

SAE Technical Paper Development Process

# Organizer Training for

Small Engine  
Technology Conference



**SAE** *International*

Welcome to SETC Organizer Training for the new SAE Technical Paper System! We've recently updated our online Technical Paper System to be more functional, more intuitive, and more aesthetically pleasing for its users. This training will help you become familiar with the new and updated screens, particularly the ones that you'll be viewing..

# BRIEF HISTORY

- Prior to 2003, SAE handled its technical paper review process in a variety of ways over its long and storied history. None of these processes included any online elements.
  - In 2003, with the blessing of SAE's Engineering Meetings Board, the SAE's Engineering Meetings and Information Technologies departments teamed to create the current (partially) online review system.
- Now, SAE is proud to launch its updated, **fully online**, technical paper review and development system for volunteers!



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You will find that some of the new screens have a similar feel to their predecessors; SAE wants to make the transition to the enhanced system as smooth as possible for those volunteers familiar with the previous system. The updated, enhanced system is fully encompassed online, from abstract to *Transactions*. The new system handles not only the paper development process, but also the *session* development process. And, the new system is called....

# Introducing...



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SAE MyTechZone!

# INTRODUCTION

**MyTechZone** was developed internally by SAE to solve several problems with the existing system, and to help maintain SAE's position as THE premier mobility engineering society.



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SAE recognized that opportunities existed in the previous version of the system, and set out to implement enhancements that would ultimately result in improved technical paper quality. MyTechZone was built from the ground up by SAE.

# MyTechZone BENEFITS

- Authors, organizers and reviewers use an integrated, secure web tool, providing 24/7 global access.
- Firewall and e-mail attachment size issues are a thing of the past!
- Users can contact any other person associated with his/her assigned task.
- Reviewers may now categorize their comments.



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The online system enhancements have been carefully crafted and developed to better assist the system's users with common tasks. The interface itself has changed – each user will now have his or her own customized workspace! Here are some of the system benefits...

# MyTechZone BENEFITS

- Organizers can view the final manuscript once it's submitted by the author.
- Authors may add their co-author and participant details at any time, ensuring that all participants are given their due on [www.sae.org](http://www.sae.org) and also in the printed onsite Event Guide.



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And here are some more benefits for the new system. We'll be looking at the screens that will help deliver these benefits as we work our way through today's presentation.

# TODAY'S TRAINING

- **SCREENS FOR SETC ORGANIZERS**
- **CHRONOLOGICAL SYSTEM USE**



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This presentation will show you the screens that you will be using most. After that, you will see the succession of screens as they will be used in chronological order throughout the paper development and review process.

# About SETC

## SAE

organizers will handle and review technical papers written by authors from the following locations:

North America  
South America  
Greenland  
Europe  
Africa  
Middle East

## JSAE

organizers will handle and review technical papers written by authors from the following locations:

Central Asia  
Asia  
Australia  
Oceania



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Please note this arrangement, which is particular to SETC.



## **ORGANIZERS' WORKSPACES**

**These pages will be  
available to all users  
identified by SAE Staff as  
a session organizer for  
SETC.**



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Now, let's take a look at the pages that will be part of the customized workspace for SETC session organizers.

# ORGANIZER'S HOME PAGE

SAE International SAE Home Contact Us | Help | Shopping Cart Hi, Aubrey Smith

SAE MyTechZone My Home

**My Sessions**

- Sessions / Papers
  - SETC
  - ITTEST

**My Tasks**

- My Tasks
  - Abstract Evals

**My Events & Sessions** Expand All | Collapse All

- Small Engine Technology Conference & Exposition
  - [View Critical Deadline Dates](#)
  - SETC1 Engine Technology [Add Session Description](#)
  - SETC2 Engine Component [Add Session Description](#)
  - SETC3 Two-Stroke Engine [Add Session Description](#)
- IT Test Meeting
  - [View Critical Deadline Dates](#)
  - IT4 IT4 - Second test session for TQRT [Add Session Description](#)

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Here we see the home page, or splash screen, for a system user. As you can see, this user is attached to three sessions within SETC. On the right side of the workspace, you can see that the individual sessions have been identified. For now, we're going to focus on session SETC3.

In the lower left corner, the user has an alternate method for drilling into his or her specific tasks. Specific tasks that the organizer must complete are listed, and may also be drilled further into.

