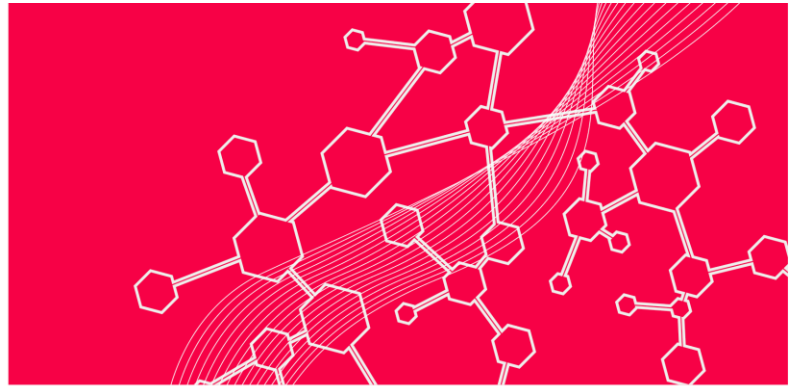


escape

Graz | AUSTRIA

June 10th to 13th | 2018

28



28th European Symposium on Computer Aided Process Engineering

Review Process

This manual details how to review abstracts and papers for the 28th European Symposium on Computer Aided Process Engineering

Abstract Review

Abstracts ought to be reviewed and selected taking into account the following criteria:

- A. Relevance and interest of the problem and its solution for the CAPE community.
- B. Innovation and improvement over the current state of the art: What is new in relation to previous work? What are major new accomplishments?
- C. Significance of findings: What is the potential impact of the results to the CAPE community?

The abstract should primarily be rated in the three categories that can be rated by grades from 1 "Poor" to 5 "Excellent".

Please provide comments especially if you consider the abstract not worthy of presentation or you think the format of the contribution should be changed.

Content

Although the authors are free to prepare the abstract according to their best criteria, it was suggested to include the following information:

1. Motivation/Purpose/Background: information about objectives/goals: why the study was performed.
2. Study Design/Methods: information about the key methods utilized in the study: how was it done?
3. Major Results/Findings: Although the information must be summarized, quantitative references (key-performance indicators, etc.) ought to be included. The results should be clear and the size limitations are to be respected (tables and/or figures can be used – see below). It is usually inadequate to state: "The results will be discussed" or "the data will be presented".
4. Conclusion: The focus should be on new and important aspects of the study and on the conclusions that can be drawn directly from the results. Implications of findings, limitations

of the study and recommendations, when appropriate, ought to be included.

5. References: To be added if necessary
6. Acknowledgements: To be added if required by their funding institution.

The length of the abstract (main text) is limited to 3,000 characters, including spaces, numbers and punctuation. It is also allowed to include one graphic or figure (.jpg, .png or .gif file, size < 1 MB), as well as one table, or equations - in this case, the length of the abstract text has to be proportionally reduced.

Format of the Contribution

When submitting the abstract, a preferred format for presentation must be selected by the author:

- A. Oral or Poster Presentation
- B. Poster Presentation Only

Assignment to oral or poster presentation should be based upon the subject and nature of the work, as well as the manuscript score. Authors who feel that their research is best presented as a poster must designate "Poster Presentation only" when they submit their abstract/manuscript. Propositions as to change the format of the contribution e.g. from Oral to Poster can be done in the comment section. "Poster Presentation Only" can only be accepted or not.

Ethics and Conflict of Interest

Please see section "Final comments" in Elsevier's [typical review guidelines](#). We do our best to exclude potential conflicts of interest (e.g., during assigning reviewers). Organizers, coordinators and reviewers will ensure that the review process is fair and as transparent as possible.

Technical Hints for Coordinators

As a topic coordinator you have additional rights when logging into the ConfOrganizer systems for your topic. As a member of the scientific coordination team you have the same access, but for all

topics.

