



# 25<sup>th</sup> ARRB and 35<sup>th</sup> ATRF Conference 2012

## Reviewers' Guide to IVvy

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# What is IVvy?

- An Australian Software Company that is responsible for the IVvy **Event Management system**.
- Both the **25<sup>th</sup> ARRB Conference** and **35<sup>th</sup> ATRF Conference** are using it to manage **papers**, delegates, accommodation and registrations.
- Still in its early stages but has the potential to be quite powerful.
- Allows users to have more autonomy, particularly during the review process.

# Navigating the Interface

- **Different login interface for Authors and Reviewers:**

**Authors:** [www.arrb.com.au/conferences](http://www.arrb.com.au/conferences)  
[www.arrb.com.au/atrf2012](http://www.arrb.com.au/atrf2012)

**USERNAME:** Always the email address you entered when you first submitted your abstract.

**Reviewers:** <https://wired.ivvy.com/a/arrb/login>

**USERNAME:** Is what was assigned to you by the Conference team, which could either be your email address or `firstname.lastname`

# Reviewing Papers

- It is all electronic, there are **no physical forms to fill out.**
- [Scoring Criteria](#)
- Comments.
- Uploading manuscripts.
  
- Reviewer guidelines are available on the website:  
[www.arrb.com.au/conferences](http://www.arrb.com.au/conferences)  
Go to “Paper Submission” - there are links on the right.

# Limitations

- Username is your email address.
- Every time you request changes, your author will be notified.
- When you upload an annotated copy for your author, the other reviewer will be able to see it too.
- The score description is unavoidably messy.

# Troubleshooting

Problem/Bugs	Solution
No new password email	Check spam or junk mail
Cannot download paper	Is it IE7? Use Chrome or Firefox
Cannot upload manuscripts	Select “Changes Requested” which will enable you to upload the manuscript

**There is a chance that any issue you come across is the result of a software bug.**

# The end

## Thank you for your attendance!

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# Criteria Matrix

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		Clarity, quality and rigour				
score		1	2	3	4	5
Originality of thoughts and concepts	Descriptions	<i>Clear and rigorous with little to no mistakes.</i>	<i>Small lapses in grammar, spelling or data representation. Otherwise everything is sound.</i>	<i>Paper is able to convey ideas and concepts despite consistent spelling or grammatical errors. Analysis and data are all sound.</i>	<i>Paper is able to convey ideas and concepts despite consistent spelling or grammatical errors. Analysis and data is sound. Work on information base or literature review needed.</i>	<i>Questionable research methodology and data analysis. Unsound information base. Poorly written, illogical and unstructured.</i>
	1 <i>Potentially contribute to major developments and breakthroughs in research.</i>	Accept	Accept with minor edits	Accept with minor edits	Accept with major edits	Reject
	2 <i>Concepts and thoughts are very innovative.</i>	Accept with minor edits	Accept with minor edits	Accept with minor edits	Accept with major edits	Reject
	3 <i>Concepts and thoughts are somewhat innovative. Approaches issues from a new perspective.</i>	Accept with minor edits	Accept with minor edits	Accept with minor edits	Accept with major edits	Reject
	4 <i>Concepts and thoughts not original or innovative but the outcomes and conclusions differ from expected conventions.</i>	Accept with major edits	Accept with major edits	Accept with major edits	Reject	Reject
	5 <i>Not innovative or original or blatant advertising of product or company.</i>	Reject	Reject	Reject	Reject	Reject