User Guide for
SPIE Submission Review System
(formerly MySPIE)

Instructions for Conference Chairs

Instructions for Reviewers

Questions? Contact your SPIE Coordinator
# INSTRUCTIONS FOR CONFERENCE CHAIRS: TABLE OF CONTENTS

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Introducing the SPIE Review System for Conference Chairs

BENEFITS AND FUNCTIONALITY

- Manage most review tasks from one page
- Transparent review system; easy to view where papers are in the process, who is assigned to review papers, how much work has been done
- Color-coded progress indicators and indicators for sent emails
- Simplified functionality for assigning papers to reviewers
- Ability to assign all papers to all Reviewers at the same time
- Incremental rating scale for scoring papers
- Edit decisions or other information (presentation type, review decision, etc.) as a group edit
- Simplified reporting of review results
- Improved accessibility to all SPIE account information and Task List through new SPIE.org My Account dashboard

HOW TO ACCESS REVIEW SYSTEM

1. Sign in to http://spie.org/myaccount (or if you are already logged in to SPIE.org, click on the link in the upper left corner by your name that says “View Your Account”).
2. From the Account Dashboard, go to the section on “MySPIE Submission System” and click on the meeting of interest.
3. Select a Symposium from the drop-down box.
4. Click on the action you would like to perform, such as “Review Presentations” (or “Review Manuscripts” if you’re at that stage).
**Overview (Home) Tab**

**FUNCTION:** Gives you an overview of the full list of submissions and their current review status, and program status. You can also perform certain actions on a group of selected papers. These particular actions can **SAVE TIME:**

1) Assign one or more papers to *multiple* reviewers at once.
2) Complete your review (final chair decision) one at a time, or *multiple* papers at once.

**HOW TO CHECK REVIEW ASSIGNMENTS AND REVIEW STATUS**

![Conference Title](image)

**Assignments Emailed:**
- Orange dot indicates additional papers have been assigned since the last email was sent, or you have not emailed all assignments to all reviewers.
- Green dot indicates you have sent an email to the reviewer with their assignments.

**Reviews Completed:**
Displays how many reviewers are assigned, and how many have completed their review.

Click on the down arrow to display assigned reviewers and comments.

**Program Status:**
- Submitted = Abstract submitted; pending review
- In Program = talk scheduled to be presented
- Presented = talk confirmed presented
- Withdrawn = talk withdrawn before program published
- Canceled = talk canceled after program published
- No-Show = author did not present, did not notify SPIE

*We typically do not publish withdrawn, canceled, or no-show*

**Reviews Emailed:**
- Green dot indicates email sent to author with review comments.
- Orange dot indicates additional review comments added since the last review comments email was sent.
**SAVE TIME: ASSIGN MULTIPLE REVIEWERS AT ONCE**

You can assign multiple reviewers to multiple abstracts or manuscripts from the overview tab. **CAUTION:** While there is a quick way to assign multiple reviewers to one or more papers, there is no way to unassign in bulk. Unassigning reviewers must be done one reviewer at a time, via the “Individual Reviewer Assignments” tab.

1. Select the group of papers you want to assign.
2. From the “Choose Action for Selected Papers” drop-down box, select “Assign Reviewer.”
3. An “Assign Reviewers” box will pop up; select the reviewers from the list, then click “Assign.”
4. Repeat steps 1-3 until you’ve completed your assignments.

**NOTE:** Reviewers can ONLY see submissions assigned to them.
SAVE TIME: EDIT FINAL DECISIONS BY GROUP (Mark Multiple Papers as Accept/Reject, Invited, Keynote/Poster)

You can select a group of papers (or all papers) and edit the Final Chair Decisions, such as Accept/Reject, Invited, assign Oral/Poster/Keynote, on the entire group papers at the same time. You can select the same decision for all, or customize.

HINT: Run the report “Reviewer Ratings, Recommendations, and Comments” first (see Reports Tab) and use as a guide to make your final decisions.

1. Select group of papers that you are ready to make the final chair decision for.
2. Click on the drop-down box and select “Edit Final Decisions by Group (multiple at same time).”

