

EWTEC review process

A guide for Track Directors

v2.1

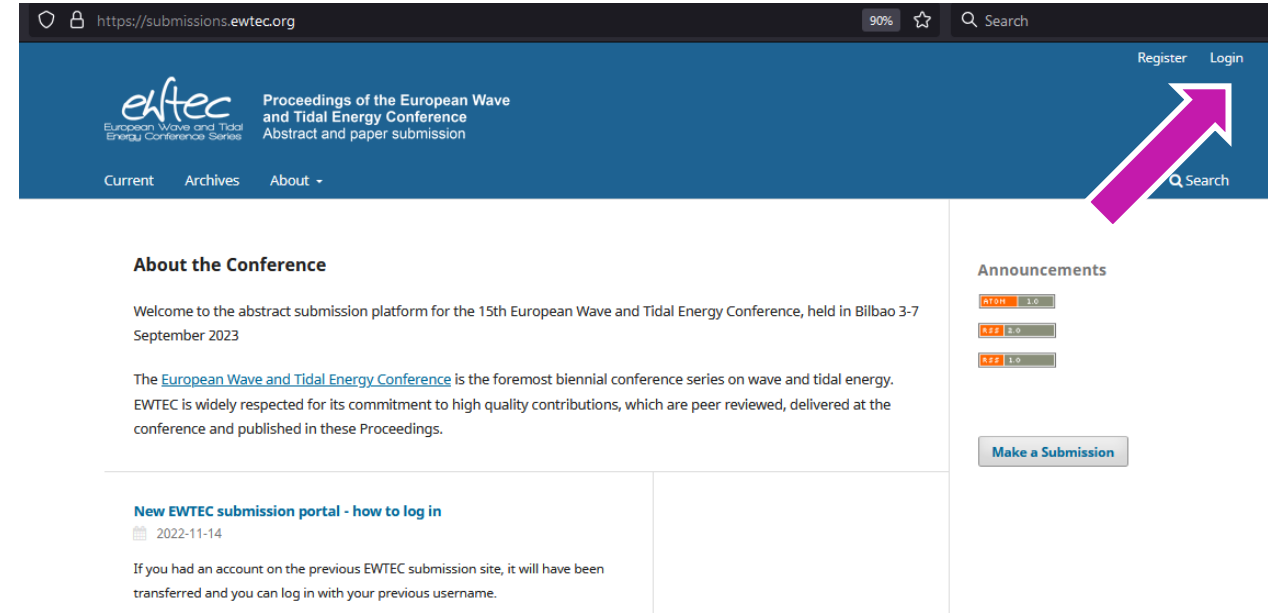
October 2026

Role of Track Directors

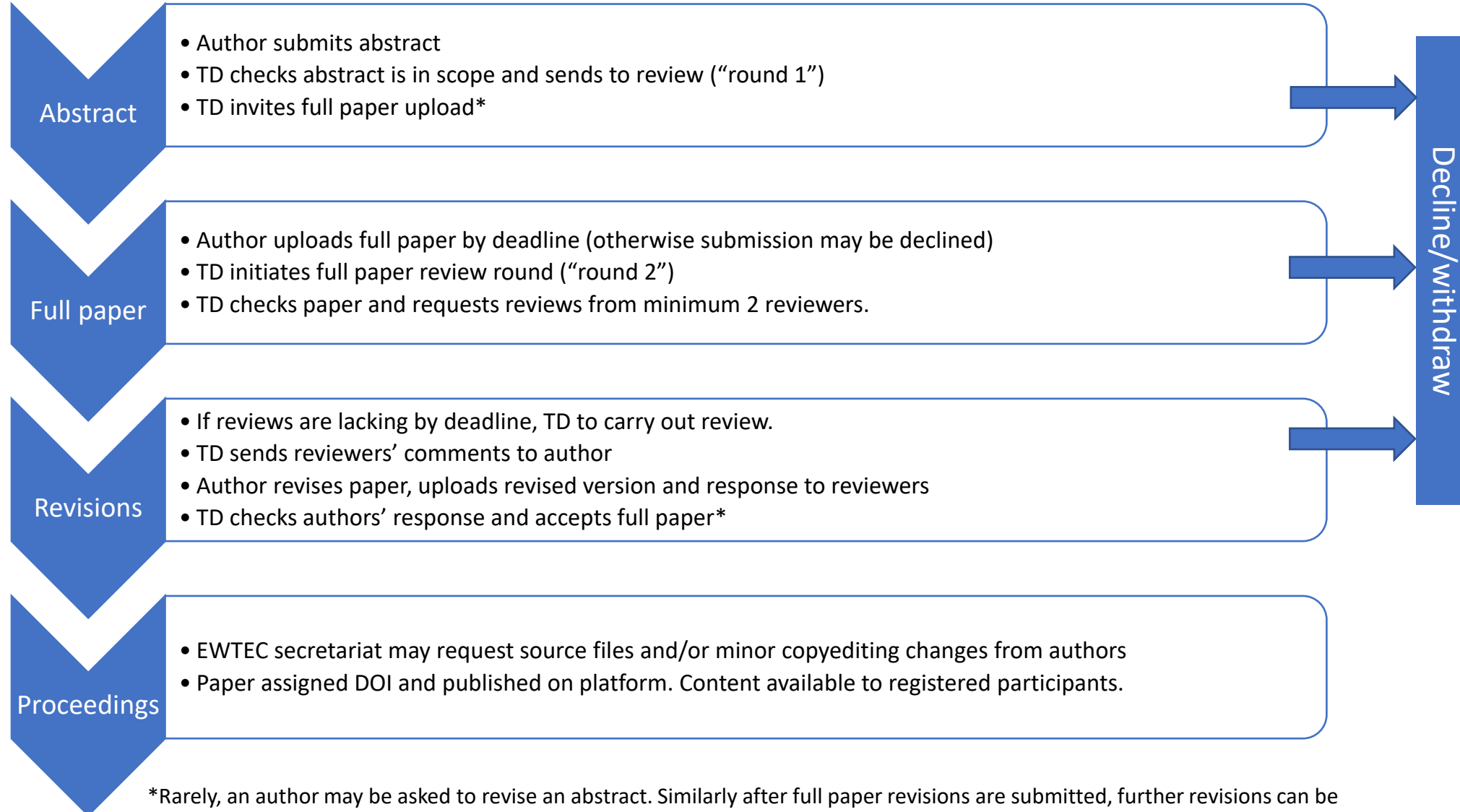
- A Track Director (TD) is responsible, within their assigned submissions, for:
 - Checking abstracts and inviting full paper upload,
 - Requesting full paper reviews,
 - Carrying out reviews where reviewers fail to respond in time,
 - Requesting revisions from authors,
 - Making the final decision on acceptance for presentation at EWTEC,
 - ***...in a timely and confidential manner.***

Logging in

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



Process overview



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 the 'Submissions' page of the EWTEC website. The page has a dark blue header with the title 'Proceedings of the European Wave and Tidal Energy Conference'. A left sidebar contains links to 'Statistics', 'Articles', 'Editorial Activity', and 'Users'. The main content area is titled 'Submissions' and features a tabbed interface with 'My Queue' (containing 2 items) 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, titled 'My Assigned', 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 of the ewtec website. The browser address bar shows 'https://submissions.ewtec.org/proc-ewtec/submissions'. The page has a dark blue header with the conference name and navigation icons. A