

Reviewer Instructions for ScholarOne (AbstractCentral)

ASAC 2022

To access your assigned submission to review:

1. Select Reviewer from the Review menu option at the top of the screen. You will see a list of the submissions that have been assigned to you.
2. Click on the Control ID for your assigned review. The proof popup will appear.
3. Scroll to the bottom of the popup window and click on the download file link.
4. Review the submission.
5. **NOTE:** If you have a conflict of interest in reviewing the paper, please select the “Conflict of Interest” checkbox, and do not proceed with any other aspect of the review.

When you are ready to submit your review:

1. Select Reviewer from the Review menu option at the top of the screen.
2. Click on the view/edit link in the Reviewer Comments column of the submission (beside the Control ID column).
3. Enter your comments for the Division Editor and for the Author(s). Please note that whatever you include in the comments for author(s) will be shared with those responsible for the paper. We encourage you to be thoughtful, constructive and helpful in your comments. Save and close the comment box.
4. Use the dropdown box in each column to select your score for each criteria, with 5 being high.
5. Use the recommendation pull-down to indicate your recommendation regarding the submission:
 - a. If you are recommending acceptance of the submission for presentation and proceedings, check the box in the ‘accept for publication and presentation’ column.
 - b. If you are recommending acceptance of the submission for presentation only, check the box in the ‘accept for presentation only’ column.
 - c. If the submission should be only considered for inclusion as a work-in-progress (it is not sufficiently developed for inclusion as a paper) you can use the recommendation of ‘accept as work-in-progress’.

Scoring Criteria

The scoring criteria for each submission type are listed below. You can filter by submission type using the pull-down in the top left corner. This will limit the scoring criteria to those that are relevant for that submission. The scoring criteria are also prefixed to identify the submission type it is used for.

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

Tips:

- Use the expand button – the four green arrows at the top right of the Abstract box (beside Clear Search) – to expand the box and see all of the columns at once, or use the scroll bar at the bottom of the box to access all of the columns.
- Your work is saved automatically as you enter it.