

# EasyChair

Online submission and peer review system

# Outline

- What is EasyChair?
- Sign up for account
- Submitting your paper
- Submitting your peer review
- Accessing the peer reviews for your paper
- Submitting your revised version of your paper + cover letter

# What is EasyChair?

**EasyChair** is a web-based conference management software system.<sup>[1][2]</sup> It has been used since 2002 in the scientific community for tasks such as organising research paper submission and review. In 2012, EasyChair began offering an [open access](#) online publication service for [conference proceedings](#).

<https://easychair.org/>



The image shows a screenshot of the EasyChair website homepage. The top navigation bar includes the EasyChair logo, a menu with 'Services', 'About us', 'VCS', and 'For conferences', and 'Quick Links' for 'Publications' and 'Smart CFP'. There are also buttons for 'Create a conference' and 'Log in'. The main content area features a large background image of a conference hall with red seats. Overlaid on this image is the text: 'Create virtual and hybrid conferences that feel like real' and 'And you can do this today and now'. Below this text are two yellow buttons: 'Request a Demo' and 'Read more about our solutions'. At the bottom of the page, there is a white section with the text: 'Everything you may need for your conference. All in one place. We have everything you need to organize a conference of any size and complexity!'.

# Sign up for account

- You should have received an email from easychair to accept an invitation to be on the "Program Committee" (PC)

## Invitations

Name	Email	Role	Sent	Status	Achieved	Invited by	View	Cancel
Ahrmad Annan	ahrmad.annan@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Andela Brancic Trickovic	andela.brancictrickovic@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Alessandro Brandulas Cammarata	alessandro.brandulascammarata@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Annie Cathignol	annie.cathignol@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Maria Caterina Cevallos Brenes	caterina.cevallos@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Diego Clavijo Rosales	diego.clavijorosales@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Arsenii Dmitriev	arsenii.dmitriev@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Yixing Dong	yixing.dong@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Kevin Dzi	kevin.dzi@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Shakiba Fadaei	shakiba.fadaei@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Nicolas Goss	nicolas.goss@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Jenisha Khadka	jenisha.khadka@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Cinja Koller	cinja.koller@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Esther Landaluze Iturriria	esther.landaluceiturriria@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Pumin Li	pumin.li@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Samuel Moix	samuel.moix@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Dana Moreno	dana.moreno@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Clara Pailler-Pradeau	clara.pailler-pradeau@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Claire Paltenghi	claire.paltenghi@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
George Psarias	george.psarias@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Zoé Sherpa	zoe.sherpa@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Matei Telean	matei.telean@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Sanyami Sunil Zunjarrao	sanyamisunil.zunjarrao@unil.ch	ordinary PC member	2023-11-16	not accessed		Natasha Glover		
Silvia Prieto Baños	silvia.prietobanos@unil.ch	ordinary PC member	2023-11-16	accepted	2023-11-16	Natasha Glover		

- If you did an individual paper, please give me the name/email of your advisor or person from your lab who will review it

# Submitting your paper

- Only one person per group needs to submit the paper
- Click on the following link:  
[https://easychair.org/conferences/submission\\_new?a=31932196#{fr:KOgo5yTauXFL}](https://easychair.org/conferences/submission_new?a=31932196#{fr:KOgo5yTauXFL})
- Click on Conferences -> chose RQB23
- Click on Author
- Click on New Submission
- Reviews can only be submitted in PDF format.

# Submitting your paper

## New Submission for RQB23

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by \*.

### Author Information

For each author please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.

#### Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name<sup>†</sup>: \*

Last name: \*

Email: \*

Country/region: \*

Affiliation: \*

Web page:

corresponding author

- All group members should be corresponding authors

# Assignment of papers for peer review

- I will assign you 2 papers from other groups to peer review

# Access paper assigned to you for peer review

The screenshot shows a user interface for a peer review system. At the top, the user is identified as 'RQB22 (PC member)' with a 'Help / Log out' link. A navigation bar includes 'Submissions', 'Reviews', 'Status', 'Events', and 'Conference'. The 'Reviews' section is active, showing 'All submissions' and 'Assigned to me' (highlighted with a red box and a red '1'). Below this, a message states: 'Review submission or updates have now been disabled. Please contact chairs if you believe they should be enabled.' To the right, there are options to 'Show abstracts', 'Subreviewers', and 'Download these submissions Reviews in Word'. A table lists submissions with columns for '#', 'Submission', 'Details', 'paper', 'Show reviews', and 'Contact subreviewer'. The first row shows submission #9656 by Malick Ndiaye, Silvia Prieto, Lucy Fitzgerald, Sergey Oreshkov, and Sina Majidian, with the title 'Applications of Minimizers in Genomics'. The 'paper' column for this row contains a folder icon (highlighted with a red box and a red '2') and a magnifying glass icon.

