http://www.JACoW.org
2004 Team Meeting, 7-9 November, ORNL

AUGUST 29 - SEPTEMBER 3
fel 2004
Trieste, Italy
http://www.elettra.trieste.it/fel2004

Suggestions for the Refereeing Procedure

Paper Processing Procedure

René Bakker

Identical to PAC / EPAC

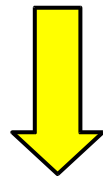1. **An author submits an abstract**

   SPMS: Abstract ID, e.g., 1268
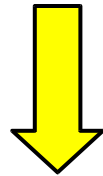
2. **Review of the abstract by the IPC** → **Reject**

   Acceptance

3. **Assignment of a paper ID (PID)**

   SPMS / Program Chair: e.g., 1268 → MOPOS38

2. Assignment of Referees

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Additional Effort!

- All conference participants are potential referees.

- Request for participation to the refereeing process in the conference registration form.

- Required information:
    - Name
    - Affiliation & address
    - *Citizenship*
    - *Areas of expertise*
    (conference classification and sub-classification codes)

> **Link between the SPMS and the conference registration dbase**
> **- or -**
> **new SPMS w/delegates management**

Prior/during the conference:

PAC/EPAC

1. The author submits:

   - Camera-ready postscript (PS) file
   - Source files

2. Processing by the editing office:
   PS → "JACoW" PDF → final QA

3. Paper Submission (2a)

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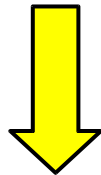
Before and during the conference

(e.g., deadline 1 week prior to conference)

Proposed

1. The author submits:

   - Camera-ready postscript (PS) file
   - Source files

   for FEL2004 it was only 4 days (too little)

2. Automatic PDF generation

   Referee Administrator e.g., program chair

3. a) Editor / Radm: b)   Referee:

   Scan of article   Refereeing

   Expert eye on the PDF:
   Are problems expected? → if so, notify author & referee

3. Paper Submission (2b)

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During the conference

(+ 2 weeks after the conference)

Proposed

<u>After finishing the refereeing</u>:

1. If required: re-submission of Radm.

at FEL2004
we performed
a "speculative
processing"

2. Processing by the editing office:
   PS → "JACoW" PDF → final QA

N.B. Authors who fail to get their paper processed by the editing office before the end of the conference risk rejection of the paper.

Suggestions for the Refereeing Procedure

SPMS

New roles in the SPMS:

1. Referee administrator (Radm)
   Coordinates work of referees, e.g., program chair.

2. Referee

1. Referee administrator (Radm):

   - Access to **all** articles (*source, PS, PDF*) and **all** log-files. (almost identical to access rights of editors + referee management)

2. Referee

   - Download of **the** article: *source, PS, PDF*.

   - Access to all *log-files*.

   - Access to the *e-mail utility* to the corresponding author.

   - Communicate the refereeing result.

NB1 Access to **<u>assigned</u>** articles only! (to avoid paper-ID mix-up).

NB2 Referees must be capable to remain anonymous to the author (log file and e-mail utility), but not to the Radm.

1. Referee profile (minimal)

- Name

- Affiliation & address

- **Citizenship** (*presently not used in SPMS!*)

- **Areas of expertise**
  (*classification and sub-classification codes*)

2. Assigning referees to Paper IDs

Name	PID 1	PID 2	PID 3	
Referee 1	FRBIS01	MOPOS03	MOPOS13	
Referee 2	MOPOS12	MOPOS17		
Referee 3	MOBOS02	MOPOS10	MOPOS20	
…………..				

NB1   Check on rules for paper assignment !

NB2   The Radm must be capable to reconfigure the assignments (automated check).

SPMS: Assignment Rules

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- The referee should not be (co) author of the article.

- The referee should have sufficient scientific background on the topic covered by the article (areas of expertise).

- The referee and corresponding author should have a different background. In order of preference:
  - Citizenship from a different region.
  - Citizenship from a different country.
  - Different affiliation.

- Papers should be equally distributed along the referees.

1. On paper up-load by author (first upload):

- Convert PS into PDF

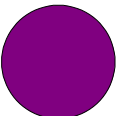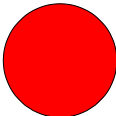   » *(using Distiller "Watched Folders")*

Success:

- Notify the referee#, Radm, and the editing office.

- Block further uploads for this paper#.

Failure:

- Notify author, Radm, and editor.

- Editor must trigger notification of referee and Radm (evaluation of the error situation).

Allow for a 24h delay between the first upload and the notification/blocking to allow the author to resubmit minor changes and view the PDF file.

2. On refereeing result:

- Refereeing OK   *(green dot)* 🟢
  - → Notification to editor & Radm

- Referee request for changes   *(purple dot)* 🟣
  - → Notification and comments to author
  - → Notification of Radm
  - → Release of paper-upload block

- Referee rejects paper   *(red dot)* 🔴
  - → Notification of Radm (must judge situation)

N.B. The referee should remain anonymous to the author (log file).

3. On paper re-submission (purple dot):

- Conversion of PS → PDF
- Notification of the Radm

The Radm may then trigger:

Referee OK (green)
→ trigger notification of editor
→ block further upload of papers

Referee Not OK (purple)
→ further communication with author?
→ black dot?

SPMS: Reports

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1. Referee activity log

Name	1	2	3	
Referee 1	FRBIS01	MOPOS03	MOPOS13	
Referee 2	MOPOS12	MOPOS17		
Referee 3	MOBOS02	MOPOS10	MOPOS20	
…………..				

Referee done

Refereeing in progress

Refereeing finished

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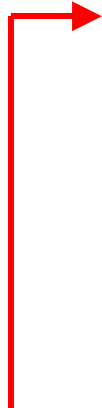
2. Referee activity log

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Referee 1	FRBIS01	MOPOS03	MOPOS13	
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Referee 3	MOBOS02	MOPOS10	MOPOS20	
…………..				

X **Error in uploaded files**

X **No paper upload**

X **Black dot**

Assignment by Radm
-**Not presented**
-**Withdrawn**
-**……...**

SPMS: Reports

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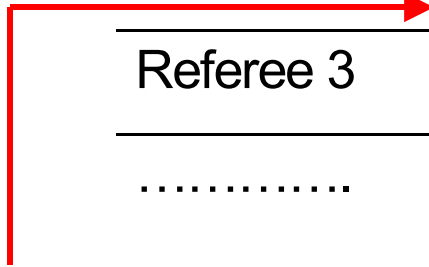
1. Article status reports

   Status of each paper (referee and edit):

   a. Ordered by Paper ID

   b. Ordered by Status

2. Statistics overview

   - xxx not assigned

   - xxx refereeing in progress

   - xxx referee report finished

   - xxx referee green dot

   - xxx referee purple dot

   - xxx referee black dot

   - xxx ready for final QA

Conclusions

- Refereeing ➔ more complexity in contribution management
- Needs special treatment, separated from the Editing
- Automation is need to:
    - keep happy the Proceedings Office and Conference Chair
    - Avoid errors and delays
    - Lower the workload of each referee
- The SPMS is not ready yet, modifications are little
- Experience has been gained to do it well
- Light refereeing improves overall quality