

EWTEC review process

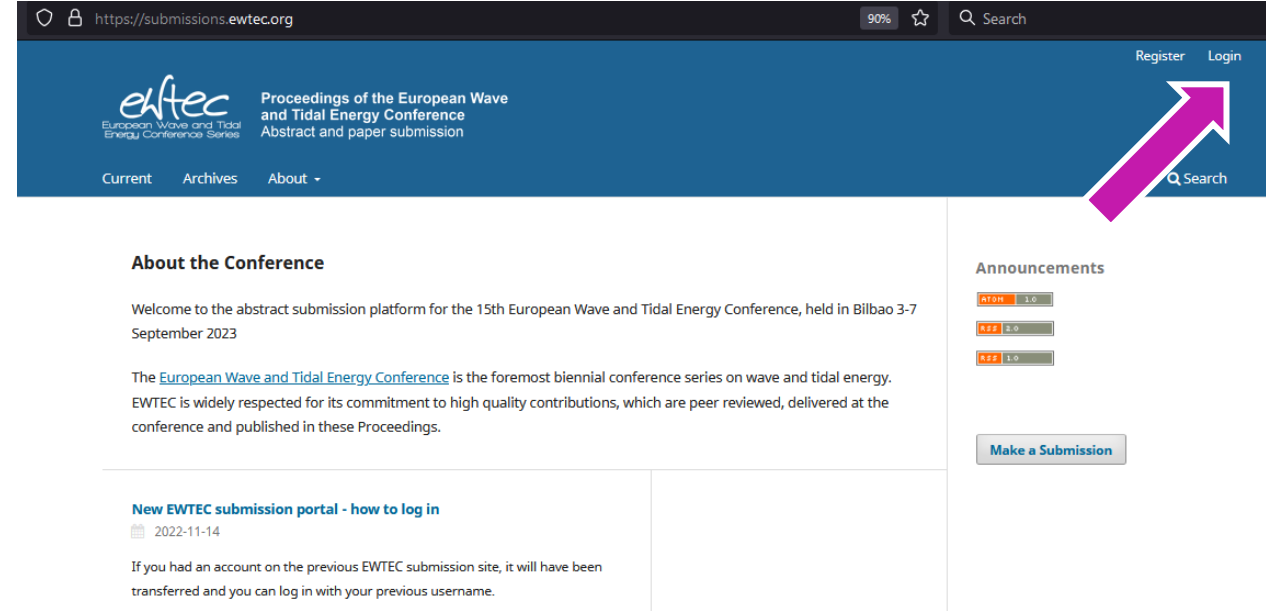
A guide for Track Directors

v1.2

March 2023

Logging in

- <https://submissions.ewtec.org>
- TD already have accounts
- usernames consist of lowercase letters, numbers, hyphens/underscores
- Issues? info@ewtec.org

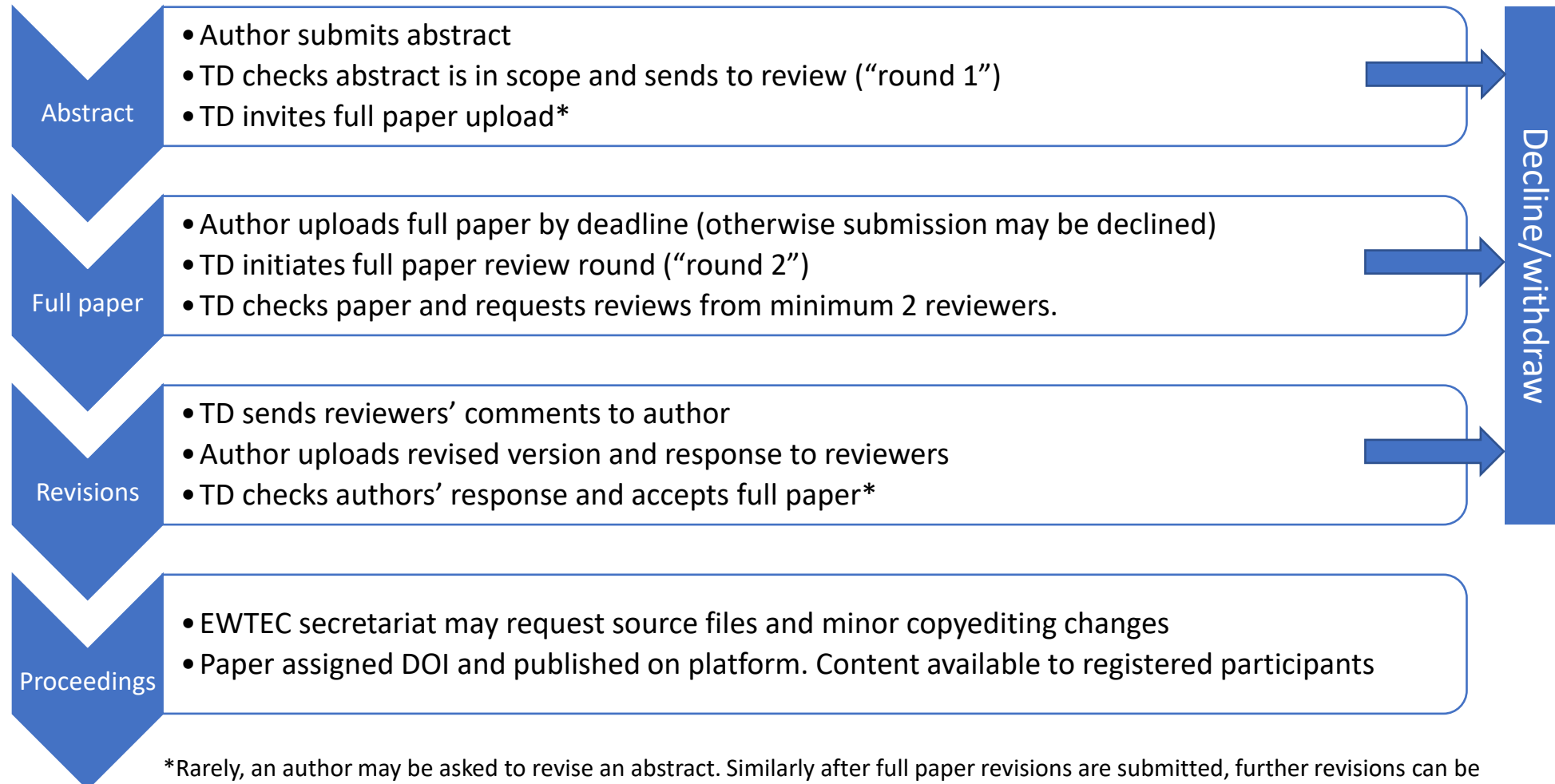


The screenshot shows the website <https://submissions.ewtec.org>. The header is dark blue with the ewtec logo and text: "Proceedings of the European Wave and Tidal Energy Conference Abstract and paper submission". Navigation links include "Current", "Archives", and "About". In the top right corner, there are links for "Register" and "Login", and a search icon. A large pink arrow points from the "Login" link towards the main content area. The main content area has a white background and includes a section titled "About the Conference" with a welcome message for the 15th conference in Bilbao 2023. Below this is a "New EWTEC submission portal - how to log in" section dated 2022-11-14, which states that accounts from the previous site have been transferred. On the right side, there is an "Announcements" section with three items and a "Make a Submission" button.

Role

- A Track Director (TD) is responsible, within their assigned submissions, for:
 - Checking abstracts and inviting full paper upload
 - Requesting full paper reviews
 - Requesting revisions from authors
 - Making the final decision on acceptance for presentation at EWTEC

Process overview



*Rarely, an author may be asked to revise an abstract. Similarly after full paper revisions are submitted, further revisions can be requested if necessary.

