

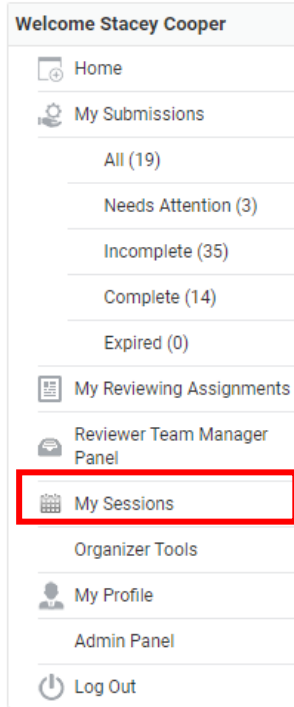
# IMECE2023

# Paper Review Process

Topic Organizers

# Adding New Topic Co-Organizers

# Navigate to My Sessions



- Login to your organizer account
- Select My Sessions or My Topics/Sessions  
*(Only Primary Topic Organizer has access to do this)*

# Select the Conference

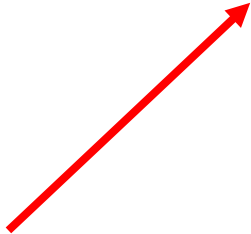
Welcome Stacey Cooper

[Home](#) / [My Sessions](#)

## Select Conference

Search:

| Conference             | Action               |
|------------------------|----------------------|
| IMECE Test Environment | <a href="#">Open</a> |



Select “Open” for the conference



# Select the Topic/Session

| Name                         | Type              | Primary Contact | Email                       | # of Minutes | # of Items | Finalized | Action                       |
|------------------------------|-------------------|-----------------|-----------------------------|--------------|------------|-----------|------------------------------|
| 01-01-01 Test Session        | Technical Session | Cooper, Stacey  | coopersl@asme.org           | 0 / 180      | 0          | No        | <a href="#">Edit Details</a> |
| 01-01-02                     | Technical Session | Cooper, Stacey  | coopersl@asme.org           | 0 / 180      | 0          | No        | <a href="#">Edit Details</a> |
| 01-01-03                     | Technical Session | Cooper, Stacey  | coopersl@asme.org           | 0 / 180      | 0          | No        | <a href="#">Edit Details</a> |
| 01-01-04 Public Session Test | Technical Session | Cooper, Stacey  | coopersl@asme.org           | 15 / 180     | 1          | No        | <a href="#">Edit Details</a> |
| 01-02-05 My Test Session     | Technical Session | Cooper, Stacey  | coopersl@asme.org           | 0 / 180      | 0          | No        | <a href="#">Edit Details</a> |
| 01-02-06 My New Test Session | Technical Session | Cooper, Stacey  | coopersl@asme.org           | 60 / 180     | 4          | Yes       | <a href="#">Edit Details</a> |
| 1-2 Aircraft                 | Technical Session | Cooper, Stacey  | coopersl@asme.org           | 105 / 180    | 7          | No        | <a href="#">Edit Details</a> |
| jack IE test                 | Topic             | Cooper, Stacey  | coopersl@asme.org           | 65 / 100     | 13         | No        | <a href="#">Edit Details</a> |
| test                         | Technical Session | Cooper, Stacey  | coopersl@asme.org           | 30 / 180     | 2          | No        | <a href="#">Edit Details</a> |
| testing Session              | Topic             | Admin, System   | noreply@secure-platform.com | 90 / 90      | 6          | Yes       | <a href="#">View Details</a> |