left sidebar contains 'Submissions' (active), 'Statistics', 'Articles', 'Editorial Activity', and 'Users'. The main content area is titled 'Submissions' and has tabs for 'My Queue' (2) and 'Archives'. Under 'My Queue', there's a 'My Assigned' section with a search bar, 'Filters', and 'New Submission' button. A left sidebar for 'My Assigned' includes 'Filters' (Overdue, Incomplete), 'Stages' (Submission, Review, Copyediting, Production), 'Activity' (Days since last activity with a slider), 'Categories' (Poster presentations, Oral presentations), 'Track' (a text input field highlighted with a red box), and 'Issues' (a text input field). The main list shows two submissions: 537 EWTEC AUTHOR (Test paper for EWTEC (2)) and 536 EWTEC AUTHOR (Test paper for EWTEC (1)). Each submission has a 'Submission' button and a 'View' button. A red arrow points to the 'View' button of submission 537. A yellow callout box on the left says 'List papers not yet in review stage' with an arrow pointing to the 'Submission' stage in the sidebar. Another yellow callout box on the right says 'If you right-click and open the submission in a new tab, filters will remain active on this tab' with an arrow pointing to the 'View' button. A third yellow callout box at the bottom left says 'Can filter by track (type name or press space bar to see all)' with an arrow pointing to the 'Track' input field.

