

## AARE 2008 International Education Research Conference

### TRACK DIRECTOR DIRECTIONS FOR FULL PAPER REFEREEING

Requests for peer refereeing are noted at the top of the first page of papers. Some authors have placed requests for peer refereeing in the abstract box on the [Summary](#) page, so check there as well as in the file. If the submission has requested and paid for blind peer reviewing, then continue by sending the paper to two referees (called 'reviewers' in OCS).

#### 1. REQUESTING A REVIEW FROM REFEREES

Go to AARE on OCS on the [www.aare.edu.au](http://www.aare.edu.au) homepage link:  
(<http://www.aare.edu.au./index.htm>)

Click on [click here](#) under the heading: **AARE on OCS**

On the OCS website, log in and click on [User Home](#) under the conference banner.

Click on link: [Track Director](#)

This takes you to your [Submissions in Review](#) page.

Click on the [Title](#) of the paper to review.

This takes you to the [Review](#) page. (The review page is the page where you will record all your review decisions and notify authors etc.) You will see e.g., #00 Review.

- Click on the [Select Reviewer](#) link beneath the Submission section.
- On the [Reviewers](#) link, type a keyword of the paper into the search box.
- Under the heading Action, assign two referees using the [Assign](#) link.
- Use the envelope icon (under REQUEST) to send the assigned reviewers a Request message. Tick the box to BCC a copy of the message to your email address.
- Sending the message will set the refereeing process underway. This includes information on timelines and reminders. Note the referee might also decline to do the work in which case you will need to ask another reviewer.

Note also that authors may appeal a decision to reject papers. They also may resubmit.

#### 2. RESPONDING TO THE REFEREEING

The reviewer will respond by recommending that the paper be accepted or declined as a full refereed paper.

- Return to the submission by logging in as Track Director and clicking on the linked title of the submission.
- Use the Acknowledge email icon to send a message thanking the referee for their contribution to the conference.

- Look at the referees' recommendations and click the Review icon to read the comments.
- Under Director Decision, in the Select Decision menu box, select Accept Submission, Revisions Required, or Decline Submission. Click **Record decision** in adjacent box.
- Click on the Envelope icon to inform the Author. This will take you to Send Email page which contains an automatically generated acceptance (or revisions required) email to the author. If the Author wishes to resubmit, then hold off until a revised version has been uploaded.
- If you have accepted the presentation file as it currently exists, then in **Director Decision** click the Radio button beside **.doc file** next to **Review Version**.
- Find **Move to Layout** in the heading **Upload Director Version** and click on **Send** (A message will appear asking if the Author has been notified of the decision). Click **OK**. The file will then appear in **Layout**.
- If the paper is rejected as a refereed paper, a decision needs to be made about whether it can be accepted as a presentation at the conference. To do this, peruse the abstract and accept or reject. Use the envelope icon to notify the Author of the decision.