Contents

- Pages 6-19 **Abstract** review stage
- Pages 21-36 **Full paper** review stage
- Pages 38-41 Changing TD or track (only where needed)
- Page 42 FAQ

Key:



Click here



Note this

Viewing the submissions in your queue

The screenshot shows a web browser window with the URL <https://submissions.ewtec.org/proc-ewtec/submissions>. The page title is "Proceedings of the European Wave and Tidal Energy Conference". The main navigation menu includes "Submissions" (highlighted with a pink box), "Statistics", "Articles", "Editorial Activity", and "Users". The "Submissions" section has two tabs: "My Queue (2)" (highlighted with a pink box) and "Archives". A yellow callout box with the text "Filters are useful to narrow down queue" has a pink arrow pointing to the "Filters" button in the submission list. The submission list is titled "My Assigned" and contains two entries:

ID	Author	Description	Comments	Status	Action
537	EWTEC AUTHOR	Test paper for EWTEC (2)	1	Submission	View
536	EWTEC AUTHOR	Test paper for EWTEC (1)	1	Submission	View

Viewing the submissions in your queue

The screenshot shows the 'Submissions' page for the 'Proceedings of the European Wave and Tidal Energy Conference'. The 'My Queue' tab is active, showing two submissions. The left sidebar contains navigation links for 'Statistics', 'Articles', 'Editorial Activity', and 'Users'. The main content area has a search bar, 'Filters', and 'New Submission' buttons. Below these are sections for 'Filters', 'Stages', 'Activity', 'Categories', 'Track', and 'Issues'. The 'Track' section has a text input field. The submission list shows two entries, each with a 'Submission' button and a 'View' button. A pink arrow points to the 'View' button of the first submission.

List papers not yet in review stage

Can filter by track (type name or press space bar to see all)

If you right-click and open the submission in a new tab, filters will remain active on this tab


View abstract text

← → ↻ 🏠 🔒 https://submissions.ewtec.org/proc-ewtec/workflow/index/593/1 ☆ 🔍 Search 📧 ⬇️ Ⓛ 🇺🇸 📧 📧 📧

Proceedings of the European Wave and Tidal Energy Conference

Submissions 593 / Author / A TEST (23 MARCH 2023) [Activity Log](#) [Library](#)

Statistics
Articles
Editorial Activity
Users

Workflow **Publication** 

Submission **Review** Copyediting Production [Help](#)

Submission Files 🔍 Search Upload File

No Files

Pre-Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
▶ Comments for the Editor	testau 2023-03-23 01:35 PM	-	0	<input type="checkbox"/>

Enter the submission into the review process

[Accept and skip entire review process \(DO NOT USE\)](#)

[Decline Submission](#)

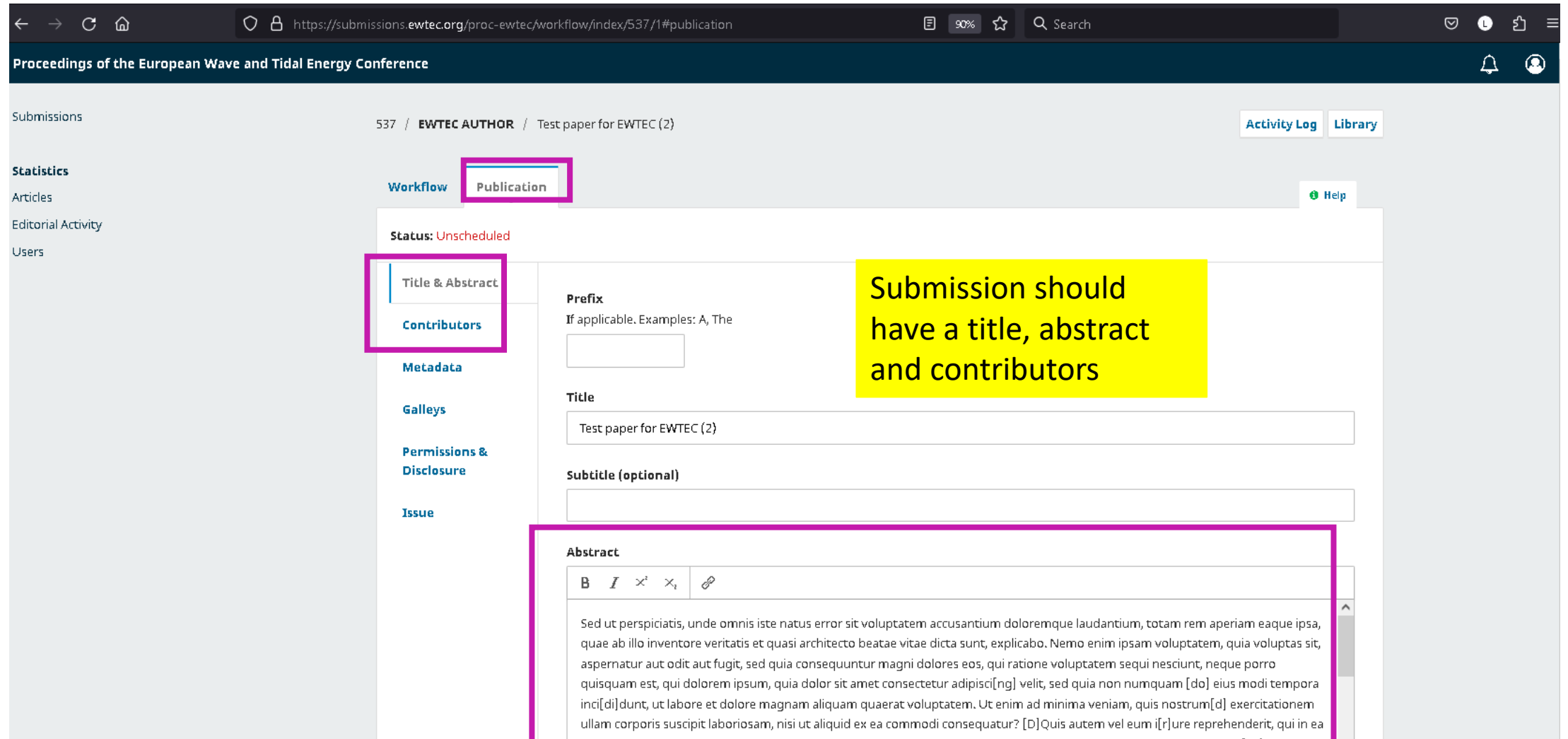
Participants

[Logout as testtd](#) [Assign](#)

Track Director

▶ DO NOT USE - TEST TRACK DIRECTOR

View abstract text



Proceedings of the European Wave and Tidal Energy Conference

Submissions 537 / EWTEC AUTHOR / Test paper for EWTEC (2) [Activity Log](#) [Library](#)

Workflow **Publication** [Help](#)


Status: **Unscheduled**

Title & Abstract
Contributors
Metadata
Galleys
Permissions & Disclosure
Issue

Prefix
If applicable. Examples: A, The

Title

Subtitle (optional)

Abstract
B I × ×₁ 

Sed ut perspiciatis, unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam eaque ipsa, quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt, explicabo. Nemo enim ipsam voluptatem, quia voluptas sit, aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos, qui ratione voluptatem sequi nesciunt, neque porro quisquam est, qui dolorem ipsum, quia dolor sit amet consectetur adipisci[ng] velit, sed quia non numquam [do] eius modi tempora inci[di]dunt, ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum[d] exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? [D] Quis autem vel eum i[r]ure reprehenderit, qui in ea

