ICHSS 2018

EasyChair for Reviewers
A Detailed Guide

Submission and review of papers for the ICHSS 2018 University of Peradeniya will be managed through an online conference paper management system known as EasyChair. This system gives you, as a valued reviewer, complete control over your review process for any conference that uses it.

By using EasyChair for ICHSS 2018 at Peradeniya, you may access online the submission(s) you are requested review(s) on, add your comments and give ratings, and if necessary, revise your decision(s) until the stipulated deadline for submitting reviews.

This guide is intended to explain in detail the review process. It has six steps:

1. Set up an account with EasyChair (if you have not one already)
2. Log in to your EasyChair account
3. Access your review request(s)
4. Answer your review request(s)
5. Submit your review
6. Revise your decision, if necessary

While the procedure is quite simple and thus we do not anticipate our reviewers run into trouble, we are happy to help if you encounter technical and non-technical problems. In the event that you do need help, please contact the Conference Secretariat at ichss2018.pdn@gmail.com. Easychair has its own page on how to create an account, addressing some of the technical issues you might encounter and solutions for them.

As a reviewer, you will receive from the ICHSS 2018 Secretariat a request email like the following (Figure 1). It contains the submission number and title of the extended abstract you are requested to review. The email also mentions the last date by which we expect your valued review.

Figure 1: Review Request Email

The email ends as follows (Figure 1a) requesting you to log in to your EasyChair account associated with the very email address to which you received this email. If you already have an EasyChair account set up with a different email address, please use it to access EasyChair.
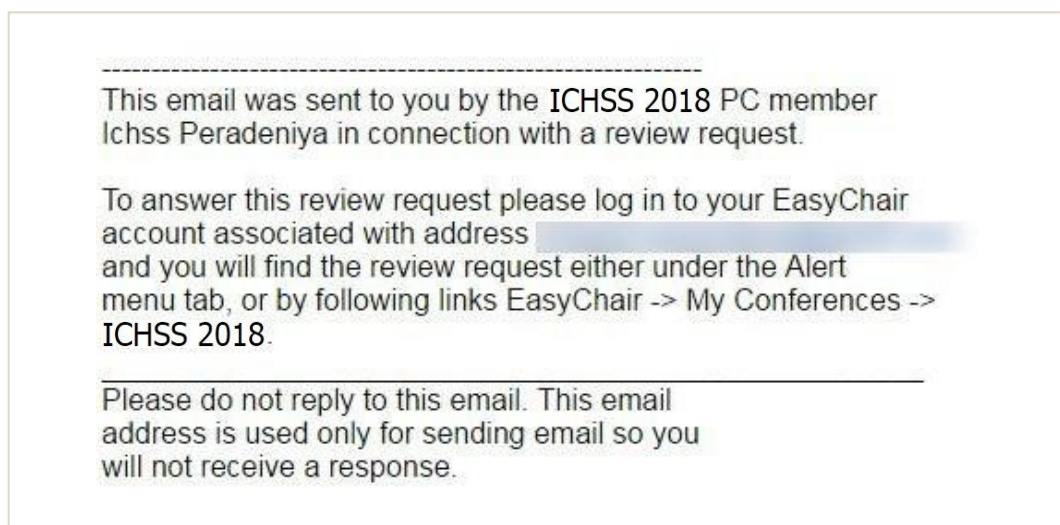
Figure 1a: Review Request Email (Footer)

If you do not have an EasyChair account, please create one now.

STEP 1 - Set up an account with EasyChair

The link https://easychair.org/conferences/?conf=ichss2018 brings up the login page for the ICHSS 2018 (Figure 2). Select "create an account" to set up your account. If you already have an account, log in now and go to step 3 here.

