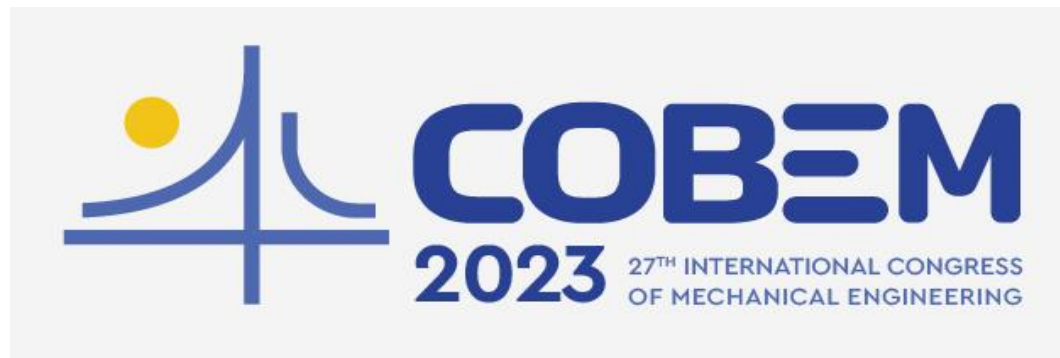


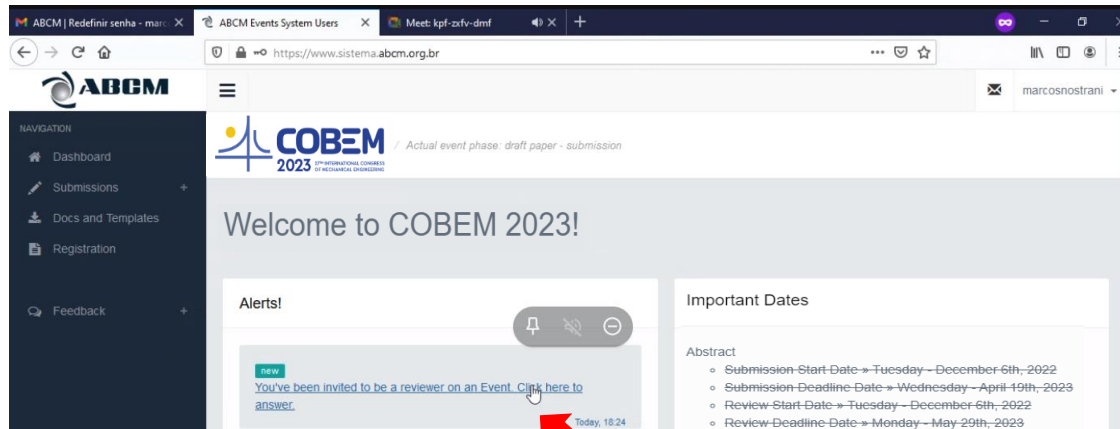
Using the ABCM event system for reviewing draft papers

