

# EWTEC review process

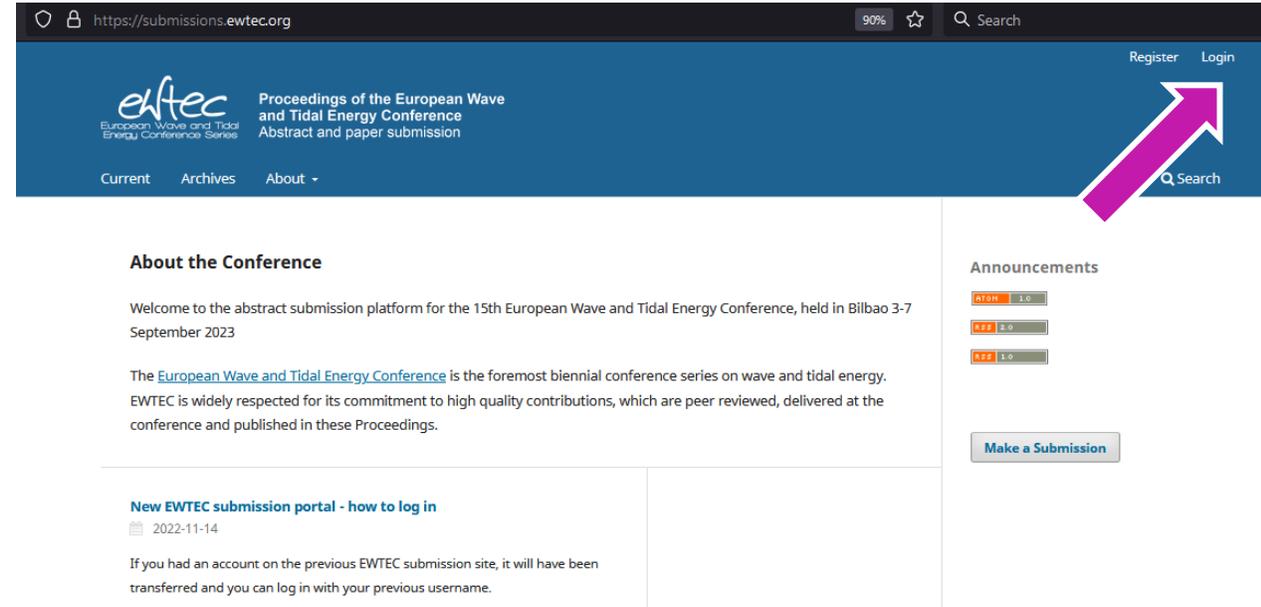
A guide for Track Directors

v2.0

January 2025

# Logging in

- <https://submissions.ewtec.org>
- TDs should already have accounts
- usernames consist of lowercase letters, numbers, hyphens/underscores
- Issues? [info@ewtec.org](mailto:info@ewtec.org)



