

**ASME**

IMECE<sup>®</sup> 2024

**International Mechanical  
Engineering Congress & Exposition<sup>®</sup>**

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Oregon Convention Center  
Portland, OR

Paper Review Process

# Accessing the Papers

The screenshot shows the IMECE2024 website. At the top, the header includes the IMECE2024 logo, location (Oregon Convention Center, Portland, OR), and dates (November 17–21, 2024). A navigation bar contains links: PUBLICATION SCHEDULE, TRACKS & TOPICS, EVENT SITE, HOME, POLICIES, HELP, and ORGANIZER TOOLS (highlighted with a red box). On the left, a sidebar menu lists: Home, My Submissions, My Reviewing Assignments, Reviewer Team Manager Panel, My Sessions, Organizer Tools (highlighted with a red box), My Profile, and Log Out. A red arrow points from the Organizer Tools link in the sidebar to the same link in the navigation bar. The main content area features the title 'IMECE: Where Engineering Disciplines Intersect and Innovation Begins', a 'Submit Your Presentation Only/Poster Abstract' button, and a paragraph about ASME's International Mechanical Engineering Congress & Exposition. On the right, an 'Important Dates' section lists key deadlines: Draft Paper Submission (May 15, 2024), Draft Paper Decision Notification (July 2, 2024), Revised Draft Paper Submission (July 16, 2024), and Presentation Only/Poster Abstract Submission (July 16, 2024).

Click on the Organizer Tools link to access the papers and monitor the paper reviews for your track.

# Key Paper Submission & Review Deadlines


Date	Task	Responsibility
May 14, 2024	Draft Paper Submission	Authors
May 21, 2024	Assignment of Paper Reviewers	Topic Organizers (Track Organizers)
June 18, 2024	Paper Reviews Completed	Reviewers (Topic Organizers)
July 2, 2024	Draft Paper Decision Notification	Topic Organizers (Track Organizers)
July 16, 2024	Revised Draft Paper Submission	Authors
July 30, 2024	Revised Draft Paper Decision Notification	Topic Organizers (Track Organizers)



# A Few Notes About Deadlines

- Deadlines are your completion dates *NOT* your starting dates.
- Experience demonstrates that those who start late experience the most challenges in completing tasks.
- If one topic or track misses a deadline this can impact the entire conference, not just your track or topic.
- Reminders are sent from ASME as a courtesy, it is the responsibility of the organizers and authors to make a note of all deadlines.
- Add the entire programming schedule to your calendar with reminders set for one week before the deadline.

# Accessing the Papers

Provided by  The American Society of Mechanical Engineers

[Return to Conference](#) Welcome

Program Code	Program Name	Action
IMECE2022	ASME 2022 International Mechanical Engineering Congress and Exposition (IMECE2022)	<a href="#">Actions ▾</a>
IMECE2023	ASME 2023 International Mechanical Engineering Congress and Exposition (IMECE2023)	<a href="#">Actions ▾</a>
IMECE2024	ASME 2024 International Mechanical Engineering Congress and Exposition (IMECE2024)	<div> <a href="#">Actions ▾</a> <ul style="list-style-type: none"> <li>List Papers</li> <li><del>Program Statistics</del></li> <li>Email Reminders</li> </ul> </div>

Click on the List Papers link to access the papers and monitor the paper reviews for your track.

*Note: Do not use the Program Statistics link, the numbers are not accurate.*

# Paper List Screen

Clear Filters

Tracks

☐ Track 1 Aircraft Engine

☐ Track 50 Student Poster

☐ ASME General Testing

Sessions

Submission Status

Reviewing Status

Show 100 entries Search:

Invite ReviewersReviewer Reports

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 Harald Schoenenborn	Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions

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.

Click on Reviewer Reports to download or have a review status report sent to your inbox.

# Filtering

Clear Filters

Tracks

☐ Track 1 Aircraft Engine

Sessions

☐ 1-2 Aircraft  
☐ testing Session

Submission Status

☐ Draft Paper Under Review  
☐ Accepted  
☐ Full paper  
☐ Withdrawn  
☐ Revised Paper Under Review  
☐ Draft Paper Submitted