Figure 2: Log in Page of EasyChair for ICHSS 2018

You will then be directed to a new page (Figure 3). Please fill in the textbox with the captcha, the text that appears directly above it, and click "Continue."
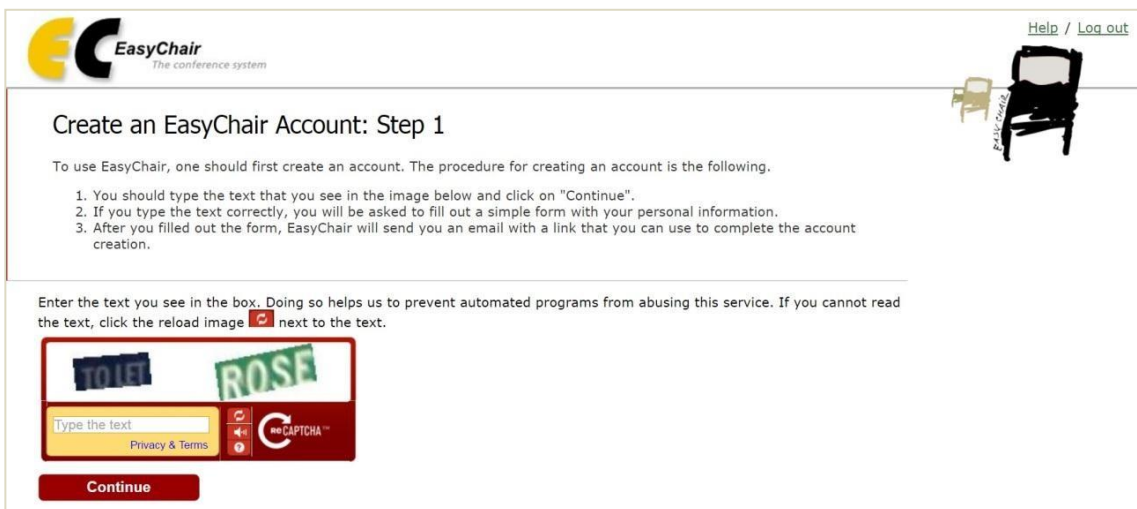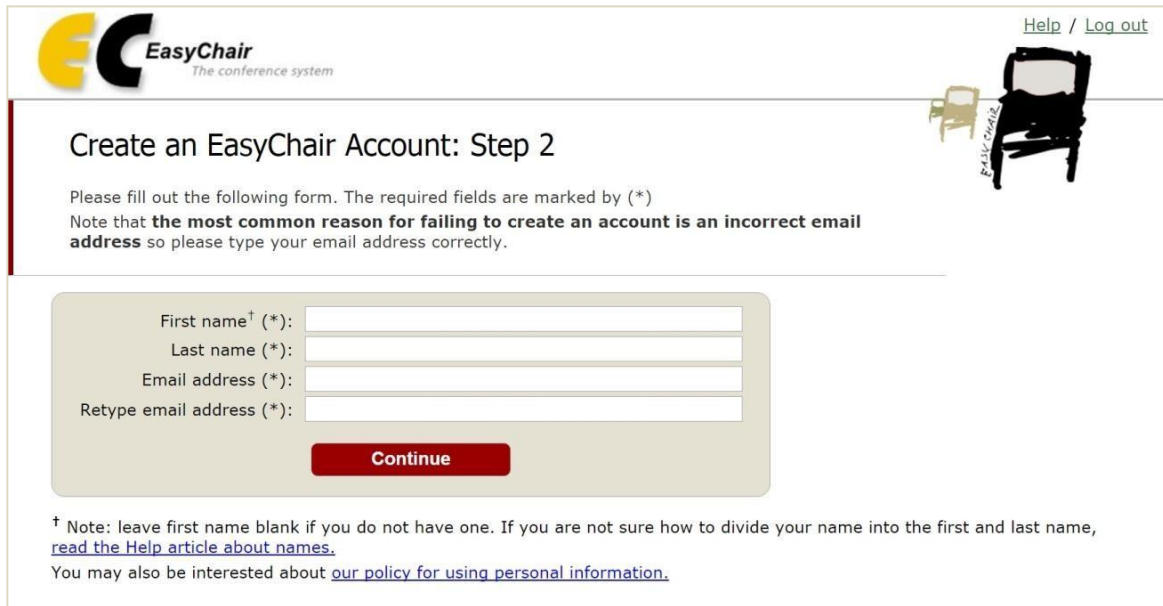
Figure 3: Creating an Account - STEP 1