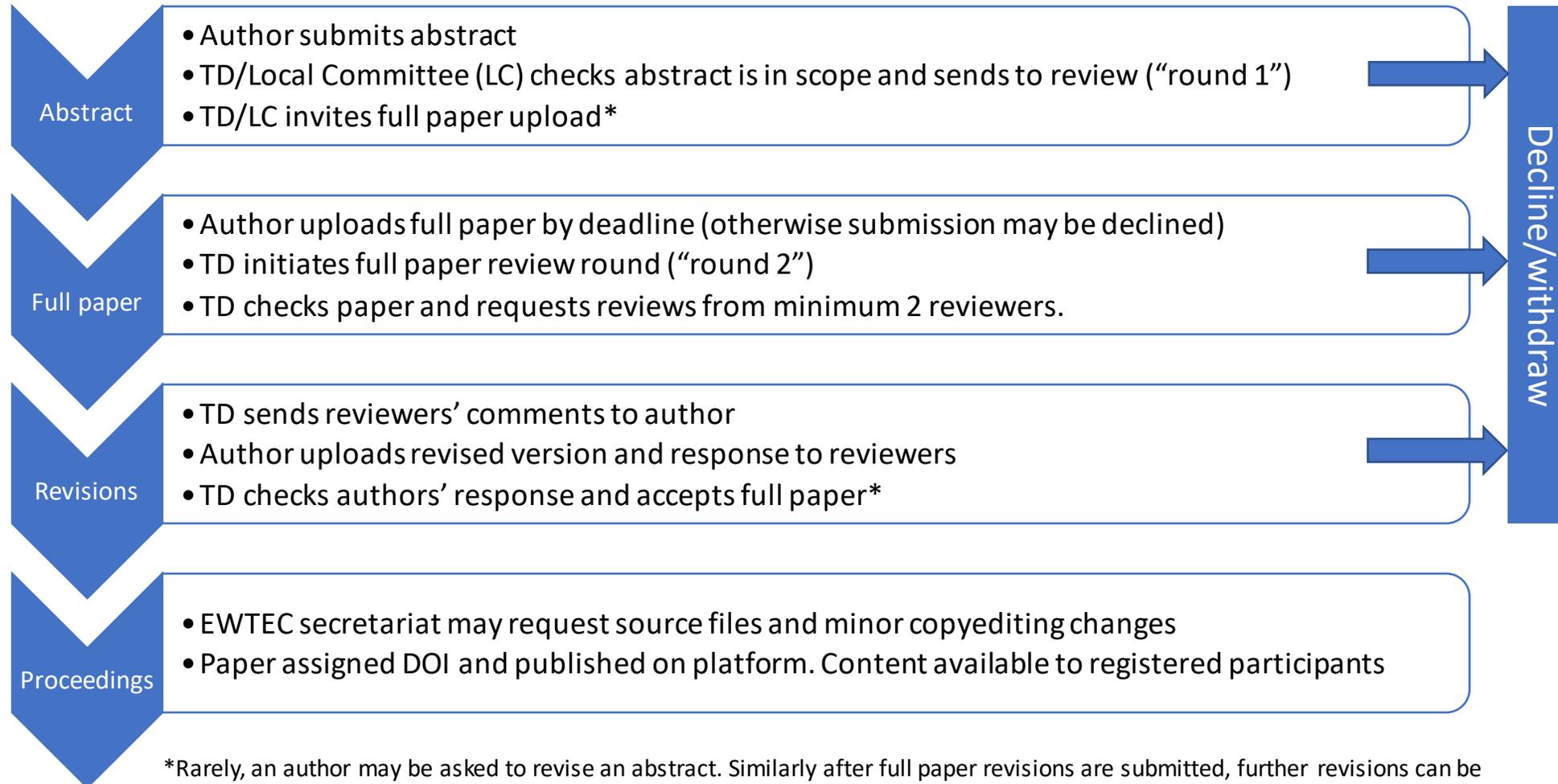
The screenshot shows the website <https://submissions.ewtec.org>. The header is dark blue with the EWTEC logo and navigation links: "Current", "Archives", and "About". On the right side of the header, there are links for "Register" and "Login", and a search bar. A large pink arrow points from the "Login" link towards the main content area. The main content area is white and features a section titled "About the Conference" with a welcome message for the 15th European Wave and Tidal Energy Conference, held in Bilbao 3-7 September 2023. Below this, there 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 of the main content area, 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

*\*The abstract stage may be handled in-house by Local Committee*

# 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 6-21 **Abstract** review stage
- Pages 23-38 **Full paper** review stage
- Pages 40-43 Changing TD or track (only where needed)
- Page 44 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" (with a count of 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

Proceedings of the European Wave and Tidal Energy Conference

Submissions

My Queue (2) Archives Help

My Assigned

Search Filters New Submission

Filters

- Overdue
- Incomplete
- Stages
  - Submission
  - Review
  - Copyediting
  - Production
- Activity
  - Days since last activity
- Categories
  - Poster presentations
  - Oral presentations
- Track
- Issues

ID	Author	Title	Actions
537	EWTEC AUTHOR	Test paper for EWTEC (2)	1 Submission View
536	EWTEC AUTHOR	Test paper for EWTEC (1)	1 Submission View

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
▶ <a href="#">Comments for the Editor</a>	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  
Galley  
Permissions & Disclosure  
Issue

**Prefix**  
If applicable. Examples: A, The

**Title**

**Subtitle (optional)**

**Abstract**  
B I × ×<sub>1</sub>

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 authors to upload a full paper.
  - 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](#)

**Statistics** **Workflow** **Publication**

Articles

Editorial Activit

Users **Workflow tab**

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

**Submission Files** [Search](#) [Upload File](#)

No Files

**Pre-Review Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
▶ <a href="#">Comments for the Editor</a>	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 submission fails checks, decline

# 'Desk reject' submission

https://submissions.ewtec.org/proc-ewtec/decision/record/691?decision=8 80% ☆

al Energy Conference

Submissions / EWTEC AUTHOR, TEST 2<sub>2</sub> / Decline Submission

## Decline Submission

This submission will be declined for publication. No further review will be conducted and the submission will be archived.

