

e-Scripts User Guide

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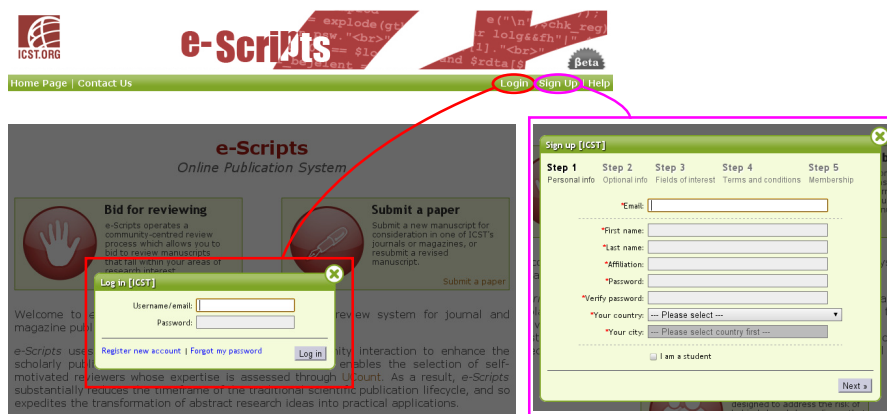
1 Introduction and Overview

e-Scripts is a submissions and review management system for research journals and other peer-reviewed publications. Developed to serve the *ICST Transactions* and other publications of the European Alliance for Innovation (EAI), it extends the traditional peer review system with a novel *bidding* process: registered users can browse titles and abstracts of submitted articles and put in a request to review those they find interesting.

1.1 Registration and access to e-Scripts

To log into e-Scripts click on the **Login** link on the top right and enter your ICST/EAI login details.

If you do not have an existing ICST/EAI member account, please register using the **Sign Up** link. You will be requested to provide a few simple details including your name and affiliation.



1.2 Top menu and user menu

Once you are logged in, you will see the top menu has gained some extra options allowing you to **submit** papers, and to **Bid on papers (search)** for papers others have submitted that meet your interests as a reviewer. You can also edit your **Account** information. You will also see a new menu, the **User Menu** appearing on the left-hand side of the page.

The items on the menu allow you to access the status of your contributions and activities in e-Scripts:

- **My Papers** takes you to an overview of all the papers you have submitted using e-Scripts (see Section 2.3.1).
- **My Reviews** takes you to an overview of all your review invitations and assignments, past and present (see Section 3.2.1).
- **My Journals** takes you to an overview of the journals for which you are an Editor (see the **e-Scripts Editors' Guide**).
- **Bid Now** lets you browse titles and abstracts of recent submissions that match your selected interests (see Section 3.1.2).

2 e-Scripts for Authors

2.1 Preparing your manuscript for submission

To submit a paper via e-Scripts you will need:

- A **PDF copy** of your manuscript.
- An archive file (.zip, .tar.gz) containing **source files** for your manuscript prepared with L^AT_EX or Word.

Both PDF and source files should be prepared according to the guidelines of the journal to which you wish to submit.

For initial submission and review, only the PDF is required.

2.2 Submitting a paper

To submit a paper through e-Scripts, click on the **Submit Paper** link in the top menu.



Home Page | Bid On Papers | **Submit Paper** | Contact Us | Help | Pramod Rauniyar | Account | Logout

The submission process has 8 steps. Once you have completed the first two, your paper will be registered as a draft submission, so you can leave the draft version saved on e-Scripts and complete it later.

The steps are as follows:

2.2.1 Select a journal

To begin with, select a journal to submit to from the drop-down menu. Details on the journal will appear.