# ORGANIZER'S HOME PAGE

SAE International SAE Home Contact Us | Help | Shopping Cart Hi, Aubrey Smith

SAE MyTechZone My Home

**My Sessions**

- Sessions / Papers
  - SETC
  - ITTEST

**My Tasks**

- My Tasks
  - Abstract Evals

**My Events & Sessions** [Expand All](#) | [Collapse All](#)

Small Engine Technology Conference & Exposition

[View Critical Deadline Dates](#)

SETC1	Engine Technology	<a href="#">Add Session Description</a>
SETC2	Engine Component	<a href="#">Add Session Description</a>
SETC3	Two-Stroke Engine	<a href="#">Add Session Description</a>

IT Test Meeting

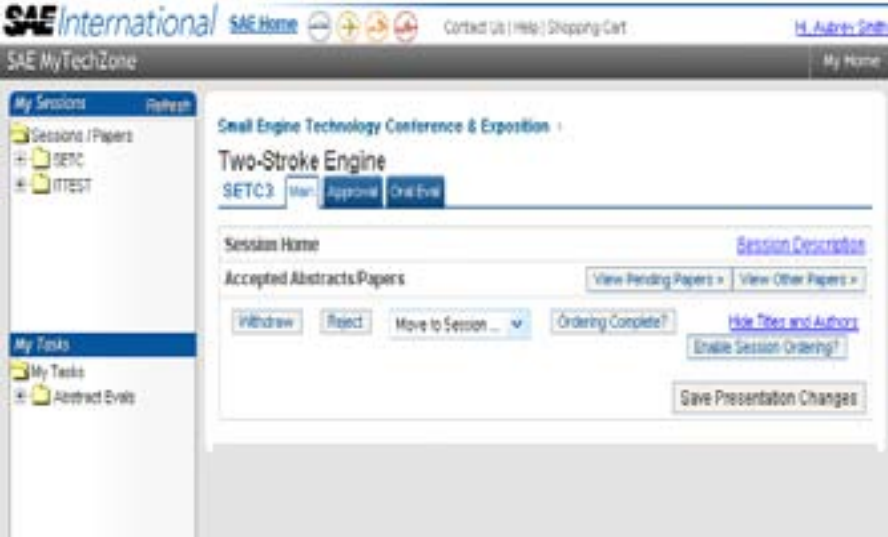
[View Critical Deadline Dates](#)

IT4	IT4 - Second test session for TQRT	<a href="#">Add Session Description</a>
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By clicking on the button indicated here, we can drill into the home for that session.

# SESSION HOME



The screenshot displays the SAE International MyTechZone interface. At the top, the SAE International logo is visible, along with navigation links for 'SAE Home', 'Contact Us', 'Help', and 'Shopping Cart'. The user's name 'H. Andres Smith' and a 'My Home' link are also present. The main content area is titled 'Small Engine Technology Conference & Exposition' and 'Two-Stroke Engine'. Below this, there are tabs for 'SETC3', 'Approval', and 'Oral Eval'. The 'Session Home' section shows 'Accepted Abstracts/Papers' with buttons for 'View Pending Papers >' and 'View Other Papers >'. There are also buttons for 'Withdraw', 'Reject', 'Move to Session ...', 'Ordering Complete?', 'Hide Titles and Authors', 'Enable Session Ordering?', and 'Save Presentation Changes'. A sidebar on the left contains 'My Sessions' (with a 'Refresh' button) and 'My Tasks' (with 'My Tasks' and 'Abstract Eval' sub-items).

By default, the session home shows the papers where the abstract has already been accepted, and hence the review process is underway. So, ***papers whose abstracts have not yet been accepted to the session are not shown by default.***

# SESSION HOME

The screenshot displays the SAE International MyTechZone interface. At the top, the SAE International logo is on the left, and navigation links for 'SAE Home', 'Contact Us | Help | Shopping Cart', and a user profile 'H. Aubrey Smith' are on the right. Below the header, the page title is 'SAE MyTechZone' with a 'My Home' link. The main content area is titled 'Small Engine Technology Conference & Exposition' and 'Two-Stroke Engine'. It includes tabs for 'View', 'Approval', and 'Oral Eval'. A 'Session Home' section contains a 'View Pending Papers >' button, which is highlighted by a red arrow. Other buttons include 'View Other Papers >', 'Withdraw', 'Reject', 'Move to Session...', 'Ordering Complete?', 'Hide Titles and Authors', 'Enable Session Ordering?', and 'Save Presentation Changes'. A left sidebar shows 'My Sessions' with folders for 'Sessions / Papers', 'SETC', and 'ITTEST', and 'My Tasks' with 'My Tasks' and 'Abstract Drafts'. The SAE International logo is also present at the bottom of the page.

By clicking this button, I may drill into the screen showing said pending abstracts.