Submission should have a title, abstract and contributors

Abstract review process

There are two steps in approving an abstract:

1. Go/no-go: either start the review process or desk-reject the submission
2. Invite the full paper upload
 - Optionally suggesting improvements to abstract

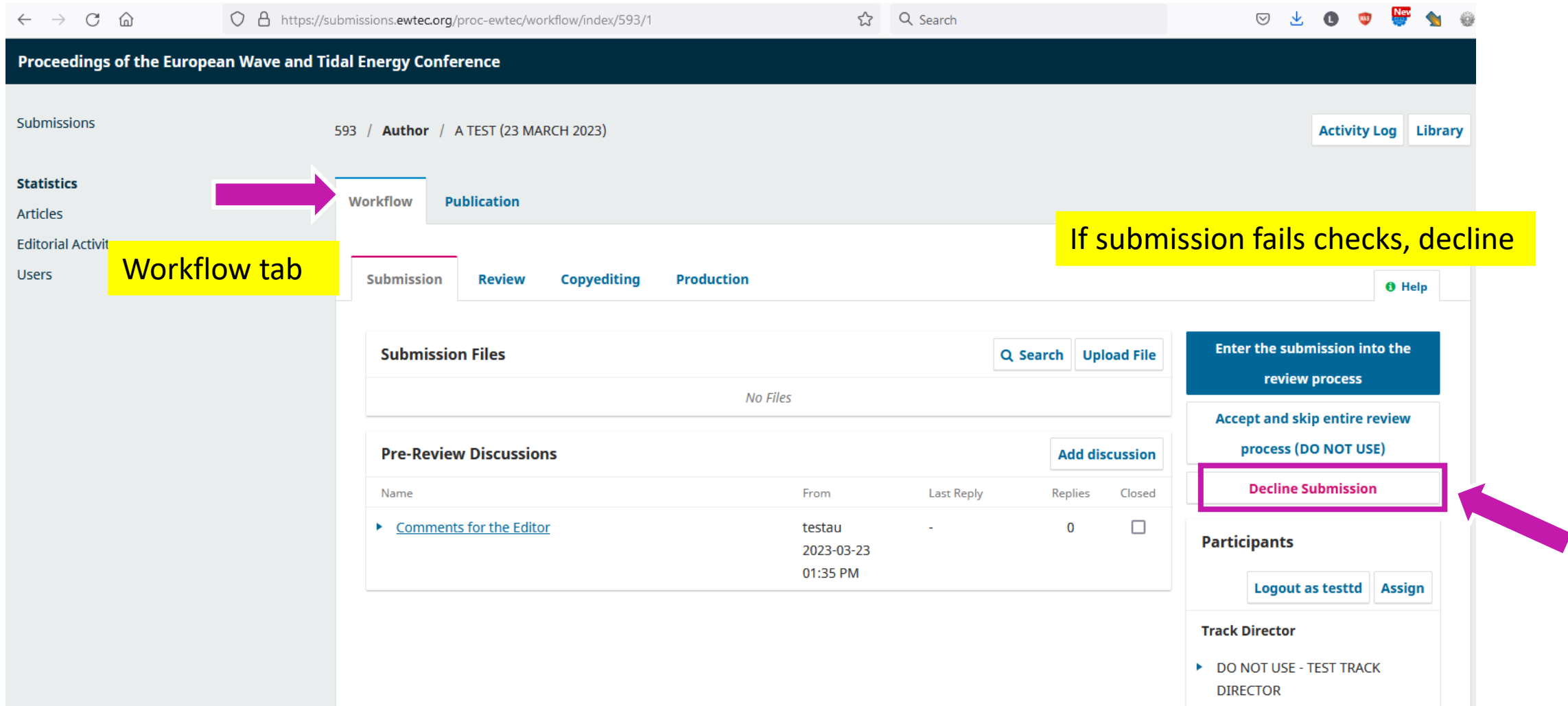
Submission Go/No-go

1. Is there an abstract text?
 - **Compulsory:** abstract included in text box under publication tab
 - **Optional:** additional supporting pdf
2. Is the abstract in English?
3. Does it look like an abstract?
 - e.g. not 'Lorem ipsum' or 'abstract to be uploaded later'
 - Not an advertisement/spam

If all are YES → Enter into review process

If any are NO → Decline (desk reject)

'Desk reject' submission



Proceedings of the European Wave and Tidal Energy Conference

Submissions 593 / Author / A TEST (23 MARCH 2023) [Activity Log](#) [Library](#)

Workflow tab (highlighted with a yellow box and a pink arrow pointing to the 'Workflow' tab)

If submission fails checks, decline (highlighted with a yellow box)

Decline Submission (highlighted with a pink box and a pink arrow pointing to the button)

Submission Files [Search](#) [Upload File](#)
No Files

Pre-Review Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
▶ Comments for the Editor	testau 2023-03-23 01:35 PM	-	0	<input type="checkbox"/>

Enter the submission into the review process

Accept and skip entire review process (DO NOT USE)

