

Paper Review Process

Platform Instructions for Reviewers

How to Navigate the Online System

Authors have until January 1 2016 to submit their draft paper. Final accepted papers must be uploaded by March 15, 2016.

1. To access the IMPC 2016 Paper Management System, log in with your username and password at: <https://security.gibsongroup.ca/impc/reviewer/> *The system times out after 15 min. of inactivity, save changes often!*
2. Click on [Browse paper submissions](#) (Figure 1). If you do not see any papers, authors have not yet uploaded their paper.

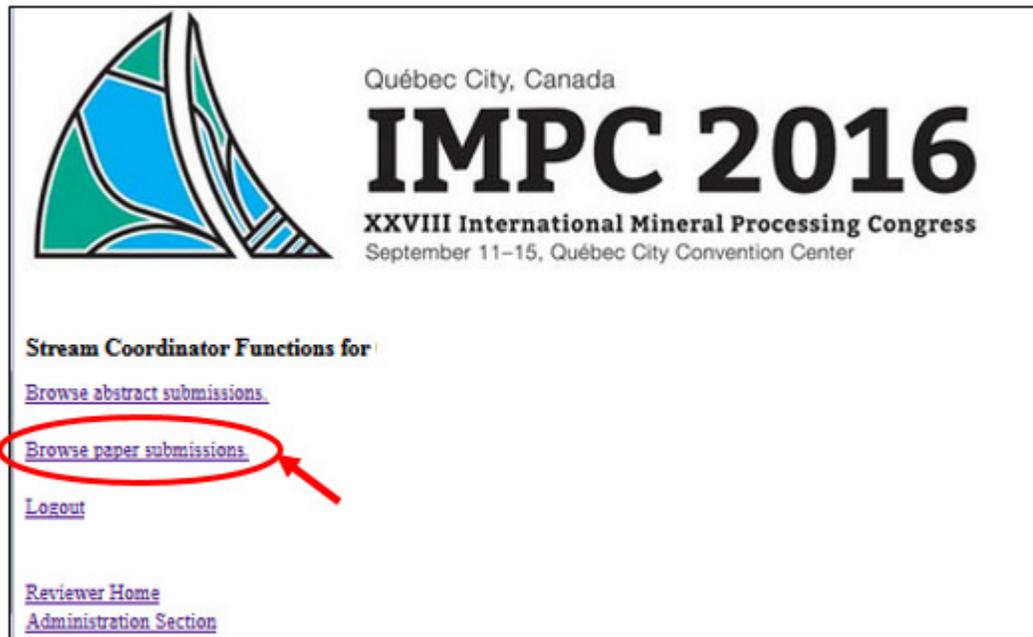


Figure 1 – Screen that loads when you log in to the IMPC 2016 Paper Management System

3. **Right click** on [Download](#) to save the paper file to your computer (Figure 2).

Papers:
Paper ID: 1051
Paper: paper test
Submission Date: 2015-11-10 17:18:21
test
Presentation Preference: Oral
Paper File: [Download](#)
Theme / Program: Electrometallurgy 2016 / IMPC 2016
Author Name: Ciccone, Paul
Author Company: Pro.NET Communications
Location: City, BC, Canada
Work Phone: 604-604-1234
Home Phone:
Email: paulc@pro.net

Rating - Select -

Internal Review Comments
(Not visible to author)

Upload Reviewer File No file selected.

Suggested Action Decision Pending

Figure 2 – Screen that loads when you click [Browse paper submissions](#)

- After reviewing the paper, select the paper rating from the pulldown menu (Figure 3).

Papers:
Paper ID: 1051
Paper: paper test
Submission Date: 2015-11-10 17:18:21
test
Presentation Preference: Oral
Paper File: [Download](#)
Theme / Program: Electrometallurgy 2016 / IMPC 2016
Author Name: Ciccone, Paul
Author Company: Pro.NET Communications
Location: City, BC, Canada
Work Phone: 604-604-1234
Home Phone:
Email: paulc@pro.net

Rating - Select -
- Select -
Poor
Fair
Good
Very Good
Excellent
Award Caliber

Internal Review Comments
(Not visible to author)

Upload Reviewer File No file selected.

Suggested Action Decision Pending

Figure 3 – Selecting the paper rating

- A text field is provided for you to include Internal Review Comments (Figure 4). Comments are not visible to authors. For example, you could note problems with formatting, or the need for an English edit.

Papers:
Paper ID: 1051
Paper: paper test
Submission Date: 2015-11-10 17:18:21
test
Presentation Preference: Oral
Paper File: [Download](#)
Theme / Program: Electrometallurgy 2016 / IMPC 2016
Author Name: Ciccone, Paul
Author Company: Pro.NET Communications
Location: City, BC, Canada
Work Phone: 604-604-1234
Home Phone:
Email: paulc@pro.net

Rating - Select -

Internal Review Comments This is a very good paper
(Not visible to author)

Upload Reviewer File No file selected.

Suggested Action Decision Pending

Figure 4 – Internal Review Comments text field

Use the following criteria when making your comments.

