User’s Guide for Reviewers

Step 1: Log onto the SMC2014 Electronic Submission System

To submit a paper, please log in. If you do not have an account with this conference’s submission system, please register to the submission system to create an account.

If you forget your password, please key in your email address and leave the password slot blank, and click [enter]. The system will email the password to you.

Login

<table>
<thead>
<tr>
<th>Account Name: email address</th>
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<tbody>
<tr>
<td>Password:</td>
</tr>
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<td>leave blank if unknown</td>
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</table>

Enter or Register

For web related questions please contact Administrator
Step 2: Click “Working Area for Reviewers” to access the Electronic Review System.

<table>
<thead>
<tr>
<th>Conference</th>
<th>Paper</th>
<th>Author(s)</th>
<th>File Status</th>
<th>Copyright form</th>
<th>Article Status</th>
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<td></td>
<td>1064KB</td>
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Note:
1. Confirmation of submission will be sent to all authors.
2. The corresponding author can modify/upload/withdraw the submission.
3. All other authors can only have read permission.
Step 3: Click "Reviewer's Information" to check your research and expertise areas.
Step 4: Reviewer's information: Modify your personal information and areas of expertise on this page.

<table>
<thead>
<tr>
<th>Step 4: Reviewer's information</th>
<th>Assigned Papers' List</th>
<th>Discussion Area</th>
</tr>
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</table>

**Primary E-Mail:**

**Salutation:** Mr., Mrs., Ms., Prof., Dr.

**Name:** Last (Family) Name, First (Personal) Name, Middle Name

**Chinese Name:**

**Organization:**

**Department:**

**Country:**

**Research Interests:**

- Agent-Based Modeling
- Multi-user Interaction
- Homeland Security
- Mechatronics
- Cybernetics for Informatics
- Communications
- Augmented Cognition
- Systems Safety and Security
Step 5: Enter "Assigned Papers List" to check the paper you want to review

1. Click on the paper ID to enter your review comments. The comments can be revised anytime before the due date.
2. Click on the paper ID to retrieve the paper in either PDF or PS format.
3. Click on paper ID to view the detailed information about this paper.

<table>
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<tr>
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<th>Title</th>
<th>Author(s)</th>
<th>Reviewed</th>
<th>Manuscript</th>
<th>Grade Sheet</th>
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Step 6: Click on “Grade Sheet” to enter your comments

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<tr>
<td><strong>Paper Title:</strong> test1</td>
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<td><strong>Authors:</strong></td>
</tr>
<tr>
<td><strong>Track:</strong> Cybernetics</td>
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1. If different from the assigned person, Reviewer name(s): [This item will not show to the authors]  
   
2. Level of confidence in your judgement of the paper: [This item will not show to the authors]  
   - Very confident - I am an expert in this area
   - Confident - I have a reasonable knowledge of the paper's topics
   - Fairly confident - I have some knowledge of the paper's topics
   - Not confident - I have no significant knowledge of this area

3. Recommendation:  
   - Definitely accept
   - Accept
   - Accept if necessary
   - Reject if necessary
   - Reject
   - Definitely reject

4. Comment to Authors (authors receive the comments):

5. Comment to Committee (for committee members ONLY):

   [Blank text area for comments]
Step 7: The review status will become “Yes” when you enter a decision on the “Grade Sheet”