

Draft Paper Review Process

December 16, 2025

Deadlines

- Draft paper submission: January 6, 2026
- Reviewers assigned: January 12, 2026
- Reviews completed: January 26, 2026
- Draft paper notification: February 2, 2026
- Revised draft paper submission: February 17, 2026
- Revised draft notification: March 5, 2026
- Author registration/final paper submission: March 16, 2026

Note: Deadlines are your completion dates, not your starting dates!



Purpose of the Peer Review

- The purpose of review is to determine whether a paper is acceptable for publication, needs revision, or should be rejected. Recommendations must be supported by specific and critical comments. **Reviewing is a confidential process involving only the reviewer, program-making agency, and the editorial department.** Papers recommended for publication should be of high quality and of current technical interest. If rejection is recommended, keep in mind that you should state reasons in a professionally appropriate manner.



I felt the papers were of a lesser standard than previous years.

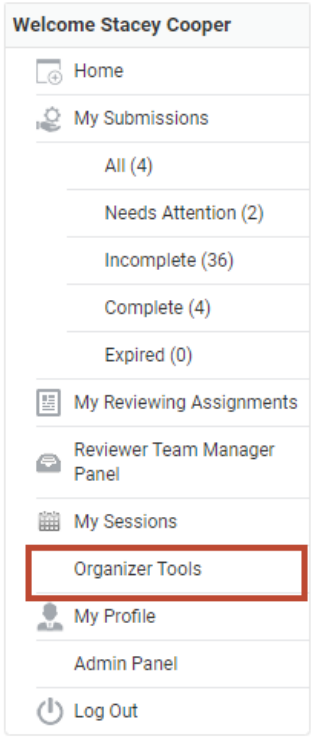
OMAE 2025 Attendee Comments About Paper Quality

- “I felt the papers were of a lesser standard than previous years.”
- “Some of the academic presentations were quite boring as it is substandard simulations lacking technical objectives and rigor. Peer review process should be tightened as well to select quality papers.”
- “Many papers come across as rather straight forward engineering rather than something new”
- “…the technical part of the papers is satisfactory, but scientific component needs to be more sophisticated”
- “Focus on ways to make technical presentations at conference of high quality.”
- “reduce the acceptance rate”