Please follow the on-screen instructions and complete the form (Figure 4), and click "Continue."
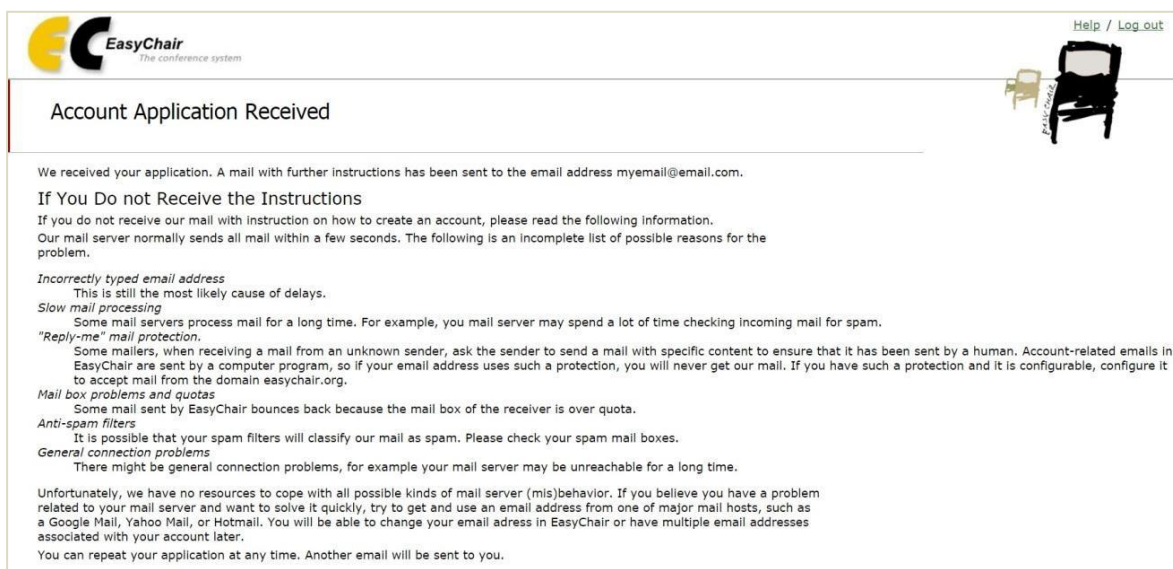
Figure 4: Creating an Account - STEP 2

You will see the following page (Figure 5). Now check your email account for what you have received from EasyChair.

Figure 5: Check Your Email Now

An email from EasyChair should find its way to you instantly. Check the Junk / Spam folder too, if you did not receive it to your inbox in a few minutes.

Please click the link contained in the email from EasyChair to you, and complete your profile (Figure 6) to create an account. Do not forget to tick the checkbox at top of the form.
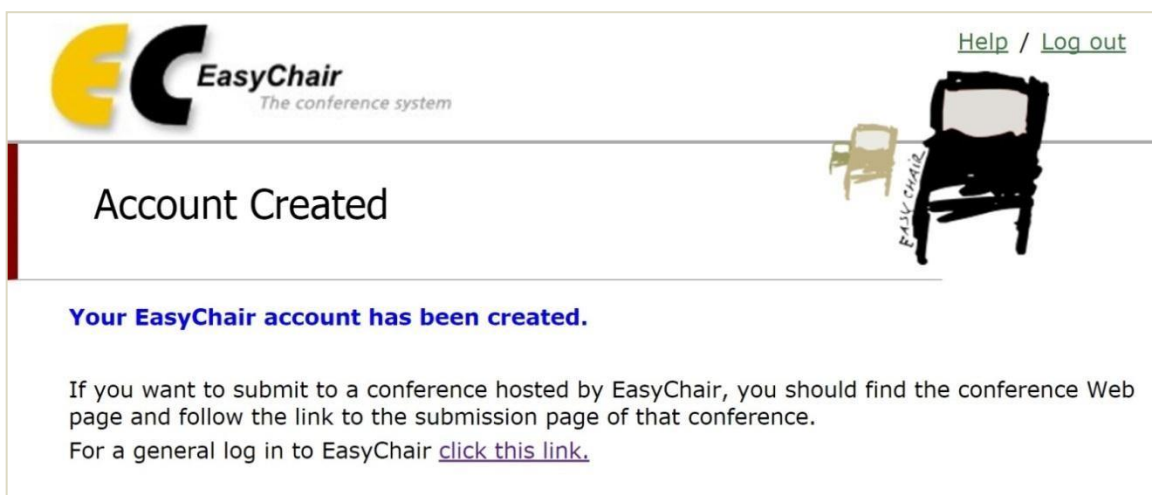
Figure 6: Creating an Account – STEP 3

Congratulations! Now you have an account with EasyChair (Figure 7).