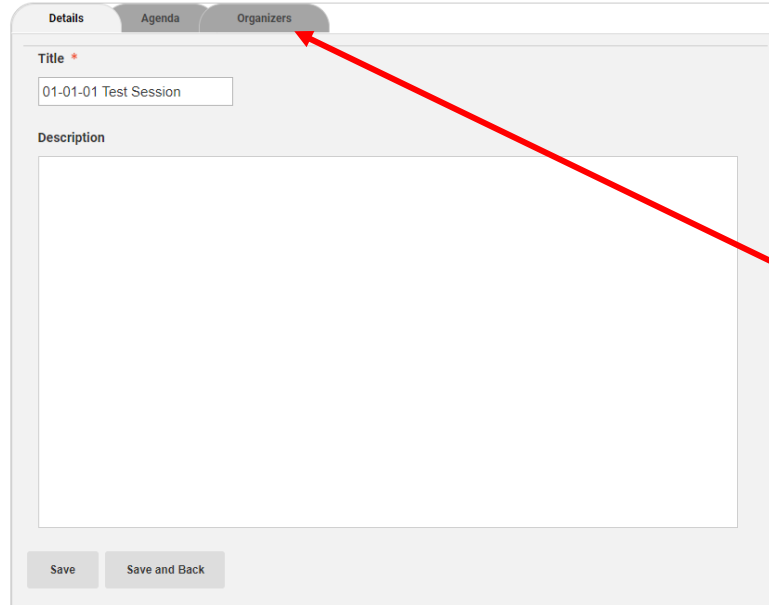
Select Edit Details

(Only the Primary Topic Organizer will have this link!)

# Select the Organizer Tab

01-01-01 Test Session

Type: Technical Session



The screenshot shows a web application interface for editing a session. At the top, there are three tabs: 'Details', 'Agenda', and 'Organizers'. The 'Organizers' tab is currently selected and highlighted. Below the tabs, there is a form with a 'Title' field containing '01-01-01 Test Session' and a larger 'Description' text area. At the bottom of the form, there are two buttons: 'Save' and 'Save and Back'. A red arrow points from the text 'Select the Organizers tab' to the 'Organizers' tab.

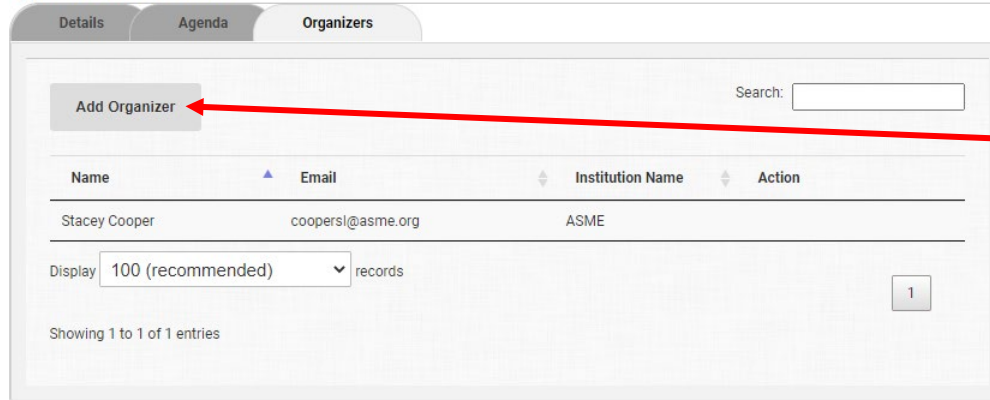
Select the Organizers tab

(Only the Primary Topic Organizer will have this link!)

# Adding Organizer

01-01-01 Test Session

Type: Technical Session



The screenshot shows the 'Organizers' tab for a session titled '01-01-01 Test Session'. The 'Add Organizer' button is highlighted with a red arrow. Below the button is a table with one entry for Stacey Cooper. The table has columns for Name, Email, Institution Name, and Action. Below the table is a 'Display' dropdown set to '100 (recommended)' and a 'records' label. A 'Showing 1 to 1 of 1 entries' message is at the bottom.

| Name          | Email             | Institution Name | Action |
|---------------|-------------------|------------------|--------|
| Stacey Cooper | coopersl@asme.org | ASME             |        |

