

## AARE 2008 International Education Research Conference

### DIRECTIONS FOR REFEREES OF FULL CONFERENCE PAPERS

Dear referee (called 'reviewers' in OCS)

Thank you for reviewing this paper submitted to AARE 2008 Conference. Please note that all reviews are due by 1 August so that track directors can make a final decision and inform authors by 15 August.

#### To get to AARE on OCS

- Start from [www.aare.edu.au](http://www.aare.edu.au) homepage (<http://www.aare.edu.au./index.htm>).
- Click on **Conferences and Workshops**. Select **Next Conference**.
- Click on the link: [Further Information](#).
- Click on [click here](#) under the heading: **AARE on OCS**
- To review a paper, you will need to have a user account. If you do not have one, click on the **Log in** link at the top under the conference banner and enter your username details.
- To get to submissions, click on **User Home** link under the conference banner. Click on **Track Director**. This takes you to your **Active Submissions** page.
- From the Reviewer homepage, click on the linked title of the submission.
- In the first section, you can review the submission metadata. Next, you can view the Review Schedule outlining dates for the review process.
- Finally, you can see the Review steps to complete the review.

**Review Steps**

1. Notify the submission's director, Sheila Jones, as to whether you will undertake the review.  
Response Will do the review  Unable to do the review
2. Review the abstract provided with the submission.  
The submission can only be viewed if the review is undertaken.
3. Click on icon to enter (or paste) your review of this submission.  
Review
4. In addition, you can upload files for the director and/or author to consult.  
Uploaded files None  
 Browse... Upload
5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.  
Recommendation Choose One Submit Review To Director

- Use the envelope icon to inform the Track Director that you will or will not do the review.
- Review the paper by completing the criterion sheet that was sent to you. Ignore #3 to type your review.
- In #4, upload the review file for the Track Director and/or the Author.
- Finally, advise the Track Director of your recommendation, which could be to Accept Submission, Revisions Required, Submit Elsewhere, or Decline Submission. Use the dropdown menu to make your selection, and use the Submit Review to Director to submit it.
- If the recommendation is to Accept Submission, Submit Elsewhere, Decline Submission, or See Comments, your job is finished. If the recommendation is for Revisions Required, you may be involved in another round of reviewing.