



**International
Communication
Association**

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

Tutorial for ICA's Paper Management Website
with ScholarOne Abstracts

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USE GET HELP NOW & FAQS

This guide has been specifically created for ICA's ScholarOne Abstracts paper management website.

USING THIS DOCUMENT

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

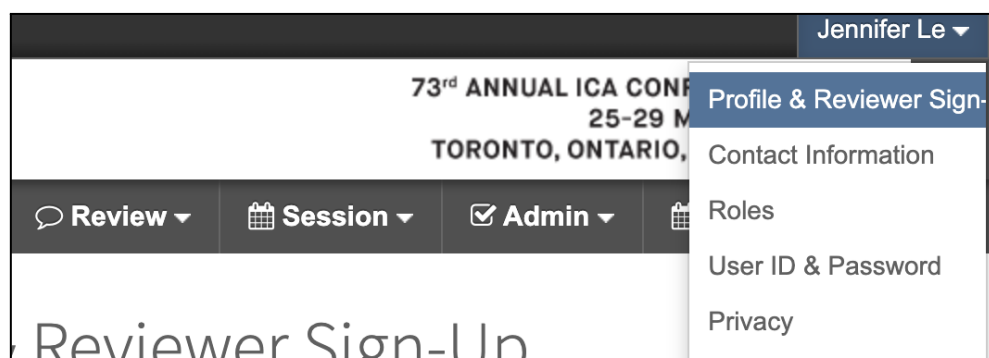
HOW TO SIGN UP TO REVIEW

If you do not have a ScholarOne Abstracts profile in ICA's paper management website, you will need to create one. On the homepage click on "Create an Account," and follow the steps to fill out the form. **You will want to do all of this prior to the review period commencing, so that your Planner can find you easily to make assignments.**

[Click to watch a short clip on how to sign up as a reviewer.](#)

If you already have a profile from previous years, then log into the paper management website by going [directly here](#). Once you are logged in (for the first time in this new conference year), the website should prompt you to edit your profile in the **"Profile & Reviewer Sign-Up"** tab.

- You should specify at least one area of expertise within a Division/Interest Group.
- Please declare your interest in being a reviewer. If you have submitted an individual submission, you are expected to review at least one submission.
- Don't forget to select your "Student Designation," with a Yes or a No.



If you are not immediately taken to update your profile, please click on the **Profile & Reviewer Sign-Up** tab, you will be taken to the **Modify Your Account > Profile & Reviewer Sign-Up** page. Scroll down to the Professional Information section. There are two questions that need to be filled out in order to sign up to review.

FIRST QUESTION:

* Select Yes if you are willing to be a reviewer. If you submitted an individual submission, you are expected to review at least one submission based on the keywords picked below.

☒ Yes ☐ No

If you submitted an individual submission, you are expected to review at least one submission.

SECOND QUESTION:

* Please select the Division or Interest Group(s) you'd like to review for and the corresponding keyword (e.g. selection 1: Visual Communication Studies Division: Advertising, selection 2: Visual Communication Studies Division: Advocacy, selection 3: Visual Communication Studies Division: Animation).

Activism, Communication and Social Justice
 Activism, Communication and Social Justice: Activism/Collective Action
 Activism, Communication and Social Justice: Affect / emotion
 Activism, Communication and Social Justice: Civic engagement

[+ Add Division/IG](#)

RANK	DIVISION/IG AND RESEARCH AREA	
1	Popular Media and Culture: Political economy	Remove
2	Visual Communication Studies: War/conflict	Remove

[Update Division/IG Order](#)

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/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.

- We are restricted to the limited keyword window, and so please [reference the keywords of your Div/IG at the bottom of their CFPs](#).

Unit planners will utilize this section to assign reviewers to individual submissions to review.

