

GUIDE

Review process

Olt J.; Kikas T.; Meneses L. (Editors)

The reviewing process of papers for the Agronomy Research is managed in an online conference management system called EasyChair. This system will make the submission and management process easier for the users and for the editors. If you are a new user, you will have to register before submitting anything.

If you run into any technical issues, please contact us at: agronomy@emu.ee

Review process.

Editors: Olt, J., Kikas, T., Meneses, L.

<http://agronomy.emu.ee>

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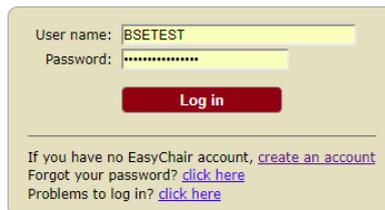
1. Accept your review assignment

Step 1

[Click the conference link](#) and log in with your username and password.

Log in to EasyChair for BSE 2019

EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org**.



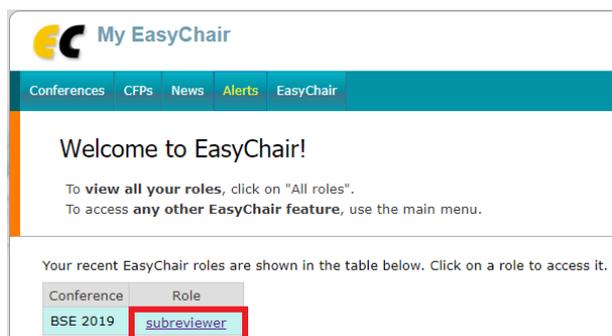
User name: BSETEST
Password:

Log in

If you have no EasyChair account, [create an account](#)
Forgot your password? [click here](#)
Problems to log in? [click here](#)

Step 2

Please select your role in the conference as a reviewer/sub reviewer by clicking on the EasyChair role provided.



My EasyChair

Conferences CFPs News Alerts EasyChair

Welcome to EasyChair!

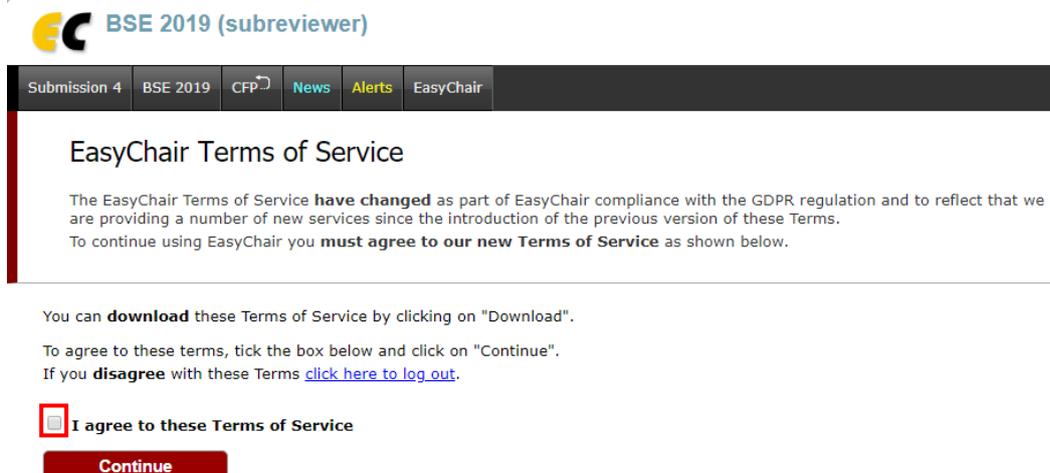
To view **all your roles**, click on "All roles".
To access **any other EasyChair feature**, use the main menu.

Your recent EasyChair roles are shown in the table below. Click on a role to access it.

Conference	Role
BSE 2019	subreviewer

Step 3

Please agree with EasyChair terms of service by ticking the box provided.



BSE 2019 (subreviewer)

Submission 4 BSE 2019 CFP News Alerts EasyChair

EasyChair Terms of Service

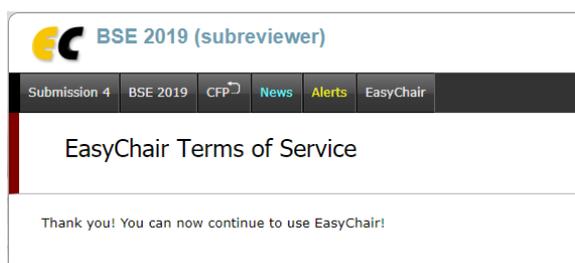
The EasyChair Terms of Service **have changed** as part of EasyChair compliance with the GDPR regulation and to reflect that we are providing a number of new services since the introduction of the previous version of these Terms.
To continue using EasyChair you **must agree to our new Terms of Service** as shown below.

