Reviewer 2020 OpenConf Handbook
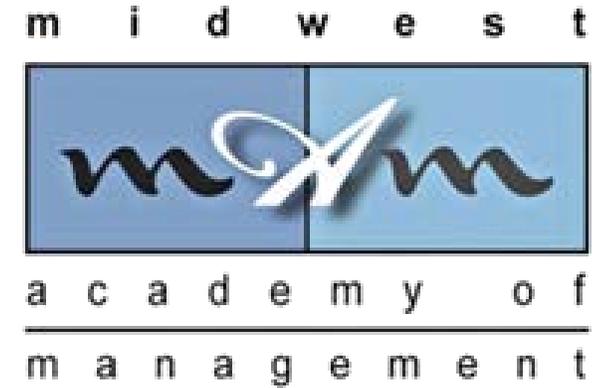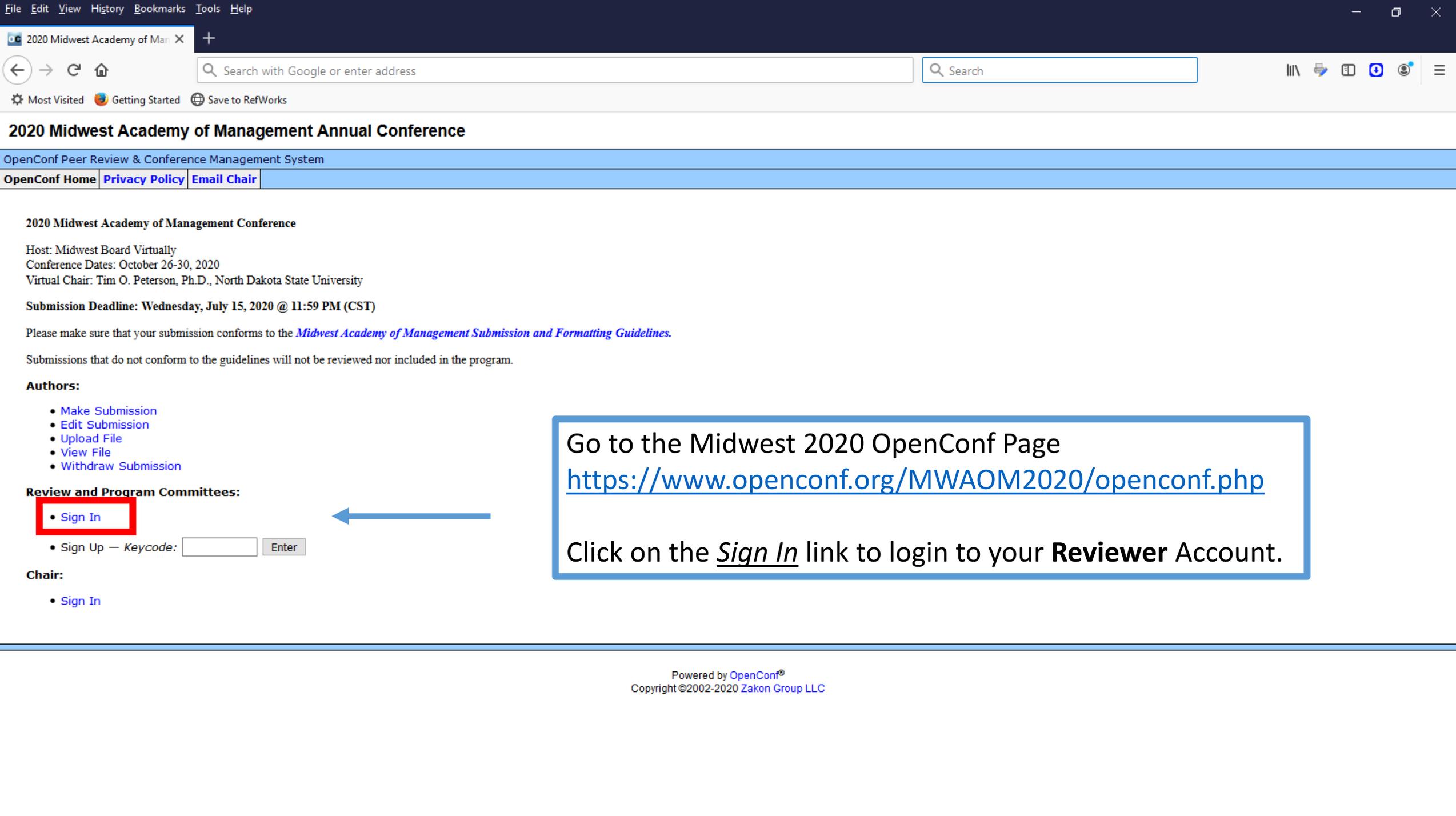
Table of Contents

This OpenConf handbook was developed specifically for the Midwest Academy of Management.

