

ABSTRACTS REVIEW: INSTRUCTIONS FOR SECTION, WORKING GROUP OR JOINT SESSION COORDINATORS

IAMCR Section (S), Working Group (WG), and Joint Session (JS) Coordinators will be able to access the abstracts sent via the Open Conference System (OCS) on the Braga 2010 website at

<http://www.lasics.uminho.pt/ocs/index.php/iamcr/2010portugal/schedConf/cfp>.

Each chair and co-chair has an account on OCS and can login and read the abstracts. They will also be able to approve, review and/or reject the submitted abstracts in different ways.

There are three options available for processing abstracts and each S, WG and JS must first choose its preferred option:

Option A is the simplest method. It is a manual process that involves a minimum of interaction with OCS. Using this method S, WG and JS Coordinators will operate in more or less the same way they always have whether or not they use external reviewers.

Option B is for those who want to use the OCS and **do not use external reviewers**, e.g. the review process is conducted by S, WG and JS Coordinators themselves.

Option C is the most complex option and is for those who want to use the OCS and will use external reviewers.

Once you have selected the option that will be used by your S, WG or JS, follow the instructions below. **Important – each section or Working Group can choose one option only.** All chairs, vice-chairs or co-chairs of a S or WG must use the same option.

OPTION A

As mentioned previously, this is the simplest option and involves little or no interaction with the OCS system.

Coordinators whose Section or Working Group opt for this system will receive the abstracts by e-mail within one week of the submission deadline (and can process these as they normally do).

Once you have decided if the abstracts are accepted or rejected, send your final decisions to the support team (Alberto Sá from the Braga local organising committee <albertosa@ics.uminho.pt> and Alvaro Mailhos from IAMCR <amailhos@iamcr.org> no later than 15 March 2010. The support team will record these decisions in the database.

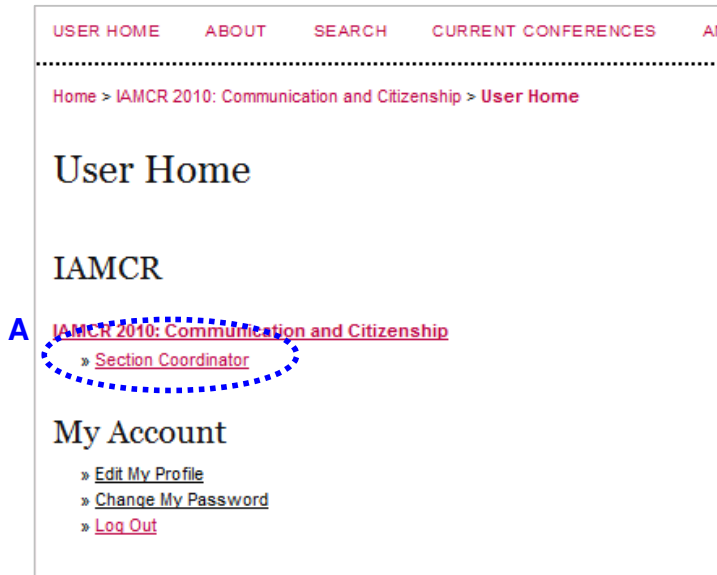
Coordinators will be responsible for communicating their decision to the abstract submitters and requesting the full paper.

If you would like to use this option, please send an e-mail indicating your name, your S, WG or JS and a valid e-mail address with the subject “BRAGA 2010 – OPTION A” to the support team.

Even if you choose Option A you will be able to login to the OCS system and see the list of abstracts that have been submitted at anytime, with the username and password sent by email by the support team. If you do not have your username and password, contact Alberto Sá <albertosa@ics.uminho.pt> and Alvaro Mailhos <amailhos@iamcr.org>.

OPTION B

1. Login to the OCS at <http://www.lasics.uminho.pt/ocs/index.php/iamcr/2010portugal>
2. Click on the role 'Section Coordinator' ("A") (see image below) to go to your own submissions area. (OCS does not distinguish between Section, Working Group or Joint Session Coordinators).