### Notify Authors

Send an email to the authors to let them know that their submission has been declined. This email will not be sent until the decision has been recorded.

#### Email Templates

Find Template

[Submission Declined \(Pre-Review\)](#)

{\$authors}:We have reached a decision regarding your submission to EWT...

To: DO NOT USE - TEST TRACK AUTHOR [Add CC/BCC](#)

Subject: [EWTEC] Decision on your submission

**B** *I*  $\times^2$   $\times_2$  [Attach Files](#) [+ Insert Content](#)

TEST EWTEC AUTHOR:

We have reached a decision regarding your submission to EWTEC, "TEST 2<sub>2</sub>".

Our decision is to: **Decline Submission**, for the following reasons:

**[\*\*TD: DELETE AS APPROPRIATE\*\*]**

1. The abstract is [out of scope of this conference](#)
2. The abstract is not written in english
3. There is no scientific abstract in the submission

If you wish, you can make a **new submission** through the system, addressing the above points.

[Skip this email](#) [Cancel](#) [Record Decision](#)

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
▶ <a href="#">Comments for the Editor</a>	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

https://submissions.ewtec.org/proc-ewtec/decision/record/691?decision=3 80% ☆

al Energy Conference

Submissions / EWTEC AUTHOR, TEST 2<sub>2</sub> / Send for Review

## Send for Review: Notify Authors

This submission is ready to be sent for peer review.

1 Notify Authors 2 Select Files

### Notify Authors

Send an email to the authors to let them know that this submission will be sent for peer review. If possible, give the authors some indication of how long the peer review process might take and when they should expect to hear from the editors again. This email will not be sent until the decision is recorded.

**Email Templates**

Find Template

[Sent to Review](#)

{Authors}-Your submission to EWTEC, "\${submissionTitle}" has been sen...

**To:** DO NOT USE - TEST TRACK AUTHOR [Add CC/BCC](#)

**Subject:** [EWTEC] Paper 691 under review

**B I** ×<sup>2</sup> ×<sub>2</sub> [Attach Files](#) [Insert Content](#)

TEST EWTEC AUTHOR:

Your submission to EWTEC, "TEST 2<sub>2</sub>" has been sent to review.

Submission URL: <https://submissions.ewtec.org/proc-ewtec/authorDashboard/submission/691>

[Skip this email](#)

# Enter submission to review process

Submissions / EWTEC AUTHOR, TEST 2<sub>2</sub> / Start review process

## Start review process: Select Files

This submission is ready to be sent for peer review.

✓ Notify Authors 2 Select Files

### Select Files

Select files that should be sent to the review stage.

#### Submission Files

No items found.

[Cancel](#) [Previous](#) [Record Decision](#)

If author has uploaded an optional pdf abstract, you can select it here



# 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](mailto: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 (can use filter to select)

# Invite full paper

The screenshot shows the submission workflow for a paper titled 'Test paper for EWTEC (1)'. The 'Workflow' tab is selected, and the 'New Review Round' section is active. The 'Round 1 Status' is 'Waiting for reviewers to be assigned'. The 'Review Files', 'Reviewers', and 'Revisions' sections are all empty. The 'Request full paper' button is highlighted with a red box and a red arrow. A yellow callout box points to this button with the text 'Abstract passes checks, request full paper'. Another yellow callout box with a dashed border points to the 'Reviewers' section with the text 'No need to add reviewers at abstract stage'. The interface includes a navigation menu on the left, a top navigation bar, and a right sidebar with various options like 'Participants', 'Track Director', and 'Track Assistant'.

