

Review Submission to Online Journal “Proceedings of the MEi:CogSci Conference”

Submitting an abstract to the MEi:CogSci online conference system is part of the MEi:CogSci Curriculum.

Each year, it is compulsory for students to complete **two reviews**. To complete a review, please follow the steps indicated below. In case of technical difficulty, please contact the journal manager at meicogsci@univie.ac.at.

Step 1: Review Request

Reviewers will receive an email request from the editors. Please **click to the URL** to begin the review process.



Step 2:

The URL

reviewers to the login page (unless they are already logged in). Login is required to complete the review.

Login

should take



Step 3: Open the submission to be reviewed

Click on the submission to open it. During the review process, reviewers will see multiple submissions. Please make sure to review both.

Home > User > Reviewer > Active Submissions

Active Submissions

[click here](#)



ACTIVE ARCHIVE

ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
3	05-12	TAK	TEST SUBMISSION 3	05-26	1

1 - 1 of 1 Items

Step 4: Accept the review

The previous step should display a window like the following. First, please accept the review by clicking the button.

#3 Review

Submission To Be Reviewed

Title: Test submission 3
Journal Section: Talk Abstract

Abstract

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Praesent sed eros in nisi sollicitudin porta. Ut tincidunt erat vel ligula pharetra tempus. In rutrum eleifend varius. Maecenas quis diam sit amet magna vestibulum pulvinar a sit amet risus. Proin semper facilisis blandit. Fusce in augue mattis, porttitor ante sit amet, posuere orci. Ut congue purus a urna rutrum, pulvinar malesuada diam aliquet. Mauris pulvinar semper dapibus.

Praesent scelerisque massa nec nisi fermentum sagittis. Ut fermentum accumsan varius. Suspendisse tincidunt vehicula metus, ac tempus dui placerat vitae. Vivamus vulputate justo justo, vitae malesuada sapien tincidunt id. Ut placerat orci a tellus laoreet, eget porta lorem lobortis. Curabitur semper ante a vehicula iaculis. Praesent fermentum, dui at feugiat consectetur, lacus elit ornare lorem, sit amet tincidunt nibh ex id augue. Maecenas libero eros, tincidunt nec arcu efficitur, rutrum porta turpis. Donec placerat at ante et egestas. Cras lectus eros, rutrum ornare tincidunt id, molestie id enim. Pellentesque turpis orci, interdum nec est id, suscipit dictum velit. Pellentesque ut.

Submission Editor: Tim Reinboth

Submission Metadata

[VIEW METADATA](#)

Review Schedule

Editor's Request: 2020-05-12
Your Response: —
Review Submitted: —
Review Due: 2020-05-26

[click here](#)



Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response: [Will do the review](#) [Unable to do the review](#)
2. Click on file names to download and review (on screen or by printing) the files associated with this submission. Submission will be made available, if and when reviewer agrees to undertake review
3. Click on icon to fill in the review form.
Review Form
4. In addition, you can upload files for the editor and/or author to consult.
Uploaded files: None
5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
Recommendation:

Send Email

To: Tim Reinboth <tim.reinboth@univie.ac.at>

CC:

BCC:

Add Recipient Add CC Add BCC

Send a copy of this message to my address (a01640697@unet.univie.ac.at)

Attachments: Choose file No file chosen Upload

Subject: [ProcMEiCogSci] Able to Review

Body:

Tim Reinboth:

I am able and willing to review the submission, "Test submission 3," for Proceedings of the MEi:CogSci Conference. Thank you for thinking of me, and I plan to have the review completed by its due date, 2020-05-26, if not before.

Reviewer Test

Send Cancel Skip Email


click here

Skip sending the email. Given the format of the conference. **All reviewers are expected to do all the reviews assigned to them.**

Step 5:

The button "Review Form" is only unlocked after agreeing to accept the review. Click it now.

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted
 2. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission Manuscript 3-8-1-RV.PDF 2020-04-09
Supplementary File(s) None
 3. Click on icon to fill in the review form.
Review Form  now click here
 4. In addition, you can upload files for the editor and/or author to consult.
Uploaded files None
Choose file No file chosen Upload
[ENSURING A BLIND REVIEW](#)
 5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
Recommendation Choose One Submit Review To Editor
- ignore the file. this is not required for the review process

Step 6:

The previous step opened the review form. The top of it should correspond to the snapshot below. Please fill out all fields marked with an asteriks (*).

MEi:CogSci Review Form

This form should be used for all submissions to the MEi:CogSci Conferences.

General Remarks

- Understanding: please take your time to make sure you understand the abstract well
- Form: Please write your review in simple but full sentences
- Communication: Please consider who you are writing the review for (both author and editor) and consider this in the language and expressions you use
- Critique: Please be honest, but polite, and explain any criticisms you may have
- Submission: Before you submit your review, please check your text for errors (grammar, typos, etc.) and logical structure
- Reminder: When writing the review, consider what kind of feedback would be helpful for yourself

Review Sections

ABOUT YOU (obligatory)

Your competence (1-2 sentences) | What is your competence regarding the topic of the research, e.g. what is your background? how familiar are you with the topic, basic concepts, or even the specific discourse?

*

CORRECTIONS (optional)
 Note any errors (e.g. grammar, typos) that you identified while reading

Close ← click here

* Denotes required field

After filling out the form, click “Close” to finish filling out the form.

Step 7: Select a recommendation

Reviewers do not need to submit a file. The review form is sufficient.

To complete the review, choose one recommendation for the editors using the drop-down menu.

Review Steps

1. Notify the submission’s editor as to whether you will undertake the review.
 Response Accepted
2. Click on file names to download and review (on screen or by printing) the files associated with this submission.
 Submission Manuscript [3-8-1-RV.PDF](#) 2020-04-09
 Supplementary File(s) None
3. Click on icon to fill in the review form.
 Review Form
4. In addition, you can upload files for the editor and/or author to consult.
 Uploaded files Choose file No file chosen Upload None
5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
 Recommendation Choose One Submit Review To Editor

Step 8: Confirm your decision

A pop-up window should open. If it does not, make sure it was not blocked and that pop-ups are enabled on your browser. Press “OK” to submit your decision.

meicogsci.phl.univie.ac.at says

Once you have recorded a decision you will no longer be able to make changes to this review. Are you sure you wish to continue?

OK
Cancel

Step 9: Skip emailing the reviewer

Given the format of the MEi:CogSci Conference, it is not necessary to email the editors to notify them that the review is complete.

Send Email

To	<input type="text"/>
CC	Tim Reinboth <tim.reinboth@univie.ac.at>
BCC	<input type="text"/>
	<input type="button" value="Add Recipient"/> <input type="button" value="Add CC"/> <input type="button" value="Add BCC"/>
	<input type="checkbox"/> Send a copy of this message to my address (a01640697@unet.univie.ac.at)
Attachments	<input type="button" value="Choose file"/> No file chosen <input type="button" value="Upload"/>
Subject	[ProcMEiCogSci] Article Review Completed
Body	Tim Reinboth: I have now completed my review of "Test submission 3" for Proceedings of the MEi:CogSci Conference, and submitted my recommendation, "Decline Submission." Reviewer Test

click here


Congratulations, and “thank you!”, you have completed the review process.