1. Is the paper of interest to those involved in the mineral processing industry?
 2. Does the manuscript require editing/rewriting? If so, which sections?
 3. Is the material clearly presented?
 4. Should figures, tables, or text be deleted, modified, or condensed? (Be specific)
 5. Are there any inaccuracies of statements, equations, figures, or conclusions?
 6. Does the paper completely address the stated objectives?
 7. Are the conclusions logically based on the text?
 8. Have pertinent references been omitted?
 9. Is the paper well written?
 10. General remarks.
6. Optional: Click on Browse to upload files containing additional comments, or a marked copy of the submitted paper (e.g., track changes on Word) (Figure 5). Before uploading a file, use the “inspect document” feature in Word to remove your identity

Papers:
Paper ID: 1051
Paper: paper test
Submission Date: 2015-11-10 17:18:21
test
Presentation Preference: Oral
Paper File: [Download](#)
Theme / Program: Electrometallurgy 2016 / IMPC 2016
Author Name: Ciccone, Paul
Author Company: Pro.NET Communications
Location: City, BC, Canada
Work Phone: 604-604-1234
Home Phone:
Email: paulc@pro.net

Rating

Internal Review Comments (Not visible to author)

Upload Reviewer File No file selected.

Suggested Action

[Reviewer Home](#)
[Administration Section](#)

Figure 5 – Browse button to upload optional reviewer file

Use the **Suggested Action** pull-down menu to choose your recommendation (Figure 6).

**Note the Presentation Preference chosen by the author before making your recommendation.*

1. Accepted Oral – No Revisions Required
2. Accepted Oral – Minor Revisions Required
3. Conditional Acceptance Oral – Major Revisions Required
4. Accepted Poster – No Revisions Required
5. Accepted Poster – Minor Revisions Required
6. Conditional Acceptance Poster – Major Revisions Required
7. Do Not Accept

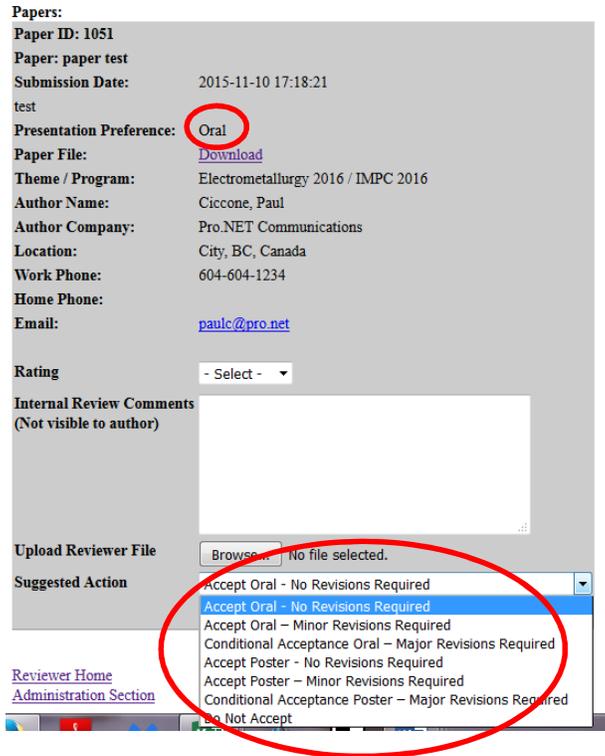


Figure 6 – Suggested Action pulldown menu

7. Click on “Save Changes” at the bottom often to save all submitted information (Figure 7).

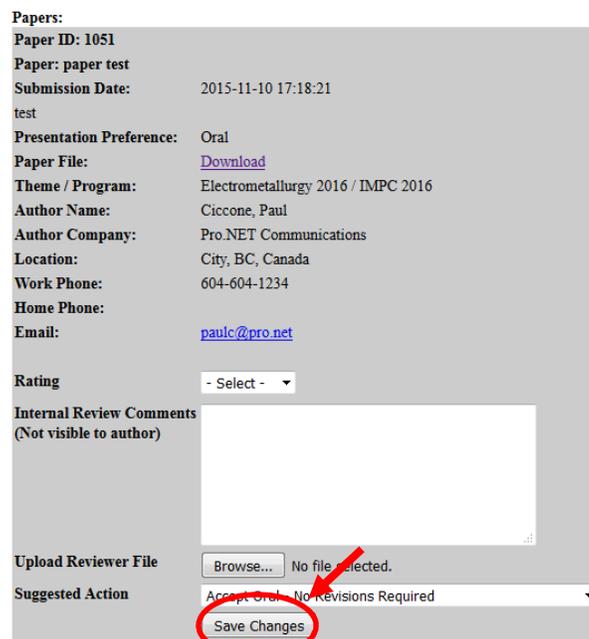


Figure 7 – Save Changes button

Notes:

- (i) The names of reviewers are not disclosed to authors unless you contact them.
- (ii) The author's e-mail address is provided in the paper information field.
- (iii) Final acceptance or rejection of papers is done by the Technical Chair. Once the final decision is made, the paper is removed from your list of assigned papers.

Please finish your assigned reviews before March 15, 2016 as the Technical Chair needs to finalize all reviews by April 15, 2016.

Log into the system regularly to see if the authors assigned to you have uploaded their papers ready for you to review.

Thank you for taking the time to provide your assistance in the peer review process! Your efforts are greatly appreciated.