You can **download** these Terms of Service by clicking on "Download".
To agree to these terms, tick the box below and click on "Continue".
If you **disagree** with these Terms [click here to log out](#).

I agree to these Terms of Service

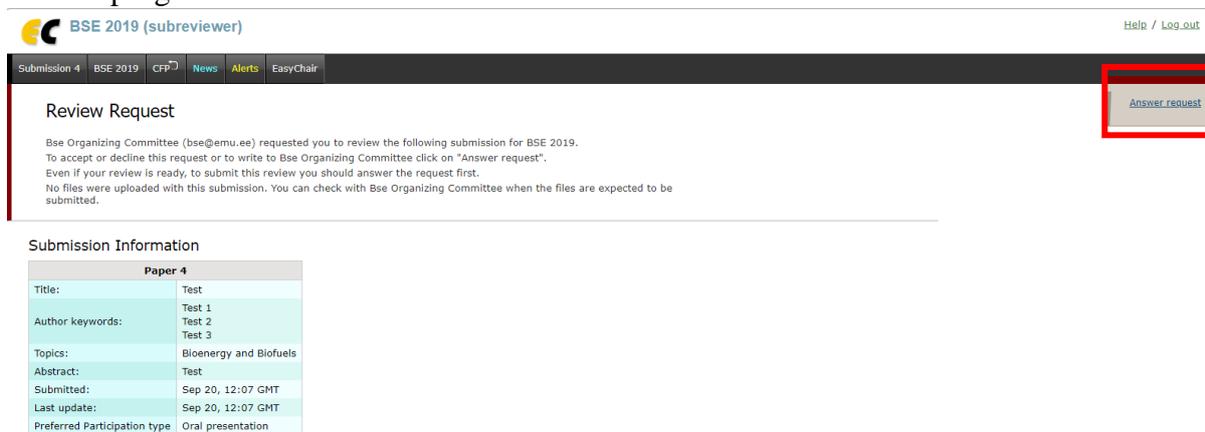
Continue

You will see a notification like the one below.



Step 4

You will see a list of review requests. To answer the request please click on 'Answer request' at the top right corner.



Step 5

On your review request you should choose one of the following options: 'I agree to review' or 'I do not agree to review'

Please select also the option 'Send email' so the organizing committee will be informed of your decision by email.

Finally, click on 'Select and/or Send email' to finalize your reply.

Review Request

To answer the review request you should choose the appropriate action and edit a message to Bse Organizing Committee. The message will be sent by email to Bse Organizing Committee with a copy to you. Only Bse Organizing Committee and you will have access to the text of the message. If you choose not to send the message, Bse Organizing Committee will receive a notification about your decision.

You can choose one of the following actions.

Agree to review

In this case you should select "I agree". The message is optional.

Not agree to review

In this case you should select "I do not agree". The message is optional, however, you may think of suggesting names of other potential reviewers.

Postpone your decision

Select "I will decide later". The message is then required. You can, e.g., ask Bse Organizing Committee for further information in the message.

Subject:

Message:

I agree to review this submission
 I do not agree to review it
 I will decide later
 Send Email

Select and/or Send Email

Once you accept your review request you will see a notification on your screen like the one below.

 BSE 2019 (subreviewer) Help / Log out

Submission 4 | BSE 2019 | CFP | News | Alerts | EasyChair

Review Request [Submit review](#)

To submit your review use the menu in the upper right corner.
 No files were uploaded with this submission. You can check with Bse Organizing Committee when the files are expected to be submitted.

The review request has been registered as accepted. Bse Organizing Committee will be notified about your decision by email.

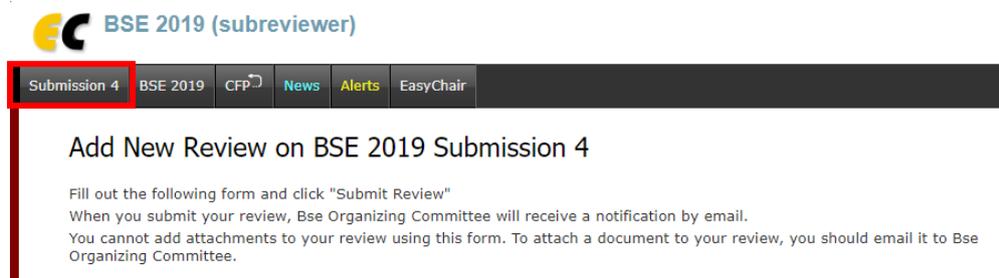
Submission Information

Paper 4	
Title:	Test
Author keywords:	Test 1 Test 2 Test 3
Topics:	Bioenergy and Biofuels
Abstract:	Test
Submitted:	Sep 20, 12:07 GMT
Last update:	Sep 20, 12:07 GMT
Preferred Participation type	Oral presentation