3. Use the top row to change ALL papers in group to same decision (such as marking entire group as Accepted).
4. Use drop-down boxes in each paper to customize decision by paper.
5. Click “Save Decisions” to make chair decisions final

Changing the “Chair Decision” to “Accept” or “Reject” will close the review. To reopen the review, change to “Pending.”
Assign by Topics Tab

**FUNCTION:** Allows you to assign reviewers based on the topics authors selected via the abstract submission wizard.

ASSIGNING PAPERS BY TOPIC

1. You can sort the list by paper number or topics.
2. To assign papers to reviewers, select the group of papers you want to assign.
3. From the “Choose Action for Selected Papers” drop-down box, select “Assign Reviewer.”
4. An “Assign Reviewers” box will pop up; select the reviewers from the list, then click “Assign.”

**NOTE:** Reviewers can ONLY see submissions assigned to them.

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Individual Reviewer Assignments Tab

**FUNCTION:** Allows you to assign and/or un-assign papers to specific reviewers, and check review statuses.

**ASSIGNING INDIVIDUAL PAPERS TO INDIVIDUAL REVIEWERS**

1. From the “Individual Reviewer Assignments” tab, click on the name of the reviewer that you want to assign papers to.
2. Click on the “Unassigned Papers” tab to see the list of possible papers to assign to that reviewer.
3. Select the papers you want to assign to that reviewer.
4. From the “Choose Action for Selected Papers” drop-down box, select “Assign Reviewer.”

**NOTES:**
- Reviewers can ONLY see submissions assigned to them.
- If you are assigning MANUSCRIPT reviewers from this tab, we recommend that before you begin your assignments, jot down which talks have withdrawn or canceled so that you can exclude them from your assignments (see Overview tab, Program Status column).

**UN-ASSIGNING PAPERS TO REVIEWERS**

To un-assign a paper, go to the “Assigned Papers” tab, select the paper, then from the “Choose Action for Selected Papers” drop-down box, select “Unassign Reviewer.”

**CHECKING REVIEW ASSIGNMENTS**

After you have assigned papers to reviewers, you can check the assignments by looking at the “Individual Reviewer Assignments” tab, then the “Assigned Papers” tab.

**ADDING REVIEWERS**

If you need to add a name to your list of reviewers, email your SPIE Coordinator specifying the reviewer’s name, affiliation, email address, and conference.

**UNABLE TO ASSIGN REVIEWERS?**

If you are unable to assign reviewers, it is either because your conference is set up to assign all submissions to all reviewers, or your conference is not set up to allow reviews. To change this, you will need to email your SPIE Coordinator to request the ability to assign specific reviewers to specific papers.

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Email Assignments Tab: Notify Reviewers About Their Assignments

**FUNCTION:** Allows you to send a message to your reviewers with review assignments and instructions.

1. Select the reviewer’s name.
2. Click “Email Assignments.”
3. A box will pop up to display the message that will be sent. Type your instructions to reviewers in the text box, and these instructions will be included in your message. Sample:

   Please review the following submissions. All reviews must be completed by [add due date for your reviewers to complete their assignments]. Provide a rating, recommendation, and detailed comments for each paper. Ratings should be based on the following considerations [add criteria reviewers should use for reviewing the papers] (the scale is based on 1 low to 5 high). Include your recommendation to accept or reject the paper, and include detailed, constructive comments that be sent to the authors.

4. Once you are ready to send the review assignment message to reviewers, click “Email Assignments.”
My Review Assignments Tab: Chairs Can Enter ALL Reviews onto One Page

Note: This is NOT the same as the Final Chair Decision. This is for conference chairs to rate and review like a reviewer. If you want to mark multiple papers as accepted or rejected, etc. (for the Final Chair Decision), see How to EDIT FINAL DECISIONS BY GROUP (Mark Multiple Papers as Accept/Reject, Invited, Keynote/Poster).

1. Make sure you are on the “My Review Assignments” tab, and that you have assigned papers for you to review.
2. Enter review rating directly onto this page (click on “Add Rating” and enter score, then click “Save” to save). Please provide a rating (the scale is based on 1 low to 5 high).
3. Enter recommendation to accept or reject (click on “Pending” and select “Accept” or “Reject”).
4. Enter reviewer comments directly onto this page (click on “Add Comment” and type comments, then click “Save” to save).
5. See tally of papers assigned to you to review, and tally of reviews you’ve completed.

If your ratings, comments, or recommendations disappear, refresh your browser to see the changes you’ve made.

**REMEMBER**
If you changed the “Chair Decision” to “Accept” or “Reject,” the review is closed. To reopen the review, change to “Pending.” This can be done in bulk on the Overview tab, or individually within the submission, under “Chair Final Decision.”