The screenshot shows a web interface for journal submission. On the left is a vertical sidebar with steps: Step 1 (Select Journal), Step 2 (Title, Abstract & Keywords), Step 3 (Authors), Step 4 (Recommend reviewers), Step 5 (Exclude reviewers), Step 6 (Cover letter), Step 7 (Upload manuscript), and Step 8 (Submit paper). The main content area is titled 'Select a Journal' with a dropdown menu showing 'Beta Testing Journal'. Below this is a section titled ':. Journal Details :.' containing the following information:

- Name:** Beta Testing Journal
- Keywords:** Disaster Recovery, Distributed computing, Abstract systems, Autonomic collaboration, Distributed and scalable multimedia coding, Bio-engineering.
- Scope:** There is no scope defined at the moment!
- Web page:** <http://icst.org/beta-testing-journal/>

At the bottom of the main content area is a 'Next' button, which is highlighted with a red circle.

Click the **Next** button to proceed to the next step.

2.2.2 Title, abstract and keywords

Next, select paper type and enter the **title** and **abstract** of your paper, and select an appropriate number of **keywords** from the list provided.

.: Title, Abstracts & Keywords :.
Beta Testing Journal

Paper Type: Full paper

* **Title:** A test paper

* **Abstract:** This paper addresses all aspects of testing, ranging from the basics of test procedure design to sophisticated implementations of bespoke testing methods. The tests are themselves subjected to rigorous validation measures which address the question: Who Tests the Tests?

Your abstract should be between 200 and 1000 characters in length.

* **Keywords:**

- Disaster Recovery
- Distributed computing
- Abstract systems
- Autonomic collaboration
- Distributed and scalable multimedia coding
- Bio-engineering

Please select between 4 and 6 keywords.

The keywords will not appear on your paper, but are used to help e-Scripts select an appropriate Handling Editor and reviewers. Be sure to select an appropriate number of keywords as instructed on the page (most journals require at least 3).

2.2.3 Authors

Enter the names and basic contact details of all authors of the paper besides yourself.

Step 1
Select Journal

Step 2
Title, Abstract & Keywords

Step 3
Authors

Step 4
Recommend reviewers

Step 5
Exclude reviewers

Step 6
Cover letter

Step 7
Upload manuscript

Step 8
Submit paper

...: Edit Authors...

On this page you can edit the list of authors for your paper *A test paper*.
To change the order, click on an author and drag them up or down in the list.

Name	Affiliation	E-mail	Operations	Ordering
Joseph Wakeling	CREATE-NET Research Consortium	joseph.wakeling@create-net.org		

Add an author:

First Name	Last Name	Email	Affiliation
<input type="text" value="Aliaksandr"/>	<input type="text" value="Birukou"/>	<input type="text" value="aliaksandr.birukou@c"/>	<input type="text" value="CREATE-NET Resear"/>

If authors are already registered, e-Scripts will check whether the data you have entered matches that which the user has provided. You will be given the option to accept the user-entered data or confirm the details you have provided:

...: Author Details ...

The data entered for this user does not match their data in the system :

First Name	Aliaksandr
Last Name	Birukou
Email	aliaksandr.birukou@create-net.org
Affiliation	Create-Net

You can re-order the author list using the arrow buttons that appear when more than one author is present:

Name	Affiliation	E-mail	Operations	Ordering
Joseph Wakeling	CREATE-NET Research Consortium	joseph.wakeling@create-net.org		
Aliaksandr Birukou	CREATE-NET Research Consortium	aliaksandr.birukou@create-net.org		

2.2.4 Recommend reviewers [optional]

If you wish, you may provide the contact details of experts you would recommend as reviewers of your paper. Please provide for each expert a few sentences explaining

your recommendation.

The screenshot shows a web form titled "...: Recommend Reviewers ...". On the left is a vertical sidebar with steps: Step 1 (Select Journal), Step 2 (Title, Abstract & Keywords), Step 3 (Authors), Step 4 (Recommend reviewers), Step 5 (Exclude reviewers), Step 6 (Cover letter), Step 7 (Upload manuscript), and Step 8 (Submit paper). Step 4 is highlighted. The main content area has a blue header with the title and a note: "This is an optional step. You can leave the form below empty if you wish." Below this is a sub-header: "Please provide contact details for any experts you would like to recommend as reviewers for your paper." The form contains three input fields for "*Full Name:", "*Email:", and "*Affiliation:". Below these is a larger text area for "*Reason:". An "Add" button is located to the right of the reason field. At the bottom of the form are "Back" and "Next" buttons.

