TE19 Review Process and Responsibilities

October 11, 2018

Pat Cargill, Review Advisor

Review Chair Team: Dilip Prasad, Graham Pullan, Ardeshir Riahi, Wing Ng

Conference Chair: Atul Kohli

Technical Program Chair: Harald Schoenenborn

Contents

Reviewers: see pages 33-37 for reviewer specific information

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Review Process Goals

High publication standards – intent of ASME / IGTI to present and publish **high quality** papers

- Effective communication and interaction between authors, reviewers and session organizers
- Shared responsibility of reviewers and session organizers
- Review chain is the key to paper quality

- Timely actions are important – staying on schedule makes it easier to maintain quality standards and remedy any problems

Resources on the Webtool

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Conference ToolBox Help

We have created this section in order to aide you in the use of the conference planning tool. Please navigate through the menu below to find the type of help you need!

Forgot Your Password?
Need to change or reset your password? Enter your email address and click on continue, then click on the appropriate link to change or reset your password.

Frequently Asked Questions
Have a question? We have the answers! Before you contact us, please review the frequently asked questions, as a majority of the answers are already available!

Conference ToolBox Help Manual: Authors
A complete guide to all author functions of the web tool. Learn how to complete every phase of the conference publications process from submitting your initial abstract to completing your final paper for production and publication in the conference proceedings.

Conference ToolBox Help Manual: Organizers/Administrators
A complete guide to the administrative functions of the web tool. The manual will assist you inorganizing your portion of the conference, from creating conference organizer roles/accounts and accepting abstracts to building sessions and assigning reviewers.

Lots of good info here:

Overview, Guidelines & Information
- Overview of the Paper Flow Process
- Administrative Roles/Responsibilities

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ASME Plagiarism Screening (iThenticate)
Information on ASME's plagiarism screening

ASME Presenter Attendance Policy
Information on ASME's presenter attendance policy

Publication Schedule
A listing of critical publication deadlines to follow in order for technical content to be considered for publication in the conference proceedings

IGTI Journal and Best Paper Standards
Information on journal quality and best paper standards for a Turbo Expo paper.

Turbo Expo Paper Quality Standards
Information on quality standards for a Turbo Expo paper.

Review Chair Assignments for TE18 Tracks
Information on the roles and responsibilities of Turbo Expo organizers.

Reviewer Conflicts of Interest
Guidelines for conflicts of interest during the review process.

Appeal Process for the Journal of Turbomachinery

Appeal Process for the Journal of Engineering for Gas Turbines and Power

Will add webinar charts (this package)

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Review Chain – Decisions

Journal Editor (JE)	Review Chair (RC)	Technical Committee Chairs (TCC)	Point Contact (PC)	Vanguard (V)	Session Organizers (SO)	Reviewers (R)
				V	**SO**	**R**

- Session Organizers (possibly in consultation with RCs, PCs, and Vs) make **recommendation** for conference **and** journal publication based on Reviewer input

- Review Chair makes **final decision** on conference publication

- Review Chair makes **final recommendation** for journal publication to Journal Editor

- Journal Editor makes **final decision** on journal publication

- Journal decisions can be appealed to the editors **after** the conference. Process is posted on the website under Author Resources.

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Review Chain – Organizing

Journal Editor (JE)	Review Chair (RC)	Technical Committee Chairs (TCC)	Point Contact (PC)	Vanguard (V)	Session Organizers (SO)	Reviewers (R)
				V	SO	R

- Point Contact organizes all the tracks and abstracts for a committee.

- Vanguard organizes all the sessions and papers for a track.

- Session organizers organize individual sessions.

Review Chain – Examples

Large committee with multiple tracks

Heat Transfer Technical Committee
Chair: Phil Ligrani
Vice Chair: John Blanton
Point Contact: Bijay Sultanian

Track 10: Heat Transfer: Conjugate Heat Transfer
Vanguard: Tom Shih

Session 10-1: Conjugate Heat Transfer I
Session Organizer: GD Lock
Session Co-organizer: Todd Ebert

Small committee with one track

Education Technical Committee
Chair: Sabri Deniz
Vice Chair: Devin O'Dowd
Point Contact: Sabri Deniz

Track 7: Education
Vanguard: Devin O'Dowd

Session 7-1: Education Issues
Session Organizer: Devin O'Dowd
Session Co-organizer: Sabri Deniz

All roles should be filled: Point Contact, Vanguard, Session Organizer
(helps the process and communication)
One person can fill multiple roles

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Review Chair Team Committees