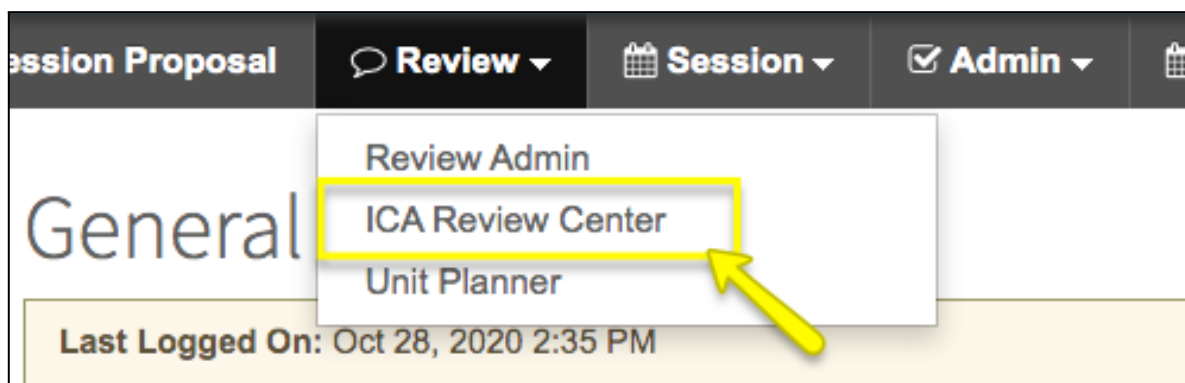
OVERVIEW OF THE REVIEW CENTER

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.



****You can find Individual Submissions ("Abstracts") or Session Proposals to review, on the left hand side. Please toggle between the two links to review all assignments.****

Review the Submission

Before you begin reviewing, please reference our [Reviewer Guide](#) for some helpful information.

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.

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

ICA - International Communication Association

 Print
  Close

 Edit

Confidential Comment

Comments for the Authors

 Save

Proof

CONTROL ID: 3480930
DIVISION/INTEREST GROUP: Visual Communication Studies Division
PRESENTATION TYPE: Paper : No, this is not a student paper.
TITLE: submission test
ABSTRACT BODY:
Abstract: submission test

KEYWORDS: Advertising - Visual Communication Studies Division, Animation - Visual Communication Studies Division.
File Upload (Blinded): [\[download file\]](#)

You can leave Comments for 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.

all required fields*

Search: Clear Search

Control ID	Revi...	Title	Conflict of ...	Not Applic...	Relevance t...	Theoretical/...	Clarity/coher...	Innovation	Methodology	Quality	Overall	Recommendation C...	Recommendation
3475559	view/edit	Test Individual Submi...			1 = Not rele...	1 = Lacking	1 = Not clea...	1 = Not signi...	1 = Not appr...	1 = Low	1 = Low	Select...	Accept

This green checkmark will appear when all required fields* are answered. This is your confirmation that your review is complete.

Recommendation code is only required when the recommendation is reject.

CHANGING YOUR VIEW

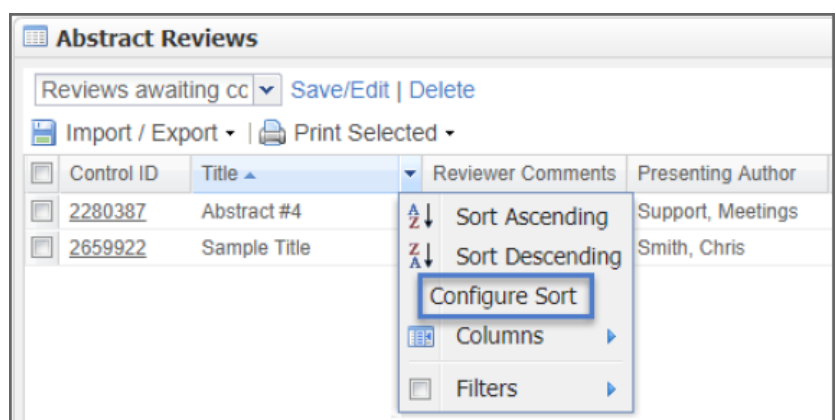
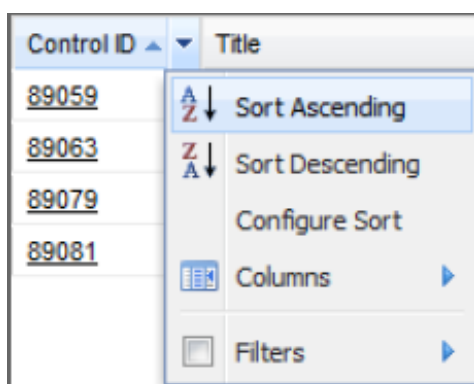
You can customize your view to display the information sorted as you specify. You can also filter the display to limit the submissions listed.