EC RQB22 (PC member) [Help / Log out](#)

Submissions Reviews Status Events Conference

Review **Assigned to me** ssions Assigned to Me

1 [Subri](#) reviews on submissions assigned to me

Review submission or updates have now been disabled. Please contact chairs if you believe they should be enabled.

Show abstracts  
Subreviewers

Download these submissions  
Reviews in Word

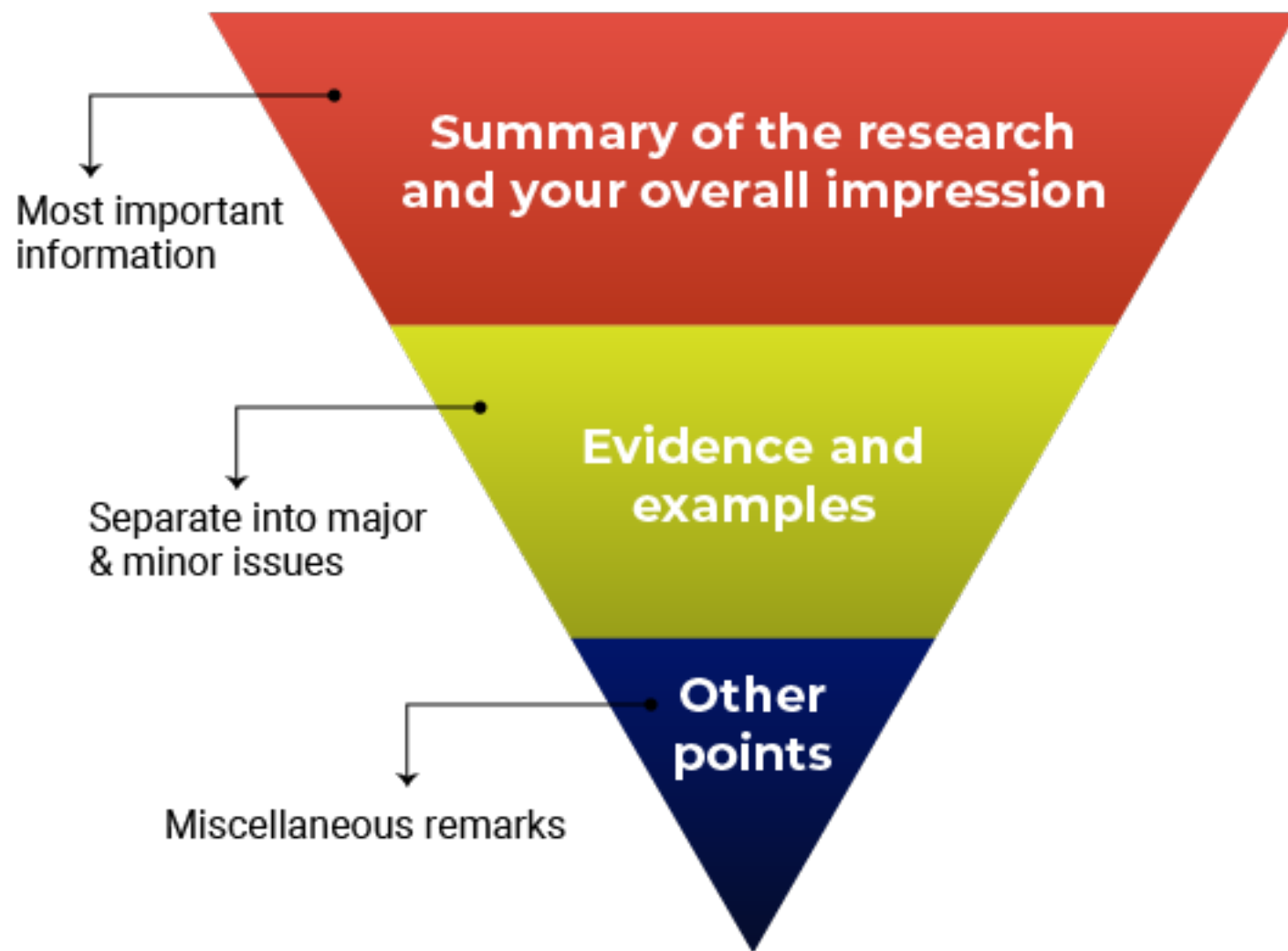
#	Submission	Details	paper	Show reviews	Contact subreviewer
9656	Malick Ndiaye, Silvia Prieto, Lucy Fitzgerald, Sergey Oreshkov and Sina Majidian. <i>Applications of Minimizers in Genomics</i>				