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

537 EWTEC AUTHOR
Test paper for EWTEC (2)

536 EWTEC AUTHOR
Test paper for EWTEC (1)

Submission View

Submission View

List papers not yet in review stage

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

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

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** [Go to publication tab](#)

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	☐

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

← → ↻ 🏠 🔒 https://submissions.ewtec.org/proc-ewtec/workflow/index/537/1#publication 90% ☆ 🔍 Search 📧 ⌚ 📄 ☰

Proceedings of the European Wave and Tidal Energy Conference 🔔 👤

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

Statistics Workflow **Publication** Help

Articles
Editorial Activity
Users

Status: **Unscheduled**

Title & Abstract
Contributors
Metadata
Galleys
Permissions & Disclosure
Issue

Prefix
If applicable. Examples: A, The

Title

Subtitle (optional)

Abstract
B I ×² ×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 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

← → ↻ 🏠 🔒 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 tab → **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	☐

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

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

al Energy Conference

Submissions / EWTEC AUTHOR, TEST 2₂ / 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

[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 2₂".

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

← → ↻ 🏠 🔒 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	☐

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 submission to review process

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

al Energy Conference

Submissions / EWTEC AUTHOR, TEST 2₂ / 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* $\times^2$ $\times_2$ [Link](#) [Attach Files](#) [+ Insert Content](#)

TEST EWTEC AUTHOR:

Your submission to EWTEC, "TEST 2₂" has been sent to review.

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

[Skip this email](#) [Cancel](#) [Continue](#)

Enter submission to review process

Submissions / EWTEC AUTHOR, TEST 2₂ / 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)
- 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

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

No need to add reviewers at abstract stage

Abstract passes checks, request full paper

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 x

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 2₂ / 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

[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 2₂".

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

Proceedings of the European Wave and Tidal Energy Conference

Submissions

Statistics
Articles
Editorial Activity
Users

Submissions

My Queue (2) Archives Help

My Assigned Search Filters New Submission

537	EWTEC AUTHOR Test paper for EWTEC (2)	1	Submission	View	
536	EWTEC AUTHOR Test paper for EWTEC (1)	0/0	1	1	Review View

Submission has been resubmitted for another review round.

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!)

← → ↻ 🏠 🔒 https://submissions.ewtec.org/proc-ewtec/workflow/index/536/3 90% ☆ 🔍 Search 📄 ⬇️ ⌚ 📧 📌 📱

Proceedings of the European Wave and Tidal Energy Conference

Articles
Editorial Activity
Users

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

Uploaded files listed under 'Revisions'

▶	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

Start new review round

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

Proceedings of the European Wave and Tidal Energy Conference

Workflow

Articles

Editorial Activity

Users

Submissions

Revisions

Revisions

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
☐ 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

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

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 Bar:** A search bar with a magnifying glass icon and a 'Filters' button.
- Filters:** A section with several filter options, each with a slider and a plus icon:
 - 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' dropdown and a 'Select Reviewer' button. Below this are several rows of reviewer information, each with a 'Select Reviewer' button.
 - Row 1: Test (0), Never assigned, DO NOT USE. Select Reviewer button.
 - Row 2: Test (0), Active reviews currently assigned.
 - Row 3: Test (0), Reviews completed.
 - Row 4: Test (0), Review requests declined.
 - Row 5: Test (0), Review requests cancelled.
 - Row 6: Test (0), Days since last review assigned.
 - Row 7: Test (0), Average days to complete review.
- Reviewing Interests:** A section with a 'DO NOT USE' dropdown and a 'Select Reviewer' button. Below this are several rows of reviewer information, each with a 'Select Reviewer' button.
 - Row 1: MR, (0), Never assigned, wave energy. Select Reviewer button.
 - Row 2: https://www.cardiff.ac.uk/, (0), Never assigned. Select Reviewer button.
 - Row 3: hydrodynamics, Water Quality.

A pink arrow points to the 'Select Reviewer' button next to the reviewer entry with the URL 'https://www.cardiff.ac.uk/'.

Request reviews

Proceedings of the European Wave and Tidal Energy Conference

Round

Request for review

Accepted

Declined

Participants

Track Director

Track Assistant

Author

Add discussion

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 [reset your password](#) (which will then be emailed to you).

Submission URL: [URL](#)

Thank you for considering this request.

☐ Do not send email to Reviewer.