SORTING

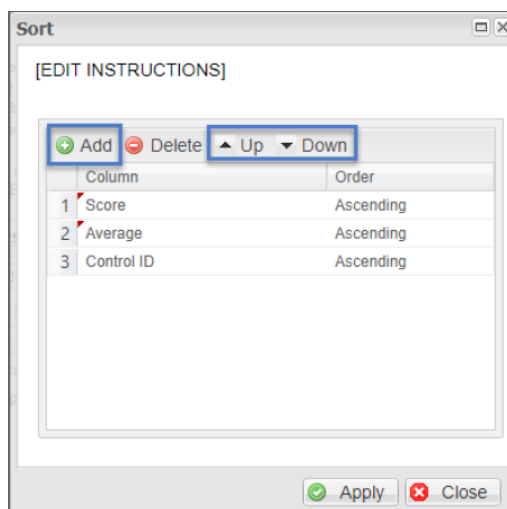
To sort by a column, you can simply click on the column header. An arrow appears indicating that the display is sorted by this column in ascending order. Click again to change from ascending to descending order.

Control ID	Title	Reviewer Comments	Presenting Author	Presentation Type	Conflict?	Wrong Category?	Score	Average	
2280387	Abstract #4	view/edit	Support, Meetings	Poster Preferred			Select...	0	
2659922	Sample Title	view/edit	Smith, Chris	Video			Select...	0	

Alternatively, 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.

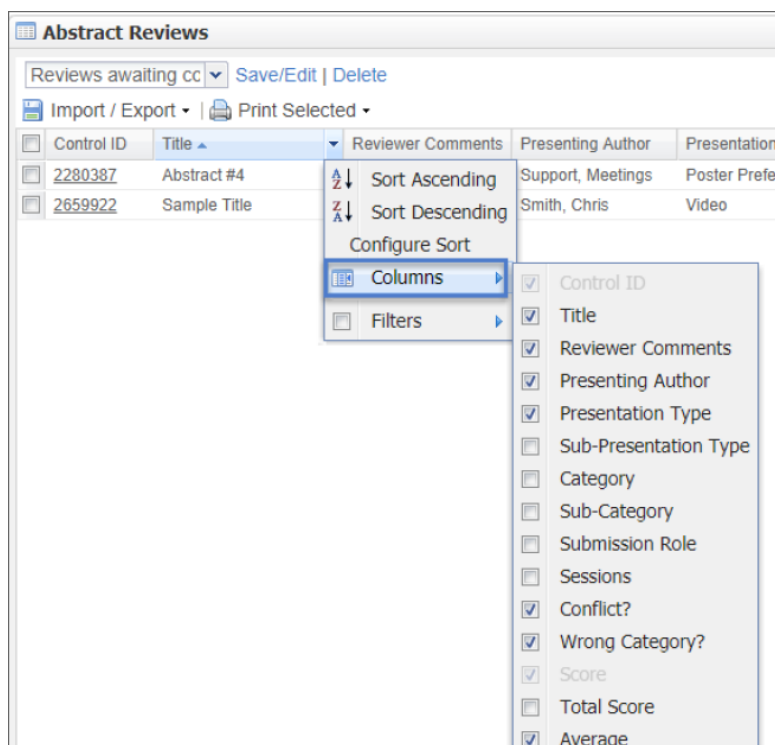


To sort by multiple columns, select **Configure Sort** from the dropdown list on the column header. Click the **Add** button to select a column then select ascending or descending order. Repeat for each column you want to sort by. You may re-order the sort options by selecting a sort and clicking the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