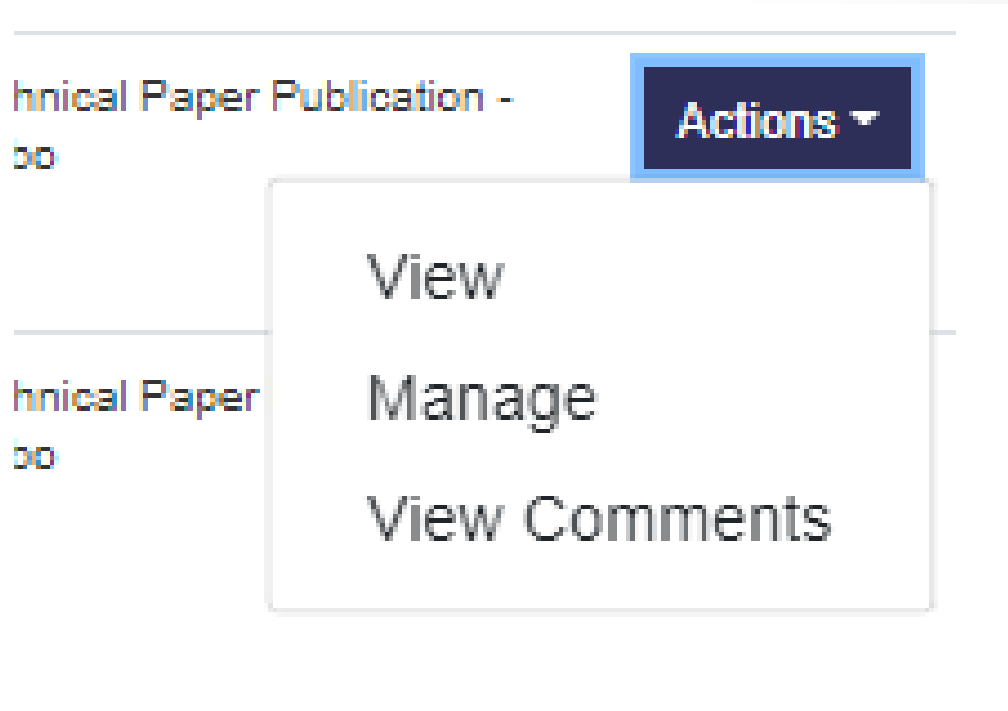
Reviewing Status

☐ No Reviewers  
☐ Has Reviewers  
☐ Has Reviews

- Filter by
  - Track
  - Topics/Session
  - Submission Status
  - Review Status
- Filtering will remain in place as you navigate through multiple pages.