Important Dates

[2023-02-28](#) [2023-03-07](#)

Response Due Date Review Due Date

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

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	

Receive/check reviews

← → ↻ 🏠 🔒 https://submissions.ewtec.org/proc-ewtec/submissions 90% ☆ 🔍 Search 📧 ⬇️ ⓘ

Proceedings of the European Wave and Tidal Energy Conference

Submissions

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Submissions

My Queue (3) Archives Help

My Assigned 🔍 Search ⚙️ Filters 📄 New Submission

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	⌵

🚨 New reviews have been submitted.

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](#)

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	Review Submitted Recommendation: Decline Submission	Anonymous Reviewer/Disclosed Author	Read Review
----------------------------------	---	-------------------------------------	-----------------------------

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

Receive/check reviews

← → ↻ 🏠 🔒 https://submissions.ewtec.org/proc-ewtec/workflow/index/536/3 90% ☆ 🔍 Search 📧 ⬇️ 🌙 🇬🇧 🇪🇺

Proceedings of the European Wave and Tidal Energy Conference

Submissions 536 / EV

Statistics
Articles
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Review
Recommendation

Activity Log Library

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

Author
▶ DO NOT USE - TEST TRACK AUTHOR

Comments for the Track Director

Optional: comments for the Track Director. These are not passed to the author(s)

This is a test review

Reviewer Files

Search Upload File

No Files

Recommendation

Set or adjust the reviewer recommendation.

Decline Submission ▼

Reviewer rating

Rate the quality of the review provided. This rating is not shared with the reviewer.

☒ No rating
☐ ★★★★★
☐ ★★★★☆
☐ ★★★☆☆
☐ ★★☆☆☆
☐ ★☆☆☆☆
☐ ★☆☆☆☆

Confirm Cancel

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

Reviewers [Add Reviewer](#)

DO NOT USE - test EWTEC reviewer	Complete Recommendation: Decline Submission	Anonymous Reviewer/Disclosed Author	Thank Reviewer Revert Decision
----------------------------------	---	-------------------------------------	---

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

No Files

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

Participants [Assign](#)

Track Director
 DO NOT USE - TEST TRACK

Track Assistant
 DO NOT USE - TEST TRACK ASSISTANT

Author
 DO NOT USE - TEST TRACK AUTHOR

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	Complete Recommendation: Decline Submission	Anonymous Reviewer/Disclosed Author	Thank Reviewer Revert Decision
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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

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)

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

Record Editorial Decision **Cancel**

Leave default

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

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

Accept paper

https://submissions.ewtec.org/proc-ewtec/workflow/index/546/3

Proceedings of the European Wave and Tidal Energy Conference

Statistics

Articles

Editorial Activity

Users

Workflow

Publication

Submission Review Copyediting Production

Round 1 Round 2 New Review Round

Round 2 Status

Submission has been resubmitted for another review round.

Review Files

Search Upload/Select 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

Test EWTEC Author

Reviewers

Add Reviewer

DO NOT USE - test EWTEC reviewer

Reviewer Thanked

Recommendation: Revisions Required

Anonymous Reviewer/Disclosed Author

Revert Decision

Revisions

Search Upload File

Review Discussions

Add discussion

Name From Last Reply Replies Closed

No Items

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.

The screenshot shows the ewtec submission workflow interface. A modal dialog titled "Accept full paper" is open, prompting the user to "Select the files you would like to forward to the Copyediting stage." The dialog contains a table of revisions:

Revisions	Search
☒ 540 ewtec2023_logo.pdf revised February 24, 2023 Full paper PDF	
☐ 541 ewtec2023_logo.pdf response to reviewers February 24, 2023 Response to reviewers	

At the bottom of the dialog, there are three buttons: "Record Editorial Decision" (highlighted with a red box and a red arrow), "Previous: Author Notification", and "Cancel".

The background interface shows the "Review Files" section with a table of files:

Review Files	Search	Upload/Select Files
☐ 537 ewtec2023_logo.pdf February 24, 2023 Full paper PDF		
☐ 538 ewtec2023_logo.pdf February 24, 2023 Response to reviewers		

Below the "Review Files" section, there is a "Reviewers" section with a table of reviewers:

Reviewers	Add Reviewer
DO NOT USE - test EWTEC reviewer	

At the bottom, there is a "Revisions" section with a table of revisions:

Revisions	Search	Upload File
☐ 540 ewtec2023_logo.pdf revised February 24, 2023 Full paper PDF		
☐ 541 ewtec2023_logo.pdf response to reviewers February 24, 2023 Response to reviewers		

On the right side of the interface, there are buttons for "Request full paper/revisions", "Accept full paper", and "Decline Submission". Below these, there is a "Participants" section with a table of participants:

Participants	Assign
Track Director	
DO NOT USE - TEST TRACK DIRECTOR	
Track Assistant	
DO NOT USE - TEST TRACK ASSISTANT	
Author	
Test EWTEC Author	

At the bottom right, there is a button for "Add discussion".