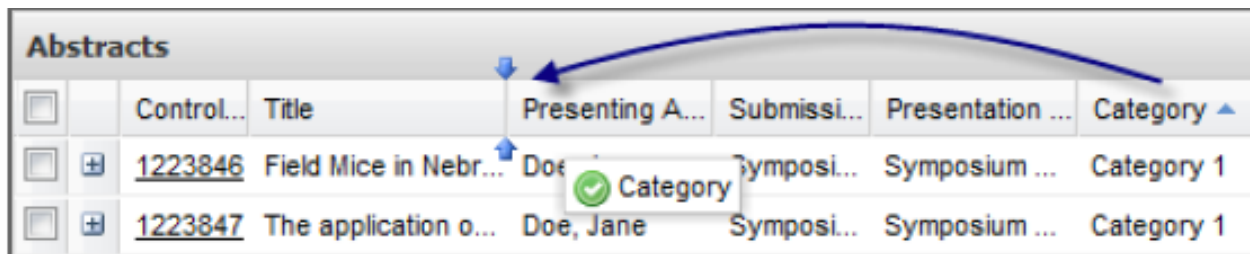
DISPLAY OR HIDE COLUMNS

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 reorder 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.



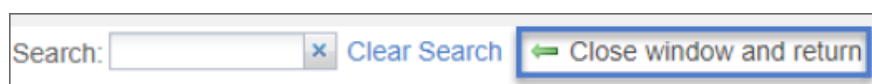
☐	Control...	Title	Presenting A...	Submissi...	Presentation ...	Category ▲
☐	1223846	Field Mice in Nebr...	Doe	Symposi...	Symposium ...	Category 1
☐	1223847	The application o...	Doe, Jane	Symposi...	Symposium ...	Category 1

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.

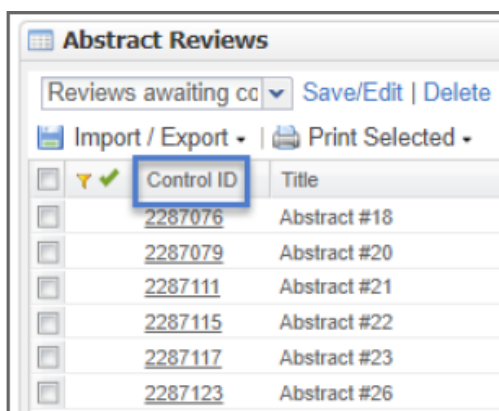


SCORING

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. If you go this route, please make sure your columns all match up. Instructions for both methods are below.

SCORING ONLINE

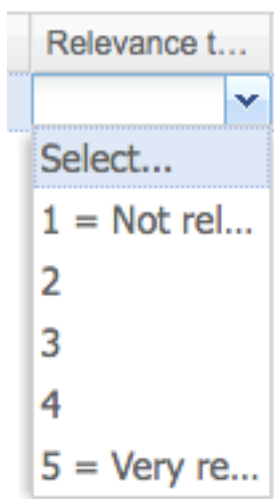
Your first step is to view the proof of the submission. Click on the **Control ID** to view the proof.



The screenshot shows the 'Abstract Reviews' interface. At the top, there's a header 'Abstract Reviews' and a status bar 'Reviews awaiting cc' with links for 'Save/Edit' and 'Delete'. Below this are tabs for 'Import / Export' and 'Print Selected'. The main table has two columns: 'Control ID' (highlighted with a blue box) and 'Title'. The table lists several abstracts with their respective IDs and titles.

Control ID	Title
2287076	Abstract #18
2287079	Abstract #20
2287111	Abstract #21
2287115	Abstract #22
2287117	Abstract #23
2287123	Abstract #26

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.