3. As shown in the example in the image below, a submission is available at the **In Review** area and is awaiting review.

Click on the abstract title ("B") to see the abstract and other information about it.

Submissions in Review

IN REVIEW PRESENTATIONS ARCHIVES

In Section:

Title contains

ID	MM-DD SUBMIT	SECTION	AUTHORS	TITLE	REVIEW STAGE	ASK	PEER REVIEW DUE	DONE	RULING
50	10-19	PE	Sá	B MEDIATED MEMORY	—	—	—	—	—
133	12-02	PE	Choi	TRANSFORMATIONS AND TENSIONS : THE...	—	—	—	—	—
257	01-08	PE	Almiron	FROM FINANCIALIZATION TO FREEDOM...	—	—	—	—	—
264	01-09	PE	Ginosar	THE THREE DIMENSIONS OF ADVERTISING...	—	—	—	—	—
277	01-10	PE	Guzmán Cárdenas	THE CREATIVE ECONOMY: CREATIVE...	—	—	—	—	—

4. When you click on the linked title a respective submission record page appears – this page displays all the information recorded by the ‘Author’ during the submission process and also presents the commands to record a decision (see image below).

The screenshot shows a web interface for an abstract review. At the top, it says '#50 Abstract Review' with tabs for 'SUMMARY', 'ABSTRACT REVIEW' (highlighted), 'PAPER REVIEW', and 'HISTORY'. Below this is the 'Submission' section with fields for Authors (Alberto Sá), Title (Mediated memory), Section (Political Economy), Director (Vice-chair: Helena Sousa, Chair: Janet Waska), and an Abstract. The abstract text discusses memory as a medium and its representation in culture. Below the abstract is the 'Abstract Review' section with links for 'SELECT REVIEWER' and 'VIEW REGRETS, CANCELS'. The 'Coordinator Decision' section is highlighted with a blue dashed circle and a blue 'C'. It contains a dropdown menu with 'Invite Presentation' selected, a 'Record Decision' button, a 'None' option, and a 'Notify Author' button with an envelope icon. A 'Coordinator/Author Email Record' button with a document icon is also present.

5. After analysing the abstract, go to the **Coordinator Decision** area (“C”) and select either **Invite Presentation** or **Decline Submission** (the option ‘**Revisions Required**’ is not used by the Braga 2010 conference. Please do not select it):

1- Invite Presentation – the ‘Section Coordinator’ approves the abstract and gives permission to the ‘Author’ to submit a full paper (or presentation) to the Conference. When this decision is recorded (by pressing the button ‘Record Decision’), the decision is communicated to the conference organisers.

2- Decline Submission – the submission is rejected. The file is moved to the archive area.

In all cases, you must press the “Record Decision” button to save your decision in the conference database.

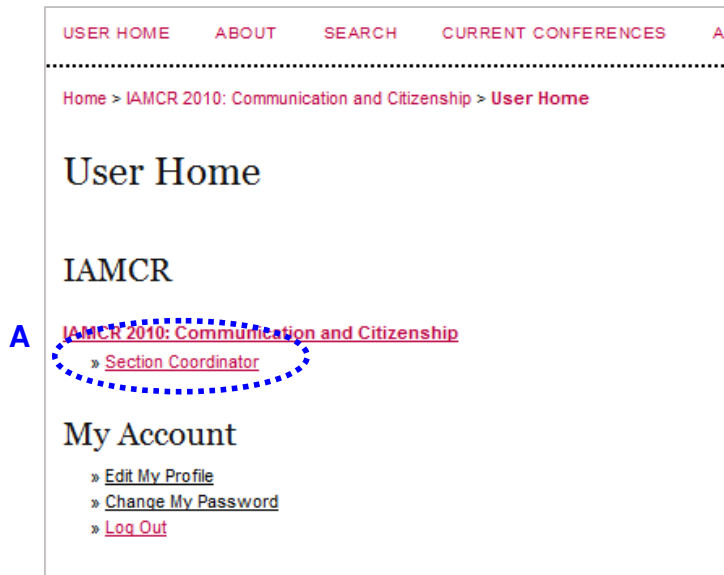
To notify the author of the decision, click on the envelope icon and type an email message

Further instructions on how to process full papers submissions will be sent in a separate document that you will receive before the end of January.