Display 100 (recommended) records

Showing 1 to 1 of 1 entries

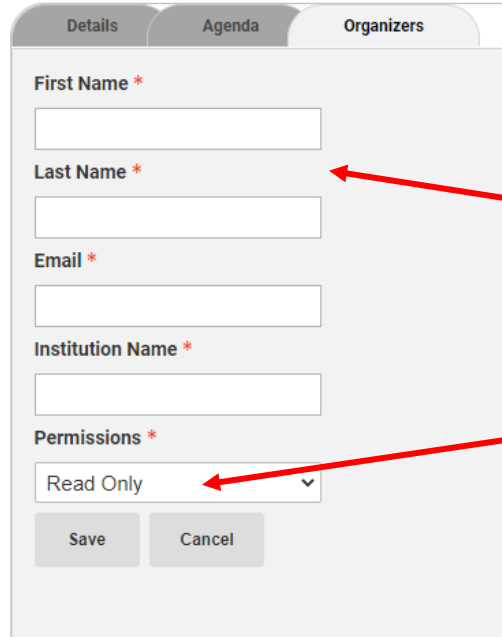
Click on the Add Organizer button

(Only the Primary Topic Organizer will have this link!)

# Complete Organizer Details

01-01-01 Test Session

Type: Technical Session



The screenshot shows a web form titled 'Complete Organizer Details' with three tabs: 'Details', 'Agenda', and 'Organizers'. The 'Details' tab is active. The form contains the following fields:

- First Name \***: A text input field.
- Last Name \***: A text input field, with a red arrow pointing to it from the text 'the co-organizers uses to login to ASME!'.
- Email \***: A text input field.
- Institution Name \***: A text input field.
- Permissions \***: A dropdown menu with 'Read Only' selected, and a red arrow pointing to it from the text 'Set the permissions to Collaborator'.

At the bottom of the form are two buttons: 'Save' and 'Cancel'.

Type in required fields.

(Make sure you have the email the co-organizers uses to login to ASME!)

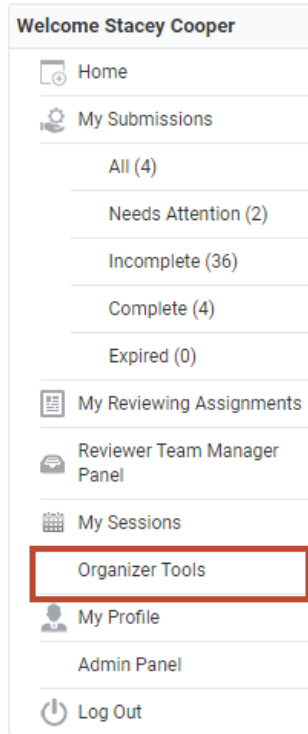
Set the permissions to Collaborator

Co-Organizer will receive an email about the topic assignment.



# Paper Review Process

# Paper Review Process



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

# Paper Actions

| Program Code | Program Name                                | Action  |
|--------------|---|---|
| GT2021       | 4-Round (ASME Testing Only - OW DO NOT USE) | <div>Actions ▾<ul style="list-style-type: none"><li>List Papers</li><li><del>Program Statistics</del></li><li>Email Reminders</li></ul></div> |
| 3ROUND2020   | 3-Round (ASME Testing - OW DO NOT USE)      |   |
| TESTMTG      | Test Meeting - June 2020                    |   |

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

# Paper List Screen

Clear Filters

Tracks

☐ Track 1 Aircraft Engine

☐ Track 50 Student Poster

☐ ASME General Testing

Sessions

Submission Status

Reviewing Status

Show100entriesSearch:

| Code | Status                     | Session Title                | Paper Title                     | Authors                        | Reviewed | Reviewers                            | Track                   | Submission Type                     | Action  |
|------|----------------------------|------------------------------|---------------------------------|--------------------------------|----------|--------------------------------------|-------------------------|-------------------------------------|---------|
| 290  | Abstract Submitted         | 01-02-06 My New Test Session | Test Abstract Smith 1005        | Natalie Smith                  | 0        |                                      | Track 1 Aircraft Engine | Technical Paper Publication - Turbo | Actions |
| 291  | Abstract Submitted         | 01-02-06 My New Test Session | Test Abstract Smith 1006        | Natalie Smith                  | 0        |                                      | Track 1 Aircraft Engine | Technical Paper Publication - Turbo | Actions |
| 297  | Revised Paper Under Review | jack IE test                 | 29-09 Abstract                  | System Admin, Mohamed Elgohary | 0        | Stacey Cooper                        | Track 1 Aircraft Engine | Technical Paper Publication (Iran)  | Actions |
| 299  | Full paper                 | 01-01 Test Session           | Adding Authors                  | Stacey Cooper                  | 1        |                                      | Track 1 Aircraft Engine | Technical Paper Publication - Turbo | Actions |
| 300  | Draft Paper Under Review   | 01-01 Test Session           | Another Amazing Test Submission | Stacey Cooper                  | 0        |                                      | Track 1 Aircraft Engine | Technical Paper Publication - Turbo | Actions |
| 301  | Awaiting Abstract paper    | 05-031-03: My Session        | N/A                             | Stacey Cooper                  | 0        |                                      |                         |                                     | Actions |
| 302  | Full paper                 | jack IE test                 | Asme Phase Iv Test              | jack clarke                    | 0        | Stacey Cooper<br>Harald Schoenenborn | Track 1 Aircraft Engine | Technical Paper Publication - Turbo | Actions |

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

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

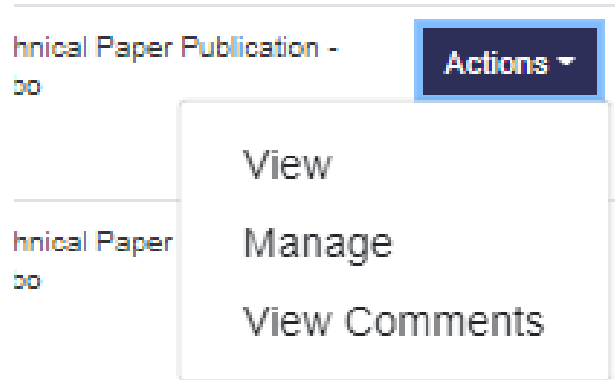


# Filtering

|  |
|--|
| Clear Filters  |
| Tracks   |
| <input type="checkbox"/> Track 1 Aircraft Engine   |
| Sessions   |
| <input type="checkbox"/> 1-2 Aircraft<br><input type="checkbox"/> testing Session  |
| Submission Status  |
| <input type="checkbox"/> Draft Paper Under Review<br><input type="checkbox"/> Accepted<br><input type="checkbox"/> Full paper<br><input type="checkbox"/> Withdrawn<br><input type="checkbox"/> Revised Paper Under Review<br><input type="checkbox"/> Draft Paper Submitted |
| Reviewing Status   |
| <input type="checkbox"/> No Reviewers<br><input type="checkbox"/> Has Reviewers<br><input type="checkbox"/> Has Reviews  |

- Filter by
  - Track
  - 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

*Note: Please scroll to your right if you do not see the Actions tab.*

# Viewing the Submission

## » View

The screenshot shows a web interface for viewing a submission. At the top, a breadcrumb trail reads: [Abstract Submission](#) → [Authors](#) → [Draft Paper Submission](#) → [Revised Draft Paper Submission](#). The 'Draft Paper Submission' link is highlighted with a red box, and a red arrow points from it to the first bullet point. Below the breadcrumbs, the 'iThenticate Score' is displayed as '86' in a text box. A red arrow points from this score to the second bullet point. Underneath, the 'iThenticate Url' is shown as 'https://asmeextensionsandbox.azurewebsites.net/ithenticate/view/52869202', with a red arrow pointing from it to the second bullet point. A link 'Open Link in New Window' is provided below the URL. Further down, the 'Upload Draft Paper' section indicates 'PDF format required' and shows a file named 'paperscs.pdf'. A red arrow points from this file name to the third bullet point. A 'View in Fullscreen' button is located at the bottom of this section. On the right side of the interface, the '29-09 Abstract' section is visible, with 'Paper Type' set to 'Technical Paper Publication'.