# Invite full paper

https://submissions.ewtec.org/proc-ewtec/workflow/index/691/3

al Energy Conference

691 / EWT

Leave as default

Submi

Round 1

New Review Round

### Revisions

**Require New Review Round**

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

Next

# Invite full paper

Submissions / EWTEC AUTHOR, TEST 2<sub>2</sub> / Resubmit for Review

## Resubmit for Review

The author must provide revisions that will be sent for another round of review before this submission will be accepted for publication.

### Notify Authors

Send an email to the authors to let them know that revisions will be required before this submission will be accepted for publication. Include all of the details that the author will need in order to revise their submission. Where appropriate, remember to anonymise any reviewer comments. This email will not be sent until the decision is recorded.

#### Email Templates

Find Template

[Resubmit for Review](#)  
{Authors}:We have reached a decision regarding your submission Submis...

To: DO NOT USE - TEST TRACK AUTHOR [Add CC/BCC](#)

Subject: [EWTEC] Paper 691: Decision on your submission

**B** *I*  $\times^2$   $\times_2$  [Attach Files](#) [+ Insert Content](#)

TEST EWTEC AUTHOR:

We have reached a decision regarding your submission Submission #691 to Proceedings of the European Wave and Tidal Energy Conference, "TEST 2<sub>2</sub>".

**We invite you to upload a full paper for review.**

Submission URL: <https://submissions.ewtec.org/proc-ewtec/authorDashboard/submission/691>

*If reviews are included below* (or attached as a marked-up file), please address them in your uploaded version, and upload a short response to the review comments.

[Skip this email](#) [Cancel](#) [Record Decision](#)

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

# Full paper review stage

(**After** author has uploaded their full paper)

# Start new review round

The screenshot shows the 'Submissions' page for the 'Proceedings of the European Wave and Tidal Energy Conference'. The page is divided into a left sidebar with navigation links (Submissions, Statistics, Articles, Editorial Activity, Users) and a main content area. The main area has tabs for 'My Queue' (with a count of 2) and 'Archives'. Below the tabs is a 'My Assigned' section with a search bar, 'Filters', and 'New Submission' button. Two submission entries are listed:

- 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 attachments, 1 comment, and a 'Review' button. A red warning triangle icon is present next to the entry, and a message box below it states: '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!**)

