ICA’s Tutorial on ScholarOne Abstracts

How to Sign Up to Be a Reviewer
How to Review Assignments

29 October 2020
# TABLE OF CONTENTS

**USE GET HELP NOW & FAQS** .................................................................................................................. 3

**USING THIS DOCUMENT** .................................................................................................................... 3

**HOW TO SIGN UP TO REVIEW** ......................................................................................................... 3

**OVERVIEW OF THE REVIEW CENTER** ............................................................................................. 5

**ACCESSING THE REVIEW CENTER** .................................................................................................. 5

**REVIEW ROLE** .................................................................................................................................... 5

**REVIEW THE SUBMISSION** .................................................................................................................. 6

**CHANGING YOUR VIEW** ...................................................................................................................... 7

**SORTING** ............................................................................................................................................... 7

**REORDER COLUMNS** ........................................................................................................................... 9

**VIEWING THE FULL SCREEN** .............................................................................................................. 9

**SCORING** ............................................................................................................................................... 9

**SCORING ONLINE** .................................................................................................................................. 9

**SCORING OFFLINE** ............................................................................................................................... 10

**EXPORT TO EXCEL** ............................................................................................................................ 12

**QUESTIONS & HELP** ............................................................................................................................ 15
USE GET HELP NOW & FAQS

This guide has been specifically created for ICA’s ScholarOne Abstracts paper submission system.

USING THIS DOCUMENT

The instructions are split into two groups: (1) signing up to review (2) the Review Center.

HOW TO SIGN UP TO REVIEW

If you do not have a ScholarOne Abstracts profile in ICA’s paper management system, you will need to create one. On the homepage click on "Create an Account," and follow the steps to fill out the form.

If you already have a profile, then go ahead and log into ScholarOne Abstracts your normal login process, or directly here. Once you are logged in, click on the General Information tab located under your name in the dropdown menu.
Once you click on the General Information tab, you will be taken to the **Modify Your Account > General Information** page. Scroll down and pass the Professional Information section. There are two questions that need to be filled out in order to sign up to review.

First question:

* All submitters will be automatically enrolled to review for at least one submission in their submitted Div/IG. Do you have a preference for which Division or Interest Group you are assigned to review for?  
  - Yes  
  - No

Please note that all submitters will be automatically enrolled to review for at least one submission in their submitted Div/IG. If you have a preference for which Div/IG to review for please select Yes.

Second question:

* Please select the Division or Interest Group(s) you'd like to review for and the corresponding research area. Select a minimum of one Div/IG and a maximum of two Div/IG with up to three research areas per Div/IG to volunteer for. If you would like to review for more than one Div/IG, please ensure you have selected the appropriate Div/IGs with the corresponding research areas. (e.g. selection 1: Visual Communication Studies Division: Advertising, selection 2: Visual Communication Studies Division: Advocacy, selection 3: Visual Communication Studies Division: Animation)

In the section above, it is important to select both the Division or Interest group you are volunteering to review for along with the corresponding keyword or research area. You can review for up to two different Division/Interest Groups. Within the Div/IG you can put up to three research areas within your expertise for reviewing.

Unit planners will utilize this section to assign reviewers to individual submissions to review.
OVERVIEW OF THE REVIEW CENTER

The ScholarOne Abstracts Review Center facilitates the management and completion of abstract review. Reviewer’s access abstracts and can enter scoring information online or offline.

ACCESSING THE REVIEW CENTER

Log into ScholarOne Abstracts through your normal login process, or directly here.

Click the Review tab. Select ICA Review Center in the dropdown menu.

REVIEW ROLE

The Review role is used by those with submission assignments to review.

The Abstract Reviews page displays any submission reviews assigned to you as a reviewer. From this page, you may access the submission(s) for review, enter a review score, and make recommendations. You can also export your list of abstracts for review, enter scores and recommendations offline, and then import your completed scoring. A completed review is indicated by a green checkmark at the left of the score sheet Control ID.

On this page you can toggle between Abstracts and/or Sessions Proposals to review.
REVIEW THE SUBMISSION

To review a submission, click the associated Control ID number to view a proof of the submission. Please ensure that your pop-up blocker is turned off to view the submission proofs.

Tip: Hover over the title in the grid to see the full title in a pop-up window.

You can leave comments to the author and confidential comments to the committee in the proof as well. Please make sure to click Save.

The View/Edit option allows you to view the comments you entered and if needed, you can edit your comments.

When ready, enter scores for a submission by clicking in a scoring column and choosing a value from the dropdown; all information is saved automatically after it is entered. When your review is completed, a green check mark will appear to the left of the submission.
CHANGING YOUR VIEW

You can customize your view to display the information sorted as you specify. You can also filter the display to limit the submissions listed.

SORTING

To sort by a column, you can simply click on the column header. An arrow appears indicating that the display is sorted by this column in ascending order. Click again to change from ascending to descending order.

Alternately, you may place your mouse over any column header and click the down-arrow to display a list of sorting and configuration options. To sort by the selected column, choose either Sort Ascending or Sort Descending.