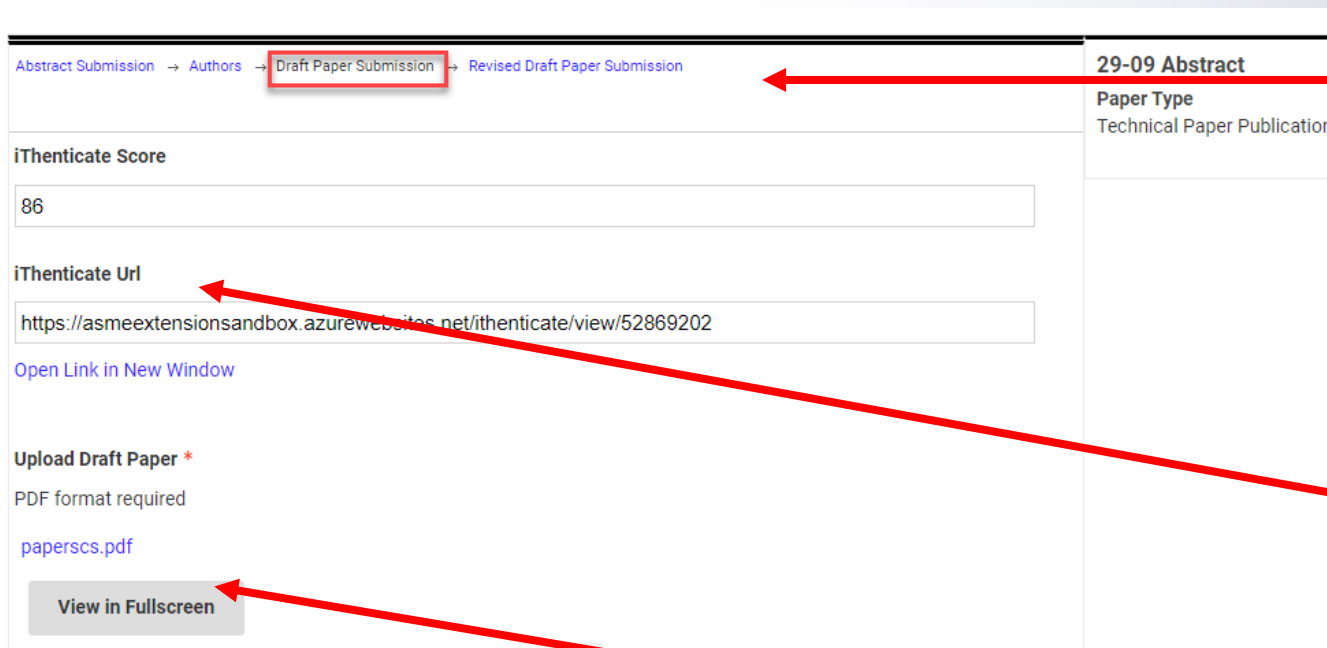


# Paper Actions



- View
  - Opens a new window to view submission details (abstract, authors, draft paper submission, revised draft paper submission, final 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



The screenshot shows a submission review page. At the top, a breadcrumb navigation bar contains the links: Abstract Submission → Authors → **Draft Paper Submission** → Revised Draft Paper Submission. A red arrow points from the text 'Follow the breadcrumb navigation links' to the 'Draft Paper Submission' link. Below the breadcrumbs, the 'iTenticate Score' is displayed as 86. A red arrow points from the text 'View the iTenticate score' to this score. Underneath, the 'iTenticate Url' is shown as <https://asmeextensionsandbox.azurewebsites.net/ithenticate/view/52869202>. A red arrow points from the text 'click on the link to view the report' to this URL. Below the URL is a link that says 'Open Link in New Window'. Further down, there is a section for 'Upload Draft Paper' with a note 'PDF format required' and a file named 'paperscs.pdf'. A red arrow points from the text 'View the draft paper' to a 'View in Fullscreen' button located at the bottom of this section. On the right side of the page, a sidebar shows '29-09 Abstract' and 'Paper Type: Technical Paper Publication'.

## • View

- Follow the breadcrumb navigation links at the top of the submission to view each round.
- View the iTenticate 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	<a href="#">Remove</a>

Round Name Finalized

Draft Papers Reviewer Reports ▾

Full Name	Keywords	Sector	Score	Email	Action
No Items					

- 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

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

- 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.

**No paper should have more than 5 reviewers assigned and no reviewer should be assigned more than 5 papers!**



# Can't Find Your Reviewer?

*Topic Organizers can add themselves as reviewers on this screen if you are not already in the database.*

- 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 30 minutes before assigning them to review a paper.

# Reviewers Can Also Opt-In

- » Reviewers can still opt-in on their own at <https://imece.secure-platform.com/a/judgeSolicitationProfiles/create?solicitationId=236>
- » 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!!**

Thank you for signing up for the OMAE reviewer database.

»

## The Review Process

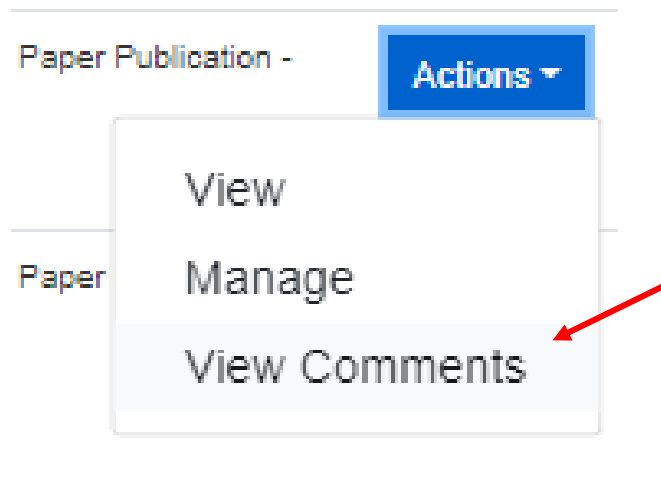
The purpose of review is to determine whether a paper is acceptable for publication, needs revision, or should be rejected. Recommendations must be supported by specific and critical comments. **Reviewing is a confidential process involving only the reviewer, program-making agency, and the editorial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