**Return to CHAIR Table of Contents**
Reports Tab

FUNCTION: Allows you to generate presentation and manuscript reports.

1. To generate a presentation or manuscript report from the list, click on the title of the report.
   - If you see a PDF icon next to the report title, it will open as a PDF.
   - If you see “(.csv)” next to the report title, it will open in MSExcel.

PRESENTATION REPORT: Conference Submission Detail
This report includes full presentation submission details: the list of authors, contact author information, presenter biography, abstract text, topic choices, and a link to an extra file if it was requested and submitted. [Reviewers also have access to this report]

PRESENTATION REPORT: Generate PDF compilation of all attached files
Some conferences request, or require a supplemental file to be submitted in addition to the text abstract. This report compiles all of the extra files into one PDF file for review. [Reviewers have access to this report if conference is set up to accept supplemental abstract files]

PRESENTATION REPORT: Reviewer Ratings, Recommendations, and Comments (.csv)
This report is a spreadsheet that includes a list of paper numbers, paper titles, assigned reviewers and their ratings, recommendations, and review comments for each submission they are assigned to review (if their reviews are completed).

PRESENTATION REPORT: Topics and Reviewer Ratings by Paper (.csv)
This report is a spreadsheet that includes a list of tracking numbers, paper numbers, links to supplemental files (if available), paper titles, contact authors and affiliations, chair acceptance decisions, presentation type requests, topic choices, average ratings (from the reviewers), how many reviewers were assigned to each submission and how many reviews have been completed.

MANUSCRIPT REPORT: Missing Manuscript Report
This report includes a list of manuscripts that still need to be submitted and contact author information for follow up.

MANUSCRIPT REPORT: Reviewer Ratings, Recommendations, and Comments (.csv)
This report is a spreadsheet that includes a list of paper numbers, paper titles, assigned reviewers and their ratings, recommendations, and review comments for each manuscript they are assigned to review (if their reviews are completed).

MANUSCRIPT REPORT: Topics and Reviewer Ratings by Paper (.csv)
This report is a spreadsheet that includes a list of paper numbers, links to manuscripts (if available), paper titles, contact authors and affiliations, chair acceptance decisions, presentation types, topic choices, average ratings (from the reviewers), how many reviewers were assigned to each manuscript, and how many reviews have been completed.
Committee Members Tab

**FUNCTION:** Use this tab to view your committee members, and send them emails

### Committee Members

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<thead>
<tr>
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<th>Select</th>
<th>Committee Member</th>
<th>Committee Role</th>
<th>Affiliation</th>
<th>Email</th>
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<td><img src="select-icon.png" alt="Select" /></td>
<td>Dr. Zakya H Kafafi</td>
<td>Chair</td>
<td>National Science Foundation</td>
<td><img src="email-icon.png" alt="Email" /></td>
<td>Email address will display here</td>
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<td>Prof. Christoph J Brabec</td>
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<td>Friedrich-Alexander-Univ. Erlangen-Nurnberg</td>
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<td><img src="select-icon.png" alt="Select" /></td>
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<td>Program Committee</td>
<td>Addis Ababa Univ.</td>
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Symposium Papers Tab: View Submissions from another Conference

FUNCTION: Use this tab to view submissions from another conference within your symposium.

1. Click on the conference title to open up the list of submissions within that conference.
2. Click on a conference chair’s name to email a conference chair.
3. Click on the Conference Program Coordinator’s name to send an email to the SPIE Coordinator.

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View ABSTRACT SUBMISSION Details

1. From the Overview tab, select the abstracts you want to view.
2. Click on the Choose Action for Selected Papers box and select “View Details.”
3. If you only want to view one abstract, you can click on the paper title to open the abstract details.

PAPER DETAILS (for abstract)

4. Submission Date
5. Authors
6. Contact Author
7. Presenter
8. Presenter Biography
9. Summary Text for Online or Printed Programs
10. Abstract Text for Technical Review
11. Topics (selected by author during submission wizard)
12. View Additional File Submitted (if this feature is enabled for the conference)
REVIEW RATING AND COMMENT (for abstract)
13. Rate the abstract
14. Note your recommendation
15. Add your comments
16. SAVE REVIEW

If you see this message:
The chair’s final decision has been made and the review of this paper is now complete. **No changes** can be made to the rating or comments.
...it is because the Chair Review Decision (under Final Chair Decision) has been changed to Accept or Reject.