# PENDING ABSTRACTS

The screenshot displays the SAE International website interface. At the top, the SAE International logo is visible on the left, and navigation links for 'SAE Home', 'Contact Us', and 'Shopping Cart' are on the right. Below the header, the page is titled 'Small Engine Technology Conference & Exposition' and 'Two-Stroke Engine'. A navigation bar includes 'SETC3', 'Home', 'Approval', and 'Final'. The main content area is divided into 'Session Home' and 'Session Description'. Under 'Pending Papers', there is a table listing five abstracts:

Abstract Number	Type	Description	Author
<a href="#">0005</a>	Written & Oral Presentation	Comparison of Stratified and Homogeneous Combustion in a Direct-Injected Two-Stroke Engine for Endomobile Applications	Fahri Den Bravet, Univ. of Idaho
<a href="#">0007</a>	Written & Oral Presentation	Brake Specific Fuel Consumption and Power Advantages for a Turbocharged Two-Stroke Direct Injected Engine	Karen Den Bravet, Univ. of Idaho
<a href="#">0017</a>	Written & Oral Presentation	In-Cylinder Measurement in Small Two-Stroke SI Engines	Kai Fu Beck, Univ. Karlsruhe
<a href="#">0027</a>	Written & Oral Presentation	CFD simulation of a real world high-performance two stroke engine with use of a multidimensional routing methodology	Draibor Jarevic, Orel University of Technology
<a href="#">0031</a>	Written & Oral Presentation	Performance Characterization of a Direct Injection LPG-Fueled Two-Stroke Motorcycle Engine	Huzun Walker Gibano, Universiti Sains Malaysia



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And here they are, including the author information, as well as the offer number and presentation type.

# PENDING ABSTRACTS

The screenshot displays the SAE International website interface. At the top, the SAE International logo is visible on the left, and navigation links for 'SAE Home', 'Contact Us', and 'Shopping Cart' are on the right. Below the header, the page is titled 'Small Engine Technology Conference & Exposition' and 'Two-Stroke Engine'. A navigation bar includes 'SETC3', 'Home', 'Approval', and 'Final'. The main content area is divided into 'Session Home' and 'Session Description'. Under 'Pending Papers', there is a list of abstracts with their respective offer numbers and titles. A red arrow points to the offer number '0007' in the second row of the list.

Offer Number	Type	Description
<a href="#">0005</a>	Written & Oral Presentation	Comparison of Stratified and Homogeneous Combustion in a Direct-Injected Two-Stroke Engine for Endomobile Applications Karen Den Braven, Univ. of Idaho
<a href="#">0007</a>	Written & Oral Presentation	Brake Specific Fuel Consumption and Power Advantages for a Turbocharged Two-Stroke Direct-Injected Engine Karen Den Braven, Univ. of Idaho
<a href="#">0017</a>	Written & Oral Presentation	In-Cylinder Measurement in Small Two-Stroke SI Engines Kai Fu Beck, Univ. Karlsruhe
<a href="#">0027</a>	Written & Oral Presentation	CFD simulation of a real-world high-performance two-stroke engine with use of a multidimensional routing methodology Draibor Jarevic, Orel University of Technology
<a href="#">0031</a>	Written & Oral Presentation	Performance Characterization of a Direct Injection LPG-Fueled Two-Stroke Motorcycle Engine Horizon Walker Gibano, Universiti Sains Malaysia



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By clicking on one of the offer numbers, we can drill into the home for that paper.

# PAPER HOME

The screenshot displays the SAE International MyTechZone interface. At the top, the SAE International logo is visible on the left, and navigation links for 'SAE Home', 'Contact Us', 'Help', and 'Shopping Cart' are on the right. Below the header, the page title reads 'Small Engine Technology Conference & Exposition - Two-Stroke Engine -'. The paper ID '08SETC-0007' is prominently displayed. A navigation bar includes tabs for 'Home', 'Abstract', 'Manufacturer', 'Assign', 'Online Review', 'Market Reviews', and 'Order'. The 'Abstract' tab is selected, showing the following details:

**Paper Details**

Title: Brake Specific Fuel Consumption and Power Advantages for a Turbocharged Two-Stroke Direct-Injected Engine

Abstract: [Show](#)

Status: Pending      Type: Paper Presentation

**Participants**

**Printed Program Format View**

Karen Den Braven, Univ. of Idaho

**Presentation**

Type	Written & Oral	Time	Sep 09 @
Karen Den Braven, Univ. of Idaho			

**Presenter**

Karen Den Braven, Univ. of Idaho

On the left side of the interface, there are sections for 'My Systems' (listing Sessions/Papers, SETC, and FTST) and 'My Tools' (listing My Tasks and Abstract Email). A 'Quick Links' section at the bottom left provides shortcuts to 'SAE Home', 'SAE Store', 'Database', and 'Logout'.

Here we see the paper home – or Paper Details Page – with abstract displayed. By clicking on the Abstract tab...