Track	Track Name	Review Chair
Track 1	Aircraft Engine	Dilip Prasad
Track 2	Ceramics	Ardeshir Riahi
Track 3	Coal, Biomass & Alternative Fuels	Dilip Prasad
Track 4	Combustion, Fuels & Emissions	Dilip Prasad
Track 5	Controls, Diagnostics & Instrumentation	Dilip Prasad
Track 6	Cycle Innovations	Dilip Prasad
Track 7	Education	Dilip Prasad
Track 8	Electric Power	Wing Ng
Track 9	Fans & Blowers	Wing Ng
Track 10	Heat Transfer: Conjugate Heat Transfer	Ardeshir Riahi
Track 11	Heat Transfer: Numerical Internal Cooling	Ardeshir Riahi
Track 12	Heat Transfer: Numerical Film Cooling	Ardeshir Riahi
Track 13	Heat Transfer: General Experimental Heat Transfer	Ardeshir Riahi
Track 15	Heat Transfer: Internal Air Systems & Seals (with Turbomachinery)	Ardeshir Riahi
Track 16	Heat Transfer: Experimental Internal Cooling	Ardeshir Riahi
Track 17	Heat Transfer: Combustors (with Combustion, Fuels & Emissions)	Ardeshir Riahi
Track 18	Heat Transfer: Special Sessions	Ardeshir Riahi
Track 19	Heat Transfer: Experimental Film Cooling	Ardeshir Riahi
Track 20	Heat Transfer: Multiphysics Modeling & Optimization	Ardeshir Riahi
Track 21	Heat Transfer: Additive Manufacturing	Ardeshir Riahi
Track 22	Heat Transfer: General Computational Heat Transfer	Ardeshir Riahi
Track 23	Industrial & Cogeneration	Ardeshir Riahi
Track 24	Manufacturing Materials & Metallurgy	Ardeshir Riahi
Track 25	Marine	Wing Ng

Review Chair Team Committees

Track	Track Name	Review Chair
Track 26	Microturbines, Turbochargers & Small Turbomachines	Dilip Prasad
Track 27	Oil & Gas Applications	Dilip Prasad
Track 28	Organic Rankine Cycle Power Systems	Dilip Prasad
Track 29	Steam Turbines	Graham Pullan
Track 30	Structures & Dynamics: Emerging Methods in Design & Engineering	Wing Ng
Track 31	Structures & Dynamics: Fatigue, Fracture & Life Prediction	Wing Ng
Track 32	Structures & Dynamics: Probabilistic Methods	Wing Ng
Track 33	Structures & Dynamics: Rotordynamics	Wing Ng
Track 34	Structures & Dynamics: Bearing & Seal Dynamics	Wing Ng
Track 35	Structures & Dynamics: Structural Mechanics, Vibration & Damping	Wing Ng
Track 36	Structures & Dynamics: Aerodynamic Excitation & Damping	Wing Ng
Track 38	Supercritical CO2 Power Cycles	Dilip Prasad
Track 39	Turbomachinery: Axial Flow Fan & Compressor Aerodynamics	Graham Pullan
Track 40	Turbomachinery: Axial Flow Turbine Aerodynamics	Graham Pullan
Track 41	Turbomachinery: Design Methods & CFD Modeling for Turbomachinery	Graham Pullan
Track 42	Turbomachinery: Ducts & Component Interactions	Graham Pullan
Track 43	Turbomachinery: Noise & Innovative Noise Reduction (with Aircraft Engir	Graham Pullan
Track 44	Turbomachinery: Radial Turbomachinery Aerodynamics	Graham Pullan
Track 45	Turbomachinery: Unsteady Flows in Turbomachinery	Graham Pullan
Track 46	Turbomachinery: Multidisciplinary Design Approaches, Optimization & U	Graham Pullan
Track 47	Turbomachinery: Deposition, Erosion, Fouling, and Icing	Graham Pullan
Track 48	Wind Energy	Dilip Prasad

Schedule

Notes on Schedule

Process has many steps that must be done in series

If you are late or incomplete to a deadline, it puts untenable pressure on the downstream steps

Deadlines are <u>completion</u> dates, not start dates

Start early!

TCC, V/PC, SO all need to check, monitor, support, and push along progress and quality throughout their span of responsibility

- Send reminders to start tasks and meet deadlines
- Check status and address problems regularly

RCs cannot manage 1500 papers and 4500 reviewers without your help!

TE19 Publication Schedule

	TE 2019
TE18 concludes	June 15, 2018
Submission of Abstract for Review	August 28, 2018
Abstract Acceptance Notification	September 18, 2018
Sessions with SOs set in tool	September 25, 2018
Submission of Draft Paper for Review	November 2, 2018
All reviewers assigned in tool	November 6, 2018
Draft Paper Reviews Complete	November 28, 2018
Notification of Paper Acceptance/ Revision Requirements	December 17, 2019
Submission of Revised Paper for Review	January 15, 2019
Author Notification of Acceptance of Revised Paper	Feb 5, 2019
Submission of Final Paper	February 21, 2019
Final Paper Approval by Review Chair	March 13, 2019

V/PC   **SO**   **Reviewer**

3 weeks

4 weeks

5 weeks /
1 week

3 weeks

3 weeks

3 weeks
Still very tight

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V/PC   **SO**   **Reviewer**