FINAL CHAIR DECISION (for abstract)
17. Make final decisions regarding accepting or rejecting abstract. **NOTE:** The Chair Review Decision must be “Pending” in order for Reviewers to rate and review. Changing the final chair decision to “Accept” or “Reject” will close the submission to review.
18. Recommend for Another Conference (if the paper is not suitable for your conference, you can recommend it be transferred)
19. Invited (mark a paper as invited)
20. Presentation Type Requested (displays author’s request)
21. Presentation Type Assigned (choose oral, poster, or keynote)
22. Enter Chair Comments
23. SAVE DECISION

ASSIGNED REVIEWERS & COMMENTS (for abstract)
24. View the ratings, recommendations, and comments made by all Reviewers; this information can only be viewed by the Conference Chair
25. Assign additional reviewers to abstract
26. Check review comments for appropriateness and email the review comments to the author (emailing author is optional, and email can be edited before sent)
27. Send email to reviewer

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CHECKING SUBMISSION STATUS OF SUPPLEMENTAL ABSTRACT FILE

- Supplemental abstract files received are indicated by a PDF icon in the Attachment column of the Overview Tab.
- Clicking on the icon will open the abstract file.

HOW TO DOWNLOAD PDF COMPILATION OF ALL SUPPLEMENTAL ABSTRACT FILES

1. Click on the “Reports” tab.
2. Click on “Generate PDF compilation of all attached files.”
View MANUSCRIPT SUBMISSION Details

1. From the Overview tab, select the paper(s) you want to view.
2. Click on the Choose Action for Selected Papers box and select “View Details.”
3. If you only want to view one paper, you can click on the paper title to open the paper details.

PAPER DETAILS (for manuscript)
4. View Manuscript file
5. Submission Date
6. Authors
7. Contact Author
8. Abstract Text for Review
9. Topics selected by author during submission wizard

REVIEW RATING AND COMMENT (for manuscript)
10. Rate the manuscript
11. Note your recommendation to accept or reject
12. Add your comments
13. SAVE REVIEW

If you see this message:
The chair's final decision has been made and the review of this paper is now complete. No changes can be made to the rating or comments.
...it is because the Chair Review Decision (under Final Chair Decision) has been changed to Accept or Reject.

Return to CHAIR Table of Contents
FINAL CHAIR DECISION (for manuscript)

1. Make final decisions regarding accepting, rejecting, or revising manuscript. **NOTE: The Chair Review Decision must be “Pending” in order for Reviewers to rate and review the manuscript. Changing the final chair decision to “Accept” or “Reject” will close the manuscript to reviews.**

2. Mark invited papers (if status has changed)

3. Enter Chair Comments

4. SAVE DECISION

ASSIGNED REVIEWERS & COMMENTS (for manuscript)

5. View the ratings, recommendations, and comments made by all Reviewers; this information can only be viewed by the Conference Chair

6. You can also add reviewers from here

7. Check review comments for appropriateness and email the review comments to the author (emailing author is optional, and email can be edited before sent)

8. Send email to reviewer

CHECKING SUBMISSION STATUS OF MANUSCRIPT FILE

- Manuscripts received and author-approved are indicated by a PDF icon in the Attachment column of the Overview Tab.
- Clicking on the icon will open the manuscript.
Email Review Comments to Author

1. From the Overview tab, select the paper or group of papers that you want to send the review comments to.
2. Go to the drop-down list, and select “Email Review Comments to Author.” This will take you to the review comments section of each paper you’ve selected.

3. Click on the “Email Comments to Author” button to prompt email message box to open
   - text can be modified before email is sent
   - review comments must be sent one-by-one so that you review and modify the message before sending the email.

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4. Once the email message box opens, you can modify any of the text within the box prior to sending the email to the author.

Suggestions:
(1) **Requesting a Revision?** Include link and deadline in your email message. Sample text:
   Please log on to [http://spie.org/myaccount](http://spie.org/myaccount) to revise your submission. The deadline for completing your revision is [enter deadline].

(2) Add your email address to the message, below your signature. Even though you are composing this message, the email is sent via the SPIE Program Coordinator’s email account, so the author has no way to contact you directly unless you insert your email address.

5. Once you are satisfied with the email message, click the “Send Comments” button and the email will be sent to the contact author.