# ABSTRACT ACTION

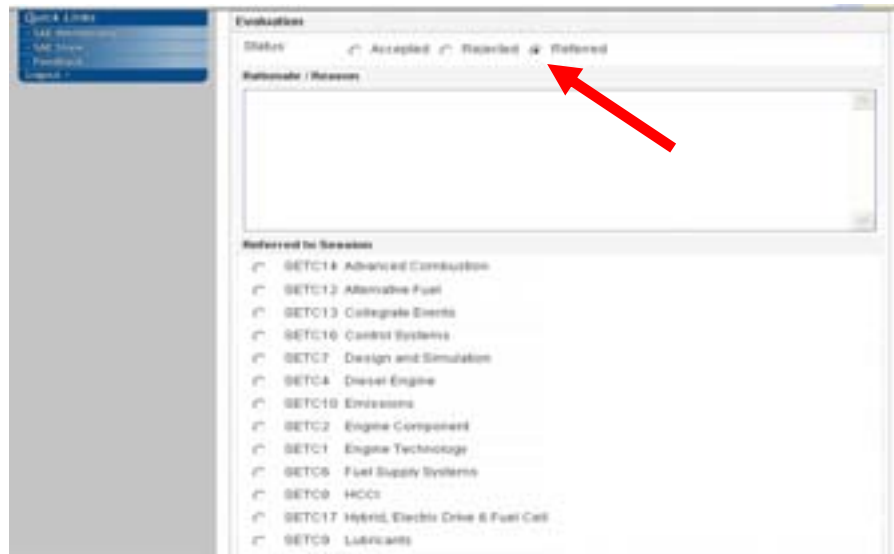
The screenshot displays the SAE International website interface. At the top, the SAE International logo is on the left, and navigation links for 'SAE Home', 'Contact Us', and 'Help' are on the right. Below the header, the page title is 'Small Engine Technology Conference & Exposition - Two-Stroke Engine - 00SETC-0007'. A navigation bar includes 'Home', 'Abstract', 'Marketing', 'Exhibits', 'Performance', 'Media Resources', and 'Final'. The main content area is titled 'Evaluate Paper Abstract Form'. It features a 'Title' field with the text 'Brake Specific Fuel Consumption and Power Advantages for a Turbocharged Two-Stroke Direct Injected Engine'. Below the title is an 'Abstract' field containing a detailed paragraph about the University of Idaho's research on clean two-stroke engines. At the bottom of the form, there is an 'Evaluation' section with radio buttons for 'Accepted', 'Rejected', and 'Refered'. The 'Accepted' option is currently selected. A 'Comments / Review' field is also present at the bottom of the form.



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We arrive at this page, which allows the user to accept, refer, or reject the given abstract, and provide comments.

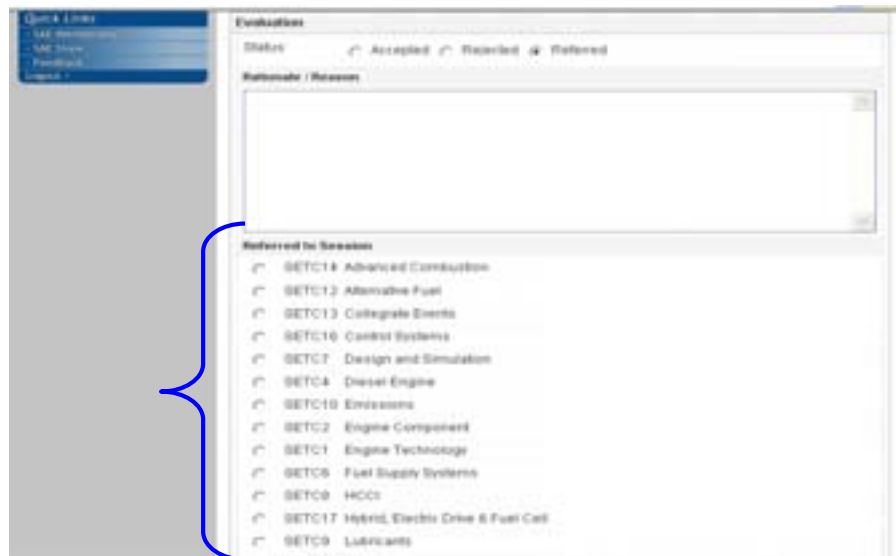
# REFERRING AN ABSTRACT



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If the organizer should decide to refer the abstract, he may do so by choosing the “Referred” option shown here, and then...