OPTION C

If you choose this option, you will need to send a list of your reviewers, including their name and e-mail address, to Alberto Sá <albertosa@ics.uminho.pt> and Alvaro Mailhos <amailhos@iamcr.org> prior to requesting an online review.

1. Log in to the OCS at <http://www.lasics.uminho.pt/ocs/index.php/iamcr/2010portugal>
2. Click on the role 'Section Coordinator' ("A") (see image below) to go to your own submissions area. (OCS does not distinguish between Section, Working Group or Joint Session Coordinators).



3. As shown in the example in the image below, a submission is available at the In Review area and is awaiting review.
Click on the abstract title ("B") to see the submission record.

Submissions in Review

IN REVIEW PRESENTATIONS ARCHIVES

In Section:

Title contains

ID	MM-DD SUBMIT	SECTION	AUTHORS	TITLE	REVIEW STAGE	ASK	PEER REVIEW DUE	DONE	RULING
50	10-19	PE	Sá	B MEDIATED MEMORY	—	—	—	—	—
133	12-02	PE	Choi	TRANSFORMATIONS AND TENSIONS : THE...	—	—	—	—	—
257	01-08	PE	Almiron	FROM FINANCIALIZATION TO FREEDOM...	—	—	—	—	—
264	01-09	PE	Ginosar	THE THREE DIMENSIONS OF ADVERTISING...	—	—	—	—	—
277	01-10	PE	Guzmán Cárdenas	THE CREATIVE ECONOMY: CREATIVE...	—	—	—	—	—

4. When you click on the linked title a respective submission record page appears – this page displays all the information recorded by the ‘Author’ during the submission process and also presents the commands to record a decision (see image below).

#50 Abstract Review

SUMMARY **ABSTRACT REVIEW** PAPER REVIEW HISTORY

Submission

Authors: Alberto Sá

Title: Mediated memory

Section: Political Economy

Director: Vice-chair: Helena Sousa
Chair: Janet Waska

Abstract: Memory has become one of the buzzwords in today's humanities and so investigate other phenomena.
How memory is mediated, in a position that memory is a medium (between something that is mediated in culture by means of different mediums). – Approaching memory as an object, they differentiate on the operation memory, and the 'creative' and 'functional memory'. If memory is something talking about what is included in functional memory, i.e. what is relevant between memories and the representational level of memory are involved.

Abstract Review **C** [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS](#)

Coordinator Decision

Select decision:

Decision: None

Notify Author: Coordinator/Author Email Record

5. If the Coordinator wants to send an abstract to a reviewer a ‘Reviewer’ must be selected (“C”) (see image above).

6. Select the desired reviewer from the list (“D”) and then click on ‘Assign’ (“E”):

Reviewers

Select Reviewer

Reviewing interests: contains:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

[ENROLL EXISTING USER AS REVIEWER](#) | [CREATE NEW REVIEWER](#)

NAME	REVIEWING INTERESTS	DONE	WEEKS	LATEST	ACTIVE	ACTION
D MR_REVIEW		0	—	—	E 0	ASSIGN

1 - 3 of 3 items

Notes

7. Now, the name of the Reviewer to which the abstract was assigned is shown next to the abstract title at the “# Abstract Review” page. **IMPORTANT: To complete the process, you must give notice to the reviewer:** click on the envelope icon (“F”) to send an email with all information needed for the reviewer’s decision task. The text can be edited before sent. Also a due date for the reviewer can be set (“G”).

