

OpenConf

Peer Review and Conference Management System V.6.90

Reviewer's Guidelines

Reviewer's Guidelines

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A. Register as a Reviewer

1. In the “Review & Program Committee” section of the main page, select “**Sign Up**” and **fill-in the keycode**



Note: You can obtain the Keycode from the organizer or from the invitation letter given by the conference organizer (if any)

Authors:

- [Make Submission](#)
- [Edit Submission](#)
- [Upload File](#)
- [View File](#)
- [Withdraw Submission](#)
- [Check Status](#)

Review & Program Committees:

- [Sign In](#)
- [Sign Up — Keycode:](#)

Chair:

- [Sign In](#)

2. In the next screen, the following form will be appear:

Reviewer Committee Signup

Thank you for agreeing to be a reviewer. The Review Committee is a key part of the conference organization. Its role is to review and comment on submissions, thus providing the input to the the Program Committee which makes the final decision on which submissions are accepted and rejected.

Note: Members of the Review Committee see unpublished work of other authors. Your professional ethics preclude disclosure to any other party the contents of the submissions you read.

Personal Info

First/Given Name:	<input type="text"/>
Last/Family Name:	<input type="text"/>
Email:	<input type="text"/>
Organisation:	<input type="text"/>
Country:	<input type="text"/>
Telephone:	<input type="text"/>
Web Site:	<input type="text" value="http://"/>

Topic Areas

To help match submissions to reviewers, please select the area(s) most applicable to your submission

- Topic Areas:
- Financial Accounting and Reporting
 - Management Accounting and Costing
 - Auditing and Internal Control
 - Public Sector Accounting
 - Accounting Information Systems
 - International Accounting
 - Accounting Education
 - Corporate Finance and Capital Market
 - Corporate Social Responsibility
 - Corporate Governance
 - Forensic Accounting
 - Islamic Accounting
 - Social and Environmental Accounting
 - Case Studies
 - Business & Management
 - Taxation
 - Other

Comments

Comments to Chair:

Account

Username:
5-50 characters: letters, numbers, @, period (.), hyphen (-)

Password:
8 or more characters (any)

Re-enter Password:

Submit Form



NOTE:

1. Fill-in all the personal info details
2. Tick the topic areas. To help match submissions to reviewers, please select the area(s) most applicable to your submission
3. Enter comments to chair (if any)
4. Key in username and password
5. Click "Submit Form" Button

3. Once you have sign-up, the program committee will be notified about the registration and you will be assigned papers to be reviewed once it is available.

Reviewer Committee Signup

Thank you for signing up. We have emailed you a confirmation with your information.

If you have any questions, please contact the [Chair](#)

B. Review a paper



Note: You will be alerted in your email if there is a paper assigned to you for review.

1. Visit the OpenConf site of the conference
2. In the “Review & Program Committee” section of the main page, select “**Sign In**”.

Authors:

- [Make Submission](#)
- [Edit Submission](#)
- [Upload File](#)
- [View File](#)
- [Withdraw Submission](#)
- [Check Status](#)

Review & Program Committees:

- **Sign In**
- Sign Up — *Keycode:*

Chair:

- [Sign In](#)

3. Key in your Username and Password

Sign In

Username: ([forgot username?](#))
Password: ([forgot password?](#))

Note: Session times out after 60 minutes of inactivity

4. Click forgot username? or forgot password? if you forgotten yours.
5. Once you’ve sign-in, you will see the list of submissions to review.

Submissions to Review:

A [blank review form](#) (that opens in a separate window) is available for you to print out if you prefer writing it out before typing it in.

Legend: o Review completed x Review not yet completed

	Title - click for review form	Abstract	Type	File
x	251 - Corporate Governance Disclosure: The Evidence from Nigeria		Full Paper	(673KB)
x	252 - Board characteristics and corporate environmental reporting in Nigeria		Full Paper	(54KB)
				 ZIP

6. Download the paper that you need to review in the File column and open the file. You can read the paper to start a review. At the same time, you can just click the title of the paper to see the reviewer's form:

**NOTE:**

1. You can use your own text editor such as [Microsoft Word](#) to write your review on the paper.
2. Once you have completed the review, you can just copy and paste it to the **“Comment for Authors”** box below.

Review

Title of the Paper

(Full Paper)

Submission ID: 123

TIP: Use a local text editor to write your review, and then select/copy the information below. This way, in case of a network outage, you won't lose the review.

Recommendation:

- Reject: Content inappropriate to the conference or has little merit
- Probable Reject: Basic flaws in content or presentation or very poorly written
- Marginal Tend to Reject: Not as badly flawed; major effort necessary to make acceptable but content well-covered in literature already
- Marginal Tend to Accept: Content has merit, but accuracy, clarity, completeness, and/or writing should and could be improved in time
- Clear Accept: Content, presentation, and writing meet professional norms; improvements may be advisable but acceptable as is
- Must Accept: Candidate for outstanding submission. Suggested improvements still appropriate

Submission Categorisation:

- Highly theoretical
- Tends towards theoretical
- Balanced theory and practice
- Tends toward practical
- Highly practical

Overall Value Added to the Field:

Check as many as appropriate

- New information
- Valuable confirmation of present knowledge
- Clarity to present understanding
- New perspective, issue, or problem definition
- Not much
- Other

Reviewer Familiarity with Subject Matter:

Relates to the confidence you have in your review

- Low
- Moderate
- High

Is this submission a candidate for the best submission award:

- Yes
- No
- Unsure

Is the submission length appropriate:

- Yes
- No
- Unsure

If from reading the submission you know who the author is, how different is this from earlier submissions on the same topic by the same author? That is, is it the same as or a slight modification of other submissions, with little or no new information:

We use these suggestions in assigning submissions to sessions for the conference, but not in determining whether the submission is accepted)

- Totally or largely different from other submissions
- Moderately different from other submissions
- Totally or largely identical to other submissions
- Don't know

Which of the following session(s) would be the most appropriate for this submission:

We use these suggestions in assigning submissions to sessions for the conference, but not in determining whether the submission is accepted)

- Topic 1
- Topic 1
- Topic 1

Comments for the Authors:

Constructive comments to the author(s) would be appreciated.

Comments for the Program Committee (authors will not see these comments):

Reasons must be included for all submissions, because they help us determine what to do when reviewers disagree with each other.

Email me a copy of this review

Useful for your own record or in case there is some kind of error during updating. Note that if your session times out, you may not receive an email; you should log back in right away to recover the review.

I have completed the review

Check this box when you have finished the review for this submission. This is used only to track how many outstanding reviews there are. You will still be able to edit this review after checking this box, until the review deadline date.

[Submit Review](#)

Should your session timeout while filling out this review, log back in right away as we may be able to recover your review.



NOTE:

Complete all the details in the form, tick the **I have completed the review** box and click "Submit Review" button if you have completed the review.

Forgot Username

In case you forgotten your username, you can just click the forgot username link and enter the email address that you use to submit your paper before. If the email address that you provided is correct, the system will sent your username in your email.

Email Username

Please enter the email you registered with below

Email:

If you forget the email address that you use during the submission, please contact the Program Chair for help.

Forgot Password

If you forgotten your password, you can just click forgot password link and enter your Submission ID and your email. The system will auto generate your password and sent it to the email address that you provided during the submission.

If you forget the email address that you use during the submission, please contact the Program Chair for help.

Reset Password

Please enter your username and the email you registered with below

Username:

Email:

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