You do not have to provide any recommendations if you do not wish to.

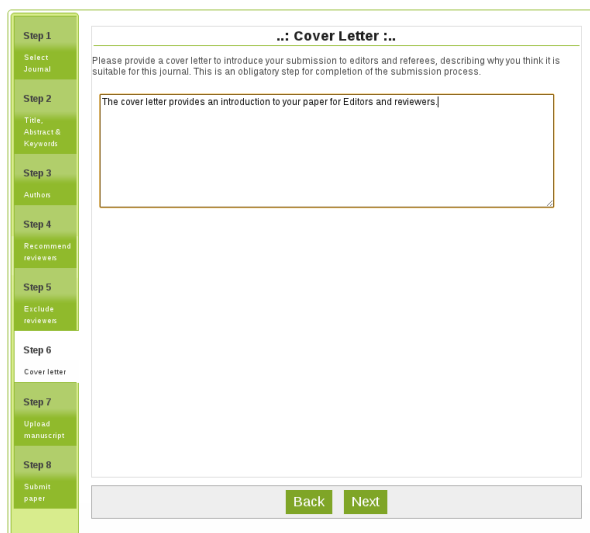
2.2.5 Exclude reviewers [optional]

Similarly, if there are any individuals you would like *excluded* from the review process for any reason, you can request this by providing appropriate contact details. Please provide in each case a reason for requesting the exclusion.

The screenshot shows a web form titled "...: Exclude Reviewers ...". The sidebar on the left is identical to the previous form, with Step 5 (Exclude reviewers) highlighted. The main content area has a blue header with the title and a note: "This is an optional step. You can leave the form below empty if you wish." Below this is a sub-header: "Please provide contact details for any experts you would like excluded from reviewing your paper (e.g. because of a conflict of interest)." The form contains three input fields for "*Full Name:", "*Email:", and "*Affiliation:". Below these is a larger text area for "*Reason:". An "Add" button is located to the right of the reason field. At the bottom of the form are "Back" and "Next" buttons.

2.2.6 Cover letter

The **cover letter** for your submission should provide a brief introduction to your paper for Editors and referees and indicate why you believe the paper is suitable for this particular journal.



The screenshot shows a web interface for the 'Cover Letter' step. On the left is a vertical navigation menu with eight steps: Step 1 (Select Journal), Step 2 (Title, Abstract & Keywords), Step 3 (Author), Step 4 (Recommend review), Step 5 (Exclude review), Step 6 (Cover letter), Step 7 (Upload manuscript), and Step 8 (Submit paper). Step 6 is currently selected. The main content area is titled '::: Cover Letter :::' and contains the instruction: 'Please provide a cover letter to introduce your submission to editors and referees, describing why you think it is suitable for this journal. This is an obligatory step for completion of the submission process.' Below this is a large text input box with the placeholder text: 'The cover letter provides an introduction to your paper for Editors and reviewers.' At the bottom of the main area are 'Back' and 'Next' buttons.

2.2.7 Upload manuscript

To upload a copy of your manuscript, please first check the box to confirm that it conforms to e-Scripts' submissions policy.

Select a file using the **Choose file** button, and then click **Upload** to upload the file. Optionally you can upload the manuscript source material. This is optional during initial submission. You will be required to upload source material if your paper is accepted.

Step 1 [I agree](#)

Step 2 Select Journal

Step 3 Title, Abstract & Keywords

Step 4 Authors

Step 5 Recommend reviewers

Step 6 Exclude reviewers

Step 7 Cover letter

Step 8 Upload manuscript

Step 9 Submit paper

Manuscript upload

Title: TestPaper

By: Pramod Rauniyar

Abstract: Ambient and Pervasive computingAmbient and Pervasive computingAmbient and Pervasive computingAmbient and Pervasive computingAmbient and Pervasive computingAmbient and Pervasive computingAmbient and Pervasive computingAmbient and Pervasive computingAmbient and Pervasive computingAmbient and Pervasive computing

***PDF copy of manuscript**

Manuscript is uploaded. [download](#)

Please upload a PDF copy of the manuscript. This will be used by editors and reviewers to assess the paper.

