

ITU-T Kaleidoscope Conference – Innovations in NGN

Information on performing paper evaluation using EDAS

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Reviewing papers

First review step: accept/decline review of a paper

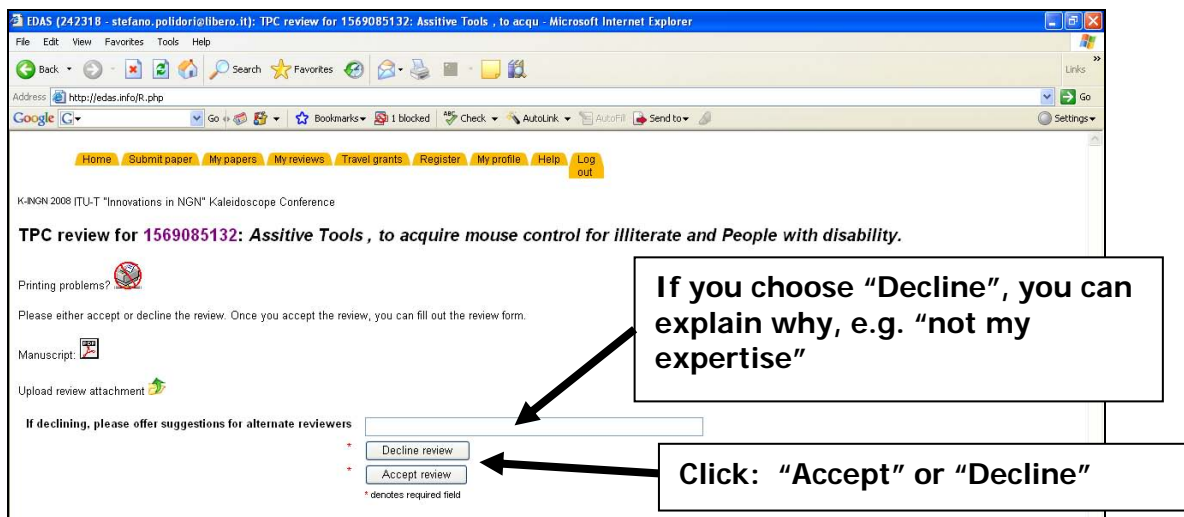
Once you are assigned a paper for review; you receive an email notifying that the paper has been assigned to you. Following the link provided in the email you then have to confirm/decline your intention to review the paper. You can do it also from your personal account in the EDAS system (www.edas.info). In either way your EDAS User ID and password are required.

1) Example of a notification email for paper assignment:

```
Dear Mr Reviewer,  
  
The paper "yyyy" (number xxxxxxx) has been submitted to ...  
please:  
- ...  
- indicate as soon as possible... whether you can review it at the  
following URL:  
  
    http://edas.info/R.php?r=zzzzzzzzzz  
  
...  
Abstract of the paper:  
...  
  
Mr Sender
```

Link to confirm/decline

2) Example of the EDAS webpage where to accept/decline the review of a paper:



Second review step: Submit evaluations through EDAS (<http://edas.info>)

Once you have accepted using EDAS to review a paper, you will receive another email confirming your acceptance. In that email you will find information on how to submit the paper evaluation using EDAS. You must submit your evaluation using EDAS; reviews sent by email will not be accepted. Just follow the link provided in the email to submit your evaluations.

1) Example of an confirmation email sent by EDAS:



Another way to insert the evaluation is to log-in in the EDAS system from the EDAS home page (www.edas.info). Please see below for an example of navigation in EDAS.