2. Submit your review

Step 1

Click on the submission number to start your review. **You are kindly advised to write your review in a word file before submission. If you take too long to submit your review the platform may timeout and you may have to restart your review.**



The screenshot shows the EasyChair interface for a subreviewer. At the top, there is a navigation bar with tabs for 'Submission 4', 'BSE 2019', 'CFP', 'News', 'Alerts', and 'EasyChair'. Below the navigation bar, the main heading is 'Add New Review on BSE 2019 Submission 4'. Underneath, there are instructions: 'Fill out the following form and click "Submit Review"', 'When you submit your review, Bse Organizing Committee will receive a notification by email.', and 'You cannot add attachments to your review using this form. To attach a document to your review, you should email it to Bse Organizing Committee.'

In the section *Guidelines for referees* you will find a list of guidelines for the review. Please answer 'yes' your 'no' to all questions. Small comments are allowed (eg. 'See comment 1'). You can provide a detailed review of the manuscript in the next section.

Paper information

Title: Test
Authors: Lisandra Marina
PC member: Bse Organizing Committee

Evaluation

GUIDELINES FOR REFEREES

1. Does the title of the paper clearly reflect its contents? (*). (Yes or No. You can add comments)
2. Does the introduction state the scientific problem clearly? (*). (Yes or No. You can add comments)
3. Is the description of materials and methods sufficiently informative to allow replication of the experiment? (*). (Yes or No. You can add comments)
4. Is the manuscript discussion successful, are the references adequate? (*). (Yes or No. You can add comments)
5. Are the experimental results sufficient to justify the conclusions? (*). (Yes or No. You can add comments)
6. Does the paper make a significant new contribution to the advancement of knowledge or towards a better understanding of existing concepts? (*). (Yes or No. You can add comments)
7. Is the content of the manuscript acceptable and article structured in agreement with instructions to authors? (*). (Yes or No. You can add comments)
8. Is the number of figures and tables appropriate and their quality adequate? (*). (Yes or No. You can add comments)
9. Are the statistical methods used correctly and adequately? (*). (Yes or No. You can add comments)
10. Does the English language meet the academic standards? (*). (Yes or No. You can add comments)

In the section *Evaluation* you should give your evaluation of the manuscript and provide a detailed review.

EVALUATION

Evaluation (*). Please provide a detailed review, including a justification for your scores. Both the score and the review text are required.

- 2: Accept without revision
- 1: Accept with minor revision
- 0: Accept with moderate revision
- 1: After major revision by the author(s) can be considered as a new submission
- 2: Reject

In the section *Comments* please provide a summary of the manuscript. You are allowed to write specific comments to authors or confidential comments to Editor. Please click in ‘Submit review’ to finalize your submission.

COMMENTS

Summary (*). Please provide a brief summary of the manuscript.

Specific Comments to Authors: If you wish to add any remarks intended for the authors please write them below.

Confidential Comments to Editor. If you wish to add any remarks intended only for the Editor please write them below. These remarks will only be seen by the Editor. They will not be sent to the authors. This field is optional.

[Submit review](#)

Thank you very much for the review!
Wish you all the best in your research and look forward to our future collaboration.

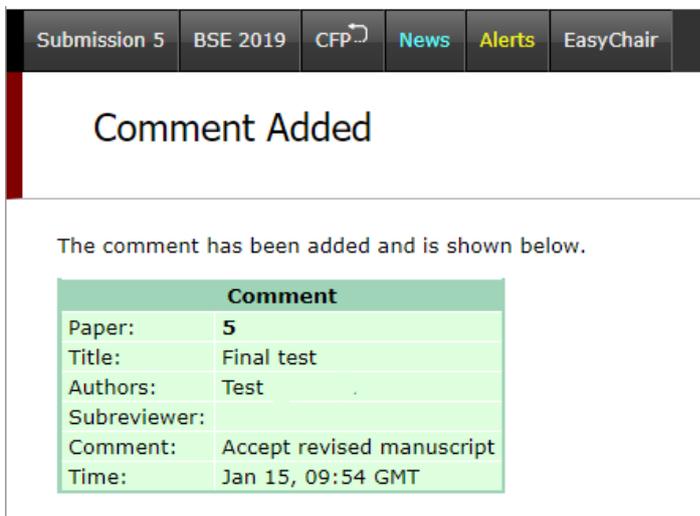
3. Review of the revised manuscript

You will be contacted by the Topic Editor to give your feedback on the revised manuscript.

Click on the submission number and please 'Add comment' to register your feedback on the revised manuscript.



You will see a notification like the one below. This means we received your comment on the revised manuscript.



Thank you very much for the review of the revised manuscript!