Division Editor Instructions for ScholarOne (AbstractCentral)

ASAC 2022

As a Division Editor you will need an account on the submission site, https://asac2022.abstractcentral.com/:

- If you were an editor, submitter or reviewer last year, the account information will be the same as your account last year.
- If you did not have access to the system, you will have received an email from AbstractCentral with login instructions. Be sure to add abstractcentral.com as an acceptable domain in your email provider.

When you login to AbstractCentral you'll see the Welcome, Submission, and Review menus. Select Review, and then select Chair. This will take you to your work area for managing reviews.

1. Review of changes

A quick summary of changes that we have made to the submission site for the 2021 conference:

- In addition to submission of a paper to a division, we have allowed submitters to identify a secondary division that may also be interested in the paper. This is intended to be particularly useful once a review decision has been made and the Program Coordinator is making decisions about the program. Divisions are encouraged to consider joint sessions with other divisions where appropriate.
- All presenting authors of a submission can now be identified.
- We have built in scorecards for each of the submission types. Reviewers will by default see all submissions that they are assigned to (and all scorecard items):
    - The scorecard items are prefixed with identification of which submission type they belong to:
        - [All] – all submission types
        - [FP/WIP] – full papers and work in progress submissions
        - [FP] – full papers
        - [Sym/PDW] – Symposia and Professional Development Workshops
    - Reviewers can filter by submission type by using the pull-down in the top left corner of the reviewer panel. This will:
        - Limit the display of submissions to only those of the selected submission type.
        - Limit the scorecard items to only those that are relevant for the selected submission type.
    - Reviewers can recommend to accept a paper for presentation, for presentation and publication or as a work-in-progress. This allows papers that are not appropriately developed to still be considered for presentation in a work-in-progress.

2. Verifying Submissions

Authors are required to remove all identifying information from their submissions. We know that this will save Division Editors time, but we also know that not everyone will fully read the instructions and remove their information. As Division Editor it is your decision as to whether you a) edit the paper yourself (if it's in doc format) – see section 7 below for instructions on how to edit and re-upload a submission; b) email the submitter and ask them to upload a new copy; or c) reject the paper. We would encourage you to accommodate re-submission of as many papers as possible, but it is also critical that we maintain the integrity of the review process.

2.1. Go to the Chair area of the site.
2.2. In the Abstracts section you will see all of the submissions for your division.
2.3. For each submission click on Edit. You can review the submission's
- Presentation type - full paper, work in progress, symposium, PDW
- Category and Subcategory– The category should always be your division. In 2021, we are also allowing authors to identify a secondary division that may be interested in the paper. For the purposes of the review process, the primary division is responsible for the paper (unless you formally agree to exchange it with another division).
- Uploaded file – ***you will need to check that the author has removed all identifying information from the paper before sending it for review***
- Language
- Student paper
- Authors

3. Assigning Reviewers to Papers

We do not have the ability to filter People by Division, so you will need to maintain your own, separate list of reviewers. Please note that reviewers may also agree to review for more than one division.

3.1. Go to the Chair area of the site.
3.2. In the Abstracts section you will see all of the submissions for your division.
3.3. In the People section you will see all of the people who have created an account on the system. (Make sure that "Show me all users" is checked).
3.4. You can also use the Search field in the People section to search for a reviewer.
3.4.1. If you have reviewers who did not submit to the conference this year, or have not reviewed or presented in previous years, you will need to ask them to create an account before you can assign them reviews.
3.5. In the Abstracts section select the Control ID of the paper you wish to assign to that reviewer and drag the paper to the reviewer. You can also drag reviewers to the papers. To assign multiple reviewers to a paper at the same time, select each reviewer and then drag to the submission's Control ID.
3.6. When you have assigned all of your reviewers (or as many as you will in the current working session), you can email them. See Emailing Reviewers below.

4. Emailing Reviewers

4.1. Go into the Chair area of the site.
4.2. Select Reviewer Status Report from the left-hand menu.

4.3. Under Reviewer Status Report select all of the reviewers you have assigned.
4.4. Select Send Email (just above the list of reviewers)
4.5. Modify the email template.
    4.5.1. Set an appropriate subject.
    4.5.2. Add the appropriate text. For example, that reviews have been assigned to them, or reviews are due in a week, or reviews are late.
4.6. Preview the email by selecting the Email Preview tab.
4.7. Click Send.
4.8. All of the selected reviewers will receive the email.