Proceedings of the European Wave and Tidal Energy Conference

Workflow **Publication**

Submission **Review** Copyediting Production

Round 1 **New Review Round** Help

**IMPORTANT: need to start a new review round for the full paper review**

**Round 1 Status**  
Submission has been resubmitted for another review round.

**Review Files** Search Upload/Select Files  
No Files

**Reviewers** Add Reviewer  
No Items

**Revisions** Search Upload File

ID	Filename	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

**Request full paper/revisions**  
Accept full paper  
Decline Submission

**Participants** Assign

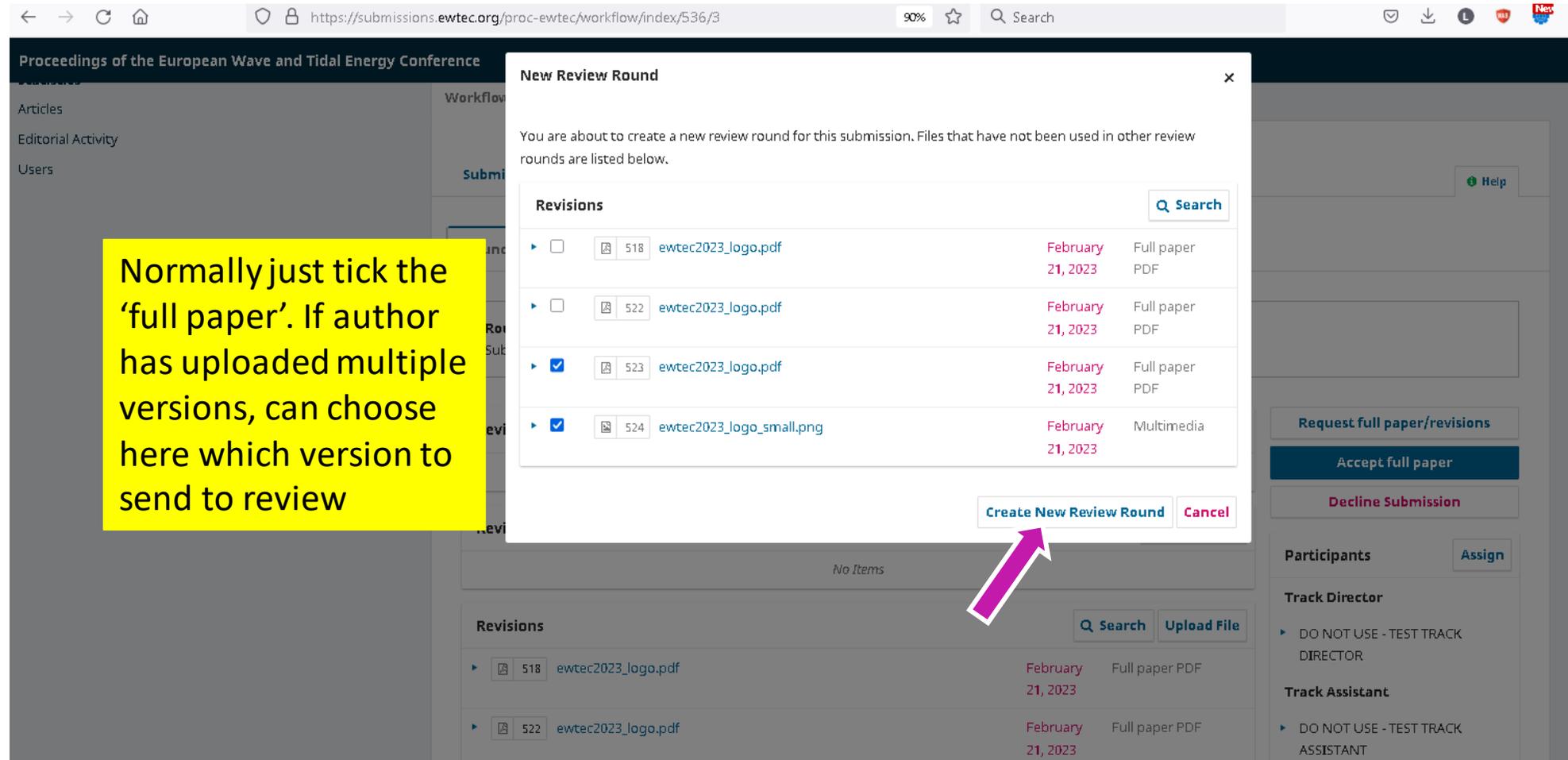
**Track Director**  
DO NOT USE - TEST TRACK DIRECTOR

**Track Assistant**  
DO NOT USE - TEST TRACK ASSISTANT

**Author**  
DO NOT USE - TEST TRACK AUTHOR

Uploaded files listed under 'Revisions'

# Start new review round



Proceedings of the European Wave and Tidal Energy Conference

Workflow

Articles

Editorial Activity

Users

Submissions

Help

**New Review Round**

You are about to create a new review round for this submission. Files that have not been used in other review rounds are listed below.

Revisions Search

<input type="checkbox"/>	518	ewtec2023_logo.pdf	February 21, 2023	Full paper PDF
<input type="checkbox"/>	522	ewtec2023_logo.pdf	February 21, 2023	Full paper PDF
<input checked="" type="checkbox"/>	523	ewtec2023_logo.pdf	February 21, 2023	Full paper PDF
<input checked="" type="checkbox"/>	524	ewtec2023_logo_small.png	February 21, 2023	Multimedia

[Create New Review Round](#) [Cancel](#)

No Items

Revisions Search Upload File

518	ewtec2023_logo.pdf	February 21, 2023	Full paper PDF
522	ewtec2023_logo.pdf	February 21, 2023	Full paper PDF

[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

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.

Proceedings of the European Wave and Tidal Energy Conference

https://submissions.ewtec.org/proc-ewtec/workflow/index/537/3

90% ☆ Search

**Add Reviewer** [X]

**Locate a Reviewer**

Search [Filters]

**Filters**

Rated at least [Slider]

Reviews completed [Slider]

Days since last review assigned [Slider]

Active reviews currently assigned [Slider]

Average days to complete review [Slider]

**DO NOT USE - test EWTEC reviewer**

Test [Select Reviewer]

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**

DO NOT USE

MR [Select Reviewer]

0 Never assigned wave energy

https://www.cardiff.ac.uk/ [Select Reviewer]

