

Chapter I: Logging in *

1. To start you need to log in and go on the Reviewer Homepage.

The screenshot shows the Bled eConference website interface. At the top left is the logo with 'Bled eConference' in the center, surrounded by 'GOVERNMENT', 'TECHNOLOGY', 'UNIVERSITY', and 'BUSINESS'. The main header reads '23rd Bled eConference eTrust: Implications for the Individual, Enterprises and Society'. Below the header is a navigation menu: Home, About, User Home, Search, Current Conferences, Archive, Announcements. A search box is on the left. The main content area is titled 'User Home' and 'BLED ECONFERENCE'. It lists '23RD BLED ECONFERENCE' with links for Track Director, Reviewer, and Author, and '22ND BLED ECONFERENCE' with links for Conference Manager and Author. A 'MY ACCOUNT' section includes links for Edit My Profile, Change My Password, and Log Out. On the right, there are sections for INFORMATION (For Readers, For Authors), USER (You are logged in as... bledconference, My Profile, Log Out, Log Out as User), and FONT SIZE (A A A). At the bottom, there is a footer with copyright information, social media links for Facebook and Twitter, and the conference organizer details: eCenter, Faculty of Organizational Sciences, University of Maribor in cooperation with Government of the Republic of Slovenia and European Commission.

2. From the Reviewers Homepage select the linked title of the submission. *

The screenshot shows the 'Active Submissions' page on the Bled eConference website. The navigation menu at the top is: Home, About, User Home, Search, Current Conferences, Archive, Announcements. The breadcrumb trail reads: Home > User > Reviewer > Active Submissions. The main heading is 'Active Submissions'. Below it are tabs for 'ACTIVE' and 'ARCHIVE'. A table lists the submission details:

ID	MM-DD ASSIGNED	TRACK	TITLE	DUE	REVIEW TYPE
203	03-09	RP	TEST 3	03-30	

Below the table, it says '1 - 1 of 1 Items'. At the bottom, there is a footer with copyright information, social media links for Facebook and Twitter, and the conference organizer details: eCenter, Faculty of Organizational Sciences, University of Maribor in cooperation with Government of the Republic of Slovenia and European Commission.

* OR follow the link in the notification email in which case you skip this chapter.



Chapter II: Reviewing a Submission

3. Review the Submission Metadata and the Review Schedule.

[Home](#) > [User](#) > [Reviewer](#) > #203 > [Paper Review](#)

#203 Paper Review

SUBMISSION TO BE REVIEWED

Title	Test 3
Submission Type	Single Presentation
Conference Track	Research Papers
Abstract	Testing review...
Submission Director	Nilmini Wickramasinghe  (Track Director) Hans-Dieter Zimmermann  (Track Director)
Submission Metadata	VIEW METADATA

REVIEW SCHEDULE

Director's Request	2010-03-09
Your Response	—
Review Submitted	—
Review Due	2010-03-30

4. Follow the Review steps to complete your task:

REVIEW STEPS

1. Notify the submission's director, Hans-Dieter Zimmermann, as to whether you will undertake the review.


Response Will do the review  Unable to do the review 

2. If you are going to do the review, consult Reviewer Guidelines below.

3. Review the submission.

The submission can only be viewed if the review is undertaken.

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

Review 

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

Uploaded files None

No file chosen

6. 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

Step 1: Inform the Track Director that you will do the review (or are unable to do the review)

- Click on the appropriate email icon which sends an already prepared email notification.

Step 2: Review the submission

- Before starting the review please read **Reviewer Guidelines** (bottom of the page) prepared by Dr Roger Clark
- Download the Submission Manuscript (if you can not see the submitted document please check if you have agreed to do the review under step 1)