Full-Length Paper Review

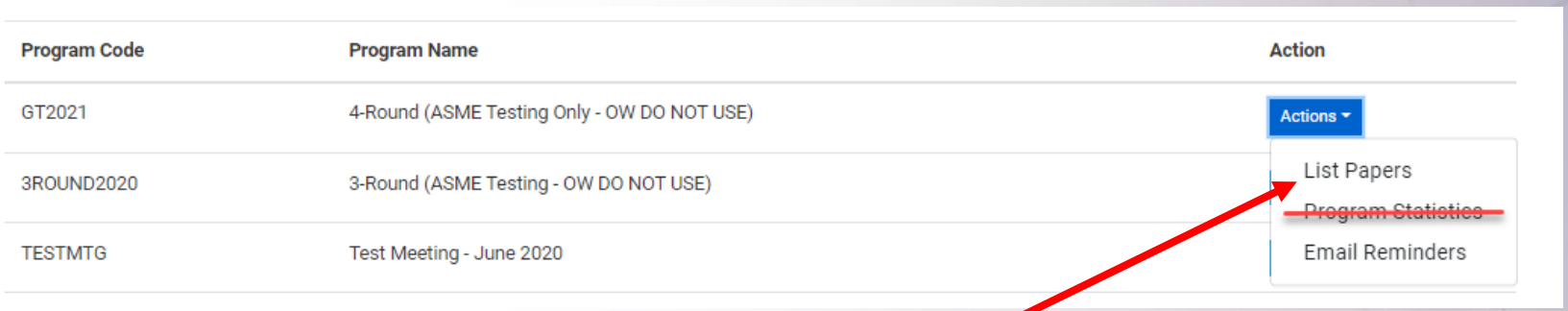


Paper Review Process



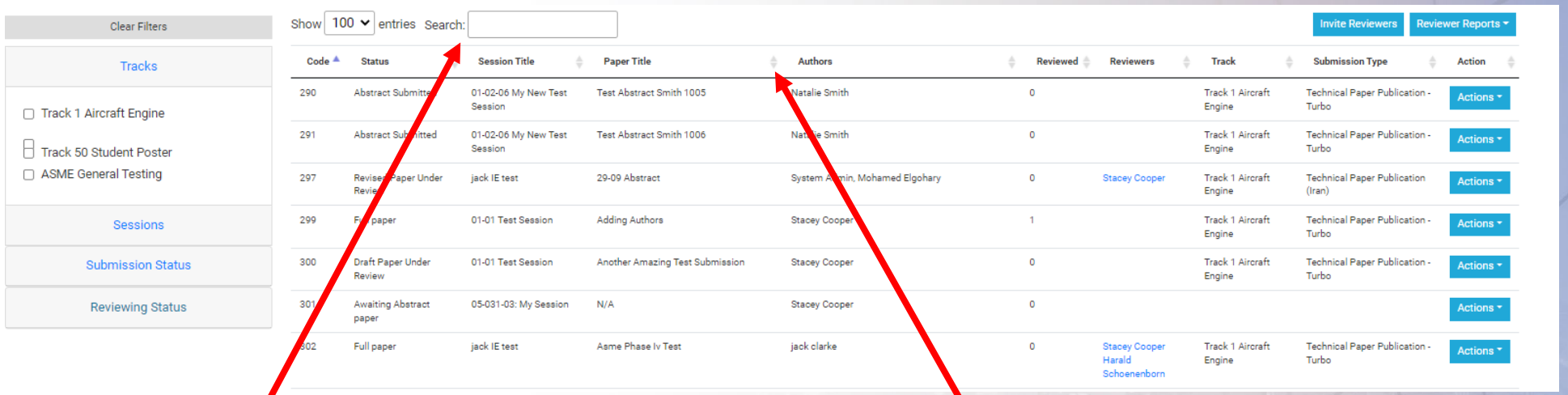
- Login to your account
- Click on “Organizer Tools”

Paper Actions



- Click on “List Paper” to view the submissions. This will take you to the paper management screen.

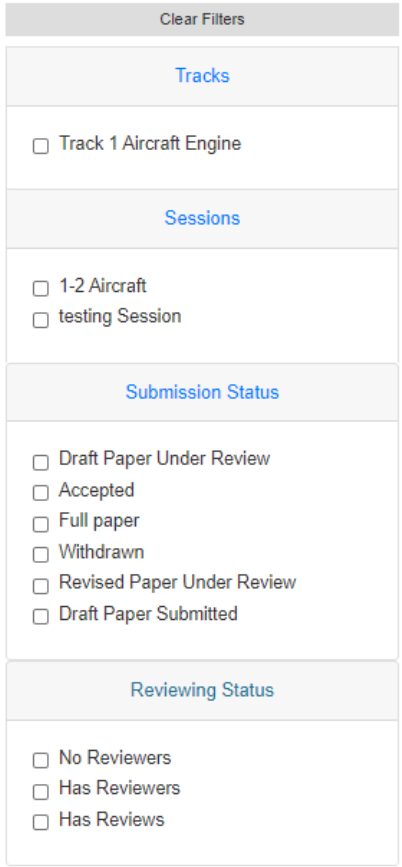
Paper List Screen



Search: Users can search by any text that may be displayed on the screen.

Column sorting: Click on the arrows next to the column to sort in ascending or descending order.