Figure 7: Account Created!

You may now log in to your account with EasyChair by clicking "**Click this link**".

STEP 2 - Log in to your EasyChair account

Once logged in, you will see the following screen (Figure 8). Please click "subreviewer" to proceed as a reviewer. (Please do not get confused about your title as EasyChair recognizes any reviewer outside the program committees as a subreviewer).

Figure 8: Enter as a subreviewer for ICHSS 2018

You are reminded by EasyChair to abide by their terms of service (Figure 9). Please tick the checkbox "I agree to these terms of service" and click "continue" to proceed.
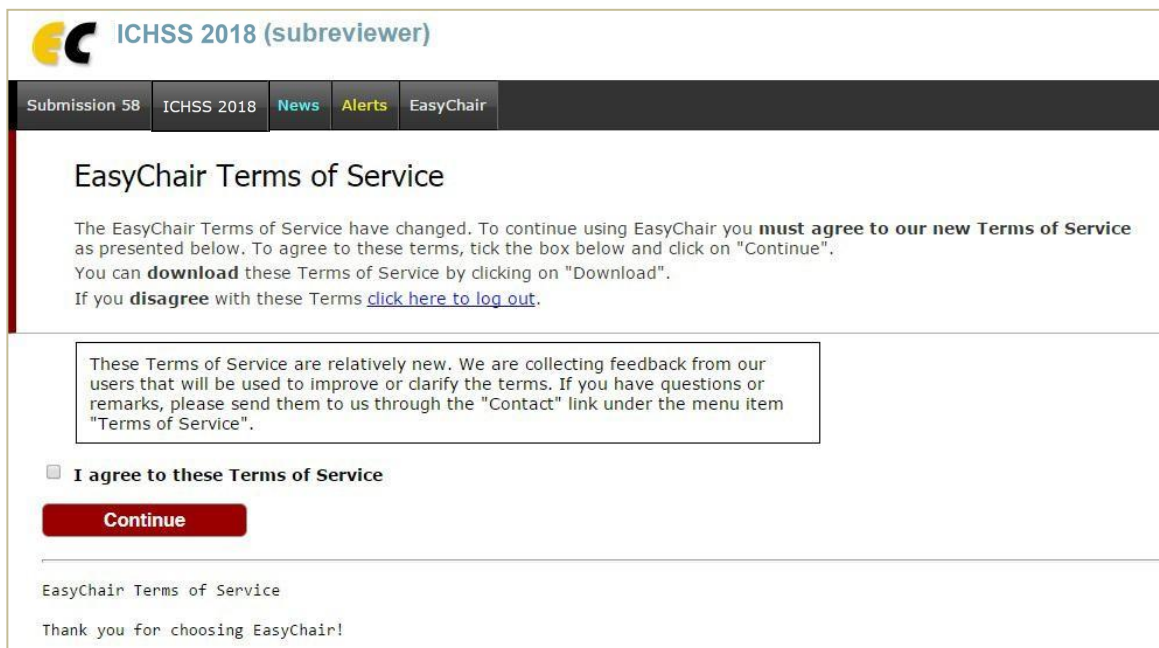

Figure 9: Agreeing with EasyChair Terms of Service

You will see the following screen (Figure 10).