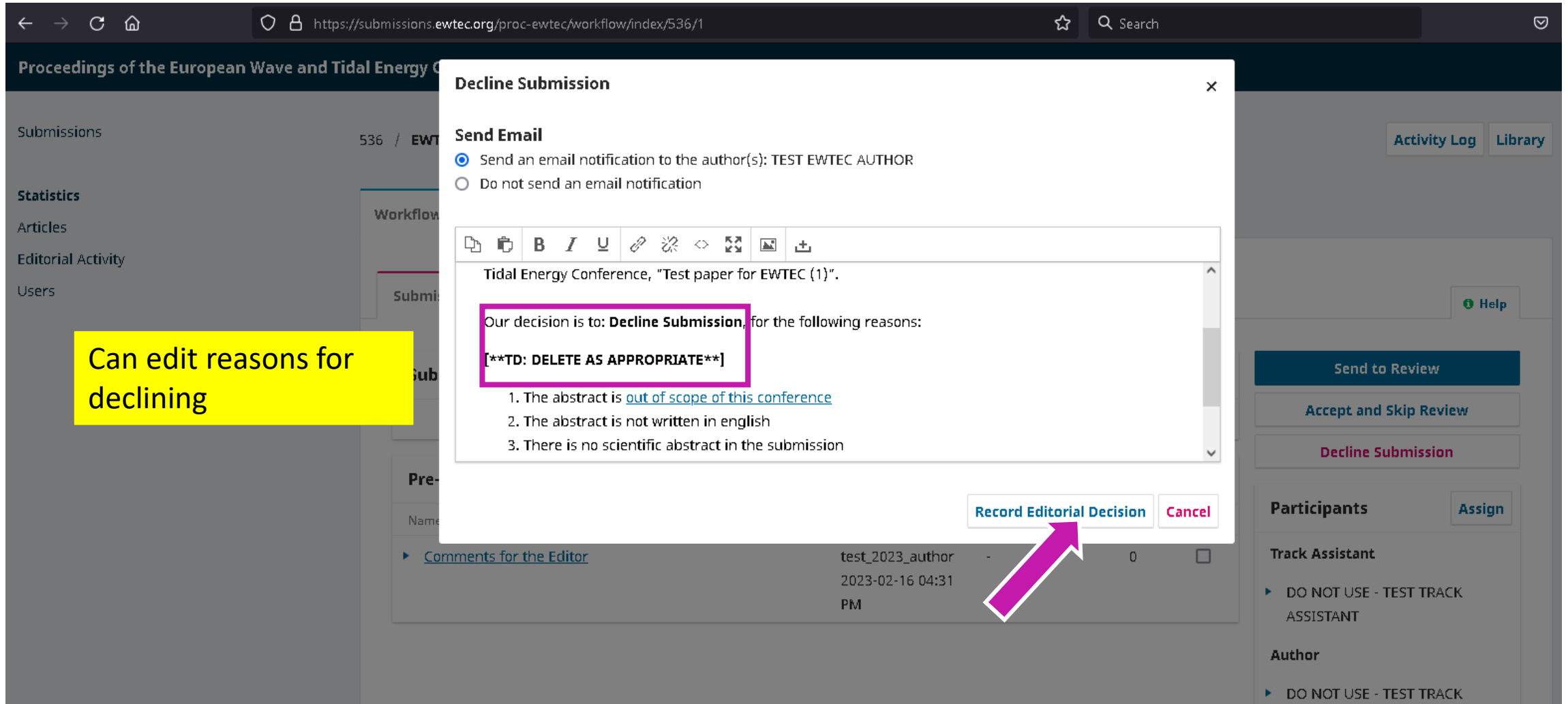
Decline Submission

Participants [Logout as testtd](#) [Assign](#)

Track Director

- ▶ DO NOT USE - TEST TRACK DIRECTOR

'Desk reject' submission



The screenshot shows a web browser window with the URL <https://submissions.ewtec.org/proc-ewtec/workflow/index/536/1>. The page title is "Proceedings of the European Wave and Tidal Energy Conference". A modal dialog box titled "Decline Submission" is open, allowing an editor to decline a submission. The dialog includes a "Send Email" section with radio buttons for "Send an email notification to the author(s): TEST EWTEC AUTHOR" (selected) and "Do not send an email notification". Below this is a rich text editor with a toolbar. The text in the editor reads: "Tidal Energy Conference, 'Test paper for EWTEC (1)'. Our decision is to: **Decline Submission**, for the following reasons: **[**TD: DELETE AS APPROPRIATE**]**". A list of reasons follows: "1. The abstract is [out of scope of this conference](#)", "2. The abstract is not written in english", and "3. There is no scientific abstract in the submission". At the bottom of the dialog are "Record Editorial Decision" and "Cancel" buttons. A pink arrow points to the "Record Editorial Decision" button. In the background, a table shows submission details for "test_2023_author" on "2023-02-16 04:31 PM".

Submissions 536 / EWTEC

Statistics

Articles

Editorial Activity

Users

Activity Log Library

Help

Send to Review

Accept and Skip Review

Decline Submission

Participants Assign

Track Assistant

DO NOT USE - TEST TRACK ASSISTANT

Author

DO NOT USE - TEST TRACK

Comments for the Editor

test_2023_author	-	0	<input type="checkbox"/>
2023-02-16 04:31 PM			

Can edit reasons for declining

Enter submission to review process

Proceedings of the European Wave and Tidal Energy Conference

Submissions 593 / Author / A TEST (23 MARCH 2023) Activity Log Library

Statistics
Articles
Editorial Activity
Users

Workflow **Publication**

Submission **Review** **Copyediting** **Production** Help

Submission Files Search Upload File
No Files

Pre-Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
Comments for the Editor	testau 2023-03-23 01:35 PM	-	0	<input type="checkbox"/>

Enter the submission into the review process

~~Accept and skip entire review process (DO NOT USE)~~

Decline Submission

Participants
Logout as testtd Assign

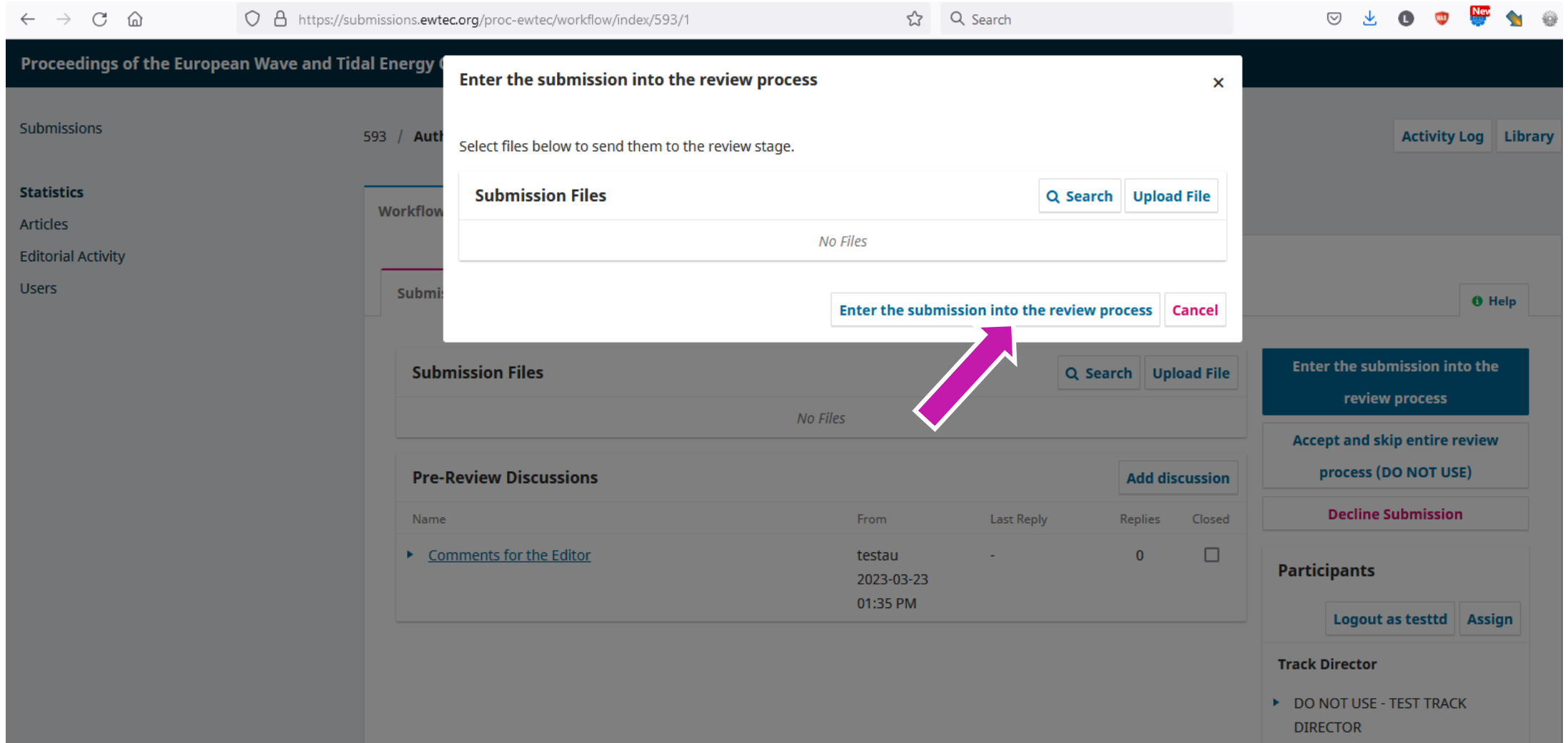
Track Director
▶ DO NOT USE - TEST TRACK DIRECTOR

If NOT 'desk reject', enter the submission into the review process

Enter the submission into the review process

~~Accept and skip entire review process (DO NOT USE)~~

Enter submission to review process



The screenshot shows a web browser window with the URL <https://submissions.ewtec.org/proc-ewtec/workflow/index/593/1>. The page title is "Proceedings of the European Wave and Tidal Energy Conference". A modal dialog box is open in the center, titled "Enter the submission into the review process". The dialog contains the text "Select files below to send them to the review stage." and a section labeled "Submission Files" with a search bar and an "Upload File" button. Below this, it says "No Files". At the bottom of the dialog, there are two buttons: "Enter the submission into the review process" and "Cancel". A pink arrow points from the "Enter the submission into the review process" button in the dialog to the same button on the main page. The main page also has a "Submission Files" section with a search bar and "Upload File" button, and a "Pre-Review Discussions" section with an "Add discussion" button. The "Pre-Review Discussions" section contains a table with the following data:

Name	From	Last Reply	Replies	Closed
▶ Comments for the Editor	testau 2023-03-23 01:35 PM	-	0	<input type="checkbox"/>

On the right side of the page, there are buttons for "Activity Log", "Library", "Help", and a large blue button "Enter the submission into the review process". Below this are buttons for "Accept and skip entire review process (DO NOT USE)" and "Decline Submission". At the bottom right, there is a "Participants" section with buttons for "Logout as testtd" and "Assign", and a "Track Director" section with a dropdown menu showing "DO NOT USE - TEST TRACK DIRECTOR".