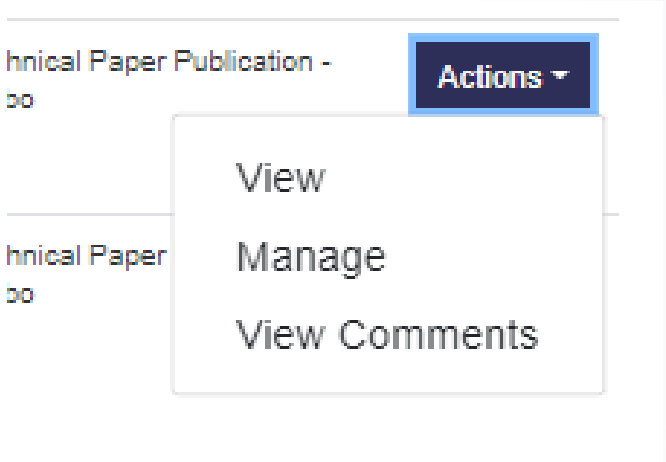
Filtering



- Filter by
- Symposium
- Topics/Session
- Submission Status
- Review Status

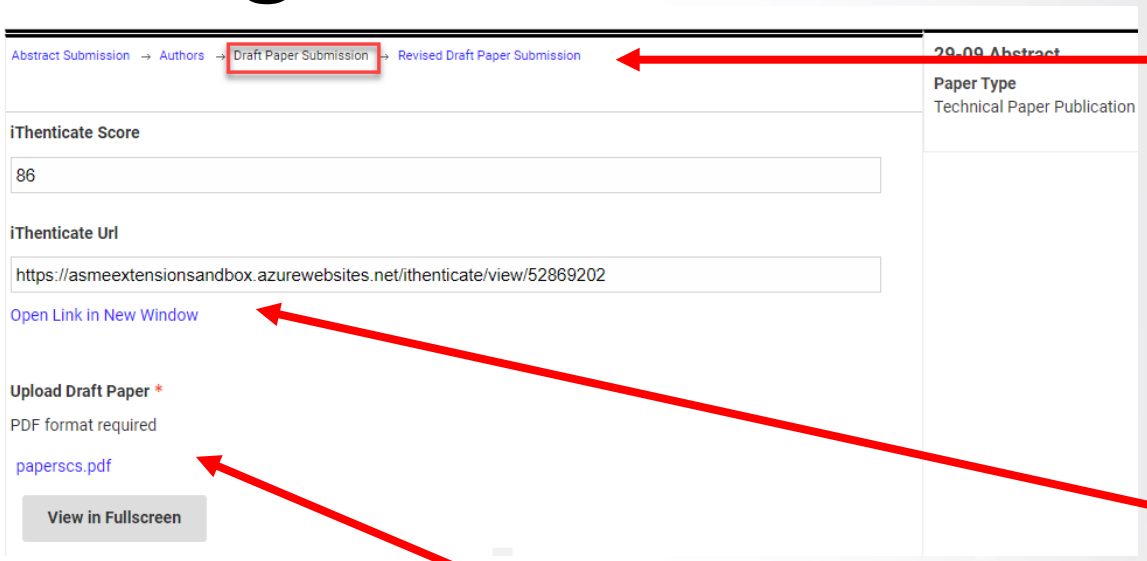
- Filtering will remain in place as you navigate through multiple pages.

Paper Actions



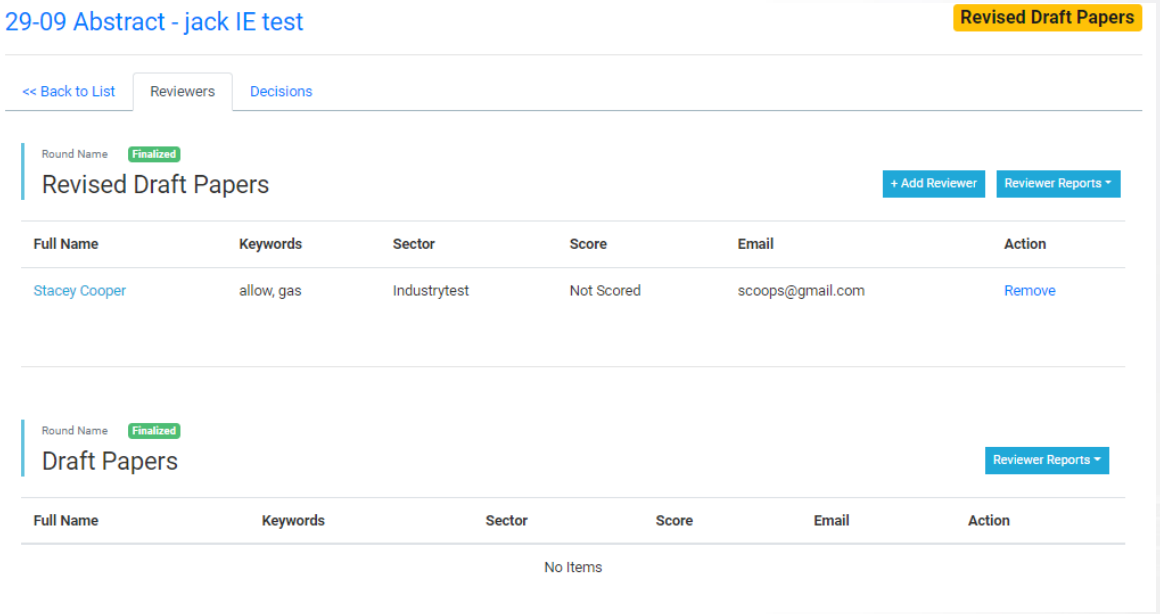
- View
  - Opens a new window to view submission details (abstract, authors, draft paper submission, revised draft paper submission).
  - Click on the navigation links to view desired page.
- Manage
  - Assign Reviewers
  - Make Decision on Papers
  - Click on Paper Title to view submission details.
- View Comments
  - View Reviewer Inputs