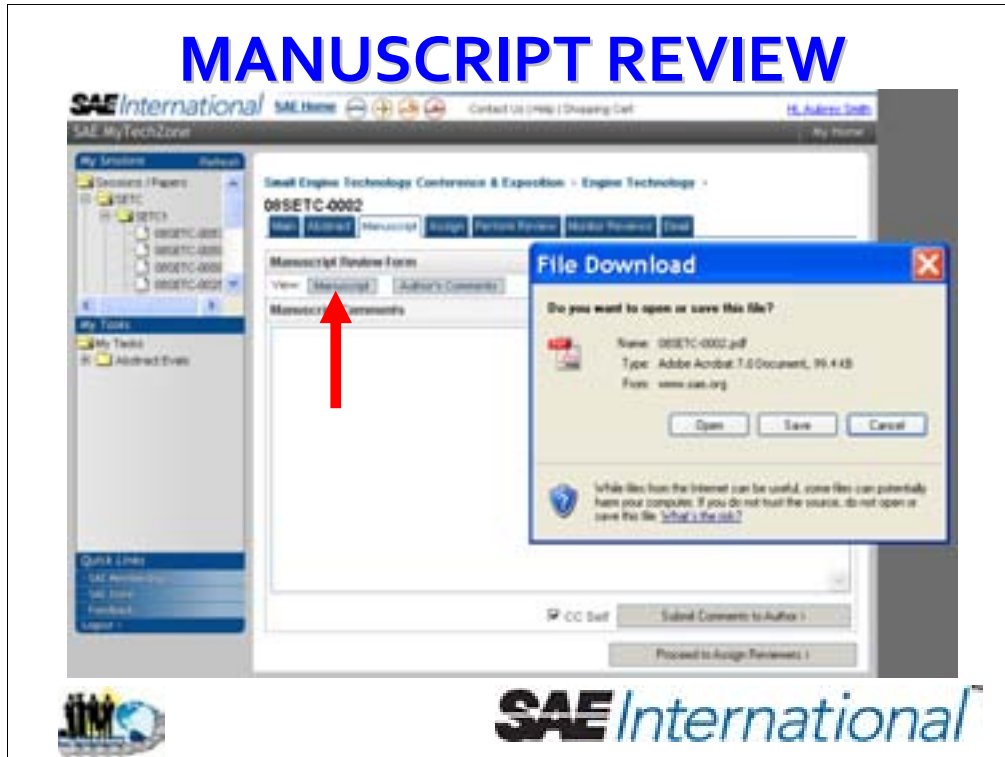
# REFERRING AN ABSTRACT



**SAE** International

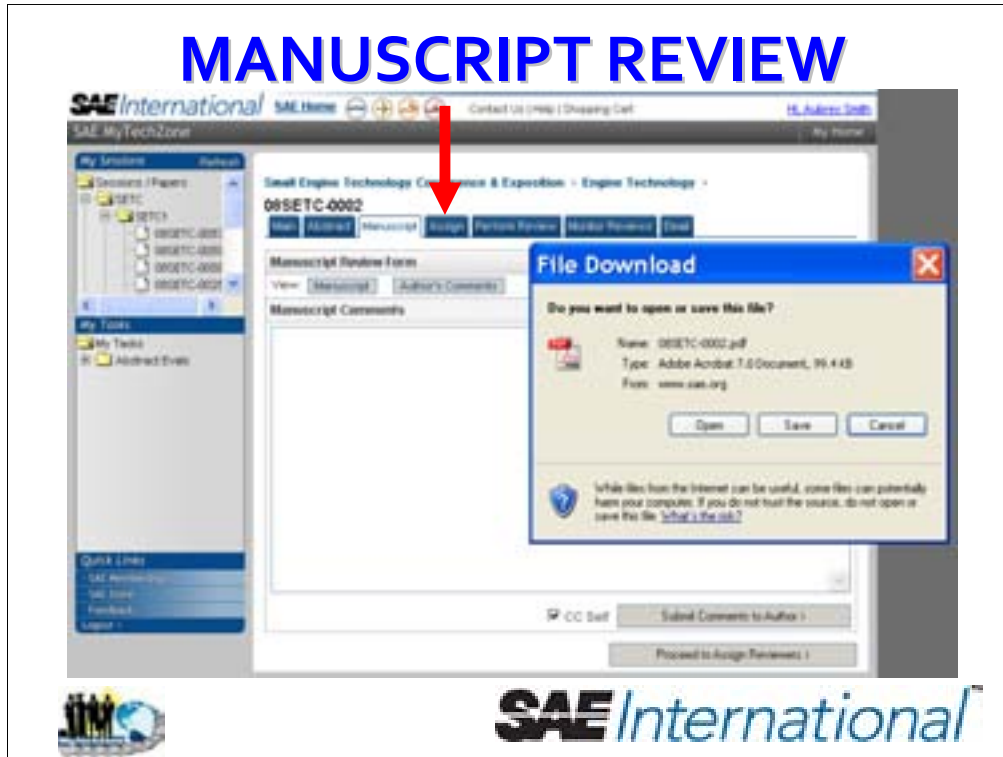
... selecting the session to which you believe it belongs instead.

# MANUSCRIPT REVIEW



Once an author has submitted a manuscript, the organizer may use this tab, and button to view it. The manuscript may be viewed directly in a separate window, or may be downloaded to the user's computer.

# MANUSCRIPT REVIEW



Assuming the paper is ready to be reviewed, you may choose the “Assign” tab to go to the Assign Reviewers tab.

