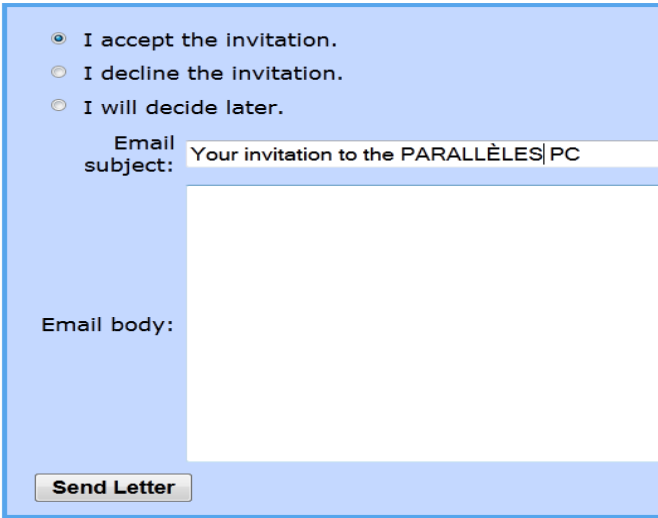



Using the EasyChair system to review a manuscript submitted to Parallèles

General Information


EasyChair is the online publication management system that the journal Parallèles utilizes for the submission and review of manuscripts. The **review process must always be carried out online**. Before you begin the review process, please read the checklist posted on our website: <http://www.paralleles.unige.ch/consignes.html>.

A. Connecting to EasyChair

<p>1. Accept the invitation to join Parallèles' Program Committee (PC) and review a manuscript.</p>	
<p>2. Read the email that EasyChair has automatically sent you, and then click on the link provided in the email in order to be taken directly to EasyChair.</p> <p>3. Log into EasyChair by entering your EasyChair username and password.</p> <p>Please note: If you do not already have an EasyChair account, you can click on the link "sign up for an account" to create one.</p>	<p>Sign in to EasyChair for PARALLÈLES2014</p> 

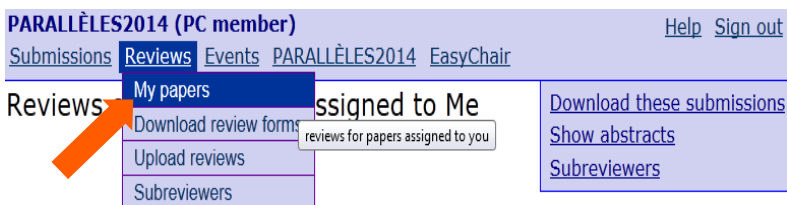
B. Manuscript Review

<p>1. Enter your EasyChair user name and password, then click on "Sign in".</p>	<div><div>Sign in to EasyChair for PARALLÈLES2014</div><div><div><div>Use your EasyChair account to sign in.</div><div><div>User name: <input type="text"/></div><div>Password: <input type="password"/></div><div>Sign in</div></div><div><div>If you have no EasyChair account, sign up for an account</div><div>Forgot your password? click here</div><div>Problems to sign in? click here</div></div></div><div><div>EasyChair</div><div>conference system</div></div></div></div>																											
<p>2. In the menu appearing at the top of the site, click on "Review", then "My Papers".</p>	<div><div>PARALLÈLES2014 (PC member)</div><div><div>Submissions</div><div>Reviews</div><div>Events</div><div>PARALLÈLES2014</div><div>EasyChair</div></div><div><div>Help</div><div>Sign out</div></div><div><div>Review</div><div>My papers</div><div>Assigned to Me</div><div>Download review forms</div><div>Upload reviews</div><div>Subreviewers</div></div><div><div>Download these submissions</div><div>Show abstracts</div><div>Subreviewers</div></div></div>																											
<p>A list of all the manuscripts that you are reviewing will appear.</p> <p>3. To display detailed information about a manuscript (title, keywords, abstract) click on the information icon (i) for the corresponding manuscript.</p>	<table><tr><th>#</th><th>submission</th><th>details</th><th>Paper</th><th>show reviews</th><th>review form</th><th>add new review</th><th>contact subreviewer</th><th>update review</th></tr><tr><td colspan="9">submissions reviewed by me</td></tr><tr><td>1</td><td>title_of_the_article</td><td></td><td></td><td></td><td>form</td><td></td><td></td><td></td></tr></table>	#	submission	details	Paper	show reviews	review form	add new review	contact subreviewer	update review	submissions reviewed by me									1	title_of_the_article				form			
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<p>As the submission process is anonymous, author names do not appear.</p> <p>You can download the document by clicking on the link below the manuscript title.</p>	<div><div>Information on Paper 1</div><div><div>Request review</div></div><div><div>Paper 1</div><div><div>Title: title_of_the_article</div><div>Paper: Word open XML document</div><div>Keywords: keywords abstract article</div><div>Abstract: This is the abstract of the article.</div><div>Time: Jan 24, 13:46 GMT</div></div></div></div>																											
<p>4. Read the manuscript carefully. Add any comments you consider relevant.</p> <p>Please note: Before making any changes or comments, you must make sure that your identity is not revealed on the manuscript. You will find the necessary instructions here: http://www.paralleles.unige.ch/consignes.html.</p>																												