Viewing the Submission



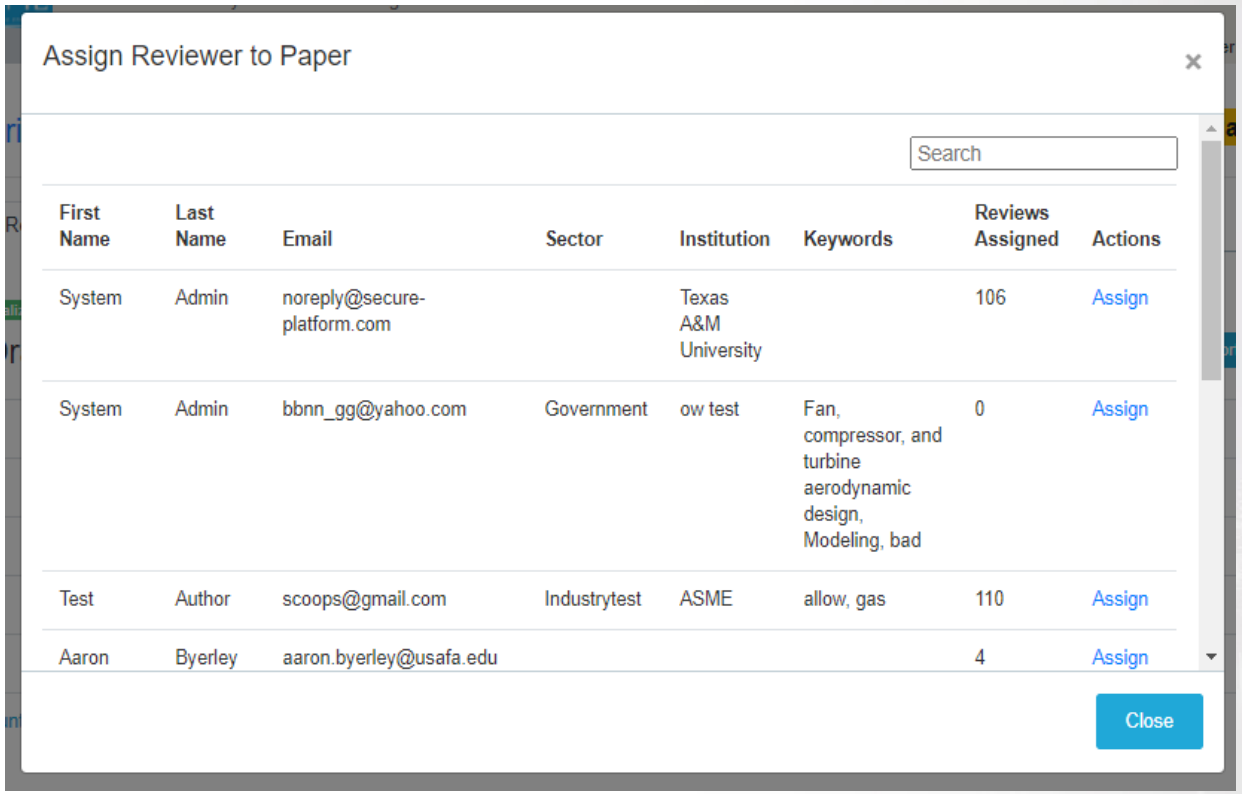
- View
  - Follow the breadcrumb navigation at the top of the submission to view each round.
  - View the iThenticate score and click on the link to view the report.
  - View the draft paper.

Paper Management Screen



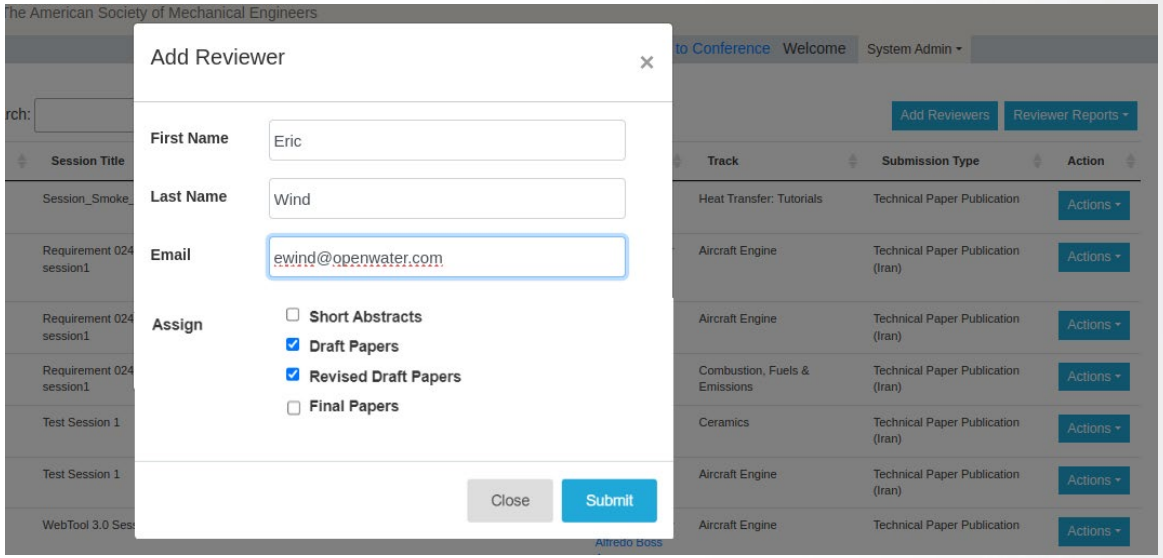
- Manage
- Defaults to Reviewer tab.
  - Add reviewers to the paper
    - Clicking on this button opens the reviewer database.
  - Download review reports
  - View reviewer status

