

The Reviewer's Guide to CATS

A Reviewer typically receives a request by the editorial board to participate in the review process of a particular conference. Though it is a honourable process, reviewing is often some stressful and laborious work, too. CATS now tries to disburden the reviewers' guild as much as possible.

When accepting the request to review one or the other submission, an individual is provided with an additional Task named 'Review Assigned Papers' in CATS by the editorial board. Before this can be conducted, the reviewer must be registered with the system. Then, once logged into the system, all information and feedback forms can be accessed via the new task described above.

Search results:

Presentation ID Paper ID Presentation Hekt	Title	Submissions	Authors	Action
p12896 12896 -	Demo Paper	abstract.pdf	USER, Demo	Edit Report Release to Editor
36859 -	know center test		KÖSTINGER, Alice JAINDL, Michael	View Results Release to Editor
p56471 56471 -	Beispiel Beitrag	abstract.pdf fullpaper.pdf	SCHGAGULER, Klaus	Edit Report Release to Editor

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Figure 1: Summary of all papers to review

Starting from the first screen showing a list of all papers to assess (Fig. 1), the reviewer can open the detailed review form as often as desired. This is done using the link 'Edit Report'. Nevertheless, each report needs to be released to the editorial board. Only then the reviewing results can be used for further decisions. Releasing a report is conducted through clicking the link 'Release to Editors'.

The report form as sketched in Fig. 2 saves all judgements a reviewer decides to rate a given paper with. Therefore, it is accessible as often as desired in order to give the reviewers the opportunity to re-think their ratings and to edit the report again.

The report form contains a number of questions that have to be answered with 'yes', 'no' or 'partially', text areas to give detailed comments on certain issues for authors and members of the editorial board and an option to enter the overall score awarded to a paper.

If desired, it is possible to upload PDF documents containing even more information for the authors and to replace or delete such a document later on.

Once all ratings are set, all comments are entered and the reviewers are content with their work, they can submit it to the Editorial Board for weighing the reviews and deciding upon acceptance or rejection of papers. From that point on, the reviewers do not have a possibility to change their result forms. If they would like to add or fix something, or if there should be necessity to do so because of contradictions with others, the editorial board would have to be contacted in order to re-open the review report form.

The reviewers' work ends with the release of all assigned submissions' ratings.

11th IGTE Symposium 2004 - Mozilla Firebird

Review Report

[Print](#)

11487: **Numerical Resolution Techniques of Mixed Hybrid Formulations for 3D-Magnetostatics**
 Keywords: magnetostatics, finite element methods, Lagrange multipliers
 Submissions: [abstract.pdf](#) [fullpaper.pdf](#) [presentation.zip](#)
 Last modified: Wed, 28 Apr 2004 22:51:50 +0200

Originality

Does the paper represent an original contribution to the field?

To your knowledge, have the authors already published a very similar paper?

Please cite any relevant materials below:

Contents

Do the authors place the paper in proper context by citing relevant papers?

Is the paper clear and free from obvious errors, misconceptions, or ambiguities?

Are the conclusions adequately supported by careful experimental evidence, computed results or theoretical demonstration?

Is this paper to be of interest or used by other researchers in the field?

Score

Overall Score (poor .. excellent -> 0 .. 10)

Presentation

Correct standard format for publication?

Clear and unambiguous language?

Clear figures, tables and adequate captions?

Comments for the Authors

Attached pdf file details
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Figure 2: Review Report Form