5. Monitoring Review Status By Reviewer

5.1. Go into the Chair area of the site.
5.2. Select Reviewer Status Report from the left-hand menu.
5.3. You will see your full list of reviewers, how many papers they have been assigned, how many reviews are complete, and how many are remaining.
5.4. You can expand a reviewer to see each submission they have been assigned, the score assigned to the paper, and their decision.

6. Monitoring Review Status By Submission

6.1. Go into the Chair area of the site.
6.2. Select Reviewer Score Report from the left-hand menu.
6.3. You will see your full list of submissions, how many reviewers have been assigned, and how many reviews have been submitted.
6.4. You can click to expand a submission's information and see each reviewer assigned to it and the reviewer's decision.

7. Making a Decision on a Submission

7.1. Go into the Chair area of the site.
7.2. Select Reviewer Score Report from the left-hand menu.
7.3. You will see your full list of submissions, how many reviewers have been assigned, and how many reviews have been submitted.
7.4. Expand a submission to see each reviewer assigned to it, the reviewer scores, and the reviewer's decision.
    7.4.1. Hover over the i to see the reviewer's comments.
    7.4.2. For reviewer scores you will see only a list of numbers. Each reviewer has scored the submission from 1 to 5, 5 being high, on a set of criteria. The scores are presented in the following order

- Full Papers
    - [All] Relevance of Topic
    - [All] Interest to our Members
    - [FP/WIP] Conceptual Foundation
    - [FP/WIP] Readability
    - [FP] Methodology Employed
    - [FP] Appropriate Analysis
    - [FP] Usefulness of Findings

- Works In Progress
  - [All] Relevance of Topic
  - [All] Interest to our Members
  - [FP/WIP] Conceptual Foundation
  - [FP/WIP] Readability
- Symposia/Professional Development Workshops
  - [All] Relevance of Topic
  - [All] Interest to our Members
  - [Sym/PDW] Well Planned & Relevant
  - [Sym/PDW] Potential for Engagement
  - [Sym/PDW] Valuable Outcomes

7.5. Select the Decision field for a specific submission.
7.6. Select Accept for Presentation, Accept for Proceedings (which includes Presentation), or Reject.
7.7. Email the submitter with your decision.
7.7.1. To copy the comments for the author into your decision letter, export the review to an Excel spreadsheet.
- Select the papers you want to export.
- Click on Import/Export to Excel
- Select Export All to Excel (includes reviewers)
- Open the file.
- Cut and paste the comments to the authors into your decision letter.

7.7.2. Emails about submission decisions cannot automatically be sent from within AbstractCentral. You have two options for informing submitters about the decision on their submission.
- If the submitter also reviews for you, you can find their name in the Reviewer Status Report and modify the Email Template to inform them of your decision.
- You will need to send the decision letter from your own email.

8. Removing Identifying Information from a Submission

8.1. Go into Review – Chair.
8.2. Click on the Edit link of the submission you want to change.
8.3. Use the link in Step 2: Properties to download the file.
8.4. Remove identifying information.
8.5. Save the file.
8.6. Click on the Edit button beside the Step 2: Properties heading.
8.7. Click the Remove link under the File Upload heading.
8.8. Confirm that you do want to remove the file. IT IS VERY IMPORTANT THAT YOU HAVE SAVED A COPY OF THE FILE TO YOUR HARD DRIVE BEFORE REMOVING THE FILE FROM THE SUBMISSION.
8.9. Click the Select File button under the File Upload heading.
8.10. Select the file.
8.11. Click Upload Selected File. (The file path may have “fakename” as the directory. This is fine.)
8.12. At the bottom of the page click Save & Continue.
8.13. At the bottom of the page click Save & Continue.
8.14. At the bottom of the page click Finish.

9. Retrieving List of Submitters

9.1. Go to Review - Chair.
9.2. Go to Reviewer Score Report.
9.3. Select Import/Export to Excel.
9.4. Choose Export all to Excel.
9.5. One of the columns is the email address of the submitter.