Line up SOs early to get them in the tool by Sept 25

3 weeks

4 weeks

5 weeks / 1 week

3 weeks

3 weeks

3 weeks
Still very tight

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TE19 Publication Schedule

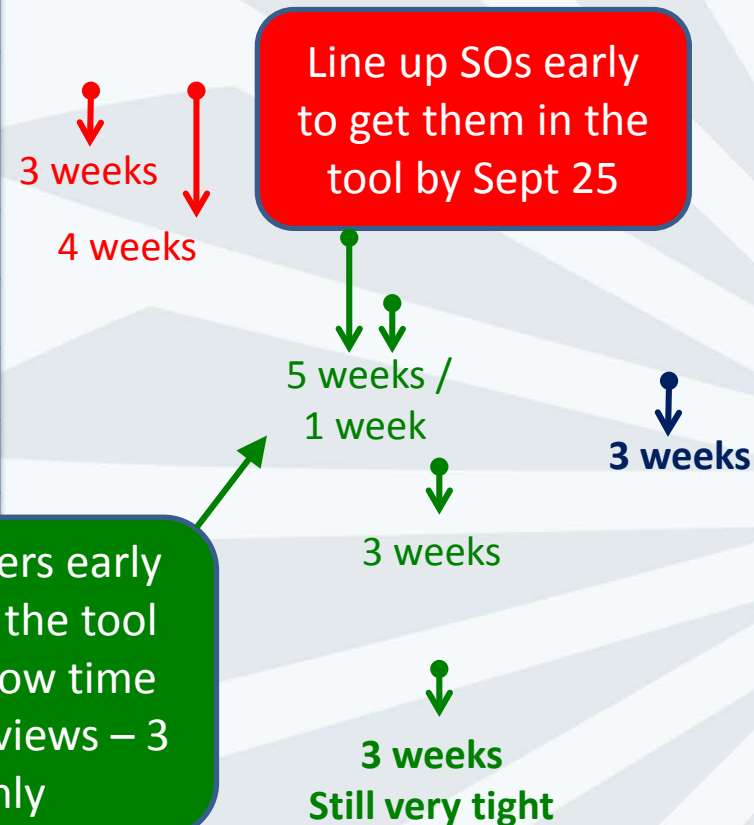|	TE 2019
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V/PC **SO** **Reviewer**

3 weeks

4 weeks

Line up SOs early to get them in the tool by Sept 25

5 weeks / 1 week

3 weeks

3 weeks

Line up reviewers early to get them in the tool by Nov 6 to allow time to complete reviews – 3 weeks only

3 weeks
Still very tight

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TE19 Publication Schedule

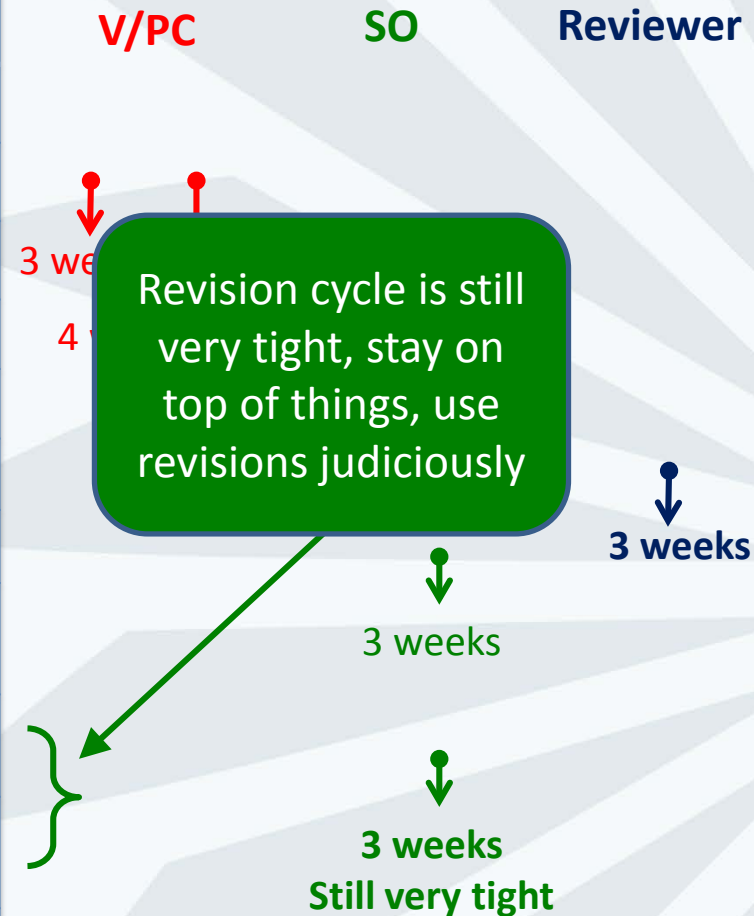|	TE 2019
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V/PC   SO   Reviewer

3 we...