Abstract checks overview

1. Is it in the right track & no conflict of interest?

- No → change to another track, assign to another TD and remove yourself from submission (p.36 and/or contact info@ewtec.org)
- Yes → go to (2)

2. Is the abstract in scope for the conference?

- Yes → **Invite full paper**
- Maybe → Invite full paper, optionally suggest abstract improvements to abstract
- No → Decline

View submissions in review

Proceedings of the European Wave and Tidal Energy Conference

Submissions

Statistics
Articles
Editorial Activity
Users

Submissions

My Queue (5) Archives

My Assigned

Search Filters New Submissi

593 Author
A TEST (23 MARCH 2023)
⚠️ Waiting for Track Director Action

0/0 Review View

Indicates that action is needed

In this case we want papers in review stage

Invite full paper

The screenshot shows the submission workflow for a paper titled 'Test paper for EWTEC (1)'. The interface includes a navigation menu on the left with 'Statistics', 'Articles', 'Editorial Activity', and 'Users'. The main content area has tabs for 'Workflow' (highlighted with a pink box) and 'Publication'. Below these are sub-tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. A 'Round 1' section shows a 'New Review Round' button. The 'Round 1 Status' is 'Waiting for reviewers to be assigned.' Below this are sections for 'Review Files', 'Reviewers', and 'Revisions', each with search and upload buttons. On the right, a vertical sidebar contains buttons for 'Request full paper' (highlighted with a pink box and an arrow), 'Accept full paper', and 'Decline Submission'. Below these are 'Participants' and 'Track Director' sections.

Proceedings of the European Wave and Tidal Energy Conference

Submissions 536 / EWTEC AUTHOR / Test paper for EWTEC (1) Activity Log Library

Statistics
Articles
Editorial Activity
Users

Workflow Publication

Submission Review Copyediting Production Help

Round 1 New Review Round

Round 1 Status
Waiting for reviewers to be assigned.

Review Files Search Upload/Select Files
No Files

Reviewers Add Reviewer
No Items

Revisions Search Upload File (optional step)
No Files

Request full paper
Accept full paper
Decline Submission

Participants Assign

Track Director
▶ DO NOT USE - TEST TRACK DIRECTOR

Track Assistant
▶ DO NOT USE - TEST TRACK

Abstract passes checks, request full paper

No need to add reviewers at abstract stage

Invite full paper

Proceedings of the European Wave and Tidal Energy Conference

Submissions

Statistics

Articles

Editorial Activity

Users

Workflow

Round

Revisions

Activity Log

Library

Help

Request full paper/revisions

Require New Review Round

- Revisions will be subject to a new round of peer reviews.
- Revisions will not be subject to a new round of peer reviews.

Send Email

- Send an email notification to the author(s): Test EWTEC Author
- Do not send an email notification

Test EWTEC Author:

We have reached a decision regarding your submission Submission #546 to Proceedings of the European Wave and Tidal Energy Conference, "TEST (3)".

We invite you to upload a full paper for review.

Submission URL: <https://submissions.ewtec.org/proc-ewtec/workflow/submission/546>

Select review files to share with the author(s)

Q Search Upload File

No Files

Record Editorial Decision Cancel

Q Search Upload File

No Files

Request full paper/revisions

Accept full paper

Decline Submission

Participants

Assign

Track Director

- DO NOT USE - TEST TRACK DIRECTOR

Track Assistant

- DO NOT USE - TEST TRACK

Leave as default

If you want to add any comments, can edit the pre-prepared e-mail (optional)

Full paper review stage

Start new review round

The screenshot shows the 'Submissions' page of the EWTEC submission system. The page title is 'Proceedings of the European Wave and Tidal Energy Conference'. The main content area is titled 'Submissions' and has tabs for 'My Queue' (with a count of 2) and 'Archives'. A 'Help' button is visible in the top right of the main content area. Below the tabs is a 'My Assigned' section with a search bar, 'Filters', and 'New Submission' button. The list of submissions includes:

- Submission 537: EWTEC AUTHOR, Test paper for EWTEC (2). It has 1 comment and a 'Submission' button.
- Submission 536: EWTEC AUTHOR, Test paper for EWTEC (1). It has 0/0 users, 1 document, and 1 comment. It features a 'Review' button and a 'View' button. A red warning triangle icon is present next to the submission title, with a message: 'Submission has been resubmitted for another review round.' A pink arrow points to the 'Review' button.

A yellow text box on the left side of the screenshot contains the following text:

When author submits their full paper, this is indicated in the list (also an e-mail is sent to you)

Start new review round (IMPORTANT)

The screenshot shows the 'Proceedings of the European Wave and Tidal Energy Conference' submission workflow. The 'Publication' tab is active, and the 'New Review Round' button is highlighted with a pink box and an arrow. A yellow callout box states: 'IMPORTANT: need to start a new review round for the full paper review'. Below this, the 'Round 1 Status' section indicates the submission has been resubmitted. The 'Revisions' section is highlighted with a pink box and a yellow callout box stating: 'Uploaded files listed under 'Revisions''. The 'Revisions' table lists four items:

File ID	File Name	Date	Type
518	ewtec2023_logo.pdf	February 21, 2023	Full paper PDF
522	ewtec2023_logo.pdf	February 21, 2023	Full paper PDF
523	ewtec2023_logo.pdf	February 21, 2023	Full paper PDF
524	ewtec2023_logo_small.png	February 21, 2023	Multimedia

Start new review round

Proceedings of the European Wave and Tidal Energy Conference

Workflow

Articles

Editorial Activity

Users

Submissions

Help

Request full paper/revisions

Accept full paper

Decline Submission

Participants Assign

Track Director

DO NOT USE - TEST TRACK DIRECTOR

Track Assistant

DO NOT USE - TEST TRACK ASSISTANT

Revisions

Search

Upload File

No Items

Revisions

Search

518 ewtec2023_logo.pdf February 21, 2023 Full paper PDF

522 ewtec2023_logo.pdf February 21, 2023 Full paper PDF

523 ewtec2023_logo.pdf February 21, 2023 Full paper PDF

524 ewtec2023_logo_small.png February 21, 2023 Multimedia

Create New Review Round Cancel

Normally just tick the 'full paper'. If author has uploaded multiple versions, can choose here which version to send to review

Request reviews

Proceedings of the European Wave and Tidal Energy Conference

Submissions 536 / EWTEC AUTHOR / Test paper for EWTEC (1) [Activity Log](#) [Library](#)

Statistics
Articles
Editorial Activity
Users

Workflow **Publication**

Submission **Review** Copyediting Production [Help](#)

Round 1 **Round 2** New Review Round

Round 2 Status
Waiting for reviewers to be assigned.