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# How to peer review

- See here for some instructions:
- [https://docs.google.com/document/d/1r3rw2fqL70djRI4WzTF\\_s4T55nDJwMO7MZsGVpKWEQk/edit?usp=sharing](https://docs.google.com/document/d/1r3rw2fqL70djRI4WzTF_s4T55nDJwMO7MZsGVpKWEQk/edit?usp=sharing)
- <https://plos.org/resource/how-to-write-a-peer-review/>
- Optional (somewhat interesting read): <https://senseaboutscience.org/activities/peer-review-the-nuts-and-bolts-2/>
- Example of a peer review: [Example Review](#)



# How to peer review



## Do

- Justify your recommendation with concrete evidence and specific examples.
- Be specific so the authors know what they need to do to improve.
- Be thorough. This might be the only time you read the manuscript.
- Be professional and respectful. The authors will be reading these comments too.
- Remember to say what you liked about the manuscript!

# How to peer review



## Don't

- Recommend additional experiments or unnecessary elements that are out of scope for the study or for the journal criteria.
- Tell the authors exactly how to revise their manuscript—you don't need to do their work for them.
- Use the review to promote your own research or hypotheses.
- Focus on typos and grammar. If the manuscript needs significant editing for language and writing quality, just mention this in your comments.
- Submit your review without proofreading it and checking everything one more time.

# How to peer review

## Reviewing review articles

A review article is written to summarize the current state of understanding on a topic, and peer reviewing these types of articles requires a slightly different set of criteria compared with empirical articles. Unless it is a systematic review/meta-analysis methods are not important or reported. The quality of a review article can be judged on aspects such as timeliness, the breadth and accuracy of the discussion, and if it indicates the best avenues for future research. The review article should present an unbiased summary of the current understanding of the topic, and therefore the peer reviewer must assess the selection of studies that are cited by the paper. As review article contains a large amount of detailed information, its structure and flow are also important.

# Submitting your peer review

Submissions Reviews Status Events Conference

Reviews **Assigned to me** Submissions Assigned to Me

All submissions

Assigned to me





Subreviewers

reviews on submissions assigned to me


To add a new review click on the "add" icon (+) in the table.

Show abstracts  
Subreviewers

Download these submissions

#	Submission	Details	paper	Add new review	Contact subreviewer
2	Shakiba Fadaei. <i>Protein kinases and the tools developed for mutation effect prediction</i>				

# Accessing the peer reviews for your paper

 RQB22 (PC member) [Help](#) / [Log out](#)

Submissions **Reviews** Status Events Conference ↻

## Reviews 1

Review submission or updates have now been disabled. Please contact chairs if you believe they should be enabled.

Use of colors:   submission has my review,   not assigned to me.

[Show abstracts](#)  
[Subreviewers](#)

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[Download all submissions](#)  
[Reviews in Word](#)

#	Submission	Details	paper	Show reviews	Contact subreviewer
<b>Submissions reviewed by me</b>					
2559	Daria Buszta, Erfan Heidari, Marion Mougnot and Yi-Chien Tsai. <i>Conservation of genetic interaction properties: a tool to better understand complex human disease</i>				
<b>Other submissions</b>					
3719	Valentine Thomas. <i>Quantitative imaging in yeast: A field in binary</i>				
2432	Leona Knüsel. <i>Telomere length and Alzheimer's Disease: A causal link and potential mediators</i>				
7545	Kristine Jecha, Ilja Shapiro, Isabela Jerônimo Do Ó, Timothée Popesco and Théo Cavinato. <i>Implications of Invasive Species on Transposable Element Evolution</i>				
892	Yan Liu. <i>Uncover the unconventional binding modes of HLA molecules for a better prediction</i>				
4391	Kenneth Kim. <i>Sesquiterpenoid hormone biosynthesis and regulation in Arthropoda</i>				
9656	Malick Ndiaye, Silvia Prieto, Lucy Fitzgerald, Sergey Oreshkov and Sina Majidian. <i>Applications of Minimizers in Genomics</i>				
9968	Anna Glaus, Yifat Quan, Jade Nicolet and Emanuele Boni. <i>Perspectives and challenges for quantitative trait editing</i>				
2144	Karol Piera, Guilhem Panneau and Alessia Del Panta Ridolfi. <i>Collective bacterial strategies to survive antibiotic treatments</i>				
3403	Yan Liu. <i>Unconventional binding modes challenges HLA-1 ligand prediction</i>				

# Submitting your revised version of your paper + cover letter

- Log in as [author](#) -> View -> Update file
- Add 1 pdf file with:
  - old paper with tracked changes
  - response to reviewers
  - new clean version
- Use Adobe or Aperçu/Preview to combine pdfs into one