

# Manual of International Conference Paper Entry System for “Reviewer”

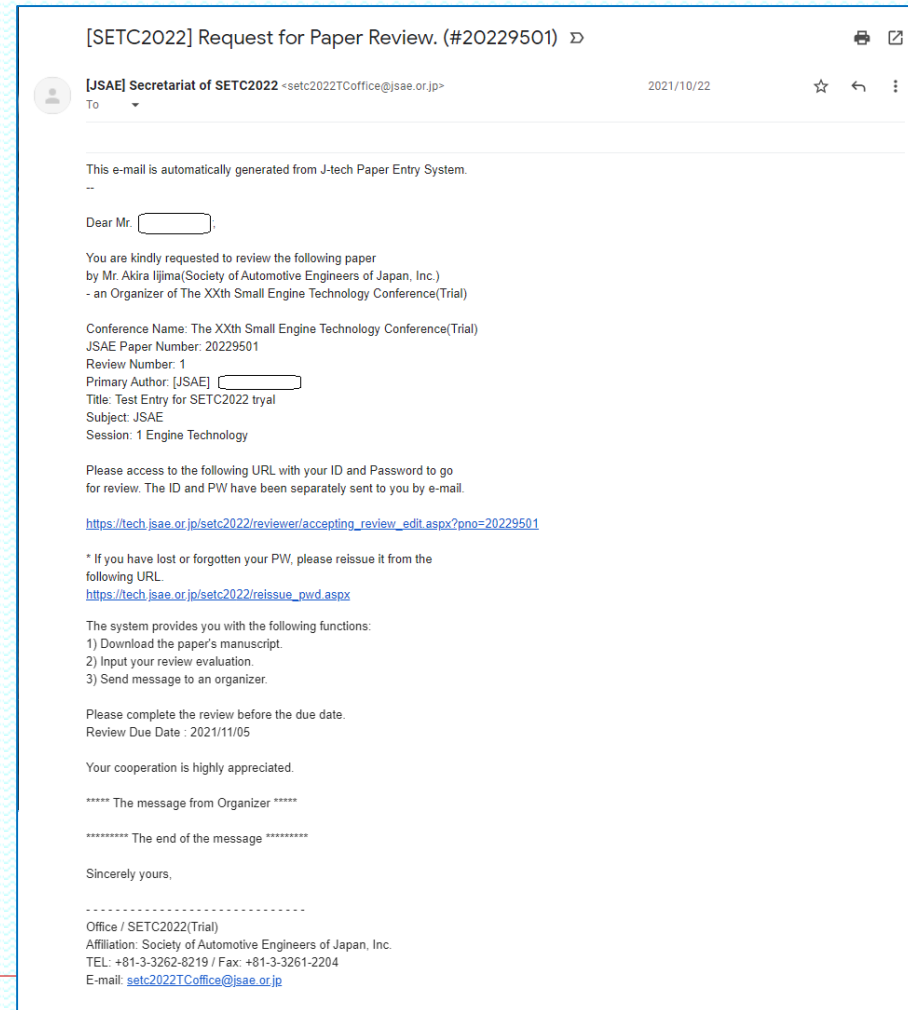
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SAE/JSAE 26th Small Powertrains and  
Energy Systems Technology Conference  
(SETC2022)



# Step1: Review assignment

- When the Draft Manuscript is submitted and organizer request review, you will receive an e-mail of review assignment from the Paper Entry System.
- If you have not been registered as a user, an additional e-mail gives your newly created ID and Password.
- If you have already been registered, skip Step2.



# Step2: Accept the review of the paper

- Access the URL in the e-mail and login with your ID and Password.
- Choose “Enter as a Reviewer.” Click the paper number to be reviewed.
- Please check the contents of “Main” and “Co-Authors” page then decide whether to accept the review request or not.

The screenshots illustrate the following steps:

- Step 1:** The user logs in as a Reviewer. The "Enter as a Reviewer" button is highlighted with a pink circle and an arrow.
- Step 2:** The user views the "Messages for Reviewers" page. A table lists papers for review, with the paper number "20229501" circled in pink and an arrow pointing to the next screenshot.
- Step 3:** The user clicks on the paper number "20229501" to view the "Accepting Review" page. The "Main" and "Co-Authors" tabs are highlighted.
- Step 4:** The user checks the contents of the "Main" and "Co-Authors" tabs and decides whether to accept the review request. The "Do you accept the review of this paper?" section is highlighted.

**Table 1: Messages for Reviewers**

Abstract Paper Number	Title	Status	Review Status	Assigned	Review Due	Reviewed
20229501	Test test paper	Abstract Approved	Confirmed	21/10/08	21/11/22	21/10/08

**Table 2: Review Request Details**

Assigned Date	Review Due Date
21/10/22	21/11/05

# Step3: Download the Draft Manuscript

- Go to the “Manuscripts” page and download the latest draft manuscript.

