

Abstract Submission and Review User Manual

This document gives an overview of the abstract submission and review functions. It consists of three sections namely: (1) Abstract Submission, (2) Abstract Review, (3) Abstract Management.

(1) Abstract Submission

Authors can submit an abstract for review by following these steps:

- Go to the 'Call for abstracts' folder and read the guidelines
- Create an account for abstract submission
- Log in to the abstract submission system
- Select 'Add Abstract' from the drop-down box in the menu
- Complete all the required fields and remember to save
- You can edit your abstract at any time until the deadline has been reached or until you decide to submit for review
- You can submit for review by opening your abstract and selecting 'Submit for review' from the 'State' dropdown in the menu
- You will be notified if any amendments are required in which case you need to edit the original abstract and then select 'Submit for review' in order for the reviewer to access your submission

(2) Abstract Review

The master reviewer has access to the full list of abstracts which can be accessed by logging in and opening the 'Call for abstracts' folder. The master reviewer then has the option to assign abstracts for review or to do a final review. The review process consists of the following:

(I) Assign abstracts for final review

These steps are performed when you want to assign a specific abstract to a person who will be responsible for performing the final review:

- Open the abstract and select the 'Sharing' tab above the abstract
- Search for any user (needs to have an account on the system) by entering any part of their name
- In the table below the search box, you must check the '**Can Review**' checkbox in line with the person's name and save
- Go back to the abstract (click on 'View' tab) and select 'Assign to reviewers' from the 'State' dropdown in the menu
- An email with instructions will automatically be sent to the reviewer

(II) Assign abstracts for blind review

These steps are performed when you want to assign a specific abstract to any number of persons that will be able to add a blind review to the abstract. You will still be responsible for doing the final review after reviewing the blind reviews:

- Open the abstract and select the 'Sharing' tab above the abstract
- Search for any user (needs to have an account on the system) by entering any part of their name
- In the table below the search box, you must check the '**Can Blind Review**' checkbox in line with the person's name and save
- Go back to the abstract (click on 'View' tab) and select 'Assign to reviewers'

- from the 'State' dropdown in the menu
- An email with instructions will automatically be sent to the reviewer
- You will be notified when a blind review is added and you can access the blind reviews below the abstract title
- Also note that you can click the reviewer name in order to send a reminder

(III) Final review

The final review is done by performing the following actions:

- Open the abstract
- Select one of 'accept', 'amend', or 'reject' from the 'State' dropdown in the menu
- Note that if you select '**amend**' you need to **first add a comment** for the author by following the 'Add Comment' button below the abstract body
- An email will automatically be sent to the author

(IV) Blind review

The blind review is performed by performing the following actions:

- Log in to the system
- You will see a list of all the abstracts that have been assigned to you in the 'Abstract Review List' on the left-hand column
- Open the abstract by clicking the title of the abstract
- Read the abstract and then complete the review form and submit
- The master reviewer will automatically be notified of your review

(3) Abstract Management

Users with management privileges for the abstract folder will be able to perform the following management functions:

(I) General

These are useful functions you can perform:

- You can order abstracts according to any of the columns by clicking on the actual columns header
- You can send an email to the author by clicking on the person's name
- You can perform bulk actions (eg delete, copy, change state etc) by following the 'Contents' tab
- Under the contents tab you will also be able to change the order of abstracts by dragging and dropping individual abstracts

(II) Close abstract submission

You can close abstract submission for authors by selecting 'Close submission' from the 'State' dropdown in the menu. This will not allow any further abstract to be submitted or edited and it will automatically submit all abstracts that have not been submitted for review by the authors.

(III) Edit abstract submission criteria

Follow the 'Edit' tab in order to edit the submission deadline, Categories, Presentation methods, Max word count, Guidelines & Instructions

(IV) Search for abstracts

Follow the 'Search' tab in order to search for any abstract by entering any part of

the abstract title

(V) Export abstracts

You can export the entire abstract database into a comma separated value (csv) list by selecting the 'Export' tab. The actual steps for importing the list into a spreadsheet application like Microsoft Excel is beyond the scope of this manual, but a rough guideline is as follows:

- Open the file that was saved
- Select 'Delimited' as the data type
- Select 'Semicolon' as the delimiter
- Continue in order to complete the import

(VI) Print abstract list

Follow the 'Print' tab in order to print a list of all the accepted abstracts

(VII) Bulk email

Follow the 'Email' tab in order to send a bulk email to specific abstracts. The guidelines form doing so are as follows:

- Select the appropriate radio button from one of Categories, Presentation Methods or Review State
- Select the appropriate 'Send mail' button or select 'Send mail to all users'
- A full list of all the email addresses will be displayed in the next screen
- Follow the 'Click here if it is correct' link in order to open send the bulk email using your own email client

(VIII) Assign master reviewer

You can assign a master reviewer by following the 'Sharing' tab and searching for a user to assign the 'Can Review' privilege