- 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

29-09 Abstract - jack IE test

Revised Draft Papers

<< Back to List Reviewers Decisions

Round Name Finalized

Revised Draft Papers

+ Add Reviewer

Reviewer Reports ▾

| Full Name     | Keywords   | Sector       | Score      | Email            | Action |
|---------------|------------|--------------|------------|------------------|--------|
| Stacey Cooper | allow, gas | Industrytest | Not Scored | scoops@gmail.com | Remove |

Round Name Finalized

Draft Papers

Reviewer Reports ▾

| Full Name | Keywords | Sector | Score | Email | Action |
|-----------|----------|--------|-------|-------|--------|
|-----------|----------|--------|-------|-------|--------|

No Items

## » 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

Assign Reviewer to Paper

Search

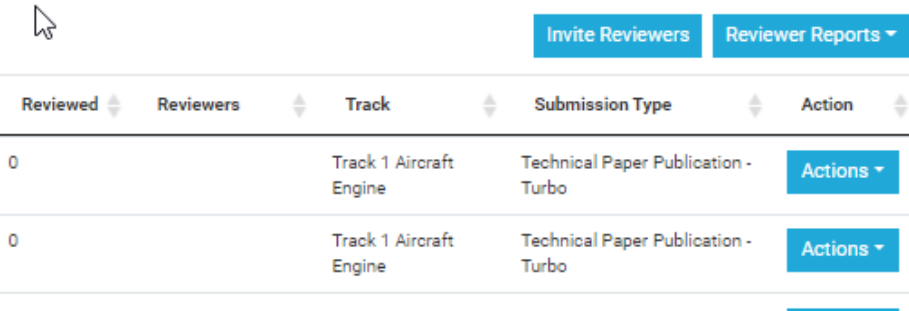
| First Name | Last Name | Email                       | Sector       | Institution          | Keywords   | Reviews Assigned | Actions                |
|------------|-----------|-----------------------------|--------------|----------------------|--|------------------|------------------------|
| System     | Admin     | noreply@secure-platform.com |              | Texas A&M University |  | 106              | <a href="#">Assign</a> |
| System     | Admin     | bbnn_gg@yahoo.com           | Government   | ow test              | Fan, compressor, and turbine aerodynamic design, Modeling, bad | 0                | <a href="#">Assign</a> |
| Test       | Author    | scoops@gmail.com            | Industrytest | ASME                 | allow, gas   | 110              | <a href="#">Assign</a> |
| Aaron      | Byerley   | aaron.byerley@usafa.edu     |              |                      |  | 4                | <a href="#">Assign</a> |

Close

## » 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?



| Reviewed | Reviewers | Track                   | Submission Type                     | Action  |
|----------|-----------|-------------------------|-------------------------------------|---------|
| 0        |           | Track 1 Aircraft Engine | Technical Paper Publication - Turbo | Actions |
| 0        |           | Track 1 Aircraft Engine | Technical Paper Publication - Turbo | Actions |

- Go back to the main paper list screen and click on the “Invite Reviewers” button.
- This will copy the URL below to your computer. Paste this into an email message to your new reviewer.
- <https://imece.secure-platform.com/a/judgeSolicitationProfiles/create?solicitationId=208>