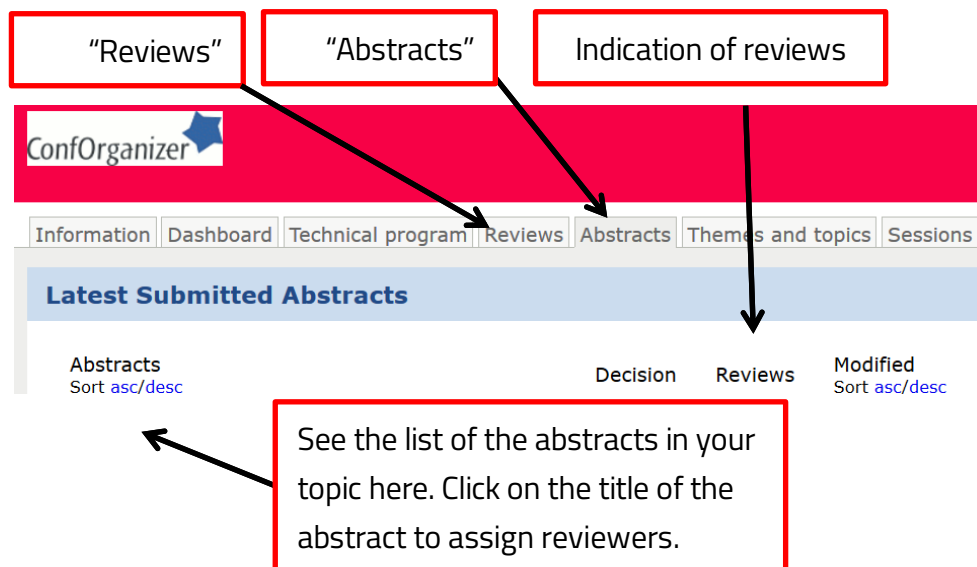
1) Manage your Theme and your Topics

You have a new tab "Themes and topics" after logging into ConfOrganizer. After selecting a topic from the list, you can make modifications by clicking on the options in the right panel. Most important, you may want to add reviewers to a specific topic (this is necessary before you can assign reviewers to a specific abstract).

The screenshot shows the ConfOrganizer interface. At the top, a red navigation bar contains the ConfOrganizer logo and the event details: ESCAPE28 Conference, Graz, Austria, 10-13 Jun 2018. Below this is a horizontal menu with tabs: Information, Dashboard, Technical program, Reviews, Abstracts, Themes and topics (highlighted), Sessions, and People. The main content area is titled "Update Topic Topic 7.1 Waste treatment and waste-to-energy applications". It contains a form with fields for Name, Theme, and Description. The Name field is filled with "Topic 7.1 Waste tr..." and the Theme field with "THEME 7: Enviro...". To the right of the form is a sidebar for the selected topic, "Topic 7.1 Waste treatment and waste-to-energy applications", which includes links for "Edit this topic." and "Manage the reviewers.", and a "Themes and topics" section with a link to "Themes and topics.". Three red boxes with arrows point to specific elements: the top box points to the "Themes and topics" tab in the navigation bar; the middle box points to the "Edit this topic." link in the sidebar; the bottom box points to the "Manage the reviewers." link in the sidebar.

2) Manage Abstracts

You have a new tab "Abstracts" after logging into ConfOrganizer. Click on the abstract to make changes to the abstract, and to assign reviewers to a specific abstract (see step 1 above how to add reviewers to a specific topic). You can filter abstracts on the right. Alternatively, click on the "Reviews" tab, and then "Assign abstracts" in the right panel to filter according to topic.



Note: ConfOrganizer provides an overview of the input from reviewers in the „Abstracts“ tab (see column “Reviews”). Coordinators can assign multiple reviewers, and individual reviewers will not see the input from other reviewers. Please respect ethics and conflict of interest when assigning reviewers to individual abstracts.

Technical Hints for Reviewers

Please use the tab “Reviews” to see the abstracts that have been assigned to you for your review. An abstract may be assigned to multiple reviewers, but other reviewers will not see your comments.

Please review the abstract as soon as this is possible, but latest 10 days after you have been requested to review. We do our best to identify the optimal reviewers. However, if you are unable to review an abstract due to ethical issues/conflict of interest, please send a mail immediately to escape28@tugraz.at. Also, if you are willing to review an abstract and would like to disclose a conflict of interest, please send a mail to escape28@tugraz.at.

Paper review

On notification of acceptance, authors will be invited to submit a manuscript for the publication of a full paper (typical length 6 pages; exact page limits will be published on the conference website). These papers will be fully refereed, and the final decision is to be taken on the basis of the full paper.

To authors: it is suggested to take into consideration the [typical review guidelines](#) provided by the publisher Elsevier. This will ensure your contribution gets accepted quickly!

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