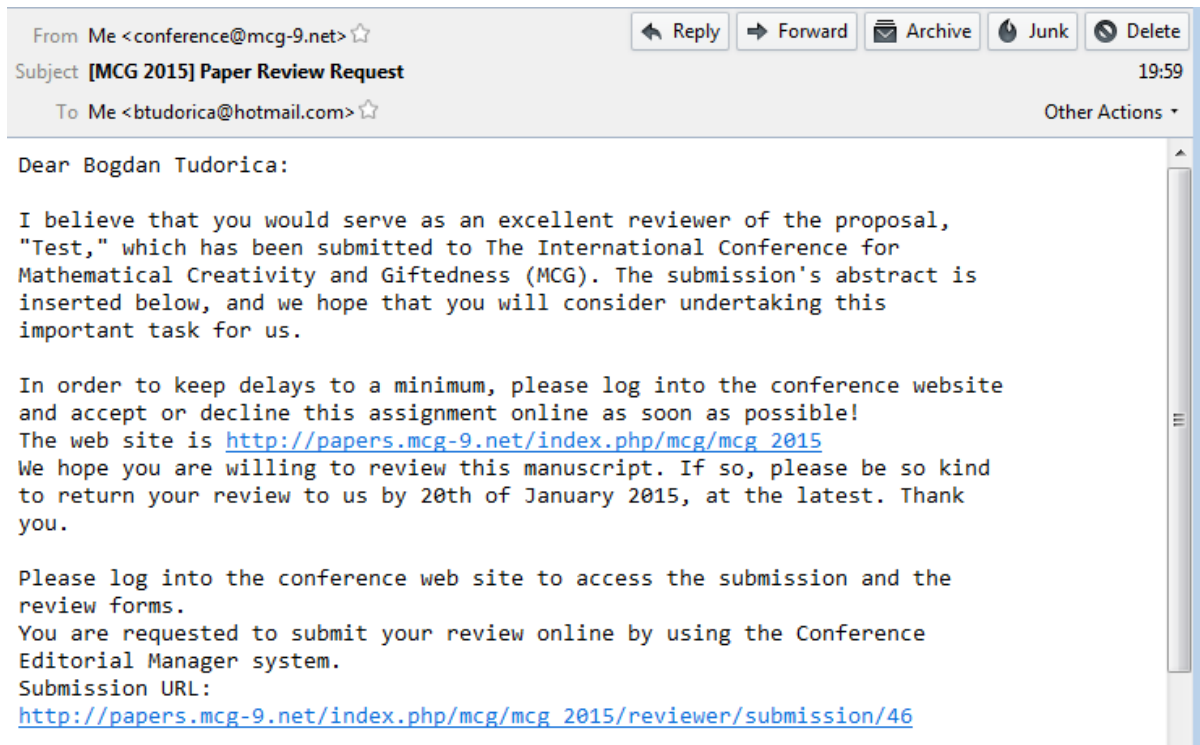


## I wish to review a paper for the MCG-9 International Conference (I already created an account for myself). How do I do that?

1. I receive a mail stating that the conference staff proposes me to review a paper:



2. I click on the link of the submission offered in the mail. A page showing me a brief info about the paper to be reviewed opens and waits for my decision (to accept or not to do the review):  
(I can also log in the normal way on the conference site and see if I have any papers waiting for me to review. I will click on the number stating how many papers are waiting for me to review and the list of the papers to be reviewed will appear.)

Home > User > Reviewer > #31 > Paper Review

## #31 Paper Review

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### Submission To Be Reviewed

Title	Test
Conference	Research Report
Track	
Abstract	
Submission Director	Bogdan Tudorica (MCG-9 International Conference) (Director)
Submission Metadata	<a href="#">VIEW METADATA</a>

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### Review Schedule

Director's Request	2015-01-20
Your Response	—
Review Submitted	—
Review Due	2015-01-20

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### Review Steps

- Notify the submission's director, Bogdan Tudorica (MCG-9 International Conference), as to whether you will undertake the review.  
 Response  Will do the review  Unable to do the review
- Review the submission.  
 The submission can only be viewed if the review is undertaken.
- Click on icon to fill in the review form.  
[Review Form](#)
- In addition, you can upload files for the director and/or author to consult.  
 Uploaded files
- Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.  
 Recommendation

3. If I choose to do the review I click on the small envelope labeled **Will do the review**. Otherwise I click on the small envelope labeled **Unable to do the review**. Either way, a new page proposes me to send a message stating my decision:

Attachments

From: "Bogdan Tudorica" <btudorica@hotmail.com>  
 Subject: [MCG 2015] Able to Review  
 Body: Dear Bogdan Tudorica (MCG-9 International Conference):  
 I am able and willing to review the submission, "Test," for The International Conference for Mathematical Creativity and Giftedness (MCG). Thank you for thinking of me, and I plan to have the review completed by its due date, 2015-01-20, if not before.  
 Bogdan Tudorica

4. I send the message stating my decision. If I choose to do the review, the file containing the paper is now available for reading (click on the file name to download it and read it) and the review form is ready to be filled (click on the bubble labeled **Review Form**):

## Review Steps

1. Notify the submission's director, Bogdan Tudorica (MCG-9 International Conference), as to whether you will undertake the review.  
Response Accepted
2. Review the submission.  
Submission Manuscript [31-63-1-RV.DOC](#) 2015-01-20  
Supplementary File(s) None
3. Click on icon to fill in the review form.  
Review Form 
4. In addition, you can upload files for the director and/or author to consult.  
Uploaded files None  
 No file chosen
5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.  
Recommendation

Browse

- [By Conference](#)
- [By Author](#)
- [By Title](#)

FONT SIZE

INFORMATION

- [For Readers](#)
- [For Authors](#)

5. After reading and evaluating the paper I fill in the review form:

Reference list, adequate and correctly cited (grade): \*

4: excellent  
 3: good  
 2: fair  
 1: poor

(motivation for grade and / or comments): \*

Decision: \*

The paper is highly innovative and very well organized. Consequently it is accepted for presentation as a research report.  
 The paper is coherent, consistent with the suggested topic and well organized. I recommend the acceptance as a research report after the following minor changes:  
 The paper is coherent and consistent with the suggested topic. I recommend the resubmission as a poster, with the following changes and revisions:  
 The paper is unclear and unrelated to the topic and it is rejected. Here are the reasons:

(proposed changes before resubmission / reasons in case of rejection):

6. Finally, I select a summary recommendation and click on **Submit Review to Director**.

4. In addition, you can upload files for the director and/or author to consult.  
Uploaded files None  
 No file chosen

5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.  
Recommendation

7. A message stating that the review process is complete waits to be sent. I send the message. The review process is now complete.