

u5CMS – How to establish a review process

You have to establish a congress web site with your u5CMS having the following properties:

1. Enable users to create an account, see “Automatic Intranet Inscriptions” on <http://www.yuba.ch/u5cms> → Extras > Intranet: Automatic Inscriptions
2. Create an **intranet** page (its name’s first character must be an **exclamation mark**), let’s say **!uploadabstract** displaying a form to record abstracts e.g.

```
[[[Register Your Abstract]]]
[[[Rules]]]
Describe your rules here.

[fo:]
[fi:]
[le:]Your data[:le]

[au:]You are logged-in as[:au]

[h:]

<!--Hidden fields in your form. You should have them in your form!-->
<input type="hidden" name="ouremail" value="[_myemail]" />
<input size="77" type="hidden" name="youremail" />
<input type="hidden" name="thanks" value="thanks" />
<input type="hidden" name="thankssubject" value="Thank you for uploading your abstract!" />
<input type="hidden" name="thankstext" value="Thank you for uploading your abstract!" />
<input type="hidden" name="thanksgreetings" value="Yours faithfully, [_myurl]" />

<!--Visible fields in your form displayed to the form user-->

Authors<br>
<input type="text" style="width:100%" name="authors_mandatory" />
<small style="line-height:16px">Exact APA6-Style with exact punctuation is mandatory, start every author with a number in normal parantheses to reference the affiliations below, e.g. <font color=green>(1)Meyer, A. B., (1)Alberts, X., & (2)Zang-Zu, E.</font></small>

<p>

Affiliations<br>
<input type="text" style="width:100%" name="affiliations_mandatory" />
<small style="line-height:16px">Start every affiliation with a number in normal parantheses to reference the authors above, e.g.<br><font color=green>(1)University of Somecity, Institute of Something, Country; (2)University of Anothercity, Institute Thisandchat, Country;</font></small>

<p>

Title of your work<br>
<input type="text" style="width:100%" name="title_mandatory" />

<p>

Abstract[:h][$$$maxchar][h:]<br>
<textarea rows="22" name="abstract_mandatory"></textarea>

<p>

<div style="background:lightyellow;padding:7px">
If applicable: Upload full or short paper (file type: doc based on [our doc-template:wordtemplate]).
<script src="upload"></script>
</div>

<p>

Submission Type<br>
<select name="submissiontype_mandatory">
<option/>
<option value="fullpaper">fullpaper</option>
<option value="shortpaper">shortpaper</option>
<option value="poster">poster</option>
</select>

<p>

<h>To whom our correspondence shall be directed</h>

Title* <small>(Ms, Mr, Dr, Prof. or combinations/others)</small><br>
<input type="text" style="width:50%" name="correspondencetitle_mandatory" />
<p>
First name*<br>
<input type="text" style="width:50%" name="correspondencefirstname_mandatory" />
<p>
Name<br>
<input type="text" style="width:50%" name="correspondencename_mandatory" />
<p>
E-Mail*<br>
<input type="text" style="width:50%" name="youremail_mandatory" />
<p>
<label>&nbsp;</label><input type="submit" value="send" />

[:h]
[:fi]
[:fo]
```

The explanation concerning [\$\$\$maxchar] is available on [www.yuba.ch/!uploadabstract](#)

3. Create a non-intranet page welcoming the reviewers, let’s say **reviewersaccess** e.g.

```
[[[Reviewers' Access]]]

Dear Reviewer

On the next page, THE REVIEW LIST, you will find the link to one or more abstracts to be reviewed. Below the abstract you will find the scales for scoring.

[Go to THE REVIEWLIST:reviewprocess] (Login required)

[>]If you do not have a login, [please order one:getaloinstep1].
Instructions for ordering a login: Please enter EXACTLY the e-mail address to which we have sent the review invitation.[/]
```

- 4 . Create the intranet-page **!reviewprocess** displaying an individual list to each reviewer containing the titles of the abstracts to be reviewed e.g.

```
[au:]Welcome dear reviewer[:au]
[[Please review and score each item on the following list]]

[title*|!uploadabstract|ALL|(authuser)|1|<br>$id: <a target="_blank" href="?c=!reviewscore&id=$id">|</a><br>:dat]
```

Display ALL abstract titles to the reviewer if is (authuser). This syntax is explained on <http://yuba.ch/index.php?c=u5erenderformdata> "How To Render Form Data On A Web-Page"

How does the list know what to display?

Firstly, the reviewer is logged in, so the system know who is accessing the list.

Secondly, you have to tag each abstract on the formdata2.php table of **!uploadabstracts** as follows (you'll find the formdata2.php table in the u5CMS's backend, there click PIDVESA's S-Radio (see upper right corner of your screen), then the form data-button, then the html-link on the !uploadabstract-row). Now the tagging: in the formdata2.php table enter for each abstract the e-mail address of the assigned reviewer(s) in the Notes-field, each one IN PARANTHESES. E. g.

152	1) new ▼	(reviewer1@abc.org) (reviewer2@def.org)
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5. Create the intranet-page **!reviewscore** displaying the title of the abstract and the abstract and the scoring form, e.g

```

[[Please score this abstract]]
[title*!|uploadabstract|?| (authuser) |1|<b>$id: |</b>:dat]
[abstract*!|uploadabstract|?| (authuser) |1:dat]

[fo:]
[fi:]
[le:]Your score[:le]
[au:]You are logged in as[:au]
[h:]

<input type="hidden" name="id_mandatory"
value="!|?id!|uploadabstract|?| (authuser) |1:dat]" />

<textarea style="display:none" name="title_mandatory">
[title*!|uploadabstract|?| (authuser) |1:dat]
</textarea>

<textarea style="display:none" name="abstract_mandatory">
[abstract*!|uploadabstract|?| (authuser) |1:dat]
</textarea>

<input type="hidden" name="thanks" value="!selfclose" />

<label>Content*</label>
<select name="content_mandatory">
<option value="">please select</option>
<option value="1">poor</option>
<option value="2">not so good</option>
<option value="3">good</option>
<option value="4">very good</option>
</select>

<label>Language*</label>
<select name="language_mandatory">
<option value="">please select</option>
<option value="1">poor</option>
<option value="2">not so good</option>
<option value="3">good</option>
<option value="4">very good</option>
</select>

<label>Comments</label><textarea rows="3"
style="width:98%" type="text" name="comments"></textarea>

<label>&nbsp;</label><input type="submit" value="save" />
(later editing is possible)

[:h]
[!mf]
[:fi]
[:fo]

```

Display title and abstract to the reviewer. This syntax is explained on <http://yuba.ch/index.php?c=u5erenderformdata> "How To Render Form Data On A Web-Page"

At the top(!) of the form create three hidden fields. In the first(!) one render the original id of the abstract, in the 2nd one the title and in the 3rd one the abstract body. This is important for that this data is stored together with the score.

Create a hidden field named "thanks" directing to the page **!selfclose** Do not forget to create the page **!selfclose**. Its content must be `[h:]<script>self.close()</script>[:h]`

Create your scales and may be other fields to be filled-in by the reviewer. Do not forget the save button.

Do not forget the mono-fill Tag [mf] which enables the reviewers to re-access the form to edit their entries. For further explanations see <http://yuba.ch/index.php?c=u5eformedit> "Enable Users to Edit Their Form Entries"