# ASSIGNING REVIEWERS

**My Tasks**

**Abstracts**

**Quick Links**

**My Account**

**My News**

**Feedback**

**Help**

**Paper Reviewer Assignment Form**

**Add Reviewer to List** 3 Reviewers Displayed

**Add an Organizer as Reviewer**

Smith, Aubrey D.  Shiozaki, Tomoo

Masuhata, Hajime S.

**Add Selected Organizers Below**

**Or Search for Reviewer**

Last Name:  Email:  **Search**

**Reviewer List**

<input type="checkbox"/>	Reviewer	Send	Accepted for Review	Completed Review
<input type="checkbox"/>				

**Send Email to Selected Reviewer(s)**

Hello,

The following SAE Technical Paper offer requires review:

2002-01-0002 A Novel Model for Computing the Trapping Efficiency and Residual Gas Fraction Validated with an Innovative Technique for Measuring the Trapping Efficiency

If you accept, you will be taken directly to the online evaluation form, and may access the manuscript directly:

http://www.sae.org/submit/papers/evaluation/howtoevaluate/forms.do?method=doForm&prodCode=PPRES&Name=2002-01-0002&prodCode=2002-01-0002&Type=paper

Sincerely,

Aubrey Smith

**Send Email >**

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Here, the organizers for the session are populated so that they may be chosen as reviewers. To choose an organizer as reviewer, merely select their name(s), then click *Add Selected Organizers Below*.

# ASSIGNING REVIEWERS

The screenshot displays the 'Paper Reviewer Assignment Form' interface. On the left, a sidebar contains 'My Tasks' and 'Abstract Events' sections. A red arrow points to the 'Abstract Events' section. The main content area is titled 'Paper Reviewer Assignment Form' and includes sections for 'Add Reviewer to List', 'Add an Organization as Reviewer', 'Or Search for Reviewer', 'Reviewer List', and 'Send Email to Selected Reviewer(s)'. The 'Send Email' section contains a pre-filled email template with a subject line and a URL. The SAE International logo is visible at the bottom right of the interface.

If the user wishes instead to choose a different reviewer, s/he may do so here by entering the last name and e-mail address of the desired reviewer, and using the applied search technology.

# ASSIGNING REVIEWERS

The screenshot displays the SAE International MyTechZone interface. The main content area is titled "Small Engine Technology Conference & Exposition - Engine Technology" and shows the paper ID "00SETC-0002". Below the paper ID, there are several tabs: "View", "Abstract", "Download", "Assign", "Assign Reviewers", "Add Reviewers", and "View". The "Assign Reviewers" tab is active, showing a "Paper Reviewer Assignment Search Results" table. The table has columns for "Name", "Country", "State", and "Employer". A single row is visible with the following data: Name: "Jana, Melissa", Country: "United States", State: "Pennsylvania", and Employer: "SAE International". Below the table, there is a "Add Reviewer" button, which is highlighted with a red arrow. The interface also includes a left sidebar with "My Sections" and "My Tasks" sections, and a footer with the SAE International logo and contact information.

Name	Country	State	Employer
Jana, Melissa	United States	Pennsylvania	SAE International

Once the user has entered the search criteria, a screen like this one will be displayed. The user can click on the indicated button to bring the reviewer back and add them to the reviewer list.



# ASSIGNING REVIEWERS

The screenshot displays the SAE International MyTechZone interface. The main content area is titled "Small Engine Technology Conference & Exposition - Engine Technology" and "08SETC-0002". It features a "Paper Reviewer Assignment Form" with a section for "Add Reviewer to List" and a "Reviewer List" table. A red arrow points to the "My Tasks" section in the sidebar.

Reviewer	Sent	Accepted for Review	Completed Review
<input type="checkbox"/> Kormumal, Robert (SAE International)		Reviewer not yet assigned	
<input type="checkbox"/> Jena, Melissa (SAE International)		Reviewer not yet assigned	
<input type="checkbox"/> Fought, Tom (SAE International)		Reviewer not yet assigned	

Once reviewers are assigned, they appear in the reviewer list. This list also tracks the status of the requested review: when the recruitment e-mail was sent, when the reviewer accepted the review, and when the reviewer completes the review.

# ASSIGNING REVIEWERS

**Paper Reviewer Assignment Form**  
Add Reviewer to List 3 Reviewers Assigned

Add an Organizer as Reviewer

Smith, Aubrey D.  Shiozaki, Tomoo

Matsuhashi, Hajime S.

Add Selected Organizer's Entries

Or Search for Reviewer

Last Name:  Email:

**Reviewer List**

<input type="checkbox"/>	Reviewer	Send	Accepted for Review	Completed Review
<input type="checkbox"/>				

Send Email to Selected Reviewer(s)

Hello,

The following SAE Technical Paper offer requires review:  
0802TC-0002 A Novel Model for Computing the Trapping Efficiency and Residual Gas Fraction Validated with an Innovative Technique for Measuring the Trapping Efficiency

If you accept, you will be taken directly to the online evaluation form, and may access the manuscript directly:  
<http://www.sae.org/contents/tech/papers/evaluation/howtoofferreviewofForm.do?method=offerReview16317&prodOrpCode=PPRES&emailName=0802TC-0002&prodCode=0802TC-0002&type=paper>

Sincerely,  
Aubrey Smith

Once the organizer is ready to recruit reviewers, s/he need only check the box beside the reviewer's name(s), then click the "Send E-mail" button at the bottom of the page. Please note that the e-mail is pre-populated, but may be edited in any way as the organizer sees fit.