Adding a Reviewer to a Paper

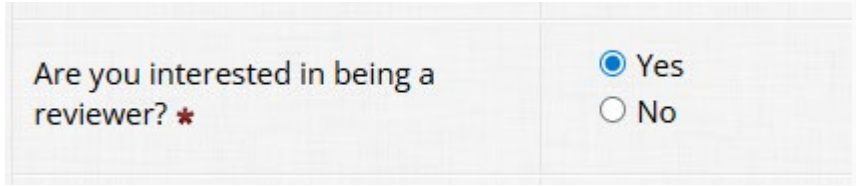


- Assigning Reviewers
- Search by
  - First or last name
  - Email address
  - Company
  - Keywords
- The number of papers assigned to the reviewer is displayed
- Click “assign” to add the reviewer to the paper.
  - Reviewers will receive an email notification for each assignment.

Can’t Find Your Reviewer or Any Reviewers?



- Go back to the main paper list screen and click on the “Add Reviewers” button.
- A new window will open where you can enter the reviewer’s name and email address.
- Select to assign them to the Draft Paper and Revised Draft Paper Round.
- Reviewer will receive an email letting them know they have been added to the database.
- Wait approximately 20 minutes before assigning them to review a paper.



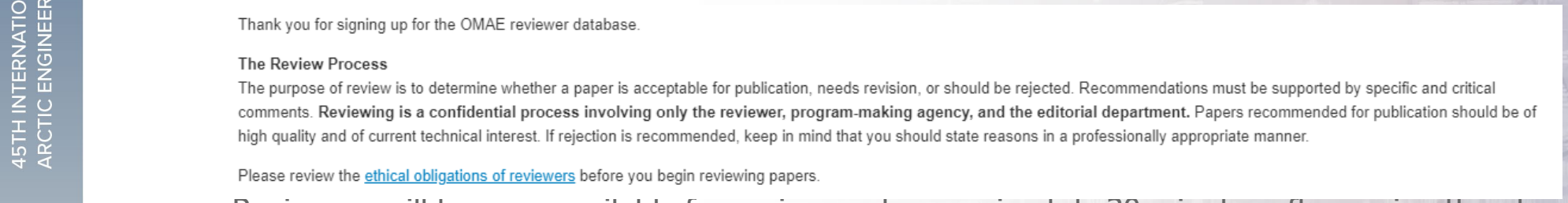
Look at the submission detail to see if the author stated that they would like to be a reviewer.

Reviewers Can Also Opt-In

- Reviewers can still opt-in on their own at https://omae.secure-platform.com/a/judgeSolicitationProfiles/create?solicitationId=267

- Make sure your reviewer completes the opt-in process.
  - Some new users to ASME stop the process after creating their ASME account.
    - THEY HAVE NOT COMPLETED THE PROCESS!!

- Reviewers will see the text below when they have successfully opted-in.



Thank you for signing up for the OMAE reviewer database.

The Review Process

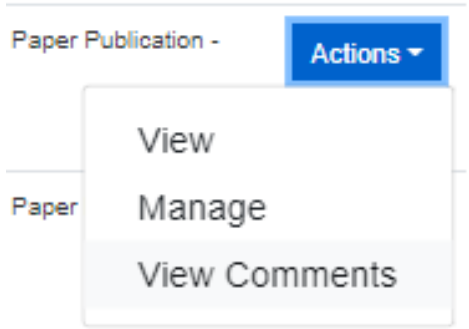
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Please review the ethical obligations of reviewers before you begin reviewing papers.

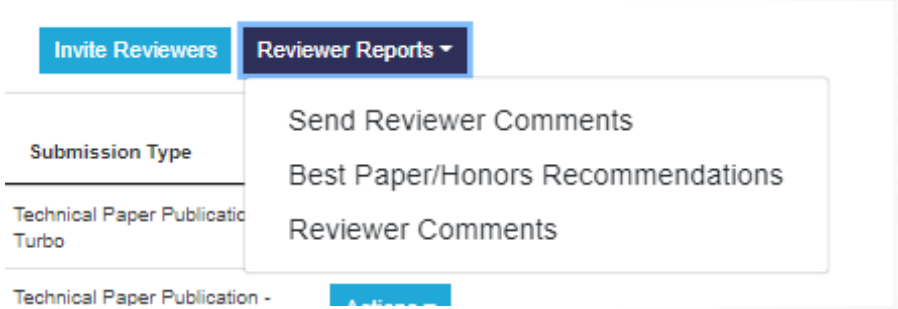
- Reviewers will become available for assignment approximately 30 minutes after seeing the above text.