Figure 10: Agreed with EasyChair Terms of Service

STEP 3 - Access your review requests

To access the submission you are requested a review on, click "submission #" tab on the left (Figure 11). You should see the review request listed on this page.
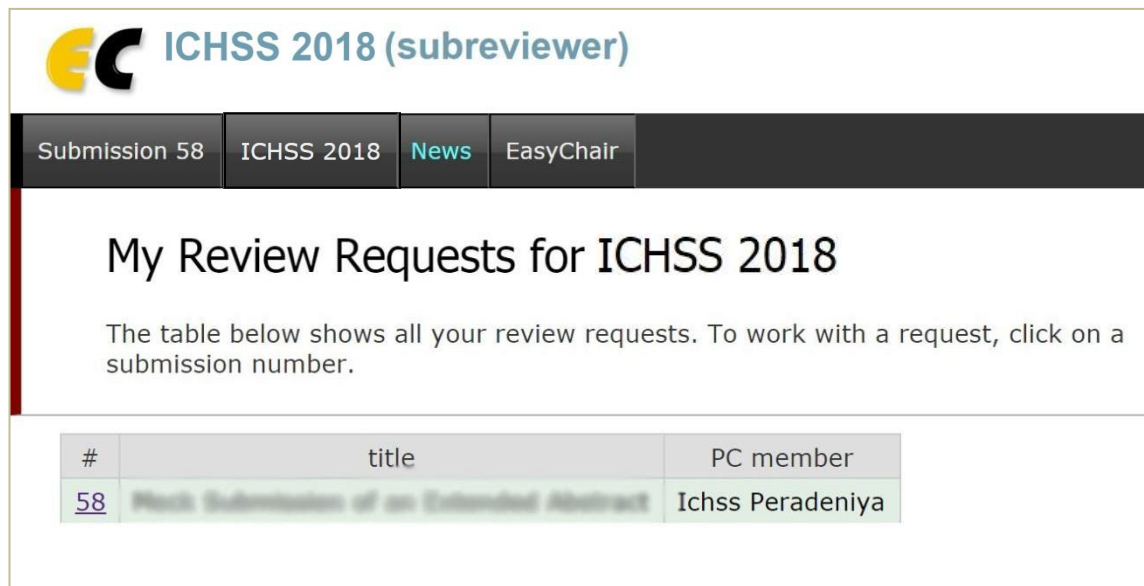

Figure 11: Listing of Review Requests

If you have been requested to review more than one submission, you will see the following screen (Figure 11a). Click "Review Requests" tab to access each submission from the drop-down menu or simply click the submission numbers against which the titles of the submissions appear.

Figure 11a: Listing of Review Requests

STEP 4 - Answer your review requests

Before examining a submission and submitting your review on it, you are requested to declare whether or not you agree to review the submission assigned to you. You may also postpone your decision and contact the secretary of ICHSS 2018 for further information.

Please make sure that you are comfortable with the area(s) of scholarship, genre(s) or discipline(s) under which the content of the submission falls. The keywords submitted by the authors and the subtheme(s) the submission has been made under may help you have a general idea but you may also wish to download and read the submission before agreeing or disagreeing to write a review on it.

To download the submission in MS WORD (.doc/ .docx) format to your computer, click the icon 📝 against "Submission (Click to Download)" (Figure 12).

Figure 12: Submission Information

To inform the ICHSS secretary whether or not you agree to review or postpone your decision, click "Answer request" in the top right corner of the page (Figure 13). Please note that you will not be able to "submit" your review before "answering" the request.

Figure 13: Click to Answer Review Request

Please follow on-screen instructions on how to answer the review request (Figure 14). As already mentioned, you may agree or disagree to act as a reviewer, or even postpone your response until you glean more information on the review process from the ICHSS 2018 secretariat. If you choose to postpone your response, please send us a message.