# TRACKING REVIEWS

The screenshot displays the SAE International MyTechZone interface. At the top, the SAE International logo and navigation links are visible. The main content area shows a review tracking page for paper 08IT-0001. The page is titled "IT Test Meeting - Test 2 session" and "08IT-0001". It features a navigation bar with options like "Main", "Abstract", "Manuscript", "Assign", "Person Review", "Monitor Reviews", and "Email".

Two reviewers are listed:

- Robert Kierulff, P. 5** (Well Experienced):
  - 12/12/2007: Recommended for Transactions (Not Published)
  - Score: Quality (5), Integrity (5), Conclusions (5), Innovative (2), Reference (5), Presentation (7)
  - Comments: General (View/Edit), Title (View/Edit)
- Richard Ellis, P. 6** (Moderately Experienced):
  - 12/12/2007: Recommended for Transactions (Not Published)
  - Score: Quality (5), Integrity (5), Conclusions (7), Innovative (7), Reference (5), Presentation (7)
  - Comments: Study (View/Edit), Conclusion (View/Edit), General (View/Edit)

At the bottom left, there is a small logo with the text "SAE International". At the bottom right, the SAE International logo is displayed in a larger font.

Here, each reviewer's scores and comments are displayed.

# TRACKING REVIEWS

The screenshot shows the SAE International MyTechZone interface. The main content area displays a review for paper 081T-0001. A pop-up window titled "Comments on 081T-0001" is open, showing the following comments:

- Body:** This paper still requires some work.
- Conclusion:** These conclusions are not justified.
- General:** And so on, and so on...

The review table below shows the following data:

Reviewer	Quality	Clarity	Conclusions	Innovative	Reference	Presentation	Overall
Richard Elms	0	0	7	7	0	7	7

A red arrow points to the "Print" button located at the bottom right of the review table.

The organizer may choose to view comments individually for each category, or to view all comments at once by clicking on the Print button.

# TRACKING REVIEWS

The screenshot displays the SAE International review tracking interface. On the left, there is a sidebar with navigation options: "My Tasks" (My Tasks, Abstract Eval, Manuscript Review, Submit Manuscript) and "Quick Links" (Get Recommendations, Get Scores, Feedback, Logout). The main content area shows a review for "Robert Korteismpf, # 5" with a score of 7. The review is recommended for Transactions and is not published. The reviewer has provided comments for the introduction, and a red arrow points to the "Viewable to Author?" radio button, which is currently set to "No". The interface also includes a sidebar with navigation options and a logo for SAE International.

Quality	Integrity	Conclusions	Innovative	Reference	Presentation
5	5	5	7	5	7

Comments

General [View](#) Viewable to Author

Introduction [Close](#) Viewable to Author?  Yes  No [Save Changes](#)

Special comments for the introduction:

Here, the user must move the radio button to “Yes” in order for the comments to be made visible to the author – but only after the organizer has submitted the review to the author.

# TRACKING REVIEWS

The screenshot displays the SAE International review tracking interface. On the left is a sidebar with navigation options: 'My Tasks' (My Tasks, Abstract Entry, Manuscript Review, Submit Manuscript) and 'Guides Links' (Get Acquainted, Get Acq., Feedback, Logout). The main content area shows a list of reviews for three reviewers: Robert Kernerstorf (Well Experienced), Richard Ebers (Moderately Experienced), and Melissa Jara (Well Experienced). Each review entry includes a date, a recommendation status (e.g., 'Recommended for Transactions'), a reviewer profile, and a table of scores for various criteria: Quality, Integrity, Conclusions, Innovative, Reference, and Presentation. A red arrow points to the 'Author's Comments' button at the top of the review list.

Reviewer	Date	Recommendation	Reviewer Profile	Quality	Integrity	Conclusions	Innovative	Reference	Presentation
Robert Kernerstorf	12/12/2007	Recommended for Transactions	Well Experienced	8	8	6	7	8	7
Richard Ebers	12/13/2007	Not Published	Moderately Experienced	8	8	7	7	6	7
Melissa Jara	12/12/2007	Recommended for Transactions	Well Experienced	8	10	7	9	6	9

The organizer may click on this button to see any comments that have been submitted by the author.