Reviewer Opt-in Step-by-Step Process: http://asmetraining.wpengine.com/reviewer-database-opt-in/

View Reviewer Comments

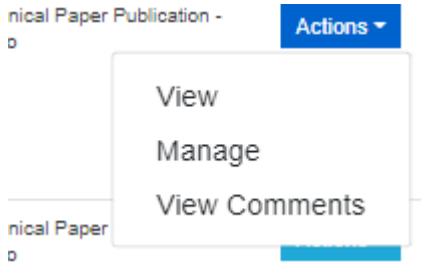


- Go to Actions > View Comments
- A new window will open displaying all reviewer inputs

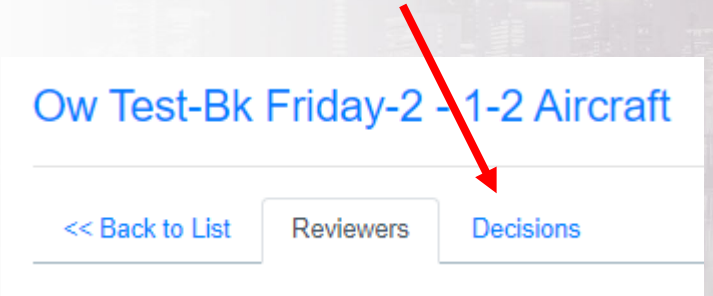


- Go to Reviewer Reports > Reviewer Comments
- This will download a comma separated file (csv) with all reviewer inputs that can be imported into Excel.

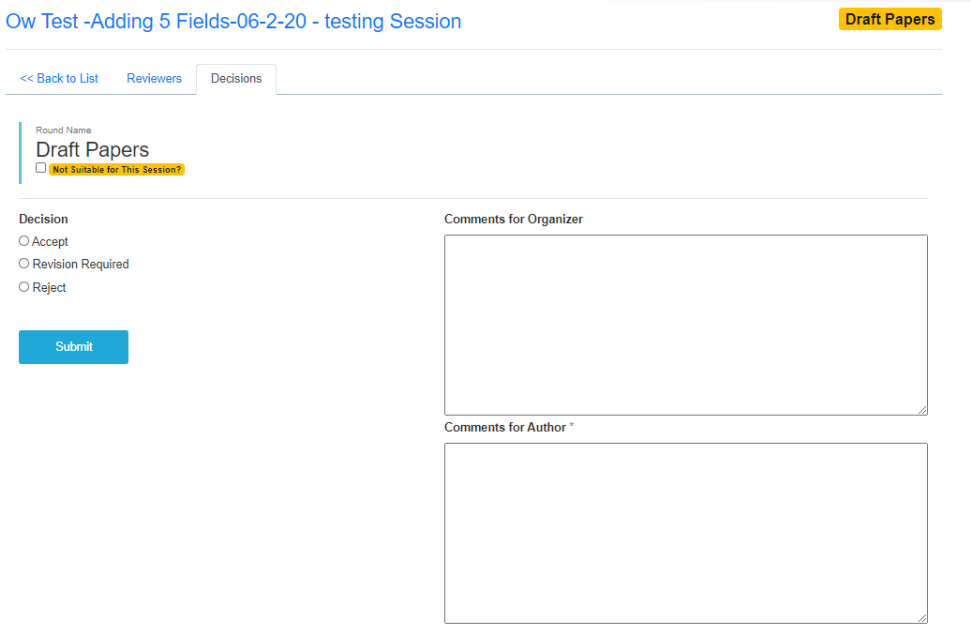
Make a Decision on the Paper



- Go to Actions > Manage
- This will take you to the paper management screen.
- Click on the “Decision” tab.