Review Files [Search](#) [Upload/Select Files](#)

530	ewtec2023_logo.pdf	February 23, 2023	Full paper PDF
531	ewtec2023_logo_small.png	February 23, 2023	Multimedia

Reviewers [Add Reviewer](#)

No Items

Revisions [Search](#) [Upload File](#)

No Files

Request full paper/revisions

[Accept full paper](#)

[Decline Submission](#)

Participants [Assign](#)

Track Director

- DO NOT USE - TEST TRACK DIRECTOR

Track Assistant

- DO NOT USE - TEST TRACK ASSISTANT

Author

- DO NOT USE - TEST TRACK AUTHOR

Request reviews

Search and filters can be used to find reviewers by interests, active reviews assigned etc.

The screenshot shows the 'Add Reviewer' dialog box in the EWTEC submission system. The dialog is titled 'Add Reviewer' and has a close button (X) in the top right corner. It is divided into two main sections: 'Locate a Reviewer' and a list of potential reviewers.

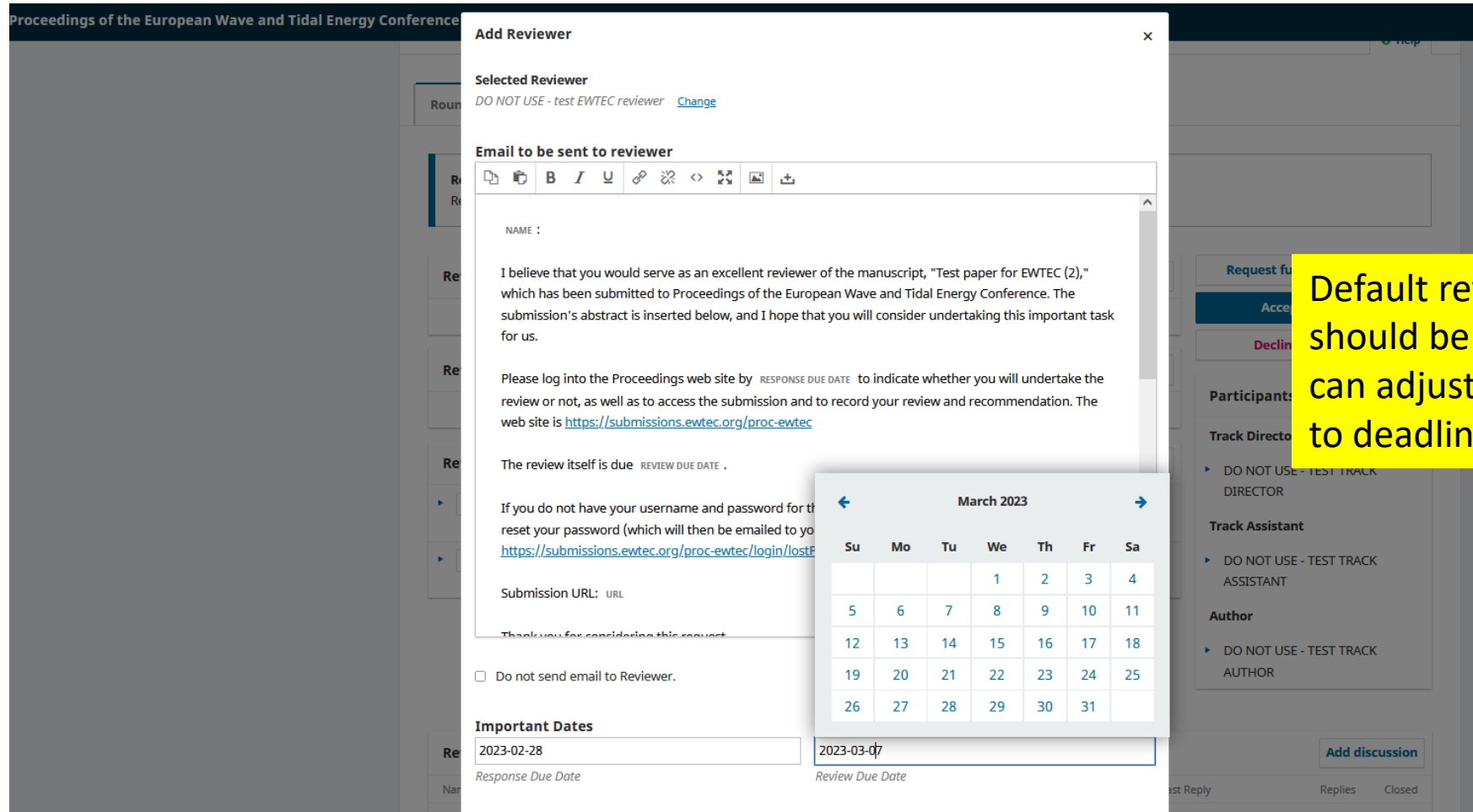
Locate a Reviewer Section:

- Search:** A search bar with a magnifying glass icon and a 'Filters' button to its right. This area is highlighted with a pink box.
- Filters:** A section titled 'Filters' with a dropdown arrow. It contains several filter options, each with a slider and a plus icon to expand it:
 - Rated at least
 - Reviews completed
 - Days since last review assigned
 - Active reviews currently assigned
 - Average days to complete review

Reviewer List Section:

- DO NOT USE - test EWTEC reviewer:** A section with a 'Test' label and a 'Select Reviewer' button with a dropdown arrow. A pink arrow points to this button. Below this are several rows of reviewer information, each with a 'Select Reviewer' button:
 - 0 Never assigned DO NOT USE
 - 0 Active reviews currently assigned
 - 0 Reviews completed
 - 0 Review requests declined
 - 0 Review requests cancelled
 - 0 Days since last review assigned
 - 0 Average days to complete review
- Reviewing Interests:** A section with a 'DO NOT USE' label and a list of reviewer entries, each with a 'Select Reviewer' button:
 - MR
 - 0 Never assigned wave energy
 - https://www.cardiff.ac.uk/
 - 0 Never assigned
 - hydrodynamics, Water Quality

Request reviews



Add Reviewer

Selected Reviewer
DO NOT USE - test EWTEC reviewer [Change](#)

Email to be sent to reviewer

NAME :

I believe that you would serve as an excellent reviewer of the manuscript, "Test paper for EWTEC (2)," which has been submitted to Proceedings of the European Wave and Tidal Energy Conference. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the Proceedings web site by RESPONSE DUE DATE to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation. The web site is <https://submissions.ewtec.org/proc-ewtec>

The review itself is due REVIEW DUE DATE .

If you do not have your username and password for the site, please click on the link to [reset your password](https://submissions.ewtec.org/proc-ewtec/login/lostP) (which will then be emailed to you).

Submission URL: URL

Thank you for considering this request.

Do not send email to Reviewer.

Important Dates

Response Due Date 2023-02-28 Review Due Date 2023-03-07

Default review dates should be OK, but you can adjust e.g. if close to deadlines

Receive/check reviews

The screenshot shows a web browser window with the URL <https://submissions.ewtec.org/proc-ewtec/submissions>. The page title is "Proceedings of the European Wave and Tidal Energy Conference". The main content area is titled "Submissions" and has tabs for "My Queue (3)" and "Archives". A "Help" button is visible in the top right of the content area.

