

Paper Review Process

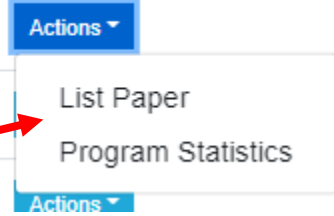
Welcome Stacey Cooper

- Home
- My Submissions
 - All (4)
 - Needs Attention (2)
 - Incomplete (36)
 - Complete (4)
 - Expired (0)
- My Reviewing Assignments
- Reviewer Team Manager Panel
- My Sessions
- Organizer Tools**
- My Profile
- Admin Panel
- Log Out

- Login to your account
- Click on “Organizer Tools”

OMAE

OMAE Test Environment



Actions ▾

List Paper

Program Statistics

Actions ▾

- Click on “Program Statistics” to view the overall conference stats or to view topic stats.
- Click on “List Abstracts” to view the submissions.
 - *This will be changed to List Paper in the coming weeks.*

OMAE Test Environment

The data was last updated 0 minutes ago

Select Track	Select Session	Search	Clear Filter
SHORT ABSTRACT PAPER	DRAFT ROUND	REVISED DRAFT ROUND	FINAL PAPER ROUND
Papers (Total) 35	Draft Round (Total) 6	Revised Draft Papers (Total) 5	Final Papers (Total) 3
Awaiting Acceptance 18 (51)%	Awaiting Submission 1 (16)%	Awaiting Submission 2 (40)%	Awaiting Submission 0 (0)%
Accepted 0 (0)%	Draft Paper Submitted 5	Revised Draft Papers Submitted 2 (40)%	Final Papers Submitted 1 (33)%
Awaiting Session Assignment 24 (68)%	Awaiting Review 5 (100)%	Awaiting Review 2 (100)%	Rejected/Withdrawn 0 (0)%
Assigned to Session 1 (2)%	Accepted 0 (0)%	Accepted 0 (0)%	Awaiting Copyright Form 3 (100)%
Rejected 0 (0)%	Rejected/Withdrawn 0 (0)%	Rejected/Withdrawn 0 (0)%	Copyright Received 0 (0)%
Reviewers Assigned 2	Reviewers Assigned 0	Reviewers Assigned 0	Copyright Pending 0 (0)%
Reviewers Completed 0	Reviewers Completed 0	Reviewers Completed 0	Copyright Verified 0 (0)%
Papers Without Reviewers 17 (48)%	Awaiting Session Assignment 4 (66)%		Copyright Expired 0 (0)%
	Assigned to Session 1 (16)%		

Presentation Only Statistics			
Submitted	Accepted	Assigned to Session	Rejected/Withdrawn
0	0	0	0

- Filter by track (symposium) and session (topic)
- Statistics will refresh based on your selections.

Clear Filters

Show 100 entries Search:

[Invite Reviewers](#) [Reviewer Reports](#)

Code	Status	Session Title	Paper Title	Authors	Reviewed	Reviewers	Track	Submission Type	Action
299	Draft Paper Under Review	1-2 Aircraft	Adding Authors	Stacey Cooper	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
300	Draft Paper Under Review	1-2 Aircraft	Another Amazing Test Submission	Stacey Cooper	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
310	Accepted	1-2 Aircraft	Test Phase Iv	Stacey Cooper	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
315	Accepted	1-2 Aircraft	Testing the In Phase	Scoops Test Account	0	Stacey Cooper Stacey Cooper JRC Test Account	Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
317	Accepted	1-2 Aircraft	Testing Organizer Assignment	Scoops Test Account	3	System Admin Stacey Cooper Stacey Cooper System Admin	Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
320	Full paper	1-2 Aircraft	Ow Test 05-11-19-1	Mohamed Elgohary, System Admin	0	A M Pradeep Aamir Farooq Aaron Costall Abdelaziz Gamil Harald Schoenenborn	Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
335	Accepted	Testing Session	Ow Test 07-11-19-2 Amazing Open Water	System Admin, Mohamed Elgohary, Nada Hanem, Mohamed Afndy	0	Stephanie Ritts Stacey Cooper Scoops Test Account	Track 1 Aircraft Engine	Technical Paper Publication (Iran)	Actions
354	Accepted	1-2 Aircraft	Paper Title	Ahmed Mohamed	0	Mohamed Elgohary Aamir Farooq Scoops Test Account	Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions

- List Abstracts will take you to the paper review management screen.
- Search: Enter any text that will may be displayed in one of the columns
- Column Sorting: Click on the arrows next to the column to sort in ascending or descending order.