# TRACKING REVIEWS

The screenshot displays the SAE International review tracking interface. It features a sidebar on the left with navigation options such as 'My Tasks' (Abstract Eval, Manuscript Review, Submit Manuscript) and 'Quick Links' (My Home, My News, Feedback, My Profile). The main content area shows a list of reviews for three authors: Robert Karskamp, Richard Elms, and Melissa Jena. Each review entry includes a date, a recommendation status (e.g., 'Recommended for Transactions'), a reviewer's experience level (e.g., 'Well Experienced'), and a table of scores for various criteria like Quality, Highly, Conclusion, Innovative, Reference, and Presentation. A red arrow points to a 'Submit Comments to Author' button at the top right of the review details for Robert Karskamp.

Author	Reviewer	Reviewer Experience	Recommendation	Quality	Highly	Conclusion	Innovative	Reference	Presentation
Robert Karskamp	# 5	Well Experienced	Not Published	8	8	8	7	8	7
Richard Elms	# 6	Moderately Experienced	Not Published	8	8	7	7	8	7
Melissa Jena	# 18	Well Experienced	Not Published						

This button may be used whenever the organizer wants to submit comments, by e-mail, directly to the author, and have them stored by SAE.

# TRACKING REVIEWS

The screenshot displays the SAE International review tracking interface. On the left is a navigation menu with sections like 'My Tools' and 'Quick Links'. The main content area shows a list of reviewers and their feedback on a manuscript. A red arrow points to the 'View Manuscript' link under the 'Author's Comments' section for the first reviewer, Robert Karszenig.

Reviewer	Experience	Status	Quality	Highly	Conclusions	Innovative	Reference	Presentation
Robert Karszenig	Well Experienced	Not Published	5	5	5	7	5	7
Richard Elms	Moderately Experienced	Not Published	5	5	7	7	5	7
Melissa Jones	Well Experienced	Not Published	5	5	7	7	5	7

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The organizer may click here to view, or download, the latest version of the author's manuscript.



# TRACKING REVIEWS

The screenshot displays the SAE International review tracking interface. It features a sidebar on the left with navigation options such as 'My Tools', 'Abstract Eval', 'Manuscript Review', and 'Submit Manuscript'. The main content area shows three review entries for different reviewers: Robert Kuzenski, Richard Elms, and Melissa Jane. Each entry includes a date (12/12/2007), a recommendation (e.g., 'Recommended for Transactions'), a status (e.g., 'Not Published'), and a score. A red arrow points to the 'Submit Review to Author' button for Robert Kuzenski's review.

Reviewer	Date	Recommendation	Status	Score	Action
Robert Kuzenski	12/12/2007	Recommended for Transactions	Not Published	7	Submit Review to Author
Richard Elms	12/12/2007	Not Recommended for Transactions	Not Published	7	Review sent to author
Melissa Jane	12/12/2007	Recommended for Transactions	Not Published	7	Review sent to author

**SAE International**

Once the comments have been edited or approved, the organizer may click here to make the review available to the author. The organizer may choose to make each review available to the author as he receives them, or he may choose to wait until all the reviews are collected, and make them all available to the author at once.

# PUBLICATION APPROVAL

The screenshot shows the SAE International MyTechZone interface. At the top, there is a navigation bar with the SAE International logo, a home button, and a user profile for 'ts.robert.rodriguez'. Below this is a sidebar with 'My Sessions' and 'My Tasks' sections. The main content area is titled 'IF2 Test Meeting - Test 2 session' and includes buttons for 'IF2', 'Home', 'Approve', and 'Out Event'. A table titled 'Session Papers' displays the following data:

Paper / Offer #	Paper Title	APV	AIM	OS
0007.0001	Testing New Tech Paper App	2	1	0

Below the table, there is a 'Publish?' section with radio buttons for 'Yes' and 'No'. A 'Recommended for Transactions' section also has radio buttons for 'Yes' and 'No'. A 'Comments' text area is provided for user input. A 'Rejection Reason:' text area is also present. At the bottom of the main content area, there are buttons for 'Show Approved Papers' and 'Save Changes'. The SAE International logo is displayed at the bottom right of the screenshot.

Here, the papers currently eligible for publication from the session are displayed, along with a summary of the reviews for each paper. The total Transactions score of the eligible papers will also be shown, to assist the organizer is making Transactions recommendations. The user may also insert Transactions-related comments here, which will be viewed by the Activity Chair making Transactions selections.

The user must click "Save Changes" once he or she has made their selections. A receipt page will be shown after clicking this button.

# PUBLICATION APPROVAL

The screenshot displays the SAE International MyTechZone interface for a publication approval process. The main content area is titled 'Test 2 session' and includes a 'Publish?' section with a red arrow pointing to the 'Recommended for Transactions' link. Below this, there are radio buttons for 'Yes' and 'No' for both 'Publish?' and 'Recommended for Transactions'. A 'Rejection Reason' field is also present. The interface includes a sidebar with navigation options and a table of session papers.