The screenshot shows a dropdown menu for 'Relevance t...'. The menu is open, displaying a list of options: 'Select...', '1 = Not rel...', '2', '3', '4', and '5 = Very re...'. The 'Select...' option is highlighted at the top of the list.

SCORING OFFLINE

There are several steps to scoring offline:

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

Abstract Reviews

Reviews awaiting cc Save/Edit | Delete

Import / Export Print Selected

Import Reviews

Instructions

To import scores, select the Control IDs from the grid that you wish to upload scores for and click the "Export to Excel (Displayed columns)" option below. Enter your scoring information in this file, save it as a .csv (comma delimited) file type and then upload that file below.

Helpful Tip - if you find some scores are not uploading, this is likely b/c the value you are entering in one of the scoring fields does not exactly match what the system is expecting. For example, if "3" is entered in the spreadsheet for upload, but the system lists the field as '3 (Average)', then the import will fail. To help with this, click the download the Download Resources button below. This file lists all the valid scoring values in the system, which may then be copied and pasted into your spreadsheet to ensure this does not happen (tip – if you are working in Excel, select the column(s) that contain your scores and press ctrl-H. This brings up the Find and Replace screen where you may search for all the old values in these columns and replace all of them at once with the new, correct values).

[EDIT INSTRUCTIONS]

Download Template Download resources

Please upload your file: Browse...

Import Cancel

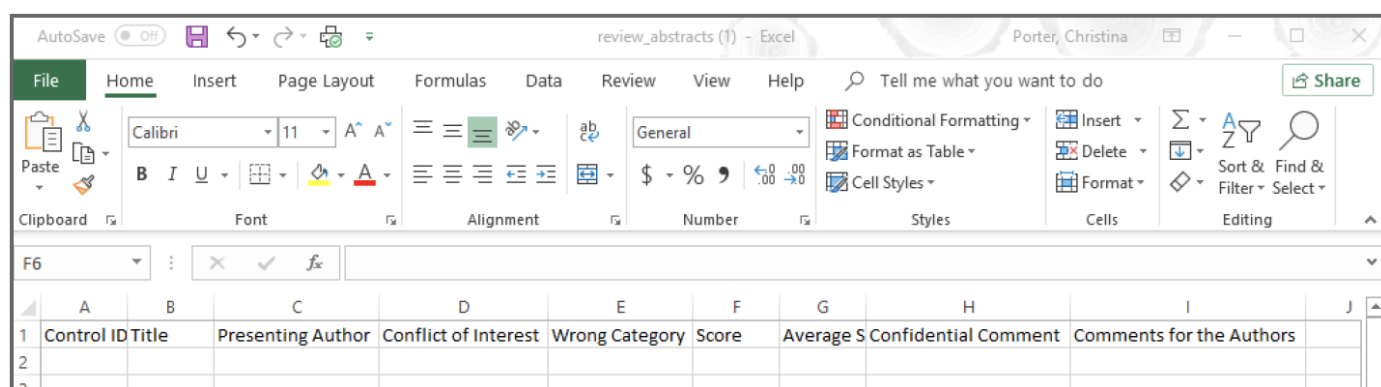
Key Points:

- 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

	A	B	C	D	E	F	G	H
1	Field Name	Available Values						
2	Conflict?	Y	N	none	none	none		
3	Wrong Category?	Y	N	none	none	none		
4	Score	1	2	3	4	5		
5	Recommendation	Newsworthy	none	none	none	none		
6	Recommendation Code	none	none	none	none	none		
7								