Filtering

Clear Filters

Tracks

Track 1 Aircraft Engine

Sessions

1-2 Aircraft
 testing Session

Submission Status

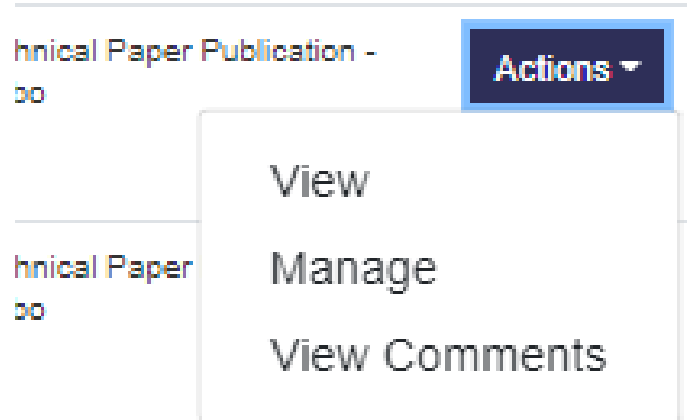
Draft Paper Under Review
 Accepted
 Full paper
 Withdrawn
 Revised Paper Under Review
 Draft Paper Submitted

Reviewing Status

No Reviewers
 Has Reviewers
 Has Reviews

- Filter by
 - Track (symposium)
 - Topic/Session
 - Submission Status
 - Review Status
- Filtering will remain in place as you navigate through multiple pages.

Paper Actions



- View
 - Opens a new window to view submission details (abstract, authors, draft paper submission, revised draft paper submission).
 - Click on the navigation links to view desired page.
- Manage
 - Assign Reviewers
 - Make Decision on Papers
 - Click on Paper Title to view submission details.
- View Comments
 - View Reviewer Inputs

Assigning Reviewers

Ow Test-Bk Friday-2 - 1-2 Aircraft

Revised Draft Papers

[<< Back to List](#)

Reviewers

[Decisions](#)

Round Name **Finalized**

Revised Draft Papers

+ Add Reviewer

Reviewer Reports ▾

Full Name	Keywords	Sector	Score	Email	Action
Congress Help			Not Scored	congresshelp@asme.org	Remove
Abdelaziz Gamil			Not Scored	a.gamil@cranfield.ac.uk	Remove
Test Author	allow, gas	Industrytest	Not Scored	scoops@gmail.com	Remove
JRC Test Account		Industry	Not Scored	jrc@asme.org	Remove
Scoops Test Account		Industry	Not Scored	scoops1227@icloud.com	Remove

- Click on “Add Reviewer” to search the reviewer database.

Assigning Reviewers

Assign Reviewer to Paper

Search

First Name	Last Name	Email	Sector	Institution	Keywords	Reviews Assigned	Actions
System	Admin	noreply@secure-platform.com		Texas A&M University		106	Assign
System	Admin	bbnn_gg@yahoo.com	Government	ow test	Fan, compressor, and turbine aerodynamic design, Modeling, bad	0	Assign
Test	Author	scoops@gmail.com	Industrytest	ASME	allow, gas	110	Assign
Aaron	Byerley	aaron.byerley@usafa.edu				4	Assign

Close

- Search by
 - First or last name
 - Email address
 - Keywords
 - Company
- Click “Assign” to add the reviewer
 - Reviewers will receive an email notification for each assignment.
- Coming Soon
 - The number of papers assigned to the review will be displayed.

Can't Find Your Reviewer

Invite Reviewers

Submission Type

- Go back to the previous screen and click on the “Invite Reviewers” button.
- This will copy the URL below to your computer. Paste this into an email to your new reviewer.

<https://omae.secure-platform.com:443/a/judgeSolicitationProfiles/create?solicitationId=139>

Reviewer Opt-In Guidance

- Make sure your reviewer completes the opt-in process.
 - Some new users to ASME stop the process after creating their ASME account.
 - **THEY HAVE NOT COMPLETED THE PROCESS!!**
- Reviewers will see the text below when they have successfully opted-in.

Thank you for signing up for the OMAE reviewer database.