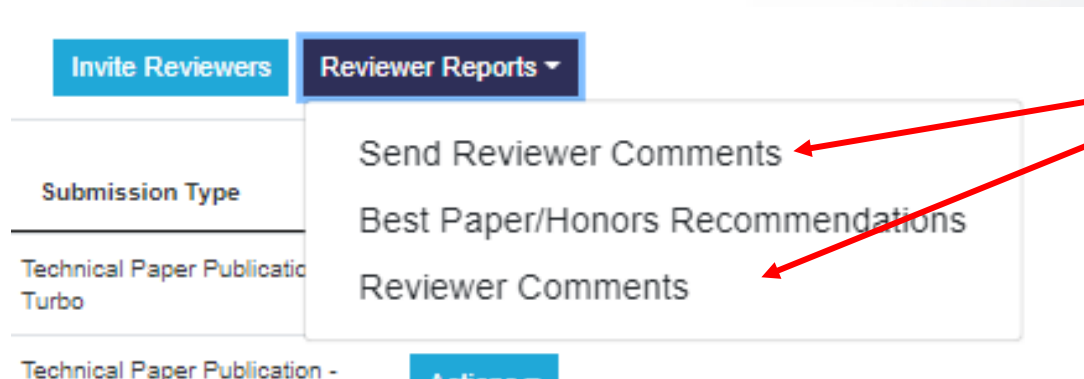
- » Reviewers will become available for assignment approximately 30 minutes after seeing the above text.



# View Reviewer Comments

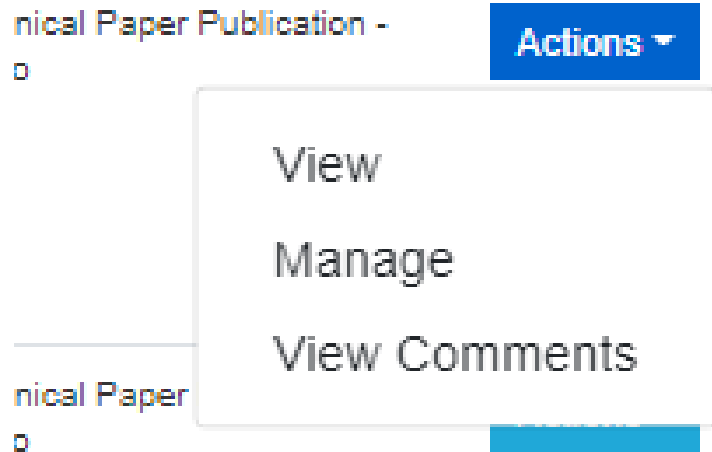


- Go to Actions > View Comments
- A new window will open displaying all reviewer inputs



- 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 \*

- You can reject a paper without any reviewers assigned.
- The Accept and Revision Requested options will only be available after there are two completed reviews.
- 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)	<a href="#">Actions ▾</a> <ul style="list-style-type: none"><li>List Papers</li><li><del>Program Statistics</del></li><li>Email Reminders</li></ul>
3ROUND2020	3-Round (ASME Testing - OW DO NOT USE)	
TESTMTG	Test Meeting - June 2020	

