Peer Review Management System (PRMS)

Paper Review Process
What is Different

• This is not an apples to apples reproduction of the current system
  • Most functionality still exists
    • It may be in a different format or location
  • Staff will create all sessions for tracks and topics
  • New Terminology
    • You will not see screens defined by roles of Track Organizer, Symposium Coordinator, Topic Organizer, Session Organizer, etc.
Schedule

• Process has many steps that must be done in series
  • All deadlines close at 11:59 pm ET
  • Reviewers will lose access to submissions at this time
• If you are late or incomplete to a deadline, it puts untenable pressure on the downstream steps
• Deadlines are *completion* dates, not start dates
• Start early!
• SC/TO/SO all need to check, monitor, support, and push along progress and quality throughout their span of responsibilities
  • Send reminders to start tasks and meet deadlines
  • Check status and address problems regularly
Overview of Navigation

My submissions
- Authors

My reviewing assignments
- Reviewer – review draft papers

My sessions
- SC/TO – go into session, pull abstracts into sessions
- SC/TO – assign session organizer, change title, description
- SO – add co-chair, change title, description
- SO, TO, or SC – reorder papers, remove papers, add to other sessions

Organizer tools
- All organizers - shows big list of all abstracts and papers
- All organizers – can export excel file showing all papers
- SO – assign reviewers, view reviews, make paper decision
You will need to assign abstracts to sessions to assign reviewers and review papers.

*Note: Staff will create sessions for all tracks and topics.*
The list of sessions you have been assigned will be displayed on the next screen. Click on the “Edit Details” link to start organizing your session.
The first tab will let you adjust the session title and enter the session description.

**Note:** Do not remove the session number.
The Agenda tab is where you will start assigning submissions to the session.

Click on “View” to view the submission details.

Click on “Assign to Session” to move the submission into the session.

Click on “Flag” if you feel that the submission should be assigned to another track. Staff will then re-assign as needed. You will be able to re-assign abstracts within your own track.
Click on the “Organizer” tab to assign your session organizers/chairs.

You are only required to enter their name, email, and company.

Click on “Make Primary” to assign the lead organizer/chair.

Any user not listed as the primary is considered a co-organizer/co-chair.
Click on “Organizer Tools” to begin the draft paper review process.
Click on “List Abstracts” to view the papers awaiting review.
• The next screen will list all papers awaiting review.

• The review status is displayed for each paper.

• Click on “Manage” to assign reviewers to the paper.

• Click on Invite Reviewers to invite a reviewer who is not in the database.
The next screen will display the paper title, session, and list of reviewers assigned.

Click on “Add Reviewer” to assign a reviewer to the paper.
• Select a reviewer from the available list.

• If you do not see the reviewer in the list a URL will be provided so that the organizer can send the opt-in email for the reviewer database.
Click on “My Reviewing Assignments” to begin the draft paper review process.
Click on the “Open” to start the paper review process.

<table>
<thead>
<tr>
<th>Program</th>
<th>Round</th>
<th># Pending</th>
<th># Reviewed</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASME 2020 Turbo Expo</td>
<td>Short Abstracts</td>
<td>32</td>
<td>7</td>
<td>Open</td>
</tr>
<tr>
<td>ASME 2020 Turbo Expo</td>
<td>Draft Papers</td>
<td>1</td>
<td>5</td>
<td>Open</td>
</tr>
</tbody>
</table>
Reviewers can filter by paper type for the review.

Click on “Open” to start the draft paper review process.
Like the abstract review you will see a list of papers that have been reviewed and those that are awaiting review.

The same search and filter capabilities and file downloads are available.

Click on the paper title or “View Submission” to start the review.
• Reviewers can see the iThenticate score and match link, download the PDF file, and easily view the paper on your desktop.

• The system will automatically save your comments so that you can leave and come back at any time.

• Click on “Save and Back to List” to submit the review.
• Reviews for technical presentation only submissions can be handled through the PRMS.

• Follow the same process to access the papers as on the previous screen and click on the presentation only paper type link.

• The review form will give you the options to accept/reject and submit any comments for the author.
Make a Decision on Draft Papers and Revised Draft Papers

- Go back to Organizers Tools > Click on List Abstracts.
- Click on “View Comments” to access the reviewer comments on the screen.
- Or click on “Export Scores” to download a report with all the reviewer comments. *(You may experience some errors viewing this report as developers are still working on this feature.)*
• To make a decision on the paper, enter the comments for the organizer and author.

• Make your selection if Accept, Revision Required, or Reject.

• Options for Best Paper and Journal Quality will also be available.

• Notifications to authors will be sent on a rolling basis.
Questions/Help?

• Please contact toolboxhelp@asme.org or CooperSL@asme.org with any questions.