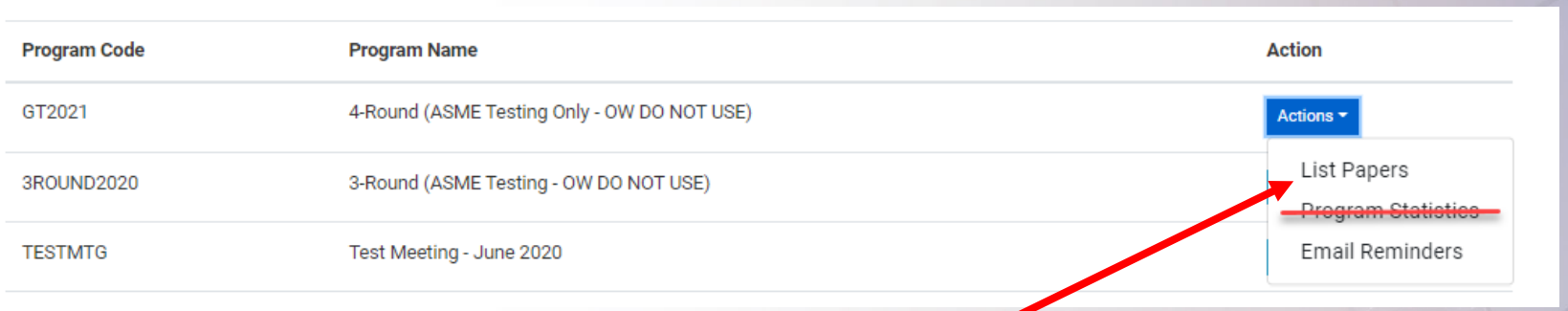


Submitting Your Decision



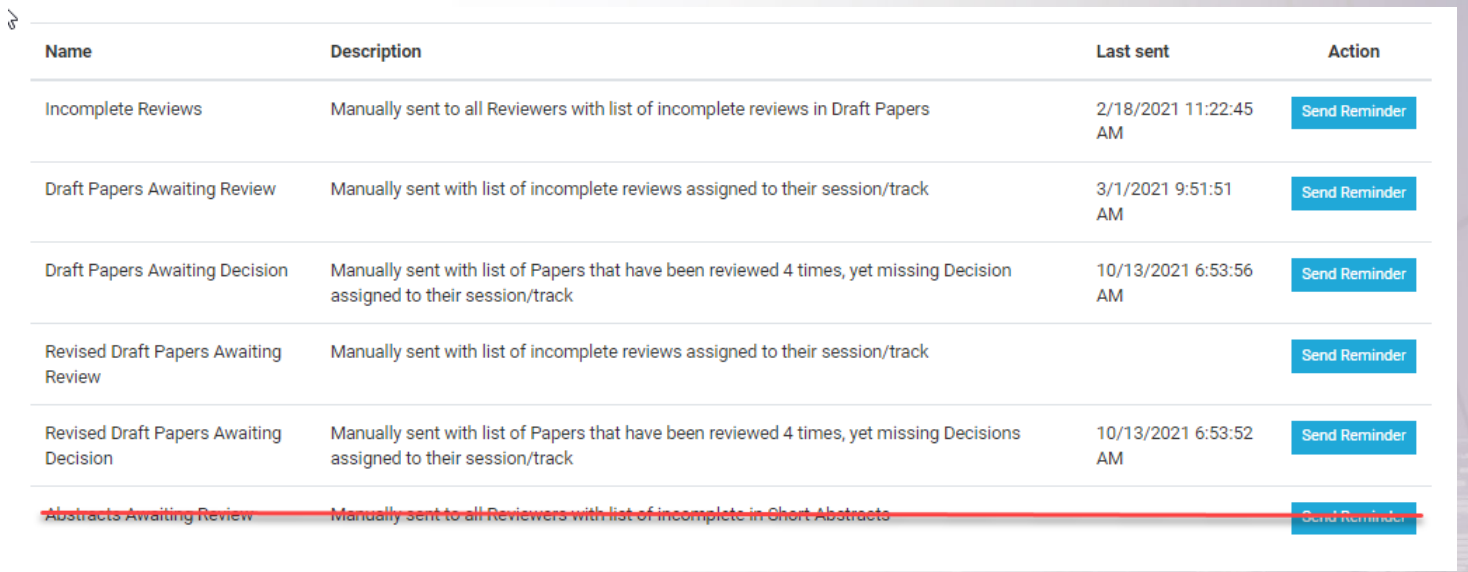
- Make your decision selection
  - Selecting “accept” will display the honors and journal recommendation options.
- Organizers can enter optional comments fellow Organizers.
- Fill in the required comments for the authors.

Email Reminders



- Click on “Email Reminder” to view a list of emails that you can send out to your organizers and reviewers.

Email Reminder List



Name	Description	Last sent	Action
Incomplete Reviews	Manually sent to all Reviewers with list of incomplete reviews in Draft Papers	2/18/2021 11:22:45 AM	Send Reminder
Draft Papers Awaiting Review	Manually sent with list of incomplete reviews assigned to their session/track	3/1/2021 9:51:51 AM	Send Reminder
Draft Papers Awaiting Decision	Manually sent with list of Papers that have been reviewed 4 times, yet missing Decision assigned to their session/track	10/13/2021 6:53:56 AM	Send Reminder
Revised Draft Papers Awaiting Review	Manually sent with list of incomplete reviews assigned to their session/track		Send Reminder
Revised Draft Papers Awaiting Decision	Manually sent with list of Papers that have been reviewed 4 times, yet missing Decisions assigned to their session/track	10/13/2021 6:53:52 AM	Send Reminder
Abstracts Awaiting Review	Manually sent to all Reviewers with list of incomplete in Short Abstracts		Send Reminder

These are templated emails that cannot be customized. All have the deadlines posted in the Publication Schedule.

