



## Instructions for APPAM Online Review System Review Period: February 19 – March 15, 2019

You will receive an email that will provide you direct access to the submissions within your policy area. While you will have access to all submissions within the policy area, the committee chair may determine which specific proposals you are responsible for scoring. If you do not receive this email by February 20, please contact Tristanne Staudt ([tstaudt@appam.org](mailto:tstaudt@appam.org)).

Upon clicking the link provided in the email, you will be taken to a screen like the one shown below. On the left you will see a list of all the proposals assigned to your committee. Each proposal has been assigned an alphanumeric code. You'll note that all proposals that begin with 'p' are single paper or poster submissions, while the proposals that begin with 's' are full completed sessions such as a panel or roundtable. Not all policy areas will have sessions listed.

### Helpful Tip

If you log out and return to the system later, all the proposals you have scored will appear in the left menu with your averaged score next to them (Example: p11123 = 4.7). Simply select the first proposal without a score and click 'Go!' to continue your review work.

### Review Instructions

1. Click on the first proposal code in the list and click 'Go!' at the bottom of the column.

The screenshot shows the APPAM Online Review System interface. On the left, there is a sidebar with the APPAM logo and navigation options: "Submission Review", "Heather Burns", and "Assigned Submissions". Under "Assigned Submissions", there is a list of proposals. The first proposal is "APPAM 2018 International" with the code "p24644", which is circled in red. Below the list, there are dropdown menus for "Sort" (set to "Session") and "Action" (set to "Review"), and a "Go!" button, also circled in red. On the right, there is a panel titled "Instructions for Reviewers" with the following text:

**Instructions for Reviewers**

To review abstracts or to enter review findings online:

- In the left frame, select "Review" from the "Action" list (it is selected by default).
- Pick an Abstract ID number.
- Then hit the "Go!" button.

You will see the abstract, followed by a review form, appear in this frame. Complete that form and submit it.

Then pick another abstract and repeat the process.

**To print the abstracts:**

- In the left frame, select "Print" from the "Action" list.
- Pick one or more of the abstracts. (On a Windows PC you can pick all of them by holding down the Shift key, then click the very first and the very last items on the selection list).
- Then hit the "Go!" button.

Technical problems should be reported by email to [Technical Support](#).

Urgent technical questions may be asked by phone at (401) 334-0220 (Mon-Fri 8:30 a.m.-6:00 p.m. ET).

- This page will show all the details necessary to score the proposal including title, proposal demographics, abstract text, authors, and a review summary. If the submission is a poster, it will say POSTER at the top of the page. The review summary will show the review actions taken by your fellow reviewers including any comments they may have made about the proposal. Single paper submissions will only have one abstract, but a panel may have up to six abstracts (one for the panel itself plus one for each of the four to five included papers) to review.

CLICK [HERE](#) TO PRINT THIS PAGE NOW.

**POSTER 24644: Sustainable Land Use Evaluation Based on Preservative Approach: Neighborhoods of Susa City**

Primary Policy Area: Planning and Public Participation and Inclusion

Submission Review

Heather Burns

Assigned Submissions

Round 2

DEADLINE: 0000-00-00 00:00:00

APPAM 2018 International

p24644

Sort: Session

Action: Review

Ready?

Options

Is this presenter a(n): Researcher

Which of the following best describes this paper?: Independently authored research paper

Do you require permission from a sponsoring organization to present the findings from this research?: No

Are any of the participants listed in this submission a student?: Yes

Are you (the submitter) willing to act as a chair and/or discussant at the APPAM 2018 International Conference: Public Policy for Sustainable Metropolitan Development?: No

If you chose yes, what are your areas of expertise?:

Review Summary

Below is the summary of review actions taken by committee members thus far. Please scroll down to submit your own scores and feedback

Review Summary

Scoring

- Below the proposal details, you will find an area to submit your scoring of the proposal. If you do not feel that the proposal should be in this policy area or if you have a conflict and cannot score the proposal, please check the appropriate box as shown below. Otherwise, you will be asked to score each proposal on a scale of 1 to 5, based on the following criteria: Policy significance of the topic, Clarity of purpose, Overall quality; and Relevance to the conference theme. The scoring is as follows:

**5 = Excellent;                      4=Very Good;                      3 = Good;                      2 = Fair;                      1 = Poor**

APPAM Review

Tristanne Staudt

Assigned Submissions

Round 2

p19665

p19715

p19719

p19752

Sort: Session

Action: Review

Ready?

Options

- [Review Menu Help](#)
- [Score Summary](#)
- [Print](#) all submissions assigned to you
- [Contact technical support](#)

**EVALUATION**

For ALL reviewers: If you feel this proposal should be transferred to a different policy area please leave all scores boxes as 'Unrated' and indicate where the proposal should be transferred below.

For Primary Policy Area reviewers only: If you feel this proposal should be rejected, please indicate this by entering low scores for all categories.

When evaluating a proposal ALL criteria are required to be scored, unless a proposal is being recommended for transfer or there is a conflict of interest, in which case all criteria must be left as 'unrated'

Score on a 1-5 scale using the Overall Rating drop-down box below:

5 = Excellent  
4 = Very Good  
3 = Good  
2 = Fair  
1 = Poor

**Review Options**

Please select one of the options below if you do not recommend the submission for its selected Primary Policy Area or if you have a conflict in scoring the submission (self-authored, relationship with the submitter, etc.). If either of these boxes is checked, please do NOT score the submission using the criteria below. Please scroll directly to the bottom of this page and click 'Submit'.

Not recommended for this Primary Policy Area

I have a conflict (place comments in the box below)

**Scoring**

Policy significance of the topic

5

4

4. After scoring the proposal, you will be asked to give a recommendation based on your scores: Accepted as is; Acceptable but should be moved to alternative primary policy area; Marginal; or Reject. It is highly encouraged to use the comment box provided to provide the chair and conference organizers with your thoughts on forming sessions or paper quality concerns. Your comments will not be shared with the submitters.

APPAM

Submission Review

Heather Burns

Assigned Submissions

Round 2  
DEADLINE: 0000-00-00 00:00:00

APPAM 2018 International  
p24644

Sort: Session  
Action: Review  
Ready? Go!

Options  
Review Menu Help  
Score Summary

1  
Relevance to conference theme  
5  
4  
3  
2  
1

Primary Policy Area Recommendation

If you **DO NOT** choose "Accepted as is," please write your reason and/or recommend a different Policy Area. For example: If you recommend a proposal to be transferred out of a panel, please state proposal id and reason why.

Please select **ONLY 1**.

Accepted as is  
 Acceptable but should be moved to alternative Primary Policy Area  
 Marginal  
 Reject

Comments

If you chose "Other" above, please add your recommendation for Policy Area and state reason(s) why. You may copy and paste the submitter's selected area(s) noted in red toward the top of this page, or type it in box below.

This is a great idea but the findings are not as clear as they could be.

Submit

5. When you've finished making your recommendation and leaving any necessary comments, click 'Submit' at the bottom of the page. The system will then automatically load the next proposal for your review. Upon completing all reviews, please notify your Policy Area chair.