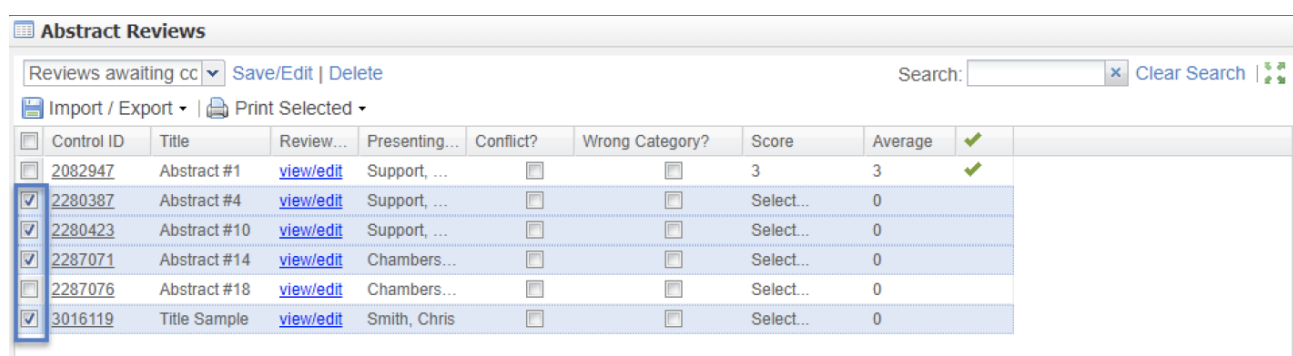
Scoring Template Example



	A	B	C	D	E	F	G	H	I	J
1	Control ID	Title	Presenting Author	Conflict of Interest	Wrong Category	Score	Average S	Confidential Comment	Comments for the Authors	
2										
3										

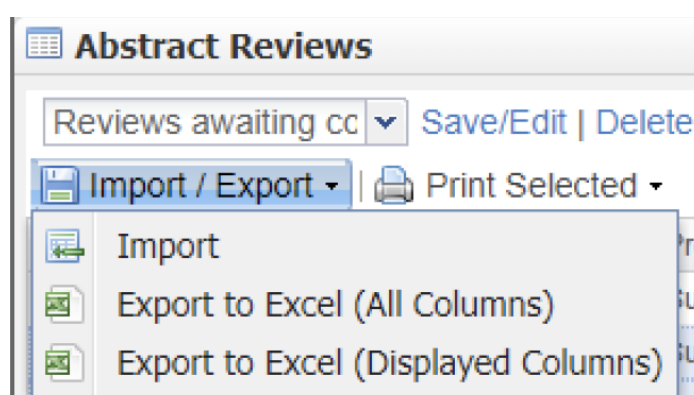
EXPORT TO EXCEL

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.



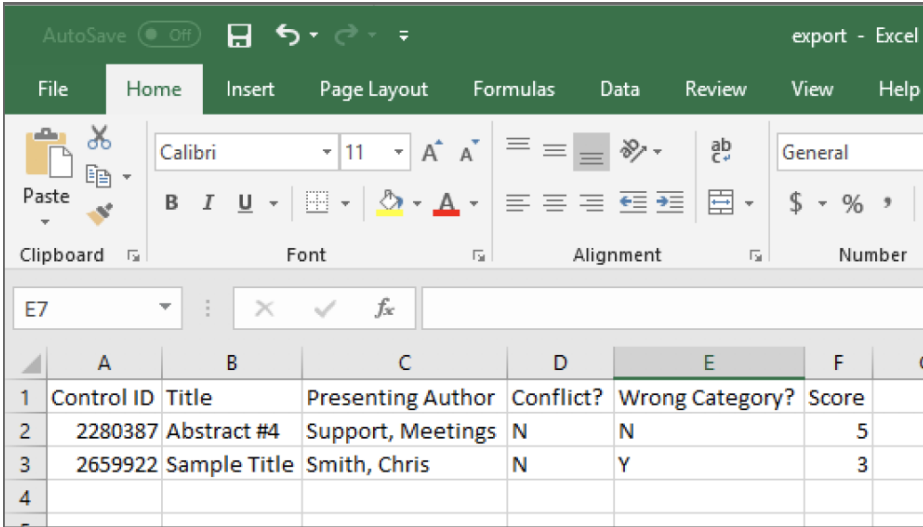
☐	Control ID	Title	Review...	Presenting...	Conflict?	Wrong Category?	Score	Average	☒
☐	2082947	Abstract #1	view/edit	Support, ...	☐	☐	3	3	☒
☒	2280387	Abstract #4	view/edit	Support, ...	☐	☐	Select...	0	
☒	2280423	Abstract #10	view/edit	Support, ...	☐	☐	Select...	0	
☒	2287071	Abstract #14	view/edit	Chambers...	☐	☐	Select...	0	
☒	2287076	Abstract #18	view/edit	Chambers...	☐	☐	Select...	0	
☒	3016119	Title Sample	view/edit	Smith, Chris	☐	☐	Select...	0	

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.

