

# OCS Tutorials

## Reviewing a submission.

In order to review a submission you must have a “reviewer” role assigned to you by the conference’s director. Then, you need to login in the conference site and proceed with the following steps.

1. Click on the title of the submission to which you have been assigned as “reviewer”.

Active Submissions						
.....						
ACTIVE    ARCHIVE						
.....						
ID	MM-DD ASSIGNED	TRACK	TITLE		DUE	REVIEW TYPE
40	04-26	GEN	USING OCS TO INCREASE SCHOLARLY IMPACT		05-24	
1 - 1 of 1 Items						

- Next, you'll be able to review the paper's metadata and the deadlines related to the review.

### #40 Paper Review

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#### Submission To Be Reviewed



Title	Using OCS to increase scholarly impact
Submission Type	Single Presentation
Conference Track	General Papers
Abstract	This presentation will outline how the Open Conference Systems software, developed by the Public Knowledge Project, enhances the scholarly impact of conference presentations.
Submission Director	Andy Hunter 
Submission Metadata	<a href="#">VIEW METADATA</a>

#### Review Schedule

Director's Request	2008-04-26
Your Response	—
Review Submitted	—
Review Due	2008-05-24

- After that, you must confirm whether you will or will not perform the review by clicking on one of the two icons.

#### Review Steps

- Notify the submission's director, Andy Hunter, as to whether you will undertake the review.  
 Response    Will do the review     Unable to do the review 

## Send Email

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To:

CC:

BCC:

Send a copy of this message to my address (M8R-gdybue@mailinator.com)

Attachments:

From: "Irvin Black" <M8R-gdybue@mailinator.com>

Subject:

Body: Irvin Black"/>


4. Now you can access the files available for review.

2. Review the submission.

Submission Manuscript	<a href="#">40-60-1-RV.DOC</a>	2008-04-26
Supplementary File(s)	<a href="#">40-59-1-SP.DOC</a>	

5. Fill the review form available by clicking on the icon.

3. Click on icon to enter (or paste) your review of this submission.

[Review](#) 

### Review

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No Reviews

Subject

For author and director

For director

\* Denotes required field

## 6. Upload additional files when needed.


4. In addition, you can upload files for the director and/or author to consult.

Uploaded files None

## 7. Before you finish, select a recommendation for the paper, and click on "Submit review to director".

5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

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