Information for Reviewers

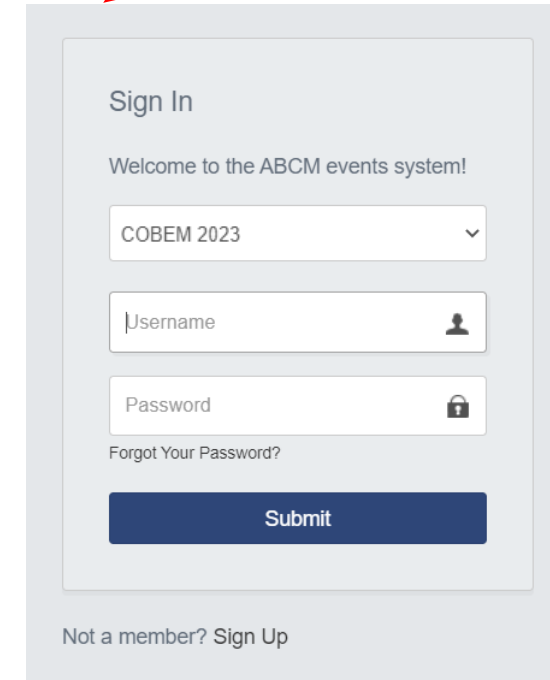
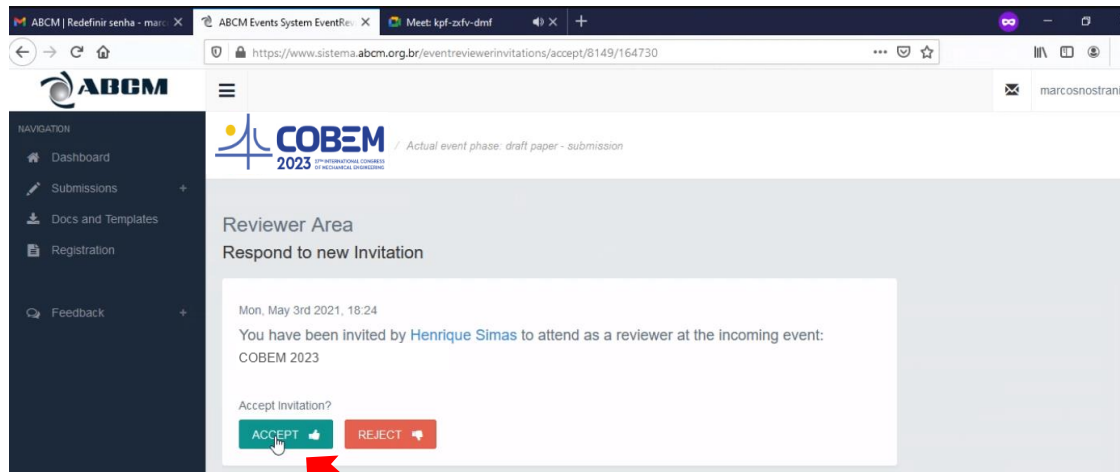


1) Accepting an invitation to serve as reviewer

- 1) You will receive an invitation by e-mail to act as reviewer of COBEM2023
- 2) Login at <https://www.sistema.abcm.org.br/users/login/home>
- 3) Click to answer the invitation

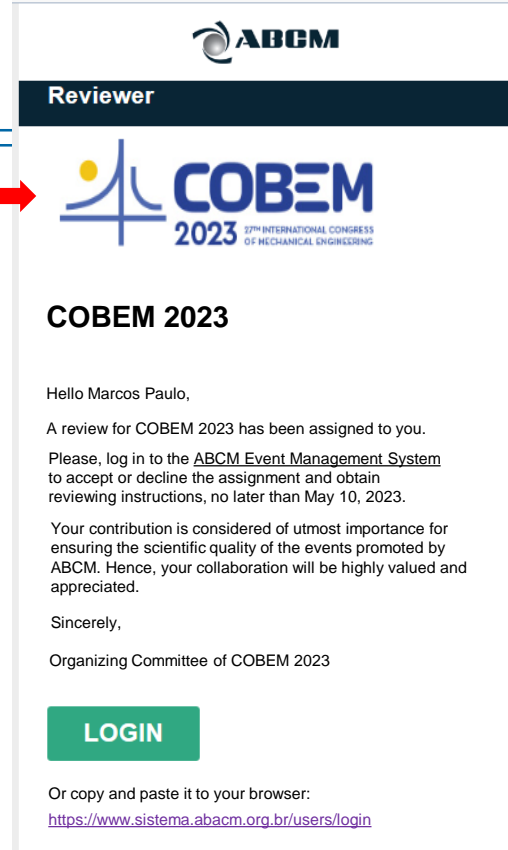
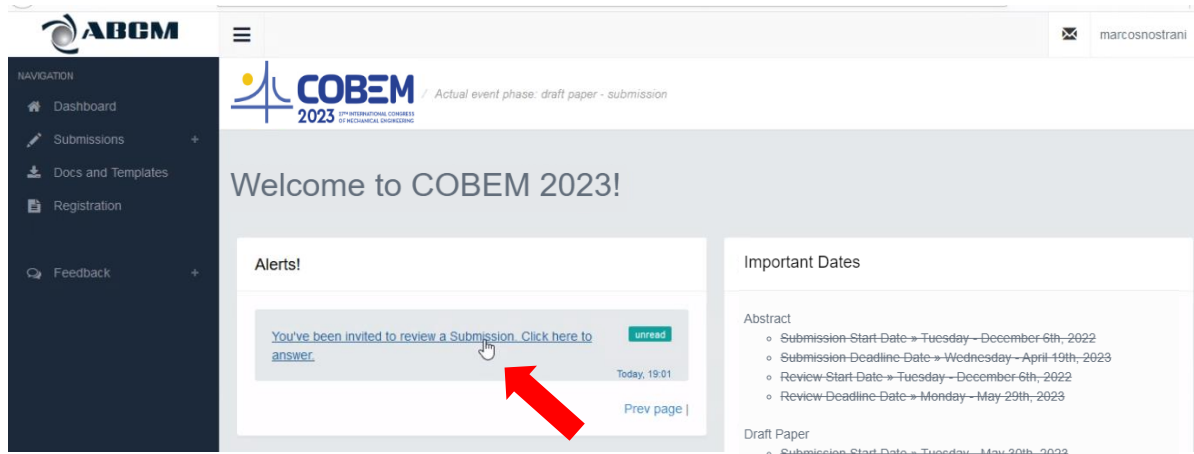