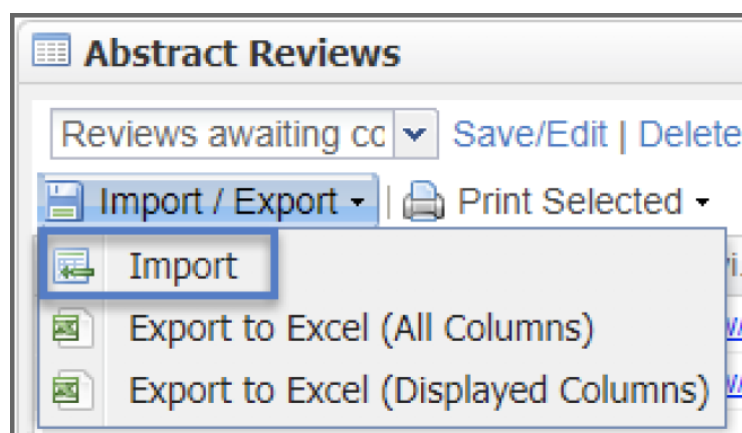


	A	B	C	D	E	F
1	Control ID	Title	Presenting Author	Conflict?	Wrong Category?	Score
2	2280387	Abstract #4	Support, Meetings	N	N	5
3	2659922	Sample Title	Smith, Chris	N	Y	3
4						

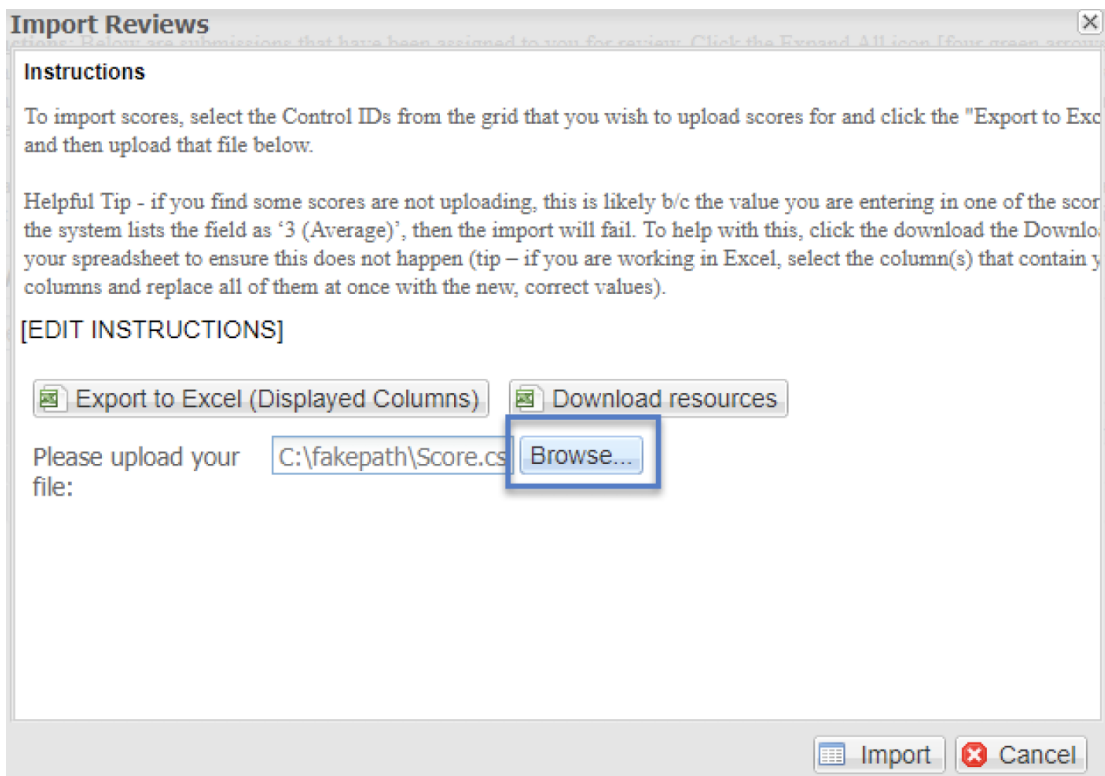
Note: The columns in the Excel spreadsheet may display in a different order or some may not display depending on how you customized your grid.