0 Never assigned

hydrodynamics, Water Quality

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

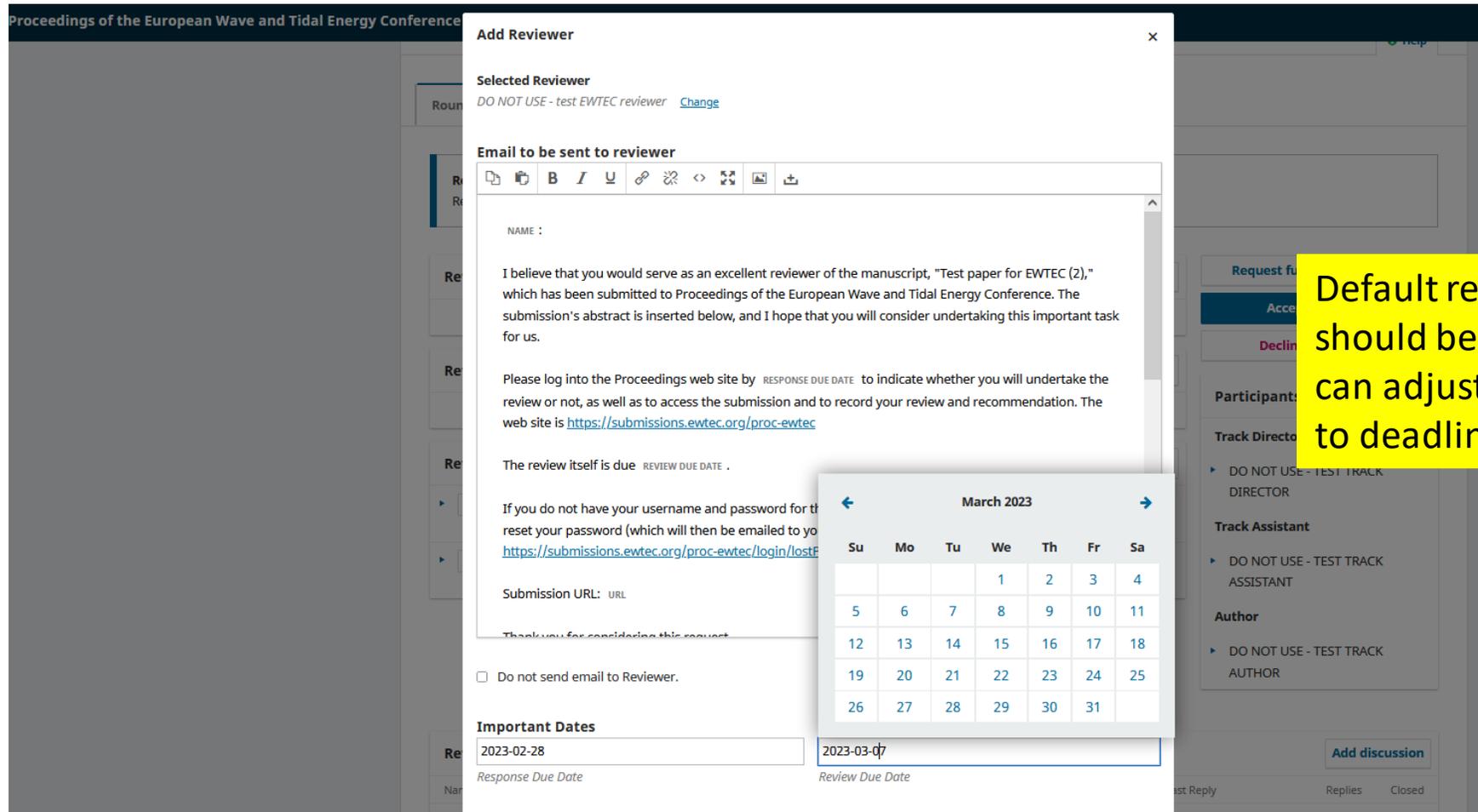
Author

• DO NOT USE - TEST TRACK AUTHOR

Add discussion

Replies Closed

# 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, you can [reset your password](#) (which will then be emailed to you) or [reset your password](https://submissions.ewtec.org/proc-ewtec/login/lostP) (which will then be emailed to you) or <https://submissions.ewtec.org/proc-ewtec/login/lostP>

Submission URL:

Thank you for considering this request.