Figure 14: How to Answer Review Request: Instructions

Figure 14a: How to Answer Review Request: Decisions

After selecting a decision, click "Select and/ or Send Message". Your response will be registered and the ICHSS 2018 secretary notified about it (Figure 15).
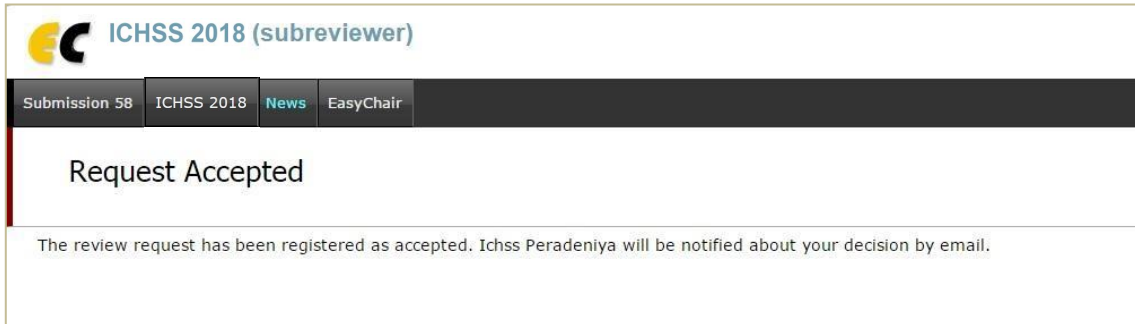

Figure 15: Review Request Answered

STEP 5 - Submit your review

Now you may proceed to the review process by clicking "submission #" or "Review Requests" on the menu bar to access the requests. The submission information page will appear (Figure 16). Please download the submission and review it following the review guidelines specified.
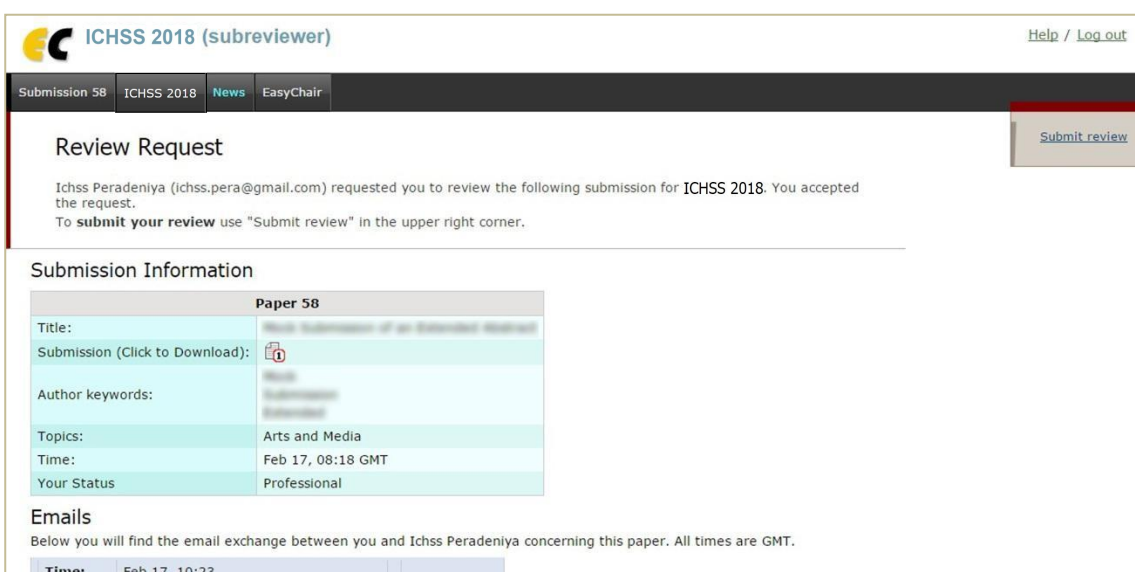

Figure 16: Submission Information

Once you have evaluated the submission and prepared your review, please click "submit review" in the top right corner to submit it (Figure 16).
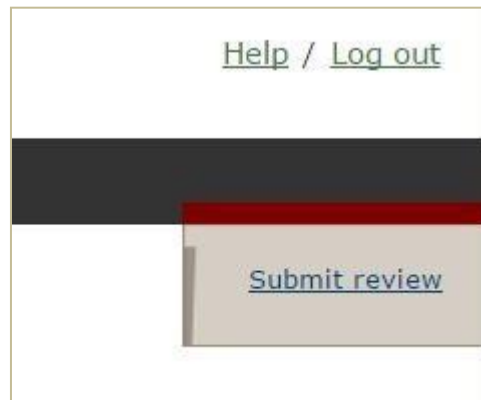

Figure 17: Link to Submit Review

On the following screen (Figure 18), you are requested to provide your overall evaluation and write a detailed comment in the space given.