Manuscript source material

Please upload either:

- An archive file (zip, tar.gz, ...) containing LaTeX source and EPS figures
- A Microsoft Word file with figures embedded in the document

This is optional during initial submission. You will be required to upload source material if your paper is accepted.

2.2.8 Submit paper

Finally, review the details of your submission one last time to ensure that all is correct. You can check both the cover letter and the manuscript. If all is as desired, click **Submit** to finalize the submission.

Step 1 Select Journal

Step 2 Title, Abstract & Keywords

Step 3 Authors

Step 4 Recommend reviewers

Step 5 Exclude reviewers

Step 6 Cover letter

Step 7 Upload manuscript

Step 8 Submit paper

... Submit Paper ...

Your paper is ready to submit. Please take one last opportunity to review all details before confirming submission.

Journal: Testing Journal

Type: Research Article

Title: TestPaper

Abstract: Ambient and Pervasive computingAmbient and Pervasive computingAmbient and Pervasive computingAmbient and Pervasive computingAmbient and Pervasive computingAmbient and Pervasive computingAmbient and Pervasive computingAmbient and Pervasive computingAmbient and Pervasive computingAmbient and Pervasive computing

Keywords: Architectures for multimedia distribution,Ambient and Pervasive computing,Bio-inspired networking,Analytics

Authors: Pramod Rauniyar

Suggested Reviewers: none

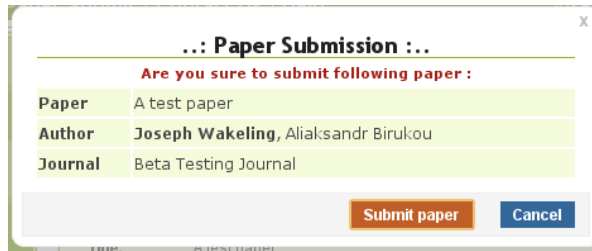
Exclude Reviewers: none

Manuscript: [View manuscript](#)

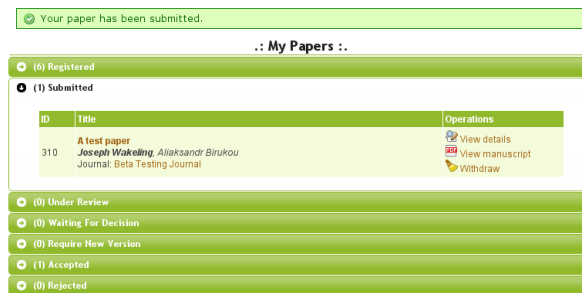
Manuscript Source: Manuscript source is not uploaded yet.

Cover Letter: [Cover Letter](#)

You will be asked to confirm the submission:



When you do, you will be taken to the **My Papers** page where your submission will now be listed as submitted.



Congratulations! Your submission is now complete.

2.3 Tracking your submissions

2.3.1 The “My Papers” page

The **My Papers** page gives you a general overview of all your submissions in the e-Scripts system.



Papers are listed according to their status in the submissions process. Click on the tabs to open and close the different lists.

Registered papers are papers for which the title, abstract and keywords have been provided, but where the submission has not been completed. You can fill in remaining details using the **Edit details** option.