- 4) Click ACCEPT



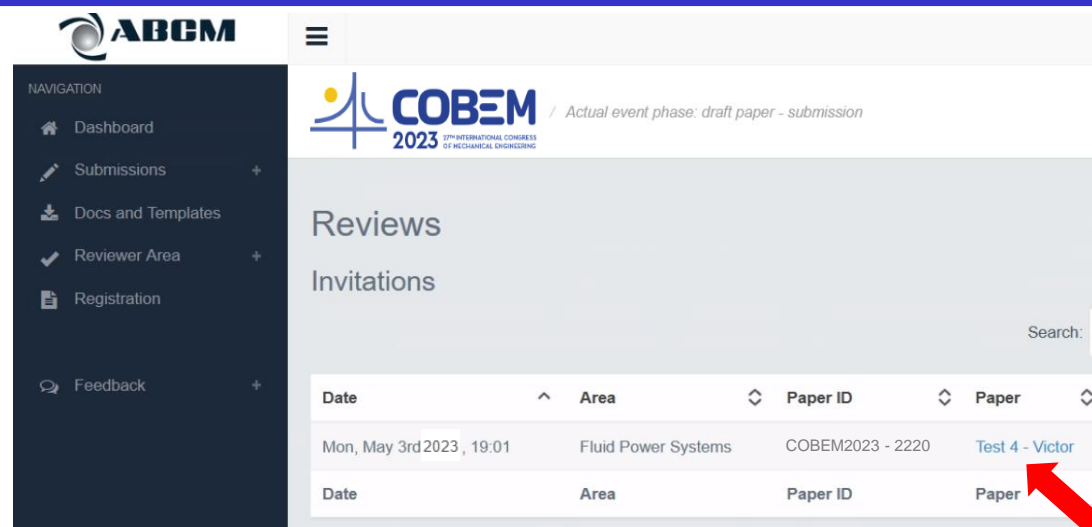
2) Accepting to review a paper

- 1) You will receive an e-mail invitation to review a draft paper
- 2) Login at <https://www.sistema.abcm.org.br/users/login/home>
- 3) Click to answer the invitation