6. If you’ve chosen a group of papers to send the review comments to, click on “Next selected paper” and repeat steps 3-5.
### Check Status of Review Comments Emailed to Author

In the far right column, you’ll see “Reviews Emailed”

1. A green dot indicates that you have sent an email to the contact author with reviewer comments.
2. An orange dot indicates that you have sent an email to the contact author with reviewer comments, but additional review comments have been added by reviewers after you sent the initial email to the author.
3. If there is neither a green or orange dot in this column, this indicates that you have not yet sent any review comments to the contact author via the review system.

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#### Overview - All Presentations

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<td>Nishimura, Atthiko Japan Atomic Energy Agency</td>
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Introducing the SPIE Review System for Reviewers

BENEFITS AND FUNCTIONALITY

- Manage review tasks from one page
- Transparent review system; easy to view where papers are in the process and how much work has been done
- Incremental rating scale for scoring papers
- Option to enter all ratings and reviews on one page (the Dashboard) or go into each submission to rate and comment.
- Improved accessibility to all SPIE account information and Task List through new SPIE.org My Account dashboard

HOW TO ACCESS REVIEW SYSTEM

1. Sign in to [http://spie.org/myaccount](http://spie.org/myaccount) (or if you are already logged in to SPIE.org, click on the link in the upper left corner by your name that says “View Your Account”).
2. From the Account Dashboard, go to the section on “MySPIE Submission System” and click on the meeting.
3. Select a Symposium from the drop-down box (if not already selected).
4. Click on the action you would like to perform, such as “Review Presentations” or “Review Manuscripts” (the available action will depend on which stage the conference is in, and which submissions have been assigned to you by the Conference Chair).

NOTE: You will ONLY see submissions that the conference chair has assigned to you.

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How to Download Conference Submission Details for Abstract Review

This report includes full presentation submission details: the list of authors, contact author information, presenter biography, abstract text, topic choices, and a link to an extra file if it was requested and submitted.

1. Click on the “Reports” tab.
2. Click on “Conference Submission Detail.”
How to Download Supplemental Files for Abstract Review

This feature is available only if the conference chair has asked SPIE to collect supplemental abstract files.

1. Click on the “Reports” tab.
2. Click on “Generate PDF compilation of all attached files.”
How to Enter Abstract Review Rating and Comments onto One Page

1. Make sure you are on the “Dashboard” tab.
2. Enter review rating directly onto this page (click on “Add Rating” and enter score, then click “Save” to save). Please provide a rating (the scale is based on 1 low to 5 high).
3. Enter recommendation to accept or reject (click on “Pending” and select “Accept” or “Reject”).
4. Enter reviewer comments directly onto this page (click on “Add Comment” and type comments, then click “Save” to save).
5. See tally of papers assigned to you to review, and tally of reviews you’ve completed.

If your ratings, comments, or recommendations disappear, refresh your browser to see the changes you’ve made.
View Individual ABSTRACT Submission Details and Enter Individual Reviews

SUBMISSION DETAILS (for abstract)
1. Submission Date
2. Authors
3. Contact Author
4. Presenter
5. Presenter Biography
6. Summary Text for Online or Printed Programs
7. Abstract Text for Technical Review
8. Topics (selected by author during submission wizard)
9. View Additional File Submitted (if this feature is enabled for the conference)

REVIEW RATING AND COMMENT (for abstract)
10. Rate the abstract
11. You may opt out of reviewing a submission if there is a conflict of interest. Include a reviewer comment to explain reason to chair.
12. Note your recommendation
13. Add your comments
14. SAVE REVIEW

For Review Instructions and Deadlines, contact the Conference Chair

If you see following message:
The review of this abstract is now complete. No rating or comment changes can be made at this time.
...this indicates that the conference chair has made their final decision and the submission is closed to reviews.

Return to REVIEWER Table of Contents
View MANUSCRIPT Details and Complete your MANUSCRIPT Review

PAPER DETAILS (for manuscript)
1. View Manuscript file
2. Manuscript Submission Date
3. Authors
4. Contact Author
5. Abstract Text for Review
6. Topics selected by author during submission wizard

REVIEW RATING AND COMMENT (for manuscript)
7. Rate the manuscript
8. You may opt out of reviewing a manuscript if there is a conflict of interest. Include a reviewer comment to explain reason to chair.
9. Select your recommendation to accept or reject
10. Add your comments
11. SAVE REVIEW

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The review of this abstract is now complete. No rating or comment changes can be made at this time.
...this indicates that the conference chair has made their final decision and the submission is closed to reviews.

12. Return to list of papers
13. Go to next selected paper

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