(6) Registered

ID	Title	Operations
309	A test paper <i>Joseph Wakeling, Aliaksandr Birukou</i> Journal: Beta Testing Journal	Edit details Withdraw
308	A test paper <i>Joseph Wakeling, Aliaksandr Birukou</i> Journal: Beta Testing Journal	Edit details Withdraw
307	A test paper <i>Joseph Wakeling, Aliaksandr Birukou</i> Journal: Beta Testing Journal	Edit details Withdraw
306	A test paper <i>Joseph Wakeling</i> Journal: Beta Testing Journal	Edit details Withdraw
283	Frankly my dear I don't give a damn <i>Joseph Wakeling</i> Journal: Testing Journal Dev	Edit details View manuscript Submit Withdraw
279	A full paper that's full of fullness <i>Joseph Wakeling</i> Journal: Testing Journal Dev	Edit details View manuscript Submit Withdraw

Submitted papers have been received by the journal. When they are sent out for review, they move to the **Under Review** section.

(1) Under Review

ID	Title	Bids	Reviews	Operations
310	A test paper <i>Joseph Wakeling, Aliaksandr Birukou</i> Journal: Beta Testing Journal	0	none	View details View manuscript Withdraw

2.4 Resubmitting a revised paper

If reviewers request revisions to your paper, you will be asked to resubmit a revised version. To do so, visit the **Require New Version** section of the **My Papers** page.

You can read the referee reports through the links given or via clicking on the **View details** option. To submit a revised paper, click on **Upload revision**.

When you click **Upload revision**, you will see the wizard like below: where you can update the title, abstract and keywords of your paper.

Then you can click **next** where you can see the list of your authors where you can update them if needed. Then in the next steps, you will be asked to provide a detailed

response to the referee reports. You can also provide some confidential remarks for the Editor's eyes only.

The screenshot displays a web interface for responding to referee comments. On the left is a vertical navigation menu with six steps: Step 1 (Journal details), Step 2 (Title, Abstract & Keywords), Step 3 (Authors), Step 4 (Respond to referee comments), Step 5 (Upload revised manuscript), and Step 6 (Submit revised paperr). Step 4 is currently selected and highlighted in green. The main content area is titled "...: Resond To Referee :..." and contains the following text: "Before uploading the revised manuscript of your paper, please provide a detailed response to referee comments. You may also share with the editor any confidential remarks you do not want the referees to see." Below this is a red-bordered text box labeled "*Response to referee comments" with a red asterisk. Underneath is a red-bordered text box labeled "Confidential remarks to the Editor". At the bottom of the main area are two buttons: "Back" and "Next".

Then you will be asked to upload a copy of the revised manuscripts and here also optionally you can upload the source of the manuscripts if you want.

Step 1
Journal details

Step 2
Title, Abstract & Keywords

Step 3
Authors

Step 4
Respond to referee comments

Step 5
Upload revised manuscript

Step 6
Submit revised paper

I agree

Manuscript upload

Title: This is test paper

By: *Pramod Rauniyar, Pramod Rauniyar*

Abstract: This is test paper This is test paper This is test paper This is test paper This is test paper This is test paper This is test paper This is test paper This is test paper This is test paper This is test paper This is test paper

***PDF copy of manuscript**

i Manuscript is uploaded. [download](#)

Please upload a PDF copy of the manuscript. This will be used by editors and reviewers to assess the paper.

Manuscript source material

Please upload either:

- An archive file (zip, tar.gz, ...) containing LaTeX source and EPS figures
- A Microsoft Word file with figures embedded in the document

This is **optional** during initial submission. You will be required to upload source material if your paper is accepted.

In the next step you can see the summary of you changes and can confirm you submission.

3 e-Scripts for Reviewers

3.1 Becoming a reviewer

3.1.1 Invitations to review

Invitations to review are sent out by email. When accepting an invitation, please make sure to log in with your *existing* ICST/EAI account. You will then see a copy of the invitation at the top of the screen:

.:Pending Invitations:.						
Journal/Paper	Role	By	Deadline	Operation		
A test paper	Reviewer	Pramod Rauniyar pramod.rauniyar@create-net.org	2011-03-20 22:35 UTC	[accept][reject]	[Details]	


Note that the “By” field indicates *who has invited you* and not who has written the paper. Click on the **[Details]** link to view the abstract and keywords of the paper.