REVIEW STEPS

1. Notify the submission's director, Hans-Dieter Zimmermann, as to whether you will undertake the review.

Response Will do the review  Unable to do the review 

2. If you are going to do the review, consult Reviewer Guidelines below.

3. Review the submission.

Submission **5-17-1-RV.DOC 2009-01-16**
 Manuscript
 Supplementary File(s) None

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

Review 

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

Uploaded files None

6. 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

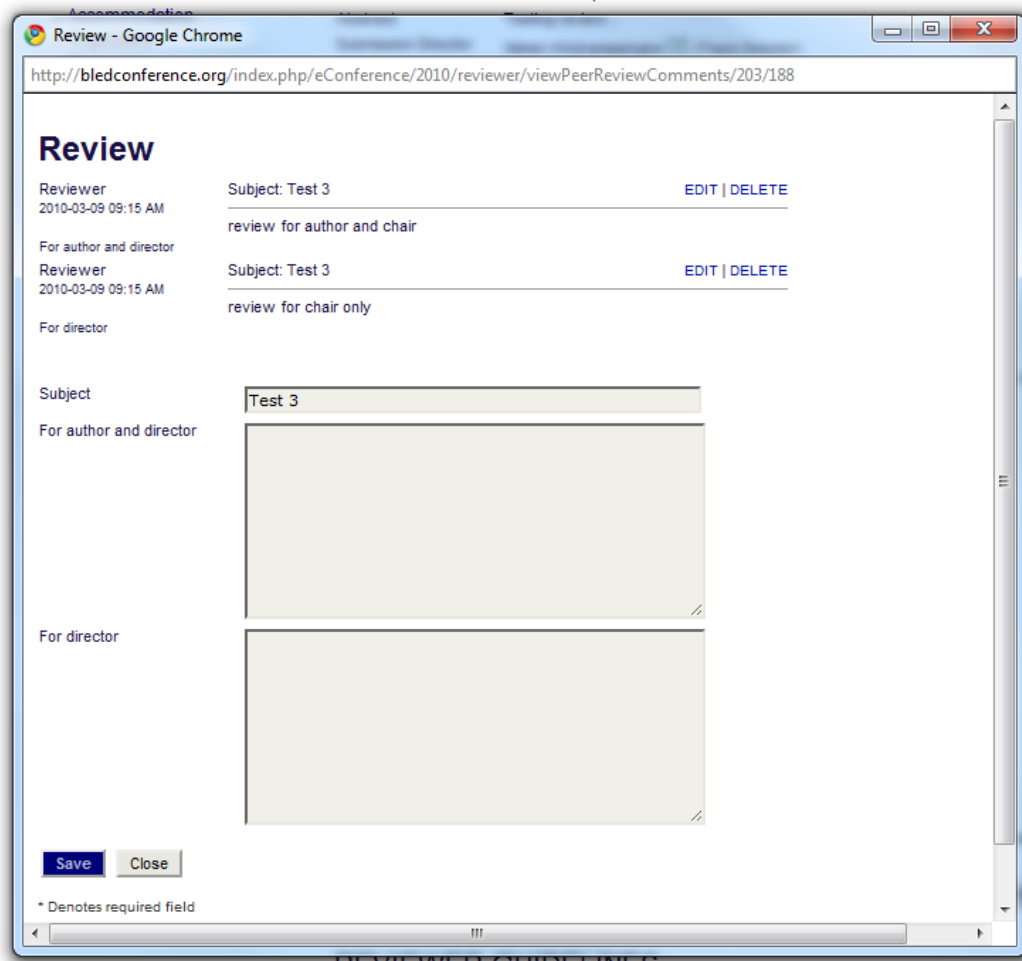
- Perform the review and fill in the Bled eConference Review Form at the beginning of the Manuscript (if the form is missing in the document, please contact BledConference@FOV.Uni-Mb.si)

Bled eConference Review Form

	Unacceptable							Excellent							Not Applicable
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(x)
Significance of the topic	()	()	()	()	()	()	()	()	()	()	()	()	()	()	()
Appropriateness to Bled Conference	()	()	()	()	()	()	()	()	()	()	()	()	()	()	()
Adequacy of the literature review	()	()	()	()	()	()	()	()	()	()	()	()	()	()	()
Development of concepts/hypotheses	()	()	()	()	()	()	()	()	()	()	()	()	()	()	()
Quality of research design	()	()	()	()	()	()	()	()	()	()	()	()	()	()	()
Adequacy of data analysis	()	()	()	()	()	()	()	()	()	()	()	()	()	()	()
Legitimacy of conclusions	()	()	()	()	()	()	()	()	()	()	()	()	()	()	()
Significance for practice	()	()	()	()	()	()	()	()	()	()	()	()	()	()	()
Contribution to the field	()	()	()	()	()	()	()	()	()	()	()	()	()	()	()
Clarity of presentation	()	()	()	()	()	()	()	()	()	()	()	()	()	()	()
Reviewers familiarity	Low							High							
	()	()	()	()	()	()	()	()	()	()	()	()	()	()	
Recommendation															
Accept as presented	()														
Accept with specified revisions	()														
Accept only if the authors make major revisions	()														
Reject	()														
Do you recommend this article be considered for publication in a special journal issue based on the conference?															
Yes No															
Do you recommend this article be considered for an Outstanding Paper Award?															
Yes No															

Step 3: Type your review

- Use the *Review* icon to bring up two text boxes that allow you to communicate with both the Track Chair (in the OCS it's called Director) and the Author or with the Track Director only



Step 4: Upload a separate file for the track Director and/or the Author

- Upload the Manuscript with filled in Review Form and/or tracked changes for the Track Director, who will then decide if the author can or can not read the uploaded file

Step 5: Advise the Track Director of your recommendation

- Use the dropdown menu to make your selection
- Use the *Submit Review To Director* to submit it
- Send an email notification to Research Track Chair and Co-chair regarding your recommendation

Your task has been completed.

Thank you again for your important contribution to this process.

Technical Committee of Bled eConference