

EasyChair tutorial – paper reviews

1. Log in to conference system

- Go to EasyChair Infocommunications Journal webpage:
https://easychair.org/conferences/?conf=infocommunications_j0urnal
- If you already have EasyChair account then use your User name and Password to log in. Otherwise create an account.
- To be able to access the review, you need to use the e-mail address the review invitation was delivered to!

2. Accepting the review

- Select the **Alerts** tab for new review assignments or notes.

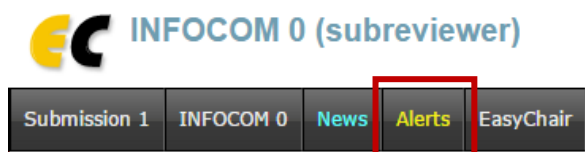


Figure 1: Alerts in the main menu will get you to the new review assignments list.

- At the Alerts page, you can see all the reviews assigned to you (review requests). You can select the **View** option (clicking the magnifying glass icon) to access more information on the review that is requested from you. If you click at the dismiss cross icon, the review assignment will no longer show on the **Alerts** page. The assignment will still be accessible through an item in the main menu, you just need to change your role to sub-reviewer (see below) to access it.



Figure 2: Alerts page with new review requests – you can view information on the paper

- Once you access the information on the review assignment (either through the View option or through the main menu when you change your role to subreviewer), you can now answer to the review request by clicking the **Answer request in the right menu**. You need to accept the review request in order to write the review. You can also decline the review request here.
- **Please answer the request as soon as possible** to let the person who requested your assistance with the review know, whether you are willing to review the paper or not.

Submission 1 INFOCOM 0 News Alerts EasyChair

Review Request

Arpad Huszak (huszak@hit.bme.hu) requested you to review the following submission for INFOCOM 0. To accept or decline this request or to communicate with Arpad Huszak click on "Answer request". Even if your review is ready, to submit this review you should answer the request first.

[Answer request](#)

Submission Information

Paper 1	
Title:	Test01

Figure 3: Answering the review request

- When you answer the review request, you need to choose whether you accept the review assignment or not.

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 Arpad Huszak for further information in the message.

Subject:

Message:

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

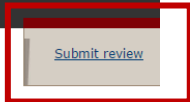
Select and/or Send Message

Figure 4: Selecting the answer to a review request and sending a message to the person who requested the review.

3. Writing the review

- You need to change your role from **author** to **subreviewer** to be able to access the paper and submit your review. To do so, go to INFOCOM 0 → change role.
- Now you can access the submissions you have agreed to review through the Submission # items in the main menu
- Once you select a submission, you can download the paper and submit you review (clicking the **Submit review** in the right menu

Review Request



Arpad Huszak (huszak@hit.bme.hu) requested you to review the following submission for INFOCOM 0. You accepted the request.
 To **submit your review** use "Submit review" in the upper right corner.

Submission Information


Paper 1	
Title:	Test01
Paper:	
Author keywords:	test01a test01b test01c
EasyChair keyphrases:	node edge node (79), node source node (79), standard tcp delack (47), source node source (47)
Abstract:	Abs Test01
Time:	Jan 11, 11:20 GMT

Figure 5: Downloading a paper for review and submitting the review menu

- Once you are ready to submit your review, click the **Submit review**. A review form appears, where you need to evaluate several aspects of the paper and provide final decision

We thank you for your cooperation and help reviewing the papers for Infocommunications Journal!