Abstract Review [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS](#)

Reviewer A Mr. Review [CLEAR REVIEWER](#)

Review Form None / Free Form Review [SELECT REVIEW FORM](#)

REQUEST UNDERWAY DUE

2009-10-19 [📧] 2009-10-19 [📧] 2009-11-16 [📧]

Coordinator To Enter **F** **G**

8. After sending the e-mail to the Reviewer, the “# Abstract Review” page is expecting a confirmation acceptance from the ‘Reviewer’: “Will do the review” or “Unable to do the review”. (The ‘Reviewer’ will receive by email a link in order to directly access the reviewing form at the OCS platform – no ‘log in’ is needed. All the considerations will be recorded on the OCS platform and a recommendation must be set in order to complete the review process.) The Coordinator can assume this step (“H” and “I”).

Abstract Review [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS](#)

Reviewer A Mr. Review [CANCEL REVIEW REQUEST](#)

Review Form None / Free Form Review [SELECT REVIEW FORM](#)

REQUEST UNDERWAY DUE

2009-10-19 [📧] 2009-10-19 [📧] 2009-11-16 [📧]

Coordinator To Enter **H** **I**

WILL DO THE REVIEW UNABLE TO DO THE REVIEW

Upload review [📧] Browse... Upload

9. Back to the “# Abstract Review” page, the Coordinator must save the abstract review by following the ‘Reviewer’ recommendation. In order to do this, click on ‘Recommendation’ (“J”) and select ‘Accept submission’ or ‘Decline submission’ (“K”). All other options are not in use for the Braga 2010 Conference.

Abstract Review [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS](#)

Reviewer A Mr. Review [CANCEL REVIEW REQUEST](#)

Review Form None / Free Form Review [SELECT REVIEW FORM](#)

REQUEST UNDERWAY DUE

2009-10-19 [📧] 2009-10-19 [📧] 2009-11-16 [📧]

Recommendation None [SEND REMINDER](#)

Review [📧] 2009-10-19

Uploaded file 51-24-1-RV.PDF 2009-10-19 Let author view file [☐] Record

Coordinator To Enter **J** **K**

Upload review [📧] [RECOMMENDATION](#) Browse... Upload

➔

Recommendation

Enter Reviewer Recommendation

Recommendation

Choose One [▼]

Choose One

- Accept Submission
- Revisions Required
- Submit Elsewhere
- Decline Submission
- See Comments

Save Cancel

10. Once the decision has been made, go to the **Coordinator Decision** area (“L”) (see image below) and select either **Invite Presentation** or **Decline Submission** (the option **Revisions Required** is not used by the Braga 2010 conference. Please do not select it):

1- Invite Presentation – the ‘Section Coordinator’ approves the abstract and gives permission to the ‘Author’ to submit a full paper (or presentation) to the Conference. When this decision is recorded (by pressing the button ‘Record Decision’), the decision is communicated to the conference organisers.

2- Decline Submission – the submission is rejected. The file is moved to the archive area.

In all cases, you must press the “Record Decision” button to save your decision in the conference database.

To notify the author of the decision, click on the envelope icon and type an email message:

The screenshot displays the '#50 Abstract Review' interface. At the top, there are navigation tabs: SUMMARY, ABSTRACT REVIEW (highlighted in red), PAPER REVIEW, and HISTORY. Below this is the 'Submission' section with the following details:

- Authors: Alberto Sá (with an envelope icon)
- Title: Mediated memory
- Section: Political Economy
- Director: Vice-chair: Helena Sousa (with an envelope icon)
- Chair: Janet Waska (with an envelope icon)

The Abstract text reads: "Memory has become one of the buzzwords in today's humanities and so..." followed by a paragraph discussing mediated memory and its cultural implications.

Below the abstract is the 'Abstract Review' section with links for [SELECT REVIEWER](#) and [VIEW REGRETS, CANCELS](#).

The 'Coordinator Decision' section is highlighted with a blue dashed circle. It contains a blue 'L' icon, a dropdown menu currently set to 'Invite Presentation', and a 'Record Decision' button. Below this, the 'Decision' is listed as 'None' and the 'Notify Author' option is checked, with an envelope icon and the text 'Coordinator/Author Email Record'.

Further instructions on how to process full papers submissions will be sent to you in March.