Job done

The screenshot shows a web interface for managing submissions. At the top, there's a 'Submissions' header with tabs for 'My Queue' (containing 1 item) and 'Archives'. A 'Help' link is also present. Below this is a 'My Assigned' section with a search bar and buttons for 'Filters' and 'New Submission'. On the left, a sidebar lists various filters and stages: 'Filters', 'Overdue', 'Incomplete', 'Stages' (with sub-items 'Submission', 'Review', 'Copypediting' (highlighted with a red circle and a plus icon), and 'Production'), and 'Activity' (with a sub-item 'Days since last activity' and a slider). The main content area displays a submission with ID '546' by 'Author TEST (3)'. To the right of this submission, a button labeled 'Copypediting' is highlighted with a red rectangle, next to a 'View' button and a dropdown arrow. A yellow text box on the right states: 'Accepted papers will be now be in copypediting stage'.

Change or add TD or track

(only where needed)

Change/add TD (only if needed)

The screenshot shows the EWTEC submission workflow interface. The URL is <https://submissions.ewtec.org/proc-ewtec/workflow/index/536/1>. The page title is "Proceedings of the European Wave and Tidal Energy Conference". The submission ID is 536, and the author is EWTEC AUTHOR. The submission is titled "Test paper for EWTEC (1)".

The interface includes a sidebar with links to Submissions, Statistics, Articles, Editorial Activity, and Users. The main content area shows the "Workflow" and "Publication" tabs. The "Submission" tab is active, and the "Round 1" sub-tab is selected. The "Round 1 Status" section indicates "Waiting for reviewers to be assigned."

The "Review Files" section shows "No Files" and includes a "Search" button and an "Upload/Select Files" button. The "Reviewers" section shows "No Items" and includes an "Add Reviewer" button. The "Revisions" section shows "No Files" and includes a "Search" button and an "Upload File (optional step)" button.

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. It includes an "Assign" button, which is pointed to by a pink arrow. The "Participants" section lists the following roles and their status:

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

Change/add TD (only if needed)

The screenshot shows the 'Assign Participant' modal in the ewftec submission system. The modal has a title bar with a 'Help' icon and a close button. Below the title bar is a section titled 'Locate a User'. Inside this section, there is a dropdown menu labeled 'Track Director' which is highlighted with a pink box. To the right of the dropdown is a text input field with the placeholder text 'Search User By Name'. Below the input field is a 'Search' button, which is pointed to by a pink arrow. Below the search section is a list of participants, each with a radio button and a name. The list includes: 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, and DO NOT USE - TEST TRACK DIRECTOR. On the right side of the modal, there is a yellow callout box with the text 'Refer to separate spreadsheet to check track/load of different TDs'. The background of the modal shows the 'Proceedings of the European Wave and Tidal Energy' submission system interface, including a sidebar with links like 'Statistics', 'Articles', 'Editorial Activity', and 'Users', and a main area with buttons like 'Request full paper', 'Accept Submission', and 'Decline Submission'.

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 Conference

Submissions 536 / EW

Statistics

Articles

Editorial Activity

Us

Workflow

Round

Re

W

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Re

Leave default

✓

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

Activity Log Library

Help

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 in the ewtec submission system. The interface includes a sidebar with navigation links: Articles, Editorial Activity, Users, Title & Abstract, Contributors, Metadata, Galleys, Permissions & Disclosure, and Issue. The main content area displays the 'Issue' section, which is currently 'Unscheduled'. A yellow box labeled 'Go to publication tab' points to the 'Publication' tab in the top navigation bar. Another yellow box labeled '“Issue”' points to the 'Issue' link in the sidebar. A third yellow box labeled 'TD can change paper track if they feel the current one is inappropriate. Also need to assign a TD from that track (p15).' points to the 'Track' dropdown menu, which is currently set to 'Tidal resource characterization'. A fourth yellow box labeled 'Save changes' points to the 'Save' button at the bottom right of the form. The form also includes fields for 'Cover Image', 'Pages', 'URL Path', and 'Date Published'.

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**