4 w...

Revision cycle is still very tight, stay on top of things, use revisions judiciously

3 weeks

3 weeks

3 weeks
Still very tight

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Tasks for each role

Technical Committee Chair Tasks

Post review process:

- Line up tutorials
- Consolidate sessions as required for schedule
- Make recommendations to ASME for scheduling
- Check on-line schedule, printed program for errors

Conference week:

- Attend CoC Sunday 6:00
- Put together charts for Committee meeting, run meeting

General:

- Maintain membership list
- Support best paper judging process
- Coordinate with student liaison
- Support student reviewer process
- support various requests for award nominations and judging
- Intervene with ASME to get support - web tool, late uploads, etc.

Technical Committee Chair Tasks

Review process:

- Line up Point Contact

- With Point Contact, define tracks within the technical committee – scope and description

- Regularly check tracks and sessions for progress to key deadlines and adherence to quality requirements

  – SOs assigned by September 25

  – All reviewers assigned by November 6

  – Requirements for reviewers are all met, see page 16

  – All reviews completed by November 28

  – Recommendations complete by December 17 (February 5 for revisions)

- Support and advise others as needed throughout the review process

Point Contact Tasks

Review process:

- With Committee Chair, define tracks within the technical committee – scope and description

- Line up vanguard chairs

- Regularly check tracks and sessions for progress to key deadlines and adherence to quality requirements

  - SOs assigned by September 25

  - All reviewers assigned by November 6

  - Requirements for reviewers are all met, see page 16

  - All reviews completed by November 28

  - Recommendations complete by December 17 (February 5 for revisions)

- Support and advise others as needed throughout the review process

Vanguard / Point Contact Tasks

Start, deadline	Task
June 30 - August 28	Define track scope and description Line up SOs
August 28 - September 18	Move abstracts to other tracks if appropriate (1st week) Accept or reject abstracts
September 18- September 25	Form sessions, assign abstracts, assign SOs
September 25- October 30	Provide teleconference training for all SOs Push SOs to line up reviewers **now**
October 30 - November 6	Move papers to rebalance sessions if necessary Make sure SOs have all reviewers assigned appropriately and on time
November 6 - November 28	Support SOs in enforcing review quality; return poor reviews
November 28 - December 17	Support SOs in getting late reviews completed Push SOs to complete their recommendations with solid comments
December 17 - Feb 5	Continue to monitor and push completion of late reviews and recommendations, especially for revised papers
February 21	Follow up on any unsubmitted final papers – right away
March - May	Consolidate sessions as required, update session names and descriptions Check online and printed programs for errors Confirm attendance of SOs as chairs, identify subs as needed

Session Organizer Tasks

SO is key!!

Start, deadline	Task
Now – September 25	Line up co-organizer to help with reviews. Diversity will help find reviewers. Line up reviewers for your session.
October 30 - November 6	Check iThenticate scores; reject if very high, discussing with TCC and RC **Assign all reviewers by Nov 6** Meet requirements for reviewers; avoid all conflicts of interest
November 6 - November 28	Check reviews as they come in; if inadequate, have TCC or RC return the review and request improvements in the comment box.
November 28 - December 17	Follow up late reviews to get them completed ASAP Make your recommendations for conference and for journal For scores <100, follow process to consider rejection; engage RCs
December 17 - January 15	Energetically work to close any late items
January 15 - February 5	Process all revised drafts – send for re-review or do the re-review yourself Engage RCs to consider rejects
February 21	Follow up on any unsubmitted final papers – right away
March - June	Update session info in tool – chair, co-chair, paper order, session name Check online schedule, printed program, for errors Confirm authors' attendance and bio information

SO

Session Organizer and Co-Organizer organize the reviews

Session Chair and Co-Chair run the sessions at the conference

> ideally the same but this doesn't always work
> chairs will be entered into the system in March

Attend the authors breakfast, meet authors, confirm bio information, answer questions.

See instructions in your session folder you pick up at the breakfast.

Moderate the session.

Remind attendees: no photos allowed. Enforce this during the session.

Q&A: ask people to stand, introduce themselves, speak clearly

Provide feedback form to ASME: attendance, best papers, no-shows, etc.

Review Chair Team Tasks

Make final conference acceptance for every paper – March

make sure the review process meets standards

Make recommendation for journal – March

must be substantiated

During the review process:

Consult on low-score papers to consider rejections

Consult on iThenticate scores

Consult on any part of the review process – don't hesitate!

Track progress and integrity of the review process

Conflicts of Interest

Authorship conflicts

A Committee Chair, Vanguard, or Point Contact who is an author of a paper is not allowed to take any action on that paper.

- The Review Chair can be engaged to review and accept abstracts, and to provide consultation with the Session Organizer if needed.