Created by: Shontarius D. Aikens
v. 07-10-2020

2020 Midwest Academy of Management Annual Conference

OpenConf Peer Review & Conference Management System

OpenConf Home | **Privacy Policy** | **Email Chair**

2020 Midwest Academy of Management Conference

Host: Midwest Board Virtually
Conference Dates: October 26-30, 2020
Virtual Chair: Tim O. Peterson, Ph.D., North Dakota State University

Submission Deadline: Wednesday, July 15, 2020 @ 11:59 PM (CST)

Please make sure that your submission conforms to the *Midwest Academy of Management Submission and Formatting Guidelines.*

Submissions that do not conform to the guidelines will not be reviewed nor included in the program.

Authors:

- Make Submission
- Edit Submission
- Upload File
- View File
- Withdraw Submission

Review and Program Committees:

- Sign In
- Sign Up — *Keycode:* [   ] Enter

Chair:

- Sign In

Go to the Midwest 2020 OpenConf Page
https://www.openconf.org/MWAOM2020/openconf.php

Click on the *Sign In* link to login to your **Reviewer** Account.

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Password: [_____] (forgot password?)

Sign In

Note: Session times out after 60 minutes of inactivity

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In the spaces above, enter the Username and the Password you created to set up your **Reviewer** account. If you can't remember them, click on the *Forgot Username* or *Forgot Password* link(s) and follow the instructions to retrieve your username/password.

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Committee Member

• **View Submissions**

Submissions to Review:

A blank review form (that opens in a separate window) is available for you to print

Legend: **o** Review completed   **x** Review not yet completed

	Title - click for review form	Abstract	Type	File
x	16 - "This is a demo test submission"	📄	Traditional Paper	📄 (12KB)
				📄 ZIP

After successfully logging into your **Reviewer** account, you will see this homepage. When logged in, you can always access this screen by clicking on the *Member Home* link at the top of the screen.
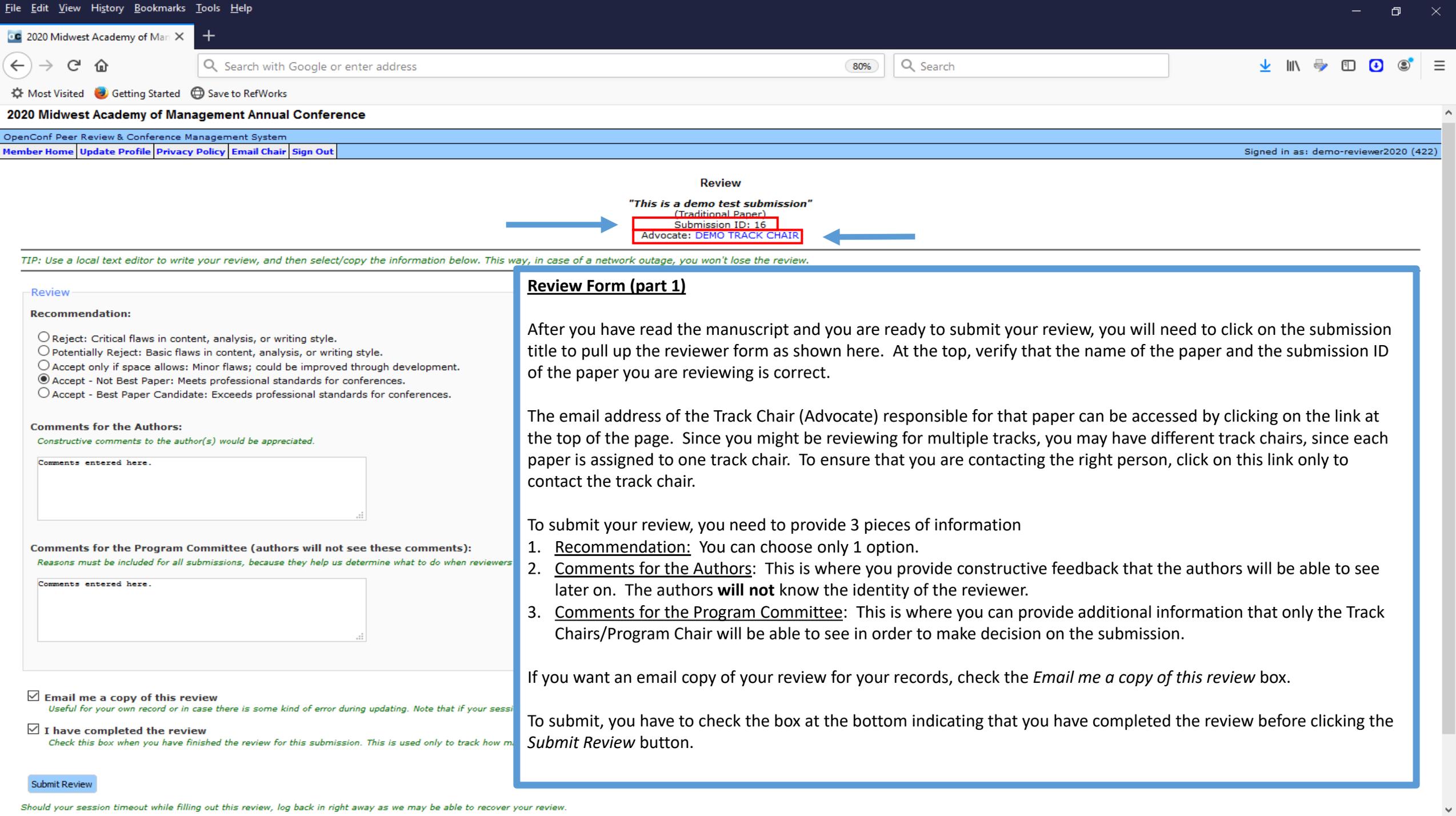
An overview of the **Reviewer** features/functions are below:

Submissions to Review (section): This is where the bulk of your work as a **Reviewer** will be completed. In this section, it provides a quick glance of all of the submissions that have been assigned to you by your Track Chair(s) for the tracks you signed up to review for. It also displays those reviews completed and those not completed by you. Below is a description of the columns/links:

- *Title*: Lists the Submission ID number and title of the submission. Clicking on the title link will pull up the **Reviewer** form.
- *Abstract*: Click on the icon in the column to read the abstract of the submission.
- *Type*: Indicates if the submission is a *1) Traditional Paper, 2) Symposium, or 3) PDW (Professional Development Workshop).*
- *File*: Click on the icon in the column to read or download the submission manuscript. Note: If you click on the ZIP icon, it will download a zip folder of all the manuscripts on your reviewer list.
- *Blank Review Form*: Click on this link to display a blank version of the review form which you can also print. This is helpful if you want to work offline and if you plan to type your review in a word processing document before actually submitting it in the system.

Tips: A reviewer can receive up to 3 reviews per track that they signed up to review for. When you first receive email notifications that review assignments have been made, it is **strongly recommended** that you read the short abstracts for all the submissions assigned to you. If after reading the abstract and/or manuscript and you don't feel that you have the expertise to provide a quality review of the submission, or you will not be able to conduct the review by the deadline, please notify the Track Chair of that paper as soon as possible so that the submission can be reassigned.

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Review

"This is a demo test submission"
(Traditional Paper)
Submission ID: 16
Advocate: DEMO TRACK CHAIR

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.

Review

Recommendation:

○ Reject: Critical flaws in content, analysis, or writing style.
○ Potentially Reject: Basic flaws in content, analysis, or writing style.
○ Accept only if space allows: Minor flaws; could be improved through development.
⦿ Accept - Not Best Paper: Meets professional standards for conferences.
○ Accept - Best Paper Candidate: Exceeds professional standards for conferences.

Comments for the Authors:
Constructive comments to the author(s) would be appreciated.

Comments entered here.

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

Comments entered here.

☑ **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 sessi

☑ **I have completed the review**
Check this box when you have finished the review for this submission. This is used only to track how m

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.

Review Form (part 1)

After you have read the manuscript and you are ready to submit your review, you will need to click on the submission title to pull up the reviewer form as shown here. At the top, verify that the name of the paper and the submission ID of the paper you are reviewing is correct.

The email address of the Track Chair (Advocate) responsible for that paper can be accessed by clicking on the link at the top of the page. Since you might be reviewing for multiple tracks, you may have different track chairs, since each paper is assigned to one track chair. To ensure that you are contacting the right person, click on this link only to contact the track chair.

To submit your review, you need to provide 3 pieces of information
1. <u>Recommendation:</u> You can choose only 1 option.
2. <u>Comments for the Authors</u>: This is where you provide constructive feedback that the authors will be able to see later on. The authors **will not** know the identity of the reviewer.
3. <u>Comments for the Program Committee</u>: This is where you can provide additional information that only the Track Chairs/Program Chair will be able to see in order to make decision on the submission.

If you want an email copy of your review for your records, check the *Email me a copy of this review* box.

To submit, you have to check the box at the bottom indicating that you have completed the review before clicking the *Submit Review* button.

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Review

Review has been submitted.

» Return to Review

» Return to Member home page

Review Form (part 2)

The OpenConf system will display this confirmation page that your review has been submitted. If you checked the *Email me a copy of this review* box from the previous screen, you will also receive an email that will contain your completed review.

At this point, you can either click on the *Return to Review* link (if you need to make some edits/changes to your review) or click on the *Return to Member home page*. This will take you back to the **Reviewer** homepage.

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Legend: **o** Review completed   **x** Review not yet completed

	Title - click for review form	Abstract	Type	File
o	16 - "This is a demo test submission"		Traditional Paper	(12KB)
				ZIP

After successfully submitting your review, and returning to the **Reviewer** homepage, you will notice that the review has been marked as completed as indicated by the legend. If you need to make changes to your review, you can do so up until the deadline simply by clicking on the submission link title to pull up the reviewer form.

Tip: We **strongly recommend** that all reviewers save their review comments offline in a word processing document.

DEADLINE FOR ALL REVIEWS TO BE COMPLETED IN OPENCONF
Monday, August 17, 2020 @ 5pm (CST)