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

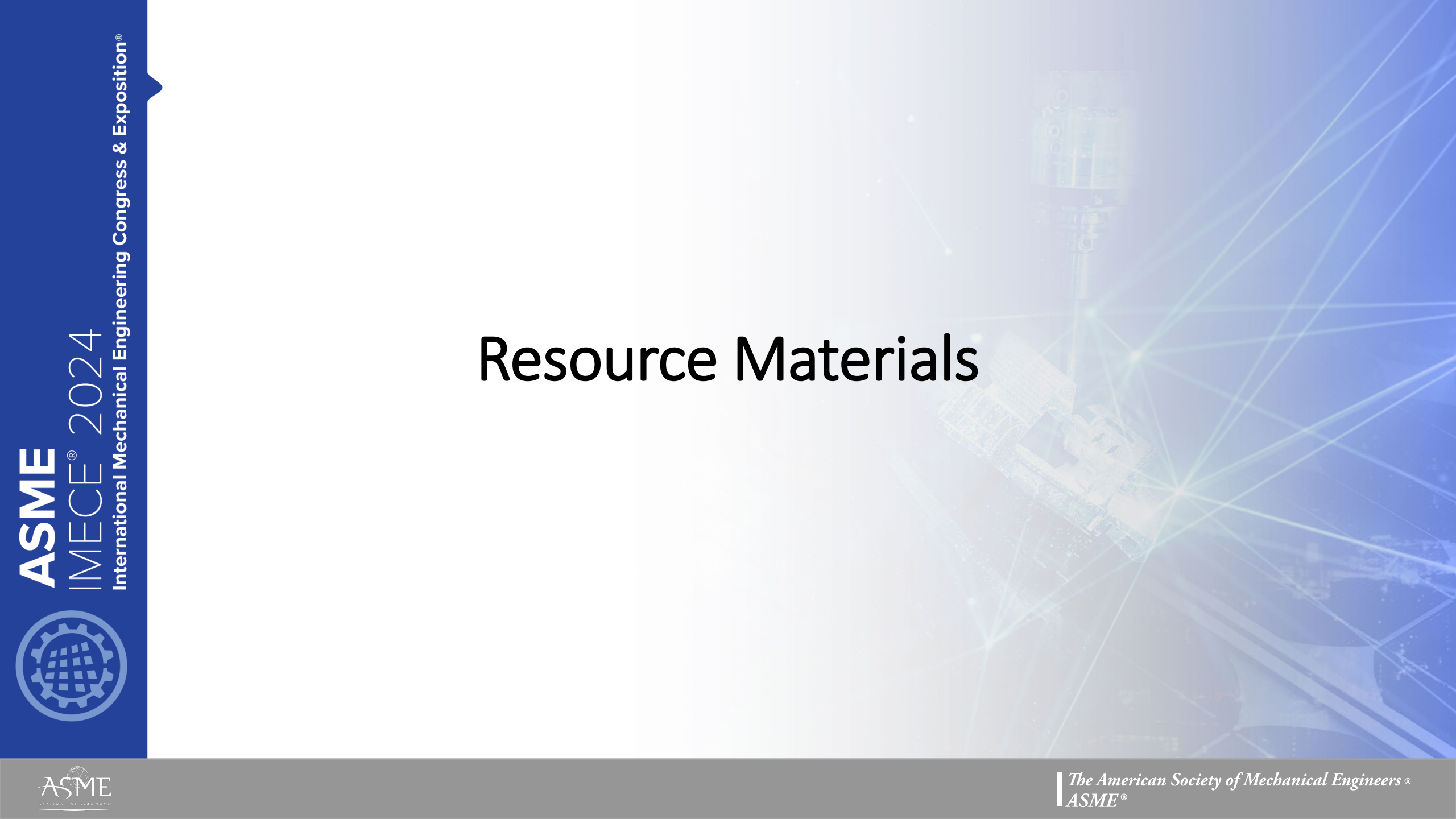
*Note: Do not use the Program Statistics link, the numbers are not accurate.*

# 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?
  - $50\times <1\%$  = no problem
  - $1\times 50\%$  = 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, contact us at <https://airtable.com/appKe8wyTv3RoG8qS/shrc4rgubaoKlbmFB>

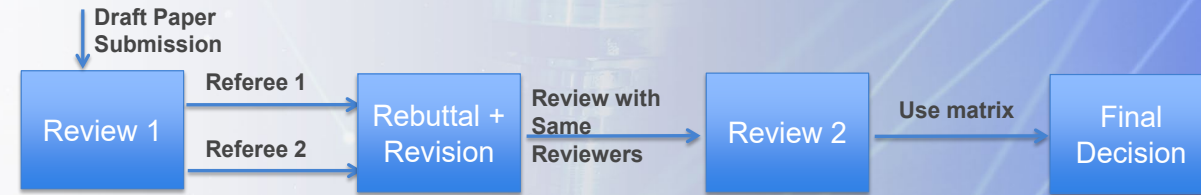
Outcomes can be:

- 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.



# Review Decision Matrix

1. Reviewers should familiarize themselves with the ASME Review Guidelines.
2. Reviewers & Organizers should check the iThenticate report for plagiarism (> 15%).
3. Organizers should ensure a timely review.
4. Organizers should make sure reviewers are available and not overburdened.
5. Organizers should get two *useful* reviews, but do not assign more than 5 reviewers to a paper.
6. Organizers determine if paper should go out for re-review: 2<sup>nd</sup> review required (see decision matrix)
7. Authors need to submit rebuttal file & *revised* paper
8. **Organizers make final decision**



		Referee 2			
Referee 1	Matrix of Decisions	Acceptable	Acceptable with Minor Revision	Acceptable with Major Revision	Not Acceptable
	Acceptable	Accept	Accept	Organizer Decision	Organizer Decision (3 <sup>rd</sup> Review)
	Acceptable with Minor Revision	Accept	Accept	Organizer Decision	Organizer Decision (3 <sup>rd</sup> Review)
	Acceptable with Major Revision	Organizer Decision	Organizer Decision	Reject	Reject
	Not Acceptable	Organizer Decision (3 <sup>rd</sup> Review)	Organizer Decision (3 <sup>rd</sup> Review)	Reject	Reject

**General Rule:** We are not in the business of second-guessing organizer decisions. Your area, your track, your decisions.

# 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

### 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](#).