

HCISUNYK2014 EasyChair Reviewer Guide

(to review other students' projects)

This is a simple guideline to get you started with reviews on [EasyChair](#).

1. Registration

You should have already received the invitation email for the PC, together with a link to connect to the login page. The link for HCISUNYK2014 is

<https://www.easychair.org/conferences/?conf=hcisunyk2014>

As well, there will be a link to follow in the email. If you are not already signed into Easy Chair you will have to sign in using your login information.

You will then be directed to a review home page. You need to indicate that you will do the review. In the text box, write "I will do the review", and then select "I agree to review the submission". Once you send the message, an email will be sent to yourself and your instructor.

Review Request

To answer the review request you should choose the appropriate action and edit a message to **your instructor**. The message will be sent by email to **your instructor** with a copy to you. Only **your instructor** and you will have access to the text of the message. If you choose not to send the message, **your instructor** will receive a notification about your decision. You can choose one of the following actions.

Agree to review
In this case you should select "I agree". The message is optional.

Not agree to review
In this case you should select "I do not agree". The message is optional, however, you may think of suggesting names of other potential reviewers.

Postpone your decision
Select "I will decide later". The message is then required. You can, e.g., ask **your instructor** for further information in the message.

Subject: Your review request for CSC1106-09 submission 2

Message: **I will do the review.**

I agree to review this submission
 I do not agree to review it
 I will decide later

Send message

If you have registered to use EasyChair before, you can log in using your previous login details. If you never used EasyChair before, choose the "sign up for an account" option.

Sign in to Easy Chair HCI SUNYK 2014

Use your EasyChair account to sign in.

User name:

Password:

If you have no EasyChair account, [sign up for an account](#)
Forgot your password? [click here](#)
Problems to sign in? [click here](#)



2. Check Your Review Assignments

Once logged into the system, if you click on "Submissions" inside the top menu, you'll be shown the list of all the submissions in your assigned track. Note: If you log in as a author, please change the role, which is shown in Section 4, as PC member.

To get only the papers you've been chosen to review for HCISUNYK2014, click on *Reviews->My papers*.

EST 323 (PC member) Help Sign out

Submissions **Reviews** Events HCISUNYK2013 alerts EasyChair

My papers Download these submissions
Download conference calendar

EST 323 [Download reviews for papers assigned to you](#)
[Subreviewers](#)

Testb Cheng, welcome to EasyChair! You are logged in as PC member.
You can also log in using the following roles:

- author
- subreviewer

This session will expire after two hours of inaction.
If you log in and cannot find information you are looking for, for example, you are a PC member but EasyChair only recognizes you as an author, please read the [Help page on frequently asked questions](#).

Conference Information

Acronym of the event: EST 323
Name of the event: Human-Computer Interaction in SUNY Korea
Web site: <http://www.cs.sunysb.edu/~mueller/teaching/cse528/>
Addresses for inquiries: mueller@cs.stonybrook.edu
Submission page: <https://www.easychair.org/conferences/?conf=hcisunyk2013>
Program committee login page: <https://www.easychair.org/conferences/?conf=hcisunyk2013>

Important Dates

description	dates
conference	2013-09-25 - 2013-12-31

The "My papers" list shows you only the papers you have to review.

3. Start Reviewing

In the "My papers" section, a list of all submissions assigned to you will be shown. For each one of them you have access to its **Details**, you can download it by clicking the Paper icon. You can also download all the papers you have to review at once, just by clicking on the "Download these submissions" link on the top right.

Reviews of Submissions Assigned to Me [Download these submissions](#)
[Show abstracts](#)

#	submission	details	Paper	review form	add new review	contact subreviewer
submissions assigned to me but missing my review B A C						
1	PERSONALIZATION FOR BENTON DIRECTORY KNOWLEDGE MANAGEMENT SYSTEM			form		

Online Reviewing

You can access this feature just by clicking on the green "Add new review" button which appears next to the paper names in the list. The following online review form will be shown:

Add New Review on

Submission 1

To ensure independent and unbiased reviews, EasyChair does not show reviews of other PC members to a PC member who is assigned this paper but did not enter his review yet. As a consequence of this policy, if you enter a review and then revise it so that the score changes, the system will show both the original and the revised reviews.

For this reason, please **ensure that the first review you enter for the paper is a valid review and not a draft and that the scores you give to the paper are the intended scores**. If you revise a review and change the scores, we recommend to add a note for PC members explaining the reason for changing the scores.

Paper and reviewer information

Title:	PERSONALIZATION FOR EXPERT DIRECTORY KNOWLEDGE MANAGEMENT: EXTENDED
Authors:	(anonymous)
PC member:	[initial review]
Subreviewer First name^(*): (leave empty if reviewed by yourself)	<input type="text"/>
Last name:	<input type="text"/>
Email address:	<input type="text"/>

^(*) Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names](#).

Evaluation

Overall evaluation
<input type="radio"/> 5: above and beyond
<input type="radio"/> 3: satisfactory effort and performance
<input type="radio"/> 1: bare minimum
<input type="radio"/> 0: unsatisfactory
Reviewer's confidence
<input type="radio"/> 5: (expert)
<input type="radio"/> 4: (high)
<input type="radio"/> 3: (medium)
<input type="radio"/> 2: (low)
<input type="radio"/> 1: (none)
<input type="radio"/> n/a

Detailed evaluation

Observations
<input type="radio"/> 5: excellent
<input type="radio"/> 4: good
<input type="radio"/> 3: fair
<input type="radio"/> 2: poor
<input type="radio"/> 1: very poor
Comments (*)
<input type="text"/>
Quality of the observations
<input type="radio"/> 5: excellent
<input type="radio"/> 4: good
<input type="radio"/> 3: fair
<input type="radio"/> 2: poor
<input type="radio"/> 1: very poor
Comments (*)
<input type="text"/>

Now you'll have the chance to directly add your review:

In the "Paper and reviewer information" you can specify if this review is made by yourself or by someone else. Of course you will do the review yourself.

The "Evaluation" frame is particularly important, as it contains the parameters that will be used to calculate the final rating, that is, the Overall evaluation, the Reviewer's confidence and the detailed evaluation. Please fill in all scores and complete all text boxes. Your text comments need to justify your numerical scoring. Point out both strengths and weaknesses. For the latter, also state how a certain weakness might be improved. Please refrain from sarcastic and belittling remarks – use good reviewer's etiquette.

Once you have completed the review form, click on the "Submit review" button at the end of the form.

<input type="button" value="Submit review"/>
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If everything went ok, you'll be shown a similar message such as the following.

Uploaded Reviews

Review you will find a report on that 10&ded fwms.

New Reviews

The following (eventually) new PeerJ for which new review has been submitted will be available:

	Review J
PeerJ ID:	2
Title:	[REDACTED]
Author:	Author's Name
PC member:	
Overall rating:	6 (best paper highlight)
Conclusion:	4

1. research and analysis

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The objective of this paper is to address the elaboration of comment response. The following questions do not apply to the quality of the proposed solution, but to the quality of the methodology adopted.

PeerJ category: 123-45

Theoretical vs. practical approach

You can return and make edits to your review until the end of the review deadline (see announcement).