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.



Import Reviews

Instructions

To import scores, select the Control IDs from the grid that you wish to upload scores for and click the "Export to Excel" button and then upload that file below.

Helpful Tip - if you find some scores are not uploading, this is likely b/c the value you are entering in one of the score fields the system lists the field as '3 (Average)', then the import will fail. To help with this, click the download the Download button to download the spreadsheet to ensure this does not happen (tip - if you are working in Excel, select the column(s) that contain your scores and replace all of them at once with the new, correct values).

[EDIT INSTRUCTIONS]

Export to Excel (Displayed Columns) Download resources

Please upload your file: C:\fakepath\Score.csv Browse...

Import Cancel

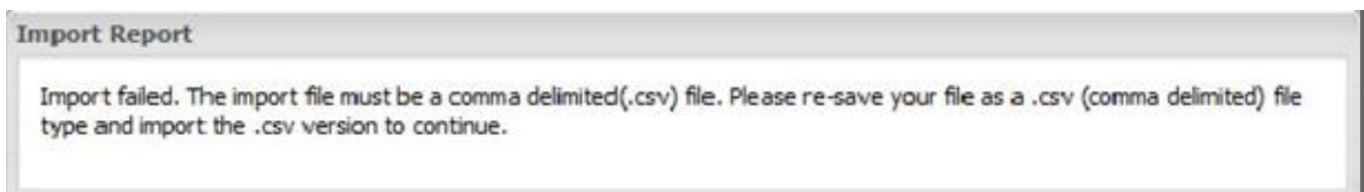
You will see an Import Report screen indicating if the upload was successful. If successful, the number of records updated is also included for your reference. If the import failed, the report will give a reason for failure.



Import Report

Successful import

Success: 4 Failed: 0



Import Report

Import failed. The import file must be a comma delimited(.csv) file. Please re-save your file as a .csv (comma delimited) file type and import the .csv version to continue.

REVIEWER QUESTIONS

ABSTRACTS/INDIVIDUAL SUBMISSIONS

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

SESSION PROPOSALS

1. **RELEVANCE TO THE DIVISION OR INTEREST GROUP**
How relevant is the proposal 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 session?

Min: 1 lacking theoretical depth

Max: 5 important theoretical contribution

3. COHERENCE

How do you evaluate the theoretical contribution of the session?

Min: 1 not clear at all

Max: 5 very clear

4. INNOVATION

How innovative is the contribution? Does this session present an innovative or significant contribution to the field?

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 the session?

Min: 1 Low

Max: 5 High

TIPS/NOTES:

- If you select 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 select the **Not Applicable (Wrong Category)** checkbox you will not be able to score the Proposal.
- The **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.
- **Comments to Authors** are required.

Please reference the RECOMMENDATION CODE options below:

☐	The work is not likely to be of interest to a reasonable number of symposium attendees
☐	The work is not recent and/or has been reported extensively elsewhere.
☐	The abstract is outside the parameters of the symposium
☒	The work presented in the abstract is of comparatively poor quality
☐	The work is repetitive due to multiple submissions by a single author.
☐	Other (List reason in the Confidential Comments found on the Proof)

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.