You can accept the role by clicking on the link from the email you have received. If you are not logged in into the system, you will be redirected to the page where you can see the detail of the invitation and paper detail with the download link. If you want to accept the role you need to click sign-in button and after the login, the role will be assigned to you.

3.1.2 Bidding to review

e-Scripts does not limit participation to those invited to review by editors. Registered users of e-Scripts can browse titles and abstracts of recent submissions and *bid* to review articles they find of interest.

To find papers to bid on, select either the **Bid Now** link in the User Menu, or the **Bid on Papers** option in the top menu. After clicking on one of those links, you will see two sections **latest submission** and **your recommendation**. **Latest submission** lists all the latest paper submitted into the system and papers marked with star are those papers that are open for bidding to review. **Your recommendation** section lists all those papers that matches with you experts that is determined by the keywords/interest you have selected during the registration time.



Home Page | Bid On Papers | Submit Paper | Contact Us | Help
Pramod Rauniyar | Account | Logout

User's Menu

- [My Papers](#)
- [My Reviews](#)
- [My Journals](#)
- [Bid Now](#)

Manage Journal
Testing Journal

- [All Papers](#)
- [Manage Keywords](#)
- [Manage Editors](#)
- [Parameters](#)
- [Paper types](#)

:: Relevant Papers ::

i e-Scripts uses **UCount** to rank competing bids to a same paper. UCount is a community defined measure of scientific reputation. [Learn more](#)

For now, UCount uses the h-index. Until we know your h-index, please indicate your h-index for a fair decision on the bidding process. You may compute it using MyBoard.

:: Latest Submissions ::

5 items found - [open for bidding](#)

1. **Personalised Information Gathering and Recommender Systems: Techniques and Trends** [✳](#)
by **Xiaohui Tao, Xujuan Zhou, Cher Han Lau, Yuefeng Li**
in Scalable Information Systems
2. **Smart Agent Learning based Hotel Search and Booking System** [✳](#)
by **Suresh Sankaranarayanan, Wayne Lawrence**
in e-Business
3. **Smart Agent based Mobile Tutoring and Querying System** [✳](#)
by **Suresh Sankaranarayanan, Norvin Dixon**
in e-Education and e-Learning
4. **Privacy Preserving Large-Scale Rating Data Publishing**
by **Xiaoxun Sun, Lili Sun**
in Scalable Information Systems
5. **A Practical Privacy protected Spatial Query Processing Algorithm** [✳](#)
by **Xiangxu Meng, Xiaodong Wang**
in Ubiquitous Environments [more](#)

:: Your Recommendations ::

14 items found - [open for bidding](#)

1. **A Practical Privacy protected Spatial Query Processing Algorithm** [✳](#)
by **Xiangxu Meng, Xiaodong Wang**
in Ubiquitous Environments
2. **Performance Analysis of IFIR Filter Algorithm in Noisy Environment for VoIP Speech Coders** [✳](#)
by **Harjit Pal Singh**
in Ubiquitous Environments
3. **Logical Link Control and Channel Scheduling for Multichannel Underwater Sensor Networks**
by **Jun Li**
in Mobile Communications and Applications
4. **Design and optimization of a broadband CPW-Fed single patch antenna for Galileo systems**
by **Constantinos T. Angelis**
in Mobile Communications and Applications
5. **Password Less Authentication, Authorization** [✳](#)
by **SRIKAR SAGI**
in Ubiquitous Environments [more](#)

:: Paper Search ::

Show only papers open for bidding [✳](#) Filter by publication title [v](#)

Click on the paper title to see the title and abstract of a paper. Here you will also find the option to bid to review the paper:

Details

:: Paper Details ::

Here you can view the main details of the paper submitted, including title, abstract, authors and keywords.

If you wish to bid to review this paper, please click on the 'Bid to review' icon in the lower right corner of the page. If your bid to review is successful you will be given access to the full text of the paper.