Under the "My Assigned" section, there is a search bar, "Filters", and "New Submission" buttons. The list contains three entries:

- 546 **Author** TEST (3) 0/0 Review View
- 537 **EWTEC AUTHOR** Test paper for EWTEC (2) 0/1 2 Review View
- 536 **EWTEC AUTHOR** Test paper for EWTEC (1) 1/1 4 1 Review View

A notification at the bottom of the list, "New reviews have been submitted.", is highlighted with a red box. A red arrow points to the "View" button for the entry with ID 536.

On the left sidebar, there is a "Submissions" menu and a "Statistics" section with links for "Articles", "Editorial Activity", and "Users".

When reviewers submit their reviews, this is indicated in the list (also an e-mail is sent to you)

Receive/check reviews

Proceedings of the European Wave and Tidal Energy Conference

Submissions 536 / EWTEC AUTHOR / Test paper for EWTEC (1) [Activity Log](#) [Library](#)

Statistics
Articles
Editorial Activity
Users



Workflow **Publication**

Submission **Review** Copyediting Production [Help](#)

Round 1 **Round 2** New Review Round

Round 2 Status
New reviews have been submitted.

Review Files [Q Search](#) [Upload/Select Files](#) [Request full paper/revisions](#)

 530 ewtec2023_logo.pdf	February 23, 2023	Full paper PDF
 531 ewtec2023_logo_small.png	February 23, 2023	Multimedia

Reviewers [Add Reviewer](#)

DO NOT USE - test EWTEC reviewer	Review Submitted Recommendation: Decline Submission	Anonymous Reviewer/ Disclosed Author	Read Review
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Revisions [Q Search](#) [Upload File](#)

No Files

Participants [Assign](#)

Track Director

- DO NOT USE - TEST TRACK DIRECTOR

Track Assistant

- DO NOT USE - TEST TRACK ASSISTANT

Author

Receive/check reviews

The screenshot shows a web browser window with the URL <https://submissions.ewtec.org/proc-ewtec/workflow/index/536/3>. The page title is "Proceedings of the European Wave and Tidal Energy Conference". The left sidebar contains navigation links: Submissions (536 / EW), Statistics, Articles, Editorial Activity, and Users. The main content area is titled "Comments for the Track Director" and includes a text box with the comment "This is a test review". Below this is the "Reviewer Files" section, which is currently empty. The "Recommendation" section has a dropdown menu set to "Decline Submission". The "Reviewer rating" section shows a radio button selected for "No rating" and five star options. At the bottom right, there are "Confirm" and "Cancel" buttons. A right sidebar contains buttons for "Activity Log", "Library", "Help", "Request full paper/revisions", "Accept full paper", and "Decline Submission". It also lists participants: Track Director (DO NOT USE - TEST TRACK DIRECTOR), Track Assistant (DO NOT USE - TEST TRACK ASSISTANT), and Author (DO NOT USE - TEST TRACK AUTHOR).

Check that the recommendation matches the comments

Rating the review can help the overall process

Thank reviewers

Proceedings of the European Wave and Tidal Energy Conference

Submissions 536 / EWTEC AUTHOR / Test paper for EWTEC (1) [Activity Log](#) [Library](#)

Statistics
Articles
Editorial Activity
Users

Workflow **Publication**

Submission **Review** Copyediting Production [Help](#)

Round 1 **Round 2** New Review Round

Round 2 Status
New reviews have been submitted.

Review Files [Search](#) [Upload/Select Files](#)

530	ewtec2023_logo.pdf	February 23, 2023	Full paper PDF
531	ewtec2023_logo_small.png	February 23, 2023	Multimedia

[Request full paper/revisions](#)
[Accept full paper](#)
[Decline Submission](#)

Reviewers [Add Reviewer](#)

▶ DO NOT USE - test EWTEC reviewer	Complete Recommendation: Decline Submission	Anonymous Reviewer/Disclosed Author	Thank Reviewer Revert Decision
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Participants [Assign](#)

Track Director
▶ DO NOT USE - TEST TRACK R

Track Assistant
▶ DO NOT USE - TEST TRACK ASSISTANT

Author
▶ DO NOT USE - TEST TRACK AUTHOR

Revisions [Search](#) [Upload File](#)
No Files

Can thank reviewer if appropriate

Request revisions

The screenshot shows the 'Proceedings of the European Wave and Tidal Energy Conference' submission management interface. The page is for submission 536, titled 'Test paper for EWTEC (1)'. The 'Publication' workflow is active, with sub-steps for 'Submission', 'Review', 'Copyediting', and 'Production'. The current review round is 'Round 2', and a status message indicates 'New reviews have been submitted'. The 'Review Files' section lists two files: 'ewtec2023_logo.pdf' (Full paper PDF) and 'ewtec2023_logo_small.png' (Multimedia). The 'Reviewers' section shows a reviewer 'DO NOT USE - test EWTEC reviewer' with a 'Complete' recommendation to 'Decline Submission'. The 'Revisions' section is currently empty. On the right-hand side, a vertical menu contains several action buttons: 'Request full paper/revisions' (highlighted with a pink box), 'Accept full paper', and 'Decline Submission'. Below these are sections for 'Participants', 'Track Director', 'Track Assistant', and 'Author', each with an 'Assign' button.

Most common option for full paper is to request revisions

Request revisions

Proceedings of the European Wave and Tidal Energy Conference

Submissions

Status

Article

Editor

Users

Workflow

Round

Revisions

Activity Log Library

Help

Request full paper/revisions

Require New Review Round

- Revisions will be subject to a new round of peer reviews.
- Revisions will not be subject to a new round of peer reviews.

Send Email

- Send an email notification to the author(s): TEST EWTEC AUTHOR
- Do not send an email notification

Reviewer A:
Recommendation: Decline Submission

+ Add Reviews To Email

Select review files to share with the author(s)

	Search	Upload File		
<input type="checkbox"/>	530	ewtec2023_logo.pdf	February 23, 2023	Full paper PDF
<input type="checkbox"/>	531	ewtec2023_logo_small.png	February 23, 2023	Multimedia

Record Editorial Decision **Cancel**

Accept full paper

Decline Submission

Participants **Assign**

Track Director

- DO NOT USE - TEST TRACK DIRECTOR

Track Assistant

- DO NOT USE - TEST TRACK ASSISTANT

Author

- DO NOT USE - TEST TRACK

Leave default

IMPORTANT: add reviews to e-mail (can redact if needed)

If there are marked-up reviewer files, select them here

Accept paper

The screenshot shows the 'Publication' stage of the submission workflow. The 'Round 2' tab is selected and highlighted with a pink box. Below it, a status message states: 'Round 2 Status: Submission has been resubmitted for another review round.' The 'Review Files' section contains two entries: '537 ewtec2023_logo.pdf' (Full paper PDF, February 24, 2023) and '538 ewtec2023_logo.pdf' (Response to reviewers, February 24, 2023). The 'Reviewers' section shows a reviewer 'DO NOT USE - test EWTEC reviewer' with a 'Reviewer Thanked' status and a recommendation of 'Revisions Required'. The 'Revisions' section contains two entries: '540 ewtec2023_logo.pdf revised' (Full paper PDF, February 24, 2023) and '541 ewtec2023_logo.pdf response to reviewers' (Response to reviewers, February 24, 2023). On the right side, the 'Request full paper/revisions' section has a blue 'Accept full paper' button highlighted with a pink arrow, and a red 'Decline Submission' button below it. The 'Participants' section includes 'Track Director' (DO NOT USE - TEST TRACK DIRECTOR), 'Track Assistant' (DO NOT USE - TEST TRACK ASSISTANT), and 'Author' (Test EWTEC Author). The 'Review Discussions' section is currently empty, showing 'No Items'.