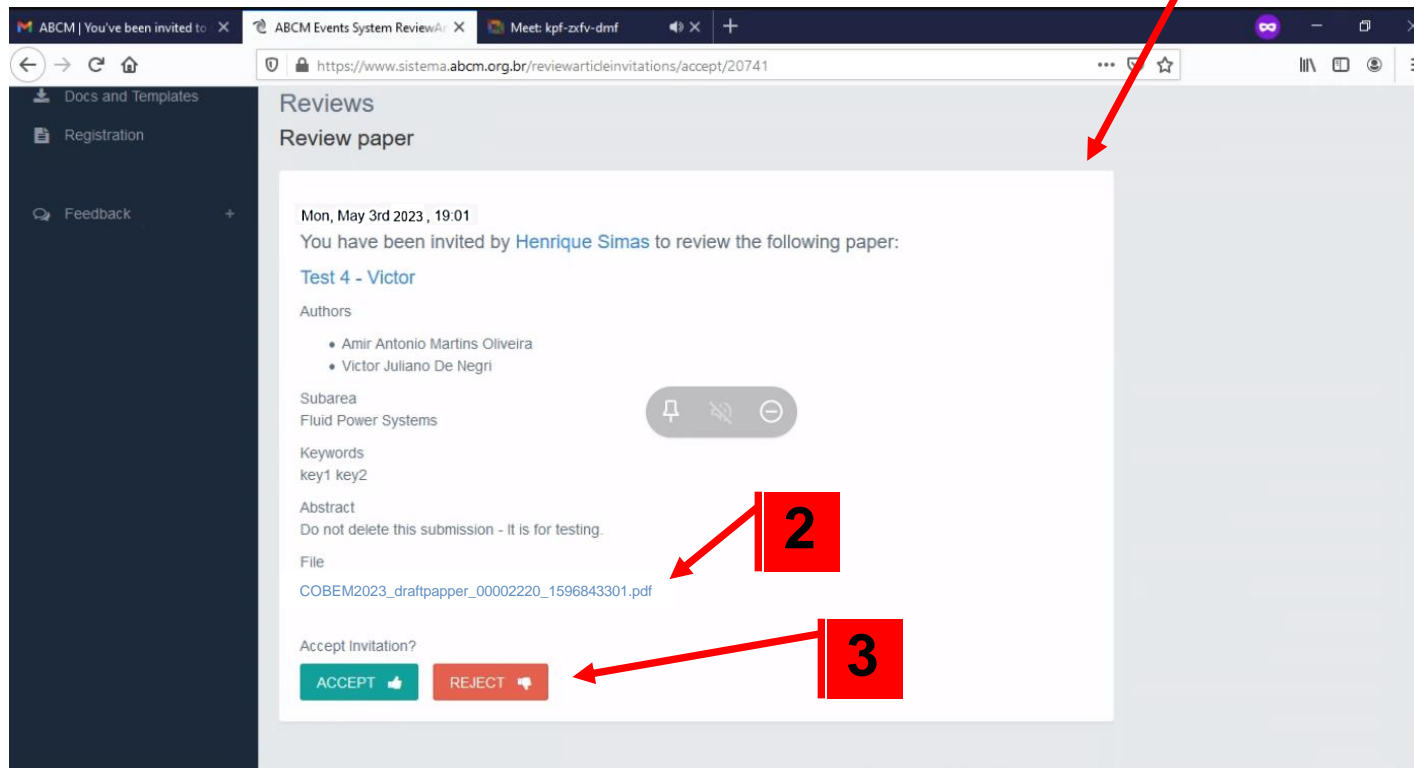
An alternative way:

- 2) Login in the event system
- 3) Access the Reviewer Area
 - Click on *Invitations*
- 4) Click on the title of the paper to answer the invitation



2) Accepting to review a paper (continuation)