Title: A test paper


Abstract: This paper addresses all aspects of testing, ranging from the basics of test procedure design to sophisticated implementations of bespoke testing methods. The tests are themselves subjected to rigorous validation measures which address the question: Who Tests the Tests?

Authors: Joseph Wakeling - joseph.wakeling@create-net.org (CREATE-NET Research Consortium) *
Aliaksandr Birukou - aliaksandr.birukou@create-net.org (CREATE-NET Research Consortium)


Note: the author marked with (*) is the corresponding one.

Journal: Beta Testing Journal

Keywords: Disaster Recovery, Distributed computing, Abstract systems, Autonomic collaboration,



Bid to review



You should be informed by email if your bid is successful or not within 48 hours of the close of the bidding period. Note that even if your bid is initially unsuccessful,

this decision may be reversed if one of the assigned reviewers fails to complete his or her task in a timely fashion.

3.2 Tracking your review bids and assignments

3.2.1 The My Reviews page

All your bids and assignments can be tracked on the **My Reviews** page, accessible from the **My Reviews** link on the User Menu:

The screenshot shows the 'My Reviews' page in the e-Scripts system. The page header includes the e-Scripts logo and a 'Beta' badge. The navigation menu on the left includes 'My Papers', 'My Reviews', 'My Journals', and 'Bid Now'. The main content area is titled ': My Reviews :'. It displays a table of review assignments with the following data:

Id	Paper	Review deadline	Operations
#352	A test paper Joseph Wakeing, Aliaksandr Birukou.	2011-03-20 UTC	Download Start review
#8	Discovery of Rahino Pramod Rauntyar.	2010-07-14 UTC	Download Start review

Below the table, there are counts for different review statuses: (0) Pending Bids, (2) New Review Assignments, (0) Saved Drafts, (11) Submitted, and (25) Expired Review Assignments. The page footer includes the text 'For further information: Contact Us'.

Pending bids are bids which have not yet received a response. **New Review Assignments** are your current tasks, while **Saved Drafts** are partially-completed reviews which have not yet been submitted.

Expired Review Assignments are those for which the review process of the paper was completed without you submitting a review—you should aim to keep this section empty!

3.3 Reviewing a paper

To review a paper, click on the **Start review** option next to the paper on the **My Reviews** page. You will be asked to rate the paper on a scale of 0 to 100 on several different factors, providing short comments in each case explaining your rating.

On This Page You Can Fill A Review

The review is not immediately submitted when you click Save. You can return to it as many times as needed, and when it is complete it can be submitted by selecting the corresponding action on My Reviews page.

Paper Title: A test paper **Total score is : 40/100**
Authors: Joseph Wakeling, Aliaksandr Birukou.

1. **Technical content and correctness of the contribution** weight: 0.3 **weighted mark is 30**

On a technical level, no errors are present in the paper.

2. **Novelty of the contribution** weight: 0.2 **weighted mark is 10**

The contribution is novel

You will also be asked to provide general remarks to the authors, which should summarize your recommendations to them. You may also submit confidential remarks for the Editor's eyes only.

You may **Save** a partially-completed report without submitting, in which case it will be added to the **Saved Drafts** section of the **My Reviews** page, from where you can further edit or submit the review:

✔ Your review has been saved.

:: My Reviews ::

⊖ (0) Pending Bids

⊖ (0) New Review Assignments

⊕ (1) Saved Drafts

Id	Paper	Review deadline	Score	Operations
#351	A test paper Joseph Wakeling, Aliaksandr Birukou.	2011-03-20 UTC	40.5	<input type="button" value="Edit"/> <input type="button" value="Submit"/>

⊕ (9) Submitted

⊖ (5) Expired Review Assignments

3.3.1 Review deadlines

e-Scripts currently enforces strict review deadlines. If you do not submit within the required time, your assignment will be passed to someone else!

4 e-Scripts Ongoing Development

e-Scripts remains in active development, with new features and usability improvements being issued on a regular basis. Much of this is possible only because of the feedback the development team receives from users.