To sort by multiple columns, select Configure Sort from the dropdown list on the column header. Click the Add button to select a column then select ascending or descending order. Repeat for each column you want to sort by. You may re-order the sort options by selecting a sort and clicking the Up and Down buttons. Click the Apply button.
DISPLAY OR HIDE COLUMNS

Place your mouse over any column header and select the down arrow. Select the Columns item to view a list of available columns. Place a check next to any column you wish to display. Uncheck any column you wish to hide.
REORDER COLUMNS

You may re-order the columns in your view by dragging and dropping the column header. Click the column header of the column you want to move and then drag it to where you want it to display. You will see blue arrows indicating the location it will display. In the example below, the Category column is being moved to the right of the Title column.

VIEWING THE FULL SCREEN

To view the displayed data in a full screen mode, click green arrow icon.

To return to the standard view, click the Close window and return button.

SCORING

There are several ways to enter scores for your reviews. You may score online by entering the scores directly into the Abstract Reviews page. You may also enter scores offline in a spreadsheet and upload the scores. Instructions for both methods are below.

SCORING ONLINE

Your first step is to view the proof of the submission. Click on the Control ID to view the proof.
When your review of the abstract proof is complete, enter a score by clicking in the **Score** column for the abstract. Select a score from the list.

**SCORING OFFLINE**

There are several steps to scoring offline:

- Click on the **Import/Export** tab at the top left of the grid. Click **Import** on the dropdown.
- Download the spreadsheet template.
- Download the **Resources** file. The file indicates acceptable entries in the spreadsheet. This will help you enter the correct scoring information.
- Enter scores offline in the spreadsheet.
- Save the file as a .csv file and **Upload** the spreadsheet.
Key Points:

- Be sure to use the expected values in the Score and Recommendation fields. If the system expects a '3 Average' entry and you put a '3' in the score field, the upload will fail. You can use the Download Resources option on the Import screen to see a list of acceptable entries.
- If you intend to import your scoring data, you must save the file as a .csv (comma delimited) file.
- You can upload scores in batches. (Perform more than one upload).

Resource File Example

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Field Name</td>
<td>Available Values</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Conflict?</td>
<td>Y</td>
<td>N</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td>3</td>
<td>Wrong Category?</td>
<td>Y</td>
<td>N</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td>4</td>
<td>Score</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Recommendation</td>
<td>Newsworthy</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td>6</td>
<td>Recommendation Code</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
</tr>
</tbody>
</table>
Scoring Template Example

**EXPORT TO EXCEL**

To export your list of reviews, begin by selecting the submissions you want to export by clicking the checkbox for one or more Control IDs. Select the checkbox at the top to select all. If you do not select any checkboxes, all submissions will be included in the export.

Click the **Import/Export** button and select an export option. **Export to Excel (All Columns)** will export all the columns of data from the Abstract Reviews page, including those currently hidden from view. **Export to Excel (Displayed Columns)** will export only the columns shown on your display.

**Enter Scores**

In the spreadsheet containing the list of reviews, enter a score for each of your reviews and any other scoring information required by your society. When finished, save the file as a .csv (comma delimited) file.
Note: The columns in the Excel spreadsheet may display in a different order or some may not display depending on how you customized your grid.

Import Scores

You can import your updated spreadsheet by clicking the Import/Export button and choosing the Import option.

Select the Browse button and navigate to your saved .csv file. Click Import to upload your file.
You will see an Import Report screen indicating if the upload was successful. If successful, the number of records updated is also included for you reference. If the import failed, the report will give a reason for failure.

Reference the reviewer questions below

1) RELEVANCE TO THE DIVISION OR INTEREST GROUP
   How relevant is the submission for the Division/Interest Group?
   Min: 1 not relevant at all
   Max: 5 very relevant

2) THEORETICAL/
   PHILOSOPHICAL DEPTH AND SOPHISTICATION
   How do you evaluate the theoretical contribution of the paper?
   Min: 1 lacking theoretical depth
Max: 5 important theoretical contribution

3) CLARITY
How clearly does the author present the overall argument?
Min: 1 not clear at all
Max: 5 very clear

4) INNOVATION
How innovative is the submission? Does the contribution provide an interesting and critical intervention?
Min: 1 not significant
Max: 5 significant

5) METHODOLOGY
How appropriate is the suggested methodological approach?
Min: 1 not appropriate at all
Max: 5 very appropriate

6) OVERALL
What is the overall impression of submission?
Min: 1 Low
Max: 5 High

Tips:
• If you check the Conflict of Interest checkbox you will NOT be able to score the abstract and a Confidential Comment will be required before the review is considered complete.
• If you check Not Applicable (Wrong Category) checkbox you will not be able to score the submission or proposal.
• Recommendation column is required.
• If you select reject for the Recommendation column, then a Confidential Comment AND the Recommendation Code is required. Please click the "view/edit" link to leave your Confidential Comments.

QUESTIONS & HELP
Don’t forget that ScholarOne Abstracts has the, Get Help Now resources (refer to page 3 of this guide).

But of course if you have any questions, please feel free to contact the ICA Conference Team (Jennifer Le + Katie Wolfe), at conference@icahdq.org.