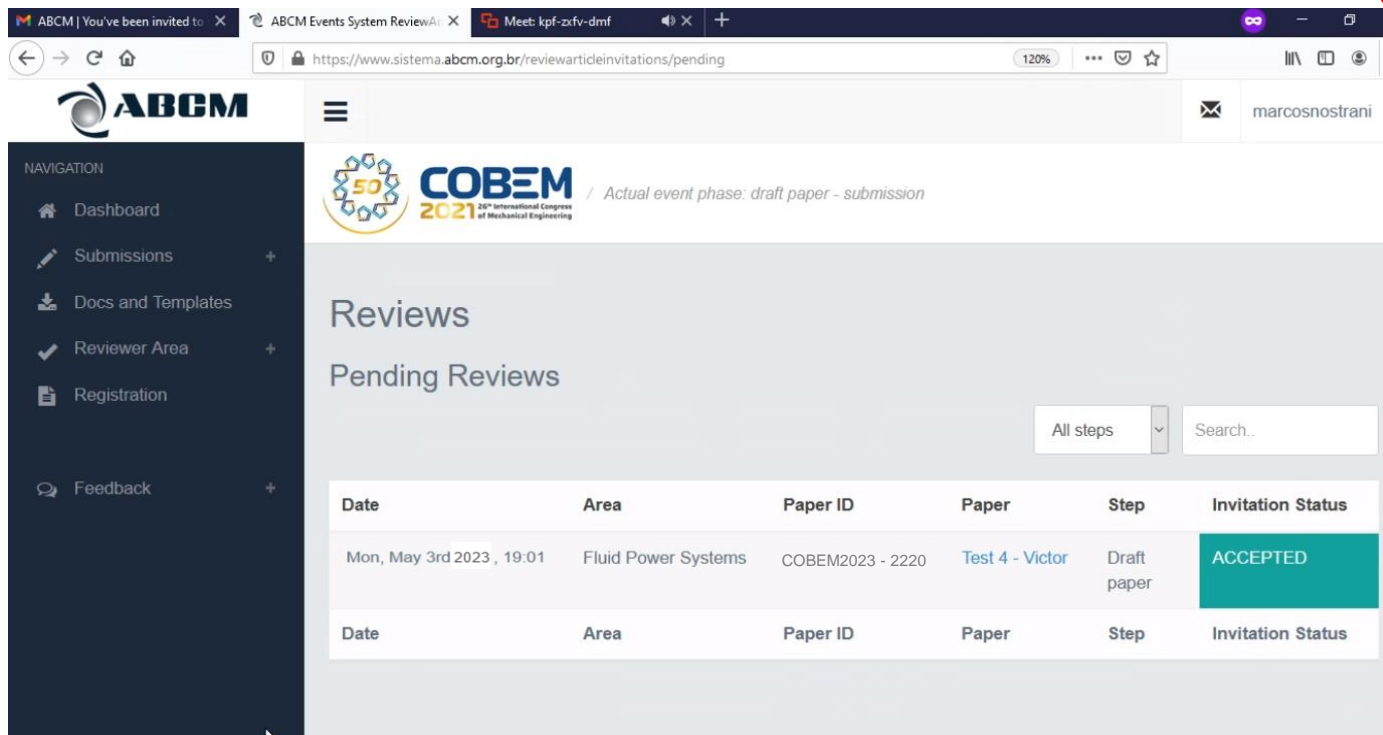
- After clicking to answer the invitation:
- **1)** A window opens with details about the paper
- **2)** You can open or download the paper by clicking on the link
- **3)** Click to accept the invitation to review the paper



The screenshot shows a web browser window displaying an invitation to review a paper. The page title is "Reviews" and the main heading is "Review paper". The invitation was received on Monday, May 3rd, 2023, at 19:01, from Henrique Simas. The paper being reviewed is "Test 4 - Victor" by Amir Antonio Martins Oliveira and Victor Juliano De Negri, in the subarea "Fluid Power Systems". The abstract is "Do not delete this submission - It is for testing." and the file to be reviewed is "COBEM2023_draftpaper_00002220_1596843301.pdf". At the bottom, there are two buttons: "ACCEPT" (green) and "REJECT" (red). Three red arrows with numbered boxes (1, 2, and 3) point to the top of the invitation card, the file link, and the "ACCEPT" button, respectively.

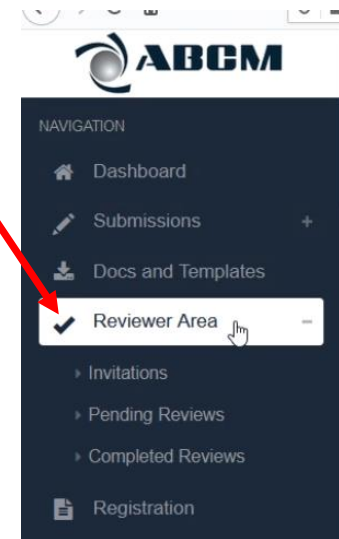
3) Reviewing a paper

- 1) Click on Reviewer Area / Pending Reviews
- 2) Click on the title of the paper to open a new window