A Session Organizer who is an author of a paper is not allowed to take any action on that paper.

- That paper should be moved to a different session. If this is impossible, a Co-chair with no conflicts of interest can be enlisted to coordinate those reviews, including making recommendations.

Review chain conflicts

No organizer should serve as a reviewer for a paper in their area of responsibility. This includes Review Chairs and Vice Chairs, Committee Chairs and Vice Chairs, Vanguards, Point Contacts, and Session Organizers.

For example a Vanguard Chair may not do a review for a session in his/her track, and a Session Organizer may not review a paper in his/her session

Organizational conflicts

A Session Organizer should not handle the reviews for a paper whose author is from the same organization.

- A Co-chair with no conflicts of interest can be enlisted to coordinate those reviews, including making recommendations.

A Committee Chair or Co-Chair, Vanguard, or Point Contact should not be involved in a review of a paper whose author is from the same organization.

- If the SO would like some consultation, the Review Chair team can be engaged.

No reviewer for a paper can be from the same organization as any of the authors.

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- Line up reviewers **early**; assign in tool by **November 6**

  – Select **three** reviewers – preferably industry, government and academia, but **at least t**wo of these three sectors are required

  – No two reviewers of a paper can be from the same organization

  – No reviewer can be from the same organization as authors

  – If needed, ask your Vanguard Chair or Point Contact for help in reviewer selection

  – These requirements are non-negotiable and will be checked centrally. Misses must be fixed, and this causes a huge amount of delay and rework. Do it right the first time!

- Need V/PC and TCC to check and enforce this.

- Suggest lining up reviewers as soon as you know your session, even though they cannot be assigned in the tool until the drafts are in.

- Consider authors from previous years, other SOs; get a co-organizer from a different sector to help find diverse reviewers; trade contacts with other SOs

- Use direct contact such as email or phone to get commitment. Don't rely on just assigning someone in the tool.

- You do not need more than three reviewers.

- Ask that the reviewer Accept or Decline in the tool. Reviewers must now Accept in order to access the paper and do the review.

- If a reviewer declines, remove that reviewer from the tool and find a new one.

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SO   SO

- We know the review process is demanding. Detailed inputs are necessary for meeting ASME standards for the conference and the journal. Thank you for your efforts!

- Please Accept or Decline the invitation by clicking on the link in the invitation email you receive.

  - Starting this year, you must Accept in order to access the draft and perform the review.

  - If you can't Accept, please Decline. This lets the session organizer know that someone else should be found to do the review.

- Keep your session organizer informed on your status, particularly if you have questions or are running late.

Reviewer Tasks

- You **must substantiate** your recommendation for / against conference presentation.

- IGTI review process is also a **journal review process** – you **must also substantiate** your recommendation for / against journal publication

- For poor quality papers, seriously consider whether Reject would be the appropriate recommendation for the good of the conference.

- Consider and comment on the iThenticate results as well as the paper itself.

- Please provide your **completed review** by **November 28, 2018.**

- Please keep the identity of reviewers confidential

  - From authors and from the other reviewers on the paper

  - From the community at large

- Best practices

  - Use caution with emails looking for reviewers, agreeing to be a reviewers, or communicating with reviewers

  - Use blind copy (bcc)

  - Avoid Reply to All

  - Reviewers: make sure your review comments do not identify you. Check that your .pdf files do not identify you or your organization.

iThenticate Guidelines for Flagged Papers Above 15% Match

- Prior to assigning reviewers, organizers will need to analyze any matching results over 15%

- Two areas of concern: plagiarism (copying someone else's work), and lack of originality (copying your own previous published work)

- When assessing a paper, consider:
  - Is there any source with high degrees of match (>15%), or are there just lots of 2% - 3% matches of phrases?
  - If there is a source with a high match, has that source been properly referenced in the paper?
  - Are the matches limited to the introduction, description of the analysis, experimental setup, etc., or are there high matches in the results and conclusions portions of the paper?

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If you have concerns, discussing with Vanguards and TTCs and **RCs**. For feedback from ASME, email toolboxhelp@asme.org

Outcomes can be:

- Reject the paper outright.

- Caution the author about the concerns and request changes. These changes can include properly referencing papers with matches, and/or to reword sections to reduce the degree of outright copying. SO should check the final paper to make sure these directions have been followed, and alert the review chair if there are still concerns. Proceed with reviews; reviewers should also comment on matches.

- Let the paper go through with reviews with no special action.

- We know the review process is demanding. Detailed inputs are necessary for meeting ASME standards for the conference and the journal. Thank you for your efforts!

- You **must substantiate** your recommendation for / against conference presentation.

- IGTI review process is also a **journal review process** – you **must also substantiate** your recommendation for / against journal publication

- For poor quality papers, seriously consider whether Reject would be the appropriate recommendation for the good of the conference.

- Consider and comment on the iThenticate results as well as the paper itself.