You may directly key in your review here or work on it by using any text editing/ word processing application and then copy-paste the text onto this space.

Please note that you cannot attach any file to this review submission form.

Figure 18: Adding a Review

Figure 18a: Adding a Review

If you would like to send us any confidential remarks on the submission you have reviewed please use the space given for that purpose (Figure 19). Your confidential remarks will never be seen by the author(s) but help the editorial committee make a final decision on it. To submit your review click "submit".

Figure 19: Submitting a Review

Thank you. Your review has now been submitted (Figure 20).

Figure 20: Review Submitted

If you have also made a submission as an author you may click "ICHSS 2018" to change your role to "author" and learn more about the conference (Figure 21).

Figure 21: ICHSS 2018 Information Etc.

To change your password, update your contact information etc. please click "my account" from the drop-down menu of the "EasyChair" tab (Figure 22).

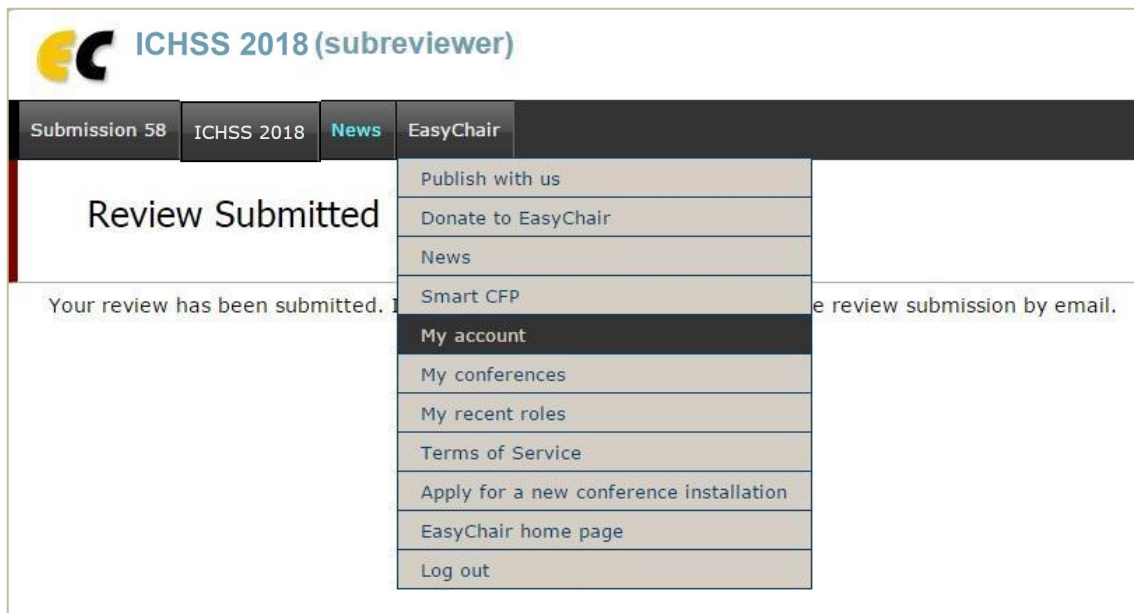
Figure 22: My Account with EasyChair

STEP 6 - Revise your decision, if necessary

Should you wish to revise your decision on any of the reviewed submissions you may do so by revisiting the submissions assigned to you on the left of the menu bar until the final date by which you are requested to submit your reviews. Then click "revise" to proceed (Figure 23). At this stage you may attach a file to your revised review (Figure 24).

The reviewers are allowed to see the review(s) by other reviewer(s) if more than one reviewer has been requested to review a particular submission. To access all reviews on the submission you worked on, click review # (Figure 23).

Please note that all of your revisions will be recorded and will not be replaced by the latest. You may also leave and revisit your EasyChair account any time but EasyChair does not save your reviews if you chose to leave in the middle of writing a review. Click "Submit Revised Review" to submit it (Figure 24).

Figure 23: Revise Your Review

Figure 24: Attach a File to Your Revised Review

We look forward to having you on board as a valued reviewer for ICHSS 2018.

Thank you.