The Review Process

The purpose of review is to determine whether a paper is acceptable for publication, needs revision, or should be rejected. Recommendations must be supported by specific and critical comments. **Reviewing is a confidential process involving only the reviewer, program-making agency, and the editorial department.** Papers recommended for publication should be of high quality and of current technical interest. If rejection is recommended, keep in mind that you should state reasons in a professionally appropriate manner.

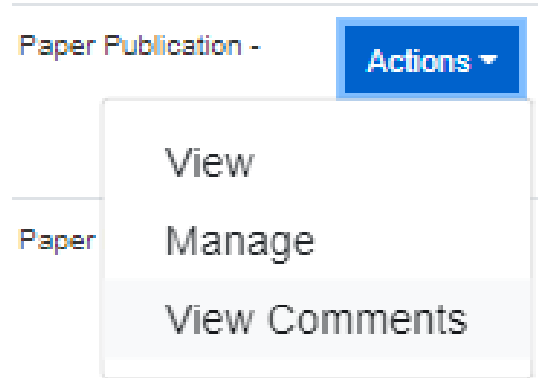
Please review the [ethical obligations of reviewers](#) before you begin reviewing papers.

- Reviewers will become available for assignment approximately 30 minutes after seeing the above text.

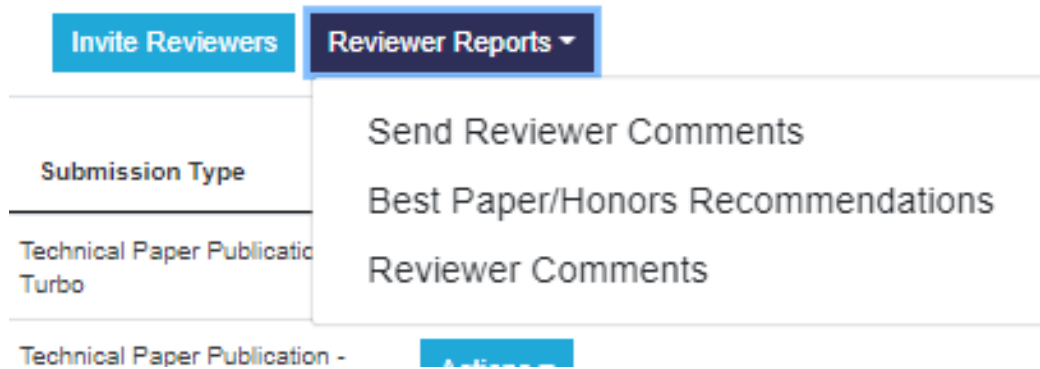
Reviewer Opt-in Step-by-Step Process: <http://asmetraining.wpengine.com/reviewer-database-opt-in/>



View Reviewer Comments

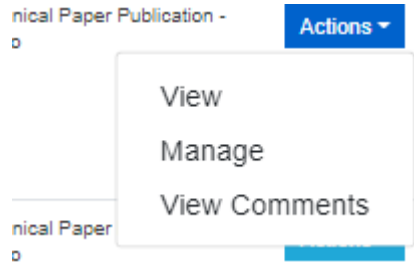


- Go to Actions > View Comments
- A new window will open displaying all reviewer inputs



- Go to Reviewer Reports > Reviewer Comments
- This will download a comma separated file (csv) with all reviewer inputs that can be imported into Excel.

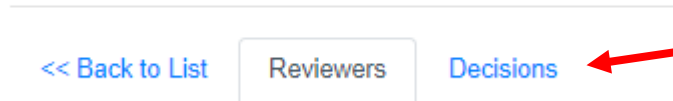
Make a Decision on the Paper



- Go to Actions > Manage
- This will take you to the paper management screen.

Make a Decision on the Paper

Ow Test-Bk Friday-2 - 1-2 Aircraft



- Click on the “Decision” tab

Make a Decision on the Paper

Ow Test -Adding 5 Fields-06-2-20 - testing Session

Draft Papers

<< Back to List

Reviewers

Decisions

Round Name

Draft Papers

Not Suitable for This Session?

Decision

Accept

Revision Required

Reject

Submit

Comments for Organizer

Comments for Author *

- Make your decision selection
 - Selecting “accept” will display the honors and journal recommendation options.
- Topic Organizers can enter optional comments for the Track Organizers (SCs).
- Fill in the required comments for the authors.