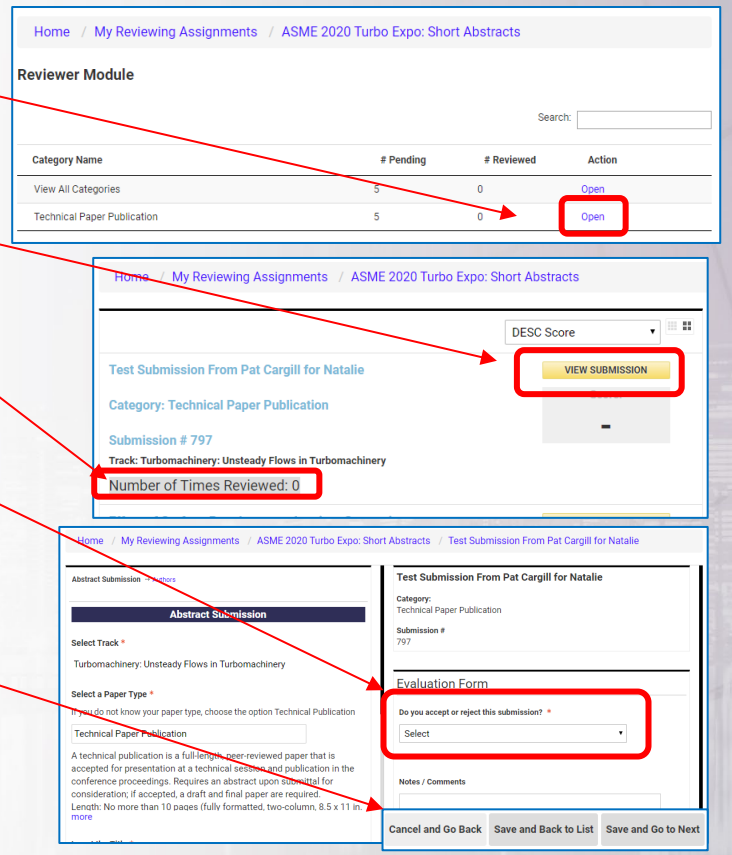
Clicking on Send Reminder will send out the email to the group of reviewers/organizers with incomplete actions and include a report for the user to download.

Presentation Only Extended Abstract Reviews



Presentation Only Reviews

- Go to **My Reviewing Assignments** on main menu.
- Click on Open on the line for Technical Presentation Only.
- A list of all abstracts will appear.
- For each abstract, click on View Submission.
- You do not need to review the extended abstract if another organizer has already completed the review.
- To view the abstract, scroll down.
- Take action as appropriate to accept or reject the abstract, comments are optional.
- Click Submit and Back to List or Submit and Go to Next.



Resource Materials



iThenticate Guidelines

- Prior to assigning reviewers, organizers will need to analyze any matching results over **15%**
- Two areas of concern: plagiarism (copying someone else's work), and lack of originality (copying your own previous published work)
- When assessing a paper, consider:
  - Is there any source with high degrees of match (>15%), or are there just lots of <1% matches of phrases?
  - 50x <1% = no problem
  - 1x 50% = problem
  - If there is a source with a high match, has that source been properly referenced in the paper?
  - Are the matches limited to the introduction, description of the analysis, experimental setup, etc., or are there high matches in the results and conclusions portions of the paper?

iThenticate Guidelines

If you have concerns, discuss it with TPC. For feedback from ASME, email https://airtable.com/appKe8wyTv3RoG8qS/shrc4rgubaoKlbmFB

Outcomes can be:

- Reject the paper outright.
- Caution the author about the concerns and request changes. These changes can include properly referencing papers with matches, and/or to reword sections to reduce the degree of outright copying. Organizer should check the final paper to make sure these directions have been followed.Proceed with reviews; reviewers should also comment on matches.
- Let the paper go through with reviews with no special action.

Questions/Help

- For any problems, submit a help desk ticket to https://airtable.com/appKe8wyTv3RoG8qS/shrc4rgubaoKlbmFB.
- Join us for our twice-weekly help center calls

Tuesdays @ 10:00 am New York Time	Thursdays @ 2:00 pm New York Time
Join online Meeting ID: 812 794 064 Password: 708266 **One Tap Mobile:** +19292056099,,812794064# US (New York) +16699006833,,812794064# US (San Jose) **Dial by Your Location** +1 929 205 6099 US (New York) +1 669 900 6833 US (San Jose) 877 853 5247 US Toll-free 888 788 0099 US Toll-free Meeting ID: 812 794 064 Find your local number here.	Join online Meeting ID: 277 957 717 Password: 625347 **One Tap Mobile** +19292056099,,277957717# US (New York) +16699006833,,277957717# US (San Jose) **Dial by your Location** +1 929 205 6099 US (New York) +1 669 900 6833 US (San Jose) 888 788 0099 US Toll-free 877 853 5247 US Toll-free Meeting ID: 277 957 717 Find your local number here.