If revisions are satisfactory, accept the paper

Accept paper

Proceedings of the European Wave and Tidal Energy Conference

Submissions 536 / EWTEC

Workflow

Statistics

Articles

Editorial Activity

Users

Leave default

Accept full paper

Send Email

Send an email notification to the author(s): TEST EWTEC AUTHOR

Do not send an email notification

TEST EWTEC AUTHOR:

Congratulations, your submission to Proceedings of the European Wave and Tidal Energy Conference, "Test paper for EWTEC (1)" has been accepted for the Proceedings of EWTEC.

Inclusion in the Proceedings is subject to at least one author registering for the Conference.

We will be in contact with you regarding the copy-editing stage.

[+ Add Reviews to Email](#)

Select review files to share with the author(s)

530 ewtec2023_logo.pdf February 23, 2023 Full paper PDF

531 ewtec2023_logo_small.png February 23, 2023 Multimedia

[+ Select Library Files to attach](#)

[Next: Select Files for Copyediting](#) [Cancel](#)

Activity Log Library

Request full paper/revisions

Accept full paper

Decline Submission

Participants [Assign](#)

Track Director

- ▶ DO NOT USE - TEST TRACK DIRECTOR

Track Assistant

- ▶ DO NOT USE - TEST TRACK ASSISTANT

Author

- ▶ DO NOT USE - TEST TRACK AUTHOR

Revisions [Q Search](#) [Upload File](#)

No Files

Accept paper

Select files to pass to copyediting stage. Usually just the revised paper, but potentially also source files. If in doubt, select all.

Accept full paper

Select the files you would like to forward to the Copyediting stage.

Revisions	Search
<input checked="" type="checkbox"/> 540 ewtec2023_logo.pdf revised February 24, 2023 Full paper PDF	
<input type="checkbox"/> 541 ewtec2023_logo.pdf response to reviewers February 24, 2023 Response to reviewers	

Record Editorial Decision Previous: Author Notification Cancel

Review Files

Search	Upload/Select Files
<input type="checkbox"/> 537 ewtec2023_logo.pdf February 24, 2023 Full paper PDF	
<input type="checkbox"/> 538 ewtec2023_logo.pdf February 24, 2023 Response to reviewers	

Reviewers

Add Reviewer
DO NOT USE - test EWTEC reviewer Reviewer Thanked Recommendation: Revisions Required Anonymous Reviewer/Discovered Author Revert Decision

Revisions

Search	Upload File
<input type="checkbox"/> 540 ewtec2023_logo.pdf revised February 24, 2023 Full paper PDF	
<input type="checkbox"/> 541 ewtec2023_logo.pdf response to reviewers February 24, 2023 Response to reviewers	

Review Discussions

Add discussion

Job done

The screenshot shows a web application interface for 'Submissions'. At the top, there are tabs for 'My Queue' (with a count of 1) and 'Archives', and a 'Help' button. Below this is a 'My Assigned' section with a search bar and 'Filters' and 'New Submission' buttons. A table lists submissions, with one entry for '546 Author TEST (3)'. The 'Copyediting' button for this submission is highlighted with a pink box. A yellow callout box points to this button with the text: 'Accepted papers will be now be in copyediting stage'. On the left, a sidebar contains filters for 'Overdue', 'Incomplete', 'Stages' (with 'Copyediting' selected), and 'Activity' (with a slider for 'Days since last activity').

Change or add TD or track

(only where needed)

Change/add TD (only if needed)

The screenshot shows the 'Proceedings of the European Wave and Tidal Energy Conference' submission workflow. The current submission is '536 / EWTEC AUTHOR / Test paper for EWTEC (1)'. The workflow is in the 'Publication' phase, specifically at the 'Round 1' stage. The 'Round 1 Status' is 'Waiting for reviewers to be assigned.' The 'Review Files' section is empty. The 'Reviewers' section is empty. The 'Revisions' section is empty. The 'Participants' section is highlighted with a pink box and a pink arrow pointing to the 'Assign' button. The 'Participants' section includes 'Track Assistant' (DO NOT USE - TEST TRACK ASSISTANT) and 'Author' (DO NOT USE - TEST TRACK AUTHOR).

In almost all cases a TD will already have been assigned, but if not, or need to change:

Change/add TD (only if needed)

Assign Participant

Locate a User

Track Director

Search User By Name

Search

	Name
<input type="radio"/>	Arianna Azzellino
<input type="radio"/>	AbuBakr Bahaj
<input type="radio"/>	James Benhin
<input type="radio"/>	Giovanni Besio
<input type="radio"/>	Luke Blunden
<input type="radio"/>	Sergio Camporeale
<input type="radio"/>	Shanshan Cheng
<input type="radio"/>	Elena Ciappi
<input type="radio"/>	Danny Coles
<input type="radio"/>	Keri Collins
<input type="radio"/>	Pasquale Contestabile
<input type="radio"/>	Dr. Andrea Copping
<input type="radio"/>	Claes Eskilsson
<input type="radio"/>	DO NOT USE - TEST TRACK DIRECTOR

Refer to separate spreadsheet to check track/load of different TDs

Change/add TD (only if needed)

The screenshot shows the 'Assignment privileges' dialog box in the EWTEC submission management system. The dialog box is titled 'Assignment privileges' and contains the following sections:

- Assignment privileges:** This participant is only allowed to recommend an editorial decision and will require an authorised editor to record editorial decisions.
- Permissions:** Allow this person to make changes to the publication, such as the title, abstract, metadata and other publication details. You may wish to revoke this privilege if the submission has received a final check and is ready for publication.
- Choose a predefined message to use, or fill out the form below.** A dropdown menu is open, showing '[EWTEC] Track Director Assignment' selected. A pink arrow points to this dropdown menu.
- Message:** A rich text editor with a toolbar (bold, italic, underline, link, unlink, list, image, link) and a text area containing:
EDITOR :

The submission, "Test paper for EWTEC (1)," to Proceedings of the European Wave and Tidal Energy Conference has been assigned to you to see through the editorial process in your role as Track Director.

Submission URL: URL
- Footer:** * Denotes required field

At the bottom right of the dialog box, there are 'OK' and 'Cancel' buttons. A pink arrow points to the 'OK' button.

A yellow box on the left side of the dialog box contains the text 'Leave default'.

The background shows the submission management interface with a sidebar on the left containing 'Statistics', 'Articles', 'Editorial Activity', and 'Us'. The main content area shows 'Proceedings of the European Wave and Tidal Energy' and 'Submissions 536 / EW'. The right sidebar contains 'Activity Log', 'Library', and 'Help'.

Change paper Track (only if needed)

The screenshot shows the 'Publication' tab for an 'Issue' in the ewteec submission system. The interface includes a sidebar with navigation options like 'Articles', 'Editorial Activity', and 'Users'. The main content area shows the 'Issue' details, including its status ('Unscheduled'), track ('Tidal resource characterization'), and categories ('Oral presentations'). A 'Save' button is located at the bottom right of the form.

Go to publication tab

“Issue”

TD can change paper track if they feel the current one is inappropriate. Also need to assign a TD from that track (p15).

Save changes

FAQ

- Can authors update their submission metadata?
(abstract/title/authors etc.)
 - yes, through the publication tab of their submission
- Can authors change a submission file after submitting?
 - not usually, unfortunately. A TD can do this via the workflow tab of the submission.
- Is it possible to check what e-mails have been sent to author?
 - yes, via the activity log button in the top right of the submission screen
- How to contact author?
 - add a discussion on the workflow tab of the submission, adding the author as a participant