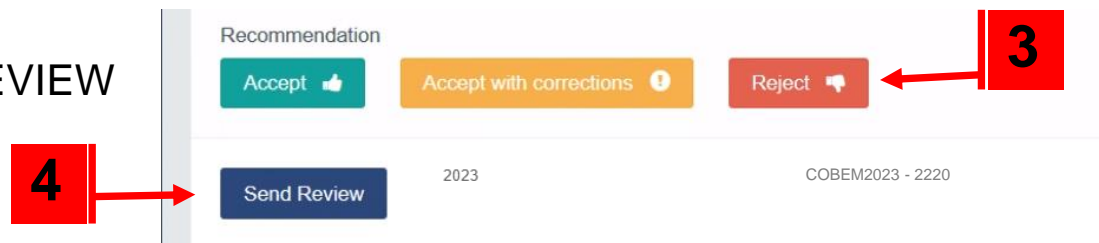
The screenshot shows the ABCM Reviewer Area interface. The navigation menu on the left includes Dashboard, Submissions, Docs and Templates, Reviewer Area (checked), and Registration. The main content area displays 'Reviews Pending Reviews' with a table of pending reviews. A red box with the number '1' points to the 'Reviewer Area' option in the navigation menu.

Date	Area	Paper ID	Paper	Step	Invitation Status
Mon, May 3rd 2023 , 19:01	Fluid Power Systems	COBEM2023 - 2220	Test 4 - Victor	Draft paper	ACCEPTED
Date	Area	Paper ID	Paper	Step	Invitation Status



A close-up of the ABCM navigation menu. The 'Reviewer Area' option is highlighted with a red box and a red arrow pointing to it from the main screenshot.

- 3) Fill out the evaluation form and choose ACCEPT, ACCEPT WITH CORRECTION, or REJECT
- 4) At the end, click on SEND REVIEW



The screenshot shows the evaluation form. The 'Recommendation' section has three buttons: 'Accept' (green), 'Accept with corrections' (orange), and 'Reject' (red). A red box with the number '3' points to the 'Reject' button. Below the recommendations is a 'Send Review' button (blue) with a red box and the number '4' pointing to it.

3) Reviewing a paper – Filling the evaluation form

- **Choose a grade for each item:**
 - 1. Quality of writing
 - 2. Scientific originality and relevance
 - 3. Methodology
 - 4. Results
 - 5. Literature review

- **The total grade is calculated automatically**

- **Tell us if you think this paper should receive an award for the best paper of the symposium:**
 - Choose among: Strongly agree; Agree; Neither agree, nor disagree; Disagree; Strongly disagree.
 - This information, along with the session chair's evaluation of the presentation, will be considered by the area coordinators when selecting the best oral presentation and the best poster of the symposium.
 - The best oral presentation and the best poster of each symposium will be awarded a certificate in a special session.

3) Reviewing a paper (cont.)

- **Inform if the paper is formatted according to the guidelines**
 - Download the template from the conference website to check the guidelines
- **Make your recommendation:**
 - Reject; Accept after minor revision; Accept after major revision; Accept as is
- **Add further comments (considerations):**
 - Write your comments to the authors.
 - The more specific, the better.
 - Your comments can be very helpful in achieving the quality required by COBEM.
 - Please use polite language.
- **Make your final recommendation:**

Recommendation

Accept



Accept with corrections



Reject



- **Send the review back to the area coordinator.**

Send Review

3) Reviewing a paper (Impact)

- **A partially filled review form is not saved. The review will only finish when you send it back to the area coordinator.**

- The area coordinator will also choose HIGH QUALITY PAPERS (with relevant technical-scientific contributions) based on:
 - The final total grade (average of the reviewers' grades)
 - Reviewers' comments

- **Presenting authors of the selected papers will have the role of SESSION SPEAKERS in the symposium sessions**

- All authors of the selected papers will receive an award certificate

- **Papers selected as section speakers will not qualify as the best presentation of the symposium.**

It cannot be stressed enough how important it is that you give good reviews as soon as possible and at the latest within the given deadline.

If you feel that the paper needs minor or major changes, you should be as specific as possible about where the changes are needed and what changes are suggested.

The papers must be written in correct English, the figures and diagrams must be informative and of graphic quality, the analysis must be sound and lead to the conclusions presented, all references used must be properly cited, and we assume that the authors will do their best to meet the quality requirements. So be clear but polite in your comments.

If you need more information, please contact:

cobem2023@gmail.com

Thank you for contributing to COBEM as a reviewer!