

REVIEWING ABSTRACTS FOR ADMISSION TO THE CONFERENCE

Reviewing of Abstracts (1000 words for individual presentation, 400 words for symposium)

To get to OCS:

Start from www.aare.edu.au homepage:

Click on **Conferences and Workshops**

Select **Next Conference**

Click on the link: [Further Information](#)

Find the heading **Submitting Proposals 2008**

Click on the link: [AARE 2008 Conference Open Conference System Proposal Submissions](#) (This takes you to AARE on OCS homepage)

Log in and click on [User Home](#) link under the conference banner.

Click on link: [Track Director](#)

This takes you to your **Submissions in Review** page.

TO REVIEW ABSTRACT WITHOUT AN ATTACHED FILE

- 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.

2. Click on the [Summary](#) link (This will take you to the abstract and other details regarding the submission.)

3. Read abstract

To accept the abstract:

Click [Review](#) to go back to the review page.

4. Under Director Decision select decision from the drop-down box next to **Select Decision**

5. Select **Accept submission**

6. Click in adjacent box.

7. Under Notify Author click on envelope icon. This will take you to Send Email page which contains an automatically generated acceptance (or revisions required) email to the author. Click (This action takes you back to the **Review** page)

– **This is the end of the process** –

As noted earlier, if the abstract does not meet conference abstract standards, you have the option of contacting the author suggesting changes. Use the envelope icon to email authors.

TO REVIEW ABSTRACT WITH AN ATTACHED FILE

1. Click on the **Title** of the paper to review.

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

2. Go to the heading, Submission.

Click on the **Document file link** appearing next to: **Review Version**. (This will give you the option of opening or saving the file)

3. Open file and read the abstract.

4. Return to review page.

To accept the abstract:

5. Under Director Decision, select decision from the drop-down box next to **Select Decision**

6. Select **Accept submission**

7. Click **Record decision** in adjacent box

8. Under Notify Author click on envelope icon. This will take you to Send Email page which contains an automatically generated acceptance (or revisions required) email to the author.

9. Click **Send** (This action takes you back to the **Review** page)

10. Under **Director Decision** Click Radio button beside **.doc file** next to **Review Version**

11. Under Director Decision find **Move to Layout** and click on **Send** (A message will appear asking if the Author has been notified of the decision). Click **OK**

12. This action sends the file to **Layout**

Under Layout click **Upload**. This takes you to the Galley page. Click **Save**. Doing this enables readers to view the abstract and its metadata.

– This is the end of the process –