- Please provide your **completed review** by **November 28, 2018.**

Paper Review MUST Provide:

- A summary of important points of paper in at least three to four sentences to indicate that Reviewer actually understands paper

- Statement of significance, relevance and originality of the research, or lack thereof

- A critical evaluation of methodology, accuracy and suitability of the work

- An evaluation of quality of the manuscript

- Clear statements of **necessary** changes required before presentation / publication

- Recommendation for or against conference presentation

- **Recommendation for or against journal publication**

- **If required elements are missing, the review may be reopened and returned to you for completion.**

Webtool Reviewer Page

Paper No. GT2018-77311 *(Technical Publication)*
Test Submission 2

Date Assigned: 31 Oct 17

Paper Profile Definitions of Paper Features

An ASME paper should be: Clear, concise, complete, and original; with assumptions plainly identified; data and computation results presented with their uncertainty, precise logic, relevance to practice described, and with actual accomplishments of the work plainly stated and honestly appraised.

Check the option to describe the following features of the paper:

Feature	POOR	MARGINAL	ACCEPT	GOOD	HONOR
Originality	○	○	○	○	○
Engineering relevance	○	○	○	○	○
Scientific relevance	○	○	○	○	○
Completeness of the reported work	○	○	○	○	○
Acknowledgment of the work of others by references	○	○	○	○	○
Organization	○	○	○	○	○
Clarity of writing	○	○	○	○	○

1) Summarize the goals and outcomes of the paper.
20 words required.

2) Comment on the originality, relevance, and long-term impact of the paper.
20 words required.

3) Assess the quality and credibility of the work.
20 words required.

Added back the radio buttons from previous years.
These ratings will be used to calculate the screening score.

Lower word requirement. Please exceed!

Webtool Reviewer Page (cont.)

R

4) Comments for author: comments and suggestions to improve the paper. you may also attach a .pdf

Some boxes do not have word requirements.

5) Minimum Required changes for conference publication (if needed).

This box is not needed if the paper is fine as is.

6) Minimum Required changes for journal, if paper is close to journal.

Use this box if the paper is close to journal quality, whether or not you recommended it for journal.

7) Summary statement of reasons for or against recommendation for conference
20 words required.

Please be clear and specific here, to help the SO and RC

8) Summary statement of reasons for or against recommendation for journal
20 words required.

Please be clear and specific here, to help the SO and RC

Webtool Reviewer Page (cont.)

Additional Comments for Author (option to upload a pdf file).
Click **Browse** to select the comments file (PDF), which is on your computer.

[Choose File] No file chosen

NOTE: If you use any of the commenting features in Adobe Acrobat please remove your identity by going into the Note Properties.

	Y	N
In your opinion, is the technical treatment plausible and free of technical errors?	○	○
Have you checked the equations?	○	○
Are you aware of prior publication or presentation of this work?	○	○
Is the work free of commercialism?	○	○
Is the paper too long?	○	○

Links to reference documents.

Paper Rating Definitions of Quality Ratings

Recommendation (* Explain in comments)
- ○ Acceptable
- ○ Acceptable with minor revisions*
- ○ Major revisions required; submit revised draft*
- ○ Not Acceptable

Additional Recommendations (Check all that apply)
- ☐ Best Paper
- ☐ Journal Quality

Journal and Best Paper Standards

Comments For Organizers Only (Not Authors) Compose your comments option 1: in the box provided below, text only —400 word limit. No formatting or special characters. option 2: in a PDF File, then upload file — no limitation on formatting or special characters. Choose only one option.

Option 1: Text Only No special characters. 300 word limit.

[   ]

Option 2: Upload File PDF only
[Choose File] No file chosen
Click **Browse** to select the comments file (PDF), which is on your computer.

[Next »] [Cancel]

New option, not required

Reworded for clarity; formerly "Acceptable with major revisions"

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Paper quality initiative –

Process for poor papers

Paper Quality Improvement Initiative

- Will continue with the paper quality processes used in T#2018 Oslo
- Use reviewer template to require comments, plus rating buttons
- Calculate paper score from reviewer ratings, use as a guideline for further action
- Review Chairs to engage early in the process to make decisions on papers with low scores or high iThenticate scores
- Encourage rejections of initial drafts where appropriate – where a revision is unlikely to result in a good quality paper

SO comments from TE18: "I asked for a revision, wanting to give the author the benefit of the doubt, but I should have just rejected the initial draft, it would have been better for everyone in the long run."

Score Calculation

- SCORE per reviewer = 2*Originality + 2*Scientific Relevance +
    2*Engineering Relevance + 1.5*Completeness +
    1.5*Acknowledgment + 1.2*Organization + 1.2*Clarity

Rating	Numerical Score
Poor	1
Marginal	2
Acceptable	3
Good	4
Honor	5

- Overall paper score = sum of three reviewer scores

- **Total maximum paper score** = 171

- Paper score if **all reviews acceptable** = 102.6

Review Process Steps

Reviewer provides recommendations, radio buttons, and comments in template.