2) Accessing the review form by navigating EDAS

In www.edas.info, after having identified yourself using your EDAS User ID (the email address you used to register in EDAS) and password, you have to click on **K-INGN 2008** as shown below:

Conference (list reviews)	Zip all papers	Review deadline	Instructions	Reviews to do	TPC deadline	TPC reviews	List papers
K-INGN 2008		Jan 7, 2008		0	Jan 7, 2008	1	

Name	Stef Pol
EDAS identifier	242318
Type	student
Affiliation	ITU Italy
Email	stefano.polidori@libero.it
Conflicts of interest	2

After you will have clicked on **K-INGN 2008**, a page will be shown including all papers that are assigned to you. From this page you can access all relevant information on the papers (including paper download). In order to submit your evaluations you will have to click on **tpc** under the second column for each of the concerned paper proposals. Please see example below:

Conference	Type of review (edit review)	Paper number (show)	Authors	Paper title	Manuscript	Assigned by	Status	Review due	TPC group	Rating
K-INGN 2008	tpc	1569085132		Assitive Tools , to acquire mouse control for illiterate and People with disability.		Simao Campos	confirmed	Jan 7, 2008		

Online form and paper review considerations

The following snapshot displays an example of evaluation form as shown in EDAS. Guidance is given in [Annex A](#) on the meaning of the various questions that constitute the paper evaluation criteria.

Issues to be kept in mind:

- When you will be reviewing the papers, you should consider the following weightings that will be used to derive an overall figure of merit “*Rank*” that will assist the Programme Committee Management to make recommendations for acceptance of paper proposals. This ranking will be calculated according to the following formula, taking into account all the votes provided by the reviewers, where **N** is the number of reviewers who reviewed the related paper and **Co**, **O**, **Cl**, **R**, **S** and **F** are the votes provided according to the various evaluation criteria:

$$Rank = \frac{1}{N} \sum_{j=1}^N \left[\frac{F_j}{5} * (Co_j + O_j) + Cl_j + R_j + 2 * S_j \right]$$

It should be noted that, according to the formula, the criterion “**Standard (S)**” will be weighted by a **factor of 2** to give higher importance to papers that are more relevant to standardization, and should also be noted that the criterion “**reviewer familiarity to the topic (F)**” will weigh the votes given to the criteria “**Content**” and “**Originality**”.

This overall ranking will give a first order classification of the papers that will be adjusted by the Organizing Committee taking into account the votes given by each reviewer to the criteria **Overall Recommendation** on acceptance/rejection and the relevance of the proposed changes.

- If you select “Accept with minor revision” you must upload change instructions to the authors using the “Upload review attachment” option in the review form (highlighted below).
- If you selected “Reject”, you must write in the respective text box a justification to be provided to the authors, explaining the reasons why you recommend the paper should be rejected. You may optionally also upload a file with comments to the author.
- If you assess that the paper is “Award Quality” in the “Summary of evaluation” question, you must justify your recommendation in the designated text box.

NOTE ON YOUR REVIEW COMMENTS TO AUTHORS:

One of the important reasons to submit papers to reviewed conferences is to gain constructive peer feedback. Therefore, your review comments could include suggestions to authors for improvement of their papers. Paper proposal submitters deserve your thoughtful, supportive if not positive, comments on their papers.

- For papers you recommended to be “**accepted with minor revision**”, authors are expected to consider your comments in the redraft of their paper for the camera-ready submission.
- For papers you recommended to be “**rejected**”, constructive feedback on what are the weak points and on how the papers could be improved would certainly be welcomed by authors.

–

NOTE ON UPLOADING FILES WITH COMMENTS:

Reviewers are warned that electronic files frequently have identifiable information of the author of the document, for example in the “Document Properties”. Before uploading files such as *Microsoft WinWord* or *Acrobat PDF*, reviewers should ensure through the document file properties that no identifiable is present, since this is not be checked or controlled by EDAS.

Note: Text (ASCII-only) files do not have “Document Properties”, hence are safe from this perspective.

K-INGN 2008|TU-T "Innovations in NGN" Kaleidoscope Conference

TPC review for 1569085132: Assitive Tools , to acquire mouse control for illiterate and People with disability.

Printing problems?

If you accepted the review by mistake, you can decline the review.

Manuscript:

You can click in the PDF icon to download a copy of the paper

Upload review attachment

Click here to upload the paper review notes

***Content:**

Does the paper reflect excellence of research work, is it technically sound?