# Reviewer Opt-In Guidance

- » 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

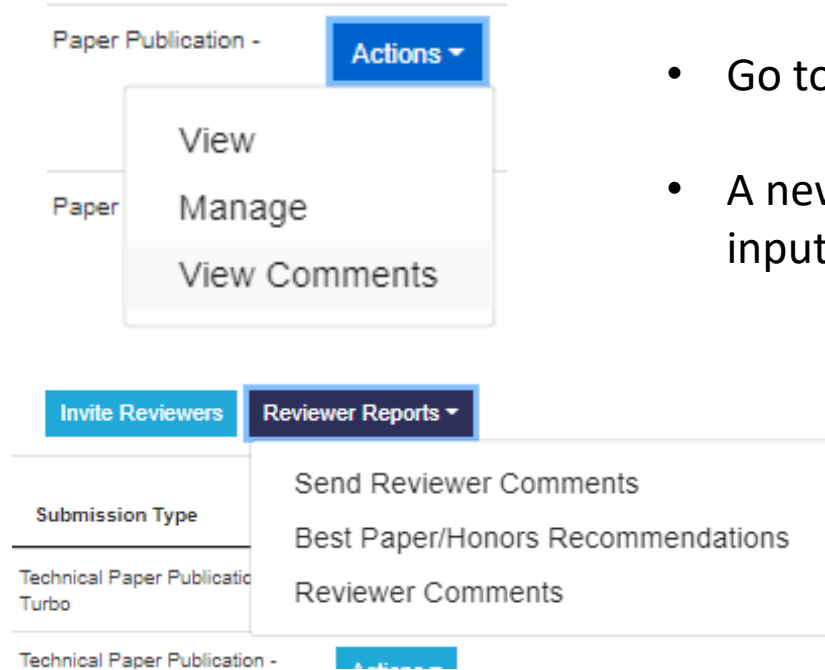
The purpose of review is to determine whether a paper is acceptable for publication, needs revision, or should be rejected. Recommendations must be supported by specific and critical comments. **Reviewing is a confidential process involving only the reviewer, program-making agency, and the editorial 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.

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/>*

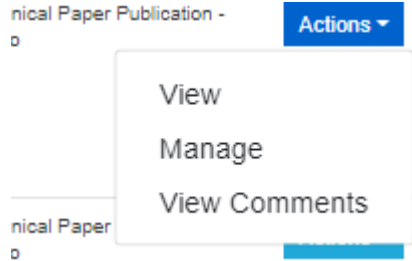
# View Reviewer Comments



- 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.

Ow Test-Bk Friday-2 -1-2 Aircraft

<< Back to List

Reviewers

Decisions

# Submitting Your Decision

Ow Test -Adding 5 Fields-06-2-20 - testing Session

Draft Papers

<< Back to List Reviewers Decisions

Round Name

Draft Papers

☐ Not Suitable for This Session?

Decision

- ☐ Accept  
☐ Revision Required  
☐ Reject

Submit

Comments for Organizer

Comments for Author \*

- 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

| Program Code | Program Name                                | Action  |
|--------------|---|---|
| GT2021       | 4-Round (ASME Testing Only - OW DO NOT USE) | <div>Actions ▾<ul style="list-style-type: none"><li>List Papers</li><li><del>Program Statistics</del></li><li>Email Reminders</li></ul></div> |
| 3ROUND2020   | 3-Round (ASME Testing - OW DO NOT USE)      |   |
| TESTMTG      | Test Meeting - June 2020                    |   |

- 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 | <a href="#">Send Reminder</a>            |
| Draft Papers Awaiting Review           | Manually sent with list of incomplete reviews assigned to their session/track  | 3/1/2021 9:51:51 AM   | <a href="#">Send Reminder</a>            |
| 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 | <a href="#">Send Reminder</a>            |
| Revised Draft Papers Awaiting Review   | Manually sent with list of incomplete reviews assigned to their session/track  |                       | <a href="#">Send Reminder</a>            |
| 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 | <a href="#">Send Reminder</a>            |
| <del>Abstracts Awaiting Review</del>   | <del>Manually sent to all Reviewers with list of incomplete in Short Abstracts</del>                                     |                       | <del><a href="#">Send Reminder</a></del> |

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.



# 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 [congresshelp@asme.org](mailto:congresshelp@asme.org)

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, email [congresshelp@asme.org](mailto:congresshelp@asme.org) or join our twice-weekly help center calls.

## Tuesdays @ 10:00 am 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](#).

## Thursdays @ 2:00 pm New York Time

### [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](#).