message to Cindy Smith. The message will be sent by email to Cindy Smith with a copy to you. Only Cindy Smith and you will have access to the text of the message. If you choose not to send the message, Cindy Smith 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 Cindy Smith for further information in the message.

Subject: Your review request for ICES 2017 submission 372

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

By going back to "Review requests you should be able to see now a page comparable to the one below which indicates all the papers you have been asked and accepted to perform a review.

The submissions shown are examples.

By going to the paper you want to review, you open the page in which you start the review itself again with some submission information and now the submission itself which you can download.

*By going to "Submit review", you open the page in which you can place your review.*

Review requests | ICES 2017 | Support | EasyChair

Add New Review on ICES 2017 Submission 372

Fill out the following form and click "Submit Review"
When you submit your review, Cindy Smith 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 Cindy Smith.

Paper information

Title:	Test paper
Authors:	Cindy Smith
PC member:	Cindy Smith

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 (✕).

○ 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

Please finish your review by submitting it.