- Excellent content
- Good content
- Solid content
- Questionable content
- Very questionable content

***Standards:**

What is the significance of the paper to future standards and standardization work, to standards policy, or to the socio-economic aspects of standards?

- Very high
- High
- Not bad
- Bad
- No significance at all

***Originality:**

Does the paper provide a novel approach, does it discuss new/unpublished work?

- Trailblazing (very innovative)
- Innovative
- One step ahead of the pack
- Not really innovative
- It has been said many times before

***Clarity:**

Does the paper clearly communicate its message?

- Very good
- Good
- Readable
- Poor
- Unacceptably poor

***Relevance:**

How well does the content fit the conference objectives (in particular the conference's future-looking scope)?

- Right on target
- Quite relevant
- Close enough
- Not really appropriate
- Definitely inappropriate

***Reviewer familiarity:**

How familiar is the reviewer with the topic? (will be used to weight the evaluation)

- Expert on the topic
- Very Familiar
- Moderated familiar
- Slightly familiar
- Not really acquainted

***Summary of evaluation:**

What's your global evaluation for this paper? (this will be used to select the papers eligible for awards; if you select "Award Quality", please also provide a written justification, below)

- Award quality
- Good
- Fair
- Poor

***Overall recommendation:**

Please note:

- Accept with no changes
- Accept with minor revision
- Reject

- If you choose "Accept with minor revision", it is mandatory to upload a file attachment with the needed changes and comments to the author (see button above)

- If you choose "Reject", it is mandatory to explain reasons in the box below

***Award quality explanation:** If in the question "Summary of evaluation" you choose "Award Quality" please explain the reason why you believe the paper should be granted an award. Otherwise, please write "N/A".

Mandatory field for award quality recommendations

***Explanation on rejection:** If in the question "Overall recommendation" you choose "Reject", please explain the reason why the paper should be rejected. (you can, optionally, also upload a file with more details to be given to the author). Otherwise, please write "N/A".

Mandatory field for paper rejection recommendations

* * denotes required field

What should you see after you enter the review?

After you click "Submit", a screen like the following should appear (the list of all your papers will follow the line with the green check mark):

Conference	Type of review (edit review)	Paper number (show)	Authors	Paper title	Manuscript	Assigned by	Status
K-INGN 2008	tpc	[redacted]	[redacted]	[redacted]	[redacted]	Stefano Polidori	confirm
K-INGN 2008	tpc	[redacted]	[redacted]	[redacted]	[redacted]	Stefano Polidori	complete

A confirmation email will also be sent to you with the review and the review you provided.

However, if EDAS brings you back to the form, rather than a screen like the one above, it is because there is some information missing in your review, either one of the multiple-choice questions was not answered, or one of the free text boxes is missing text. Look for a red type font text indicating error messages. Please check carefully, otherwise the review you entered will be lost. EDAS will not record partial reviews.

See the image below for error messages in the review form:

*** Award quality explanation:** If in the question "Summary of evaluation" you choose "Award Quality" please explain the reason why you believe the paper should be granted an award. Otherwise, please write "N/A".

*** Explanation on rejection:** If in the question "Overall recommendation" you choose "Reject", please explain the reason why the paper should be rejected. (you can, optionally, also upload a file with more details to be given to the author). Otherwise, please write "N/A".

Award quality explanation is required.

Explanation on rejection is required.