<p>5. Once you have completed your review, log on to EasyChair. Select "Review", then "My Papers".</p> <p>6. Upload the manuscript that you have reviewed by clicking on the icon marked "+".</p>	
<p>7. Complete the electronic form that comes up on your screen and your review scores will be saved. You will be able to make changes later on but your initial review will remain visible. Therefore, make sure to submit a thorough, not a cursory, review.</p>	<p>Evaluation</p> <p>Overall evaluation</p> <ul style="list-style-type: none"> <input type="radio"/> 3: paper is recommended for publication in its present form. <input type="radio"/> 2: paper is recommended for publication with changes as indicated. <input type="radio"/> 1: paper is recommended for major revision – a second submission followed by further peer reviews is advised. <input type="radio"/> 0: paper is not recommended for publication. See comments below. <p>Reviewer's confidence</p> <ul style="list-style-type: none"> <input type="radio"/> 5: (expert) <input type="radio"/> 4: (high) <input type="radio"/> 3: (medium) <input type="radio"/> 2: (low) <input type="radio"/> 1: (none)
<p>8. The "Additional scores" section contains nine specific criteria. Select one answer per criterion.</p>	<p>Additional scores</p> <p>The author provides a strong rationale for why the study is needed</p> <ul style="list-style-type: none"> <input type="radio"/> 4: Strongly Disagree <input type="radio"/> 3: Disagree <input type="radio"/> 2: Agree <input type="radio"/> 1: Strongly Agree <p>The research questions or hypotheses are clearly articulated</p> <ul style="list-style-type: none"> <input type="radio"/> 4: Strongly Disagree <input type="radio"/> 3: Disagree <input type="radio"/> 2: Agree <input type="radio"/> 1: Strongly Agree <p>The manuscript is creative or deals with the subject in a new or novel way.</p> <ul style="list-style-type: none"> <input type="radio"/> 4: Strongly Disagree <input type="radio"/> 3: Disagree <input type="radio"/> 2: Agree <input type="radio"/> 1: Strongly Agree
<p>9. You will be able to enter comments related to the review in the section marked "Review". The comments that you enter in this section will be forwarded to the author/s of the manuscript.</p>	

<p>10. In the section entitled "Confidential remarks for the program committee", you may enter confidential remarks. They will not be sent to the manuscript author(s), but will be visible to Parallèles's Editorial Board.</p>	<div style="border: 1px solid #add8e6; padding: 5px;"> <p>Review. Please provide a detailed review, including justification for your scores. This review will be sent to the authors unless the PC chairs decide not to do so. This field is required unless you have an attachment.</p> <div style="border: 1px solid #add8e6; height: 40px; margin: 5px 0;"></div> <p>Confidential remarks for the program committee. If you wish to add any remarks intended only for PC members, please write them below. These remarks will only be seen by the PC members having access to reviews for this submission. They will not be sent to the authors. This field is optional.</p> <div style="border: 1px solid #add8e6; height: 40px; margin: 5px 0;"></div> </div> <div style="border: 1px solid #add8e6; padding: 5px; margin-top: 5px;"> <p>Attachment. If your review is in a non-text format, for example, a PDF file, upload it here:</p> <div style="border: 1px solid #add8e6; height: 20px; margin: 5px 0;"></div> <div style="text-align: right;"> <input type="button" value="Parcourir..."/> </div> </div> <div style="margin-top: 5px;"> <input type="button" value="Submit review"/> </div>
<p>11. Upload your review containing remarks on the manuscript by clicking on "Browse". Your file will be attached to the review form.</p> <p>12. Finally, click on "Submit review".</p>	

C. Revised version of a manuscript submitted by an author

<p>If an author submits a new version of his or her manuscript – when a reviewer has demanded major changes, for example – you will be informed by email. To see the revised version of the manuscript, log on to EasyChair.</p>	
<p>1. Bring up the list of manuscripts by clicking on "Review", then on "My Papers".</p>	
<p>3. To download the revised version of the manuscript, click on the icon representing a folder.</p> <p>Please note: EasyChair will only keep the most recent version of a manuscript.</p>	