- Ideally this will all be consistent, realistically it frequently will not be.

SO considers all reviewer inputs as well as the calculated score

SO can override recommendations and reject a paper if **all** these are true:

1. Score is below **100** – paper falls below Acceptable standards
2. 2 reviewers recommend Major Revisions or Reject
3. Comments from 2 reviewers support this low score, i.e. point out significant shortcomings that are unlikely to be fixed in a revision
4. SO discusses the paper with RC / VRC and they both agree to reject
   - SO should initiate this discussion if 1, 2, and 3 are all true
   - Committee chair and vanguard are copied on communication, can offer input if desired

Gives SO more leeway, and more responsibility, to interpret the reviewers' input.
Involves RC earlier in the decision process.

Decision trees for recommendations

SO Recommendations

The SO is not a reviewer.

SO job is to coordinate and interpret the input of the reviewers, not to override it.

Use the following decision tree to make your recommendations.

Read the comments of the reviewers; check that their comments support the buttons they click.

Decision Tree, Score **> 100**

2 reviewers say Accept or Accept with Minor Revision, 2 Journal, and their comments support these recommendations:

- Recommend Accept and check Journal box

2 reviewers say Accept or Accept with Minor Revisions, 1 Journal and 1 supportive Journal comments

- Request revision to try for Journal; explain clearly in the comments

2 reviewers say Require Revision

- Request revision; explain clearly in the comments

Decision Tree, Score **< 100**

2 reviewers say Reject

- Reject

2 reviewers say Require Revision or Reject

- Study comments – is paper likely to be modified to meet requirements?

- If no, **consult with Review Chair** and agree on a path

- Strongly consider Reject; otherwise Request Revised Draft

Decision Tree, Tough Cases

What to do when you get wildly disparate reviews?

Score probably doesn't mean much in this case

Carefully read each review. Consider the relative expertise of your three reviewers, as well as the sector they represent relative to the authors.

Consult with Vanguard and Review Chair and agree on a path.

Best path is to go with the majority opinion of the reviewers.

Make sure you explain your rationale in the comment boxes in the tool.

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Webtool Session Organizer Paper Detail

Paper Detail

GT2018-75003 (Status: Paper review completed)	*Technical Publication*
Example: This Is How the Paper Title Should Be Typed	cross check 95% Match 📄 View Draft Paper 331KB

Abstract | **Authors** | **Reviewers** | **Status** | **Area**

Reviewer	Assigned	Reviewed	Recommendation	Reviewer score	Options
✉ Dilip Prasad	23 Oct 17	24 Oct 17	1. Acceptable with minor revisions 2. Journal Quality Affiliation: Industry	39.2	Detail ⌄ Re-set Review
✉ Graham Pullan	23 Oct 17	24 Oct 17	1. Acceptable 2. Best Paper 3. Journal Quality Affiliation: Academia	45.6	Detail ⌄ Re-set Review
✉ Test Reviewer	20 Oct 17	20 Oct 17	1. Acceptable 2. Best Paper Affiliation: Industry	34.5	Detail ⌄ Re-set Review
Company: ASME					
				Total score: 119.3	

Note reviewer scores and total (sum) score.
If total score < 100, follow new process to consider a rejection.

Only review chairs can re-open a review. Request this if a review needs improvement.

Webtool SO Accept / Reject Paper

Additional Recommendation *(Check all that apply)* Journal and Best Paper Standards

☐ Best Paper
☐ Journal Quality

Comments for the Author

» This section is for your own comments only. There is no need to add reviewer comments in the box provided below. The authors have access to view the reviewer comments/comment files through web site. Click the appropriate button to make your decision.

» An email notification of your decision will be sent to the author, along with the comments provided in the box below.

» Please explain the basis for your recommendation to accept, reject, or revise the paper for the conference. Please also explain the basis for your recommendation for or against consideration for journal.

No formatting or special characters. 400 word limit.

Comments for the Organizers

» Optional - Comments for the organizers only - authors will not see these comments

No formatting or special characters. 400 word limit.

Accept Paper   Reject Paper   Revision Required

Link to reference info

Please be specific; see examples in this package.

New option, if you want to be more candid with the review chairs

Use sparingly:
- Paper than can realistically come up to good quality within the short revision window
- Paper that may realistically come up to journal quality

Supporting detail for recommendations, with example SO comments

Recommend to Accept

In the comments:

- Give a summary of your rationale for your recommendation for conference

- Give a summary of your rationale for or against journal

- Explain that the final decision will be made by the review chair

- Remind the authors that they still need to submit their final paper, by the deadline of February 21, preferably earlier

Example SO comments

Based on the reviews received I am pleased to inform you that I am recommending to the Review chair to accept your paper for publication at the conference. The reviewers made some helpful suggestions to improve the paper which I ask you to consider when preparing the final manuscript. Note you must still upload your final paper no later than February 21.