Error messages in red

Submit

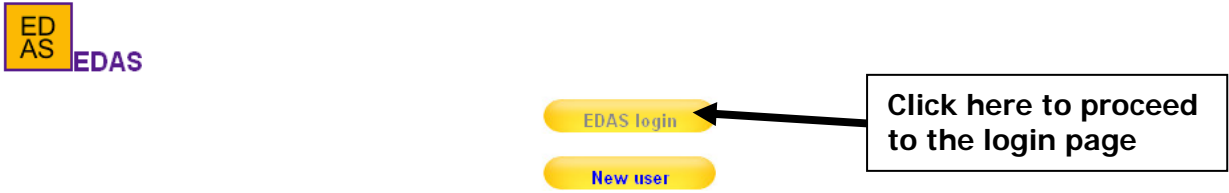
* denotes required field

Annex A: Evaluation Criteria for the PC reviewers

- 1) **Co = Content:**
Does it reflect excellence of research work; is the paper technically sound?
[5 to 1]
5 = Excellent content;
3 = Solid content;
1 = Very questionable content;
- 2) **O= Originality:**
Provides a novel approach, does the paper discuss new/unpublished work?
[5 to 1]
5 = Trailblazing (very innovative);
3 = One step ahead of the pack;
1 = It has been said many times before;
- 3) **CI = Clarity:**
Does the paper clearly communicate its message?
[5 to 1]
5 = Very good;
3 = Readable;
1 = Unacceptably poor;
- 4) **R = Relevance:**
How well does the content fit the conference objectives (in particular the future-looking scope of the conference)?
[5 to 1]
5 = Right on target;
3 = Close enough;
1 = Definitely inappropriate;
- 5) **S = Standards:**
What is the significance of the paper to future standards and standardization work, to standards policy, or to the socio-economic aspects of standards?
[5 to 1]
5 = Very high;
3 = Not bad;
1 = No significance at all;
- 6) **Summary of evaluation:**
Chose from:
 - Award quality → (mandatory to explain the reason)
 - Good
 - Fair
 - Poor
- 7) **Overall recommendation:**
Chose from:
 - Accept with no changes
 - Accept with minor revision → (mandatory to provide the needed changes)
 - Reject → (mandatory to explain reason)
- 8) **F = Reviewer familiarity:**
How familiar is the reviewer with the topic? (will be used to weight the evaluation)
[5 to 1]
5 = Very familiar;
3 = Moderated familiar;
1 = Not really acquainted;

Annex B: Login into EDAS

Your EDAS user name is the email address under which you have registered or has been registered. The login window looks like the following:



EDAS is used to manage a large number of conferences and journal special issues. You can [find out more about EDAS](#) and how to use it for managing conferences.

You can find answers to many [frequently asked questions](#) or ask help@edas-help.com.

new EDAS can [time](#) talks during a session.

new Users can maintain lists of favorite papers or sessions and compile a personalized conference calendar.

new Conferences can ask authors to rate reviews.

new EDAS Conference Services can create conference CD ROMs.

EDAS runs on the following servers:

- edas.info (main server)
- www.edas.info (alternate)

This brings you to this page where you can either login or try to recover a forgotten password. Please note that EDAS allows a password change only after you are logged in.



Annex C: Password recovery

If you choose to request a password reminder (<http://edas.info/emailPassword.php>), the following screen is shown:

Email password reminder

*Email address or first and last name

Send reminder

* denotes required field

EDAS at 72.21.37.131 (Fri, 07 Dec 2007 04:34:40 -0500 EST) [0.068 s] [Request help](#)

In this case you must enter the **same** email address under which you registered or were registered to the system. If you no longer have access to that email account, then you can either:

- request the EDAS administrator (click on the request help link of the above screen or [here](#)) and there select "Login problem" or "Request to merge multiple user identities - indicate identity you want to keep" (and explain the problem); or
- create a new account (not preferred)

Annex D: Password change

To change your password in EDAS, click on the "My profile" orange tab at the top of the screen and then click on "[change your password](#)"

show your profile, [change your password](#), [update your areas of interest](#) or update your [conflicts of interest](#).' A callout box with two arrows points to the 'My profile' tab and the 'change your password' link, containing the text: 'Click in "My profile" ... Then in "change your password"'. At the bottom, there is a form with a 'Name' label and a 'Title' dropdown menu currently set to 'Mr.'."/>

Home Papers People Reviews Conference **My profile** My papers My Reviews My TPCs Help Log out

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Edit EDAS profile

You can change your EDAS account below, [show your profile](#), [change your password](#), [update your areas of interest](#) or update your [conflicts of interest](#).

Name

Title