Do not send email to Reviewer.

**Important Dates**

Response Due Date Review Due Date

**March 2023**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**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:

ID	Author	Submission Title	Review Status	Actions
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.

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** [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	<b>Review Submitted</b> Recommendation: Decline Submission	Anonymous Reviewer/ Disclosed Author	<a href="#">Read Review</a>
----------------------------------	---	--------------------------------------	-----------------------------

**Revisions** [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 star rating system with options from "No rating" to five stars. 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".

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	<b>Complete</b> Recommendation: Decline Submission	Anonymous Reviewer/ Disclosed Author	<a href="#">Thank Reviewer</a> <a href="#">Revert Decision</a>
----------------------------------	---	--------------------------------------	--

**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

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

**Reviewers** [Add Reviewer](#)

DO NOT USE - test EWTEC reviewer	<b>Complete</b> Recommendation: Decline Submission	Anonymous Reviewer/Disclosed Author	<a href="#">Thank</a> <a href="#">Reviewer</a> <a href="#">Revert</a> <a href="#">Decision</a>
----------------------------------	---	-------------------------------------	---

**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

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

Rich text editor toolbar and content area.

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' workflow stage in the ewtec submission system. The 'Round 2' tab is selected and highlighted with a pink box. Below it, a status message indicates the submission has been resubmitted. The 'Review Files' section lists two files: 'ewtec2023\_logo.pdf' (Full paper PDF) and 'ewtec2023\_logo.pdf' (Response to reviewers). The 'Reviewers' section shows a reviewer with a 'Reviewer Thanked' status. The 'Revisions' section is highlighted with a pink box and lists two revisions: 'ewtec2023\_logo.pdf revised' and 'ewtec2023\_logo.pdf response to reviewers'. On the right side, the 'Accept full paper' button is highlighted with a pink arrow. Other buttons include 'Request full paper/revisions', 'Decline Submission', 'Assign', 'Add Reviewer', and 'Add discussion'.

If revisions are satisfactory, accept the paper



# 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/Disclosed 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 'Submissions' dashboard. 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 entry 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' (Overdue, Incomplete), 'Stages' (Submission, Review, Copyediting, Production), and 'Activity' (Days since last activity with a slider).

Submission ID	Author	Stage	Actions
546	Author TEST (3)	Copyediting	View

# 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' stage, specifically at 'Round 1' with a status of 'Waiting for reviewers to be assigned'. The interface includes sections for 'Review Files', 'Reviewers', and 'Revisions', all currently empty. On the right side, there are buttons for 'Request Revisions', 'Accept Submission', and 'Decline Submission'. Below these, the 'Participants' section is highlighted with a pink box and a pink arrow pointing to the 'Assign' button. The 'Participants' section lists '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

- Arianna Azzellino
- AbuBakr Bahaj
- James Benhin
- Giovanni Besio
- Luke Blunden
- Sergio Camporeale
- Shanshan Cheng
- Elena Ciappi
- Danny Coles
- Keri Collins
- Pasquale Contestabile
- Dr. Andrea Copping
- Claes Eskilsson
- DO NOT USE - TEST TRACK DIRECTOR

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

# Change/add TD (only if needed)

Proceedings of the European Wave and Tidal Energy  
Submissions 536 / EW

Load more 20 of 38 items

**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.**

[EWTEC] Track Director Assignment

**Message**

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

\* Denotes required field

OK Cancel

Leave default

Activity Log Library

Request full paper

Accept Submission

Decline Submission

Participants Assign

Track Assistant

DO NOT USE - TEST TRACK ASSISTANT

Author

DO NOT USE - TEST TRACK AUTHOR

# Change paper Track (only if needed)

The screenshot shows the 'Publication' tab for an 'Issue' in the ewftec submission system. The interface includes a navigation menu on the left with 'Issue' highlighted. The main content area shows the 'Track' dropdown set to 'Tidal resource characterization', 'Categories' with 'Oral presentations' selected, and a 'Save' button at the bottom right. Annotations include yellow callout boxes and pink arrows pointing to the 'Publication' tab, the 'Issue' menu item, the 'Track' dropdown, the 'Assign to Issue' button, and the 'Save' button.

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**