J-tech Paper Entry System [HELP](#)

The 26th Small Engine Technology Conference Test Reviewer (Reviewer) | [LOGOUT](#)

[User Home](#) > [Admin Home](#) > [Paper Home](#) > Manuscripts

JSAE Paper Number: 20229501 Title: Test Entry for SETC2022 tryal Primary Author: Secretariat of SETC2022

Main Co-Authors **Manuscripts** Reviews Message Board

**Draft Manuscript**  
Status in Author's Page: Uploader Available  
※The system accepts PDF file only.  
**#1 2021/10/21 12:23 Latest!**

**Final Manuscript**  
Status in Author's Page: Uploader Available  
※The system accepts PDF file only.  
※Please update paper title, authors in your paper in the system. Final program will be edited based on your updated data in the system.  
※The PDF converted final manuscript can be uploaded into the system after approval on draft manuscript.

**Presentation Material**  
Status in Author's Page: Uploader Available  
You are invited to apply Presentation Award automatically by uploading your presentation material to Paper Entry System by Oct. 15, 2019. The award is given at the SETC Closing Ceremony. DO NOT miss it!  
※The upload system accept only PDF, PPT, PPTX files. Max file size is 20MB.

**Presentation Movie**  
Status in Author's Page: Uploader Available  
※The upload system accept only MP4, MOV, PPTX files. Max file size is 700MB.



# Step4: Review the Draft Manuscript - 1

- ❑ Go to “Reviews” page and input your review results.
- ❑ Click “Input My Evaluation” and input all the evaluation items and click “Submit” button.
- ❑ You can refer the judgement basis by click one of six criteria.
- ❑ Also, further explanation can be seen in Guidelines.

<https://www.sae.org/participate/volunteer/reviewer-resources>

The screenshot displays the JSAE Paper Entry System interface for reviewing a draft manuscript. The page title is "The 26th Small Engine Technology Conference" and the user is identified as "Test Reviewer (Reviewer)". The paper number is 20229501. The "Reviews" tab is selected in the navigation menu. A red box highlights the "Input My Evaluation" button. Below this, the "Disclosure of Review Items to the Author" section is visible, with "Undisclosed Item(s)" containing "Reviewer's Introduction, Recommendation for Journals". The "Reviewer's Introduction" section includes fields for "Level of Professional Experience" (Well, Moderately, Minimally) and "Was the Paper Previously Presented?" (Yes, No). The "Scores" section is also visible, with a table for "per Ratings" and "Recommendation for Journal". A yellow box highlights the "Judgement basis (Quality)" section, which includes a list of questions for evaluation: "Is the paper technically sound?", "Does the paper evaluate the strengths and limitations of the work described?", "Are performance metrics clearly stated?", "Are results clearly described?", "Is relevant previous research discussed adequately?", and "Are all assumptions referenced by previous proven works?".

# Step4: Review the Draft Manuscript - 2

- When you think the draft manuscript should be improved, choose Paper Ratings “Approved If Modified”.

In that case, write the comments what or how the paper should be changed.

Then Organizer will open your comments and score to the author and ask improvement by e-mail.

- In this case, repeat the same procedure. (from Step1 to Step4)

J-tech Paper Entry System

The 26th Small Engine Technology Conference

User Home > Reviewer Home > Paper Home > Reviews(Edit)

JSAE Paper Number: 20229501

Main Co-Authors Accepting Rev. Manuscripts **Reviews** Message Board

Disclosure of Review Items to the Author

Disclosed Item(s) Scores, Paper Ratings, Comments

Undisclosed Item(s) Reviewer's Introduction, Recommendation for Journals

Review Number 1 for the paper 20229501

Assigned Date: 21/10/22 Review Due Date: 21/11/05 Reviewed Date: Review Status: Under Reviewing

Reviewer's Introduction

Level of Professional Experience \*  Well  Moderately  Minimally

Was the Paper Previously Presented? \*  Yes  No

Scores

Score each category, ranging 1 to 10. 1 is the lowest and 10 is the highest. Fill in all the categories.

Reviewers are required to follow the latest version of score guidelines prepared by SAE International. Please get it from the following website:  
<https://www.sae.org/biblioteca/content/assets/cmi/content/participate/author/revitgpaperacceptscenubk.pdf>

Total	Archival *	Innovative *	Integrity *	Presentation *	Quality *	Conclusions *
70	7	7	7	7	7	7

Guidelines of Score: 3...Poor, 6...Average, 10...Excellent

Paper Ratings \*  Approved  Approved If Modified  Disapproved

Recommendation for Journal \*  Yes  No

Comments

\*Important Note to a Reviewer:  
Please withhold your personal information in your review comments since they will be disclosed to an author when his/her paper will be finally approved.

You should put further test data to back up your theory.

Comments \*

The system will log out automatically after 90min. from the last operation. Please use "Temporary Save" Button to store what you input.

Back Temporary Save Submit

[SETC2022] Request for Re-review. (#20229501) >>

[JSAE] Secretariat of SETC2022 <setc2022TOffice@jsae.or.jp>

# Step4: Review the Draft Manuscript - 3

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- ❑ If you think the quality of the draft manuscript is not enough, you can choose “Disapproved”.
- ❑ **Once you submit the evaluation, you can not amend it. So, please be careful before submitting the review.**

# When you submit the review “Draft Approved”, your role is finished!

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If you have any question, please contact to the office through the following address or the Message Board of the system.

E-mail: [setc2022TC.office@jsae.or.jp](mailto:setc2022TC.office@jsae.or.jp)

## Thank you!



**Society of Automotive Engineers of Japan, Inc.**