- plus one of these -

I am recommending the paper for journal publication based on the recommendations of the reviewers. The findings have not been published before and shed new light on an important problem in the field. The ideas presented are innovative and promise new technological developments with impact in the field.

I am recommending the paper for journal based on one reviewer recommendation as well as an email exchange with reviewer #2 to clarify his views, which supported a journal recommendation. The findings . . ..

I am not recommending the paper for journal based on the recommendations of the reviewers. The approach has limited applicability and the paper lacked guidelines that could advance the field and be useful to the design community.

Revision for Borderline Journal

- If one reviewer says Journal and another indicates the paper is close to journal, you may offer a revision to improve chances of a Journal recommendation.

- Make this very clear to the authors and to the re-reviewers.

- When the revision comes in:

  – Ask for a re-review from a reviewer who indicated possibility of Journal, and ask that he be clear about his assessment of the revised paper for journal.

  – Do not ask for a re-review from a reviewer who already recommended Journal, or a reviewer who gave a very negative review. This is a waste of time.

- If the paper now has two reviewers recommending journal, make sure you check the Journal box and explain in your comments

Example SO comments

Your paper received one Journal recommendation and other comments that indicate that a Journal recommendation is within reach. Therefore I am requesting a revised draft, which I then will reconsider for Journal. The reviewer comments offer good suggestions and guidance on what would be required for Journal.

If you would like to pursue a Journal recommendation at this point, submit a revised draft, highlighting your changes, and also submit a rebuttal that responds to reviewer comments. This needs to be done no later than January 15.

If you do not want to take this step, simply resubmit your original draft. It will be recommended to be accepted for conference based on the initial reviewer recommendations, but it will not recommended for Journal. In either case, you will still need to also upload a final paper before the deadline of February 21.

Requiring a Revision

- Request Revision if:

  – 2 reviewers say Revision   -and-

  – There is an excellent chance the authors will make all the required changes for the paper to be acceptable   -and-

  – Score > 100   -or-   Review Chair concurs to ask for revision

- Do this as soon as possible, don't wait for the deadline

- In the comment box:

  – Summarize your recommendation with reasons

  – Request authors to upload revised draft by January 15

  – Have authors highlight changes and provide a rebuttal in response to reviewer comments

Requiring a Revision

Example SO comments

I am recommending that this paper not be accepted in its current form, but I will consider a major revision. This is consistent with the recommendations of the reviewers, who note that this result contradicts other published findings and this issue is not addressed at all in the paper. The current findings must be explained in context of previous work for the paper to be accepted.

You may submit a revised paper for reconsideration before January 15. Please highlight the changes and include a rebuttal that responds to the reviewer comments, especially those deemed necessary for acceptance.

Reviewing the Revised Draft

- If you choose to send revised draft out for re-review:

  - Do this immediately; request re-review in the tool by January 22.

  - Do not ask for a re-review from a reviewer who said Accept. This is a waste of time.

- If you choose to assess the paper yourself:

  - Assess versus the criteria laid out as necessary for acceptance in the comments

  - Consider re-reviews together with original positive reviews

- Make your recommendation on revised draft by February 5

  - Engage the Review Chair if decision is still unclear.

  - In comments, clearly explain your reasoning.

  - No second revisions – you must Accept or Reject the revision.

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Reject (1ˢᵗ or 2ⁿᵈ draft)

- In the comment box, give a summary of reviewer comments substantiating your recommendation and the reasons for rejection.

- If there was only one reject recommendation, you should have consulted with the review chair. You can note in the comments that the RC concurs with the decision.

Reject (1ˢᵗ or 2ⁿᵈ draft)

Example SO comments

After extensive consideration of the reviews received, including comments, ratings, and recommendations, I am sorry to say that your paper is not recommended for conference publication because it does not meet ASME and IGTI standards. The reviewers noted several major technical flaws in your approach and arguments, which may have led you to conclusions which are inconsistent with other, previous work.

The Review Chair concurs with this decision. We encourage you to carefully consider the input from the reviewers, and we would welcome the submission of an improved paper for one of the upcoming ASME Turbo Expo events.

Back to Message

Key ingredients of an effective and efficient review process are:

- **Communication and interaction** between authors, reviewers and session organizers

- Vanguards and committee chairs do quality control

- **Shared responsibility** of reviewers and session organizers

New elements for 2018 are:

- More active engagement of **Review Chairs** earlier in the process

- Emphasis on **raising** minimum quality

Close

New webtool area: Help > Organizer Resources

- This training package

- Paper quality standards

- Journal quality standards

- Conflict of interest details (also in this package)

- Review chair assignments to committees (also in this package)

- Recording of training webinar

Vanguards: use this material for discussion with your SOs

encourage telecons