



10th PAN AFRICAN CONGRESS OF MATHEMATICIANS



- **Reviewing system guidelines**
  - **How to review?**

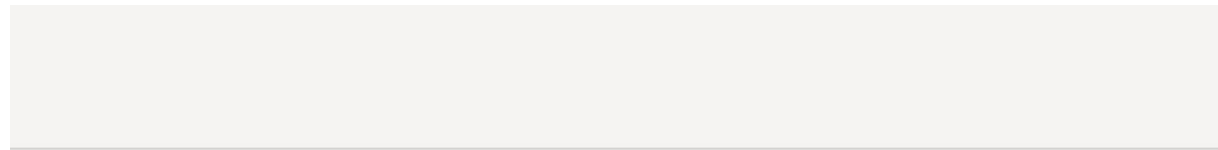


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- Main steps:
  - 1) Log in into Easychair
  - 2) Go to your assignments under *Reviews*
  - 3) Download the abstracts
  - 4) Review and submit your evaluation online

STEP 1 : Log on to the EasyChair for the Conference [website](https://easychair.org/conferences/?conf=pacom2022) (link: <https://easychair.org/conferences/?conf=pacom2022>)

A login form with a light beige background and rounded corners. It contains two input fields: 'User name:' and 'Password:'. Below the fields is a red 'Log in' button. Underneath the button are three blue links: 'Forgot your password?', 'Problems to log in?', and 'Create an account'. A red circle is drawn around the entire form area.

# Step 2 : Go to Reviews (*on your menu panel*)



PACOM 2022 (PC member)

Submissions

Reviews

Status

Events

PACOM 2022

My Settings for and Information About PACOM 2022

# Step 3 : Click on **Assigned to me** under **Reviews** menu tab



PACOM 2022 (PC member)

A screenshot of a web application interface. At the top, there is a dark navigation bar with several tabs: 'Submissions', 'Reviews', 'Status', 'Events', and 'PACOM 2022'. The 'Reviews' tab is currently selected. Below this bar, there is a light-colored area with the text 'My Se' on the left and 'Information About PACOM 2022' on the right. A dropdown menu is open under the 'Reviews' tab, showing four options: 'All submissions', 'Assigned to me', 'Subreviewers', and 'Pool of subreviewers'. A red arrow points to the 'Assigned to me' option. A tooltip with the text 'working with reviews' is visible over the 'All submissions' option.

Click on the appropriate link if you want to perform an action described below.

# Step 4 : Click on the assignment and Review















## Reviews of Submissions Assigned to Me

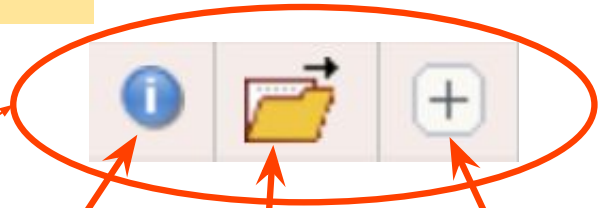
[Show abstracts](#)  
[Subreviewers](#)

To **add a new review** click on the "add" icon  in the table.

[Download these submissions](#)

#	Submission	Details	paper	Add new review	Contact subreviewer
10					
39					
43					

Use buttons:



View details on the submission

Review the submission

# Step 5 : Add a Review by completing the form

Submissions | Reviews | Status | Events | PACOM 2022

Add Review on PACOM 2022 Submission 10 View submission

To ensure independent and unbiased reviews, EasyChair does not show reviews of other PC members to a PC member who is assigned this submission but did not enter her or his review yet. As a consequence of this policy, if you enter a review and then revise it so that the score changes, EasyChair will show both the original and the revised reviews.

For this reason, please **make sure that the first review you enter for the submission is a valid review and not a draft** and that the scores you give to the submission are the intended scores. If you revise a review and change the scores, we recommend to add a note for PC members explaining the reason for changing the scores.

## Submission and Reviewer Information

Title:

Authors:

PC member:

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Enter subreviewer information. Leave these fields empty if reviewed by yourself

First name: \*

Last name: \*

Email: \*

## Evaluation

**Overall evaluation.** \* Please provide a detailed review, including a justification for your scores. Both the score and the review text are required.

3: strong accept

2: accept

1: weak accept

0: borderline paper

-1: weak reject

-2: reject

-3: strong reject

-1: weak reject

-2: reject

-3: strong reject

**Reviewer's confidence.** \*

5: (expert)

4: (high)

3: (medium)

2: (low)

1: (none)

**Confidential remarks for the program committee.** If you wish to add any remarks intended only for PC members please write them below. These remarks will only be seen by the PC members having access to reviews for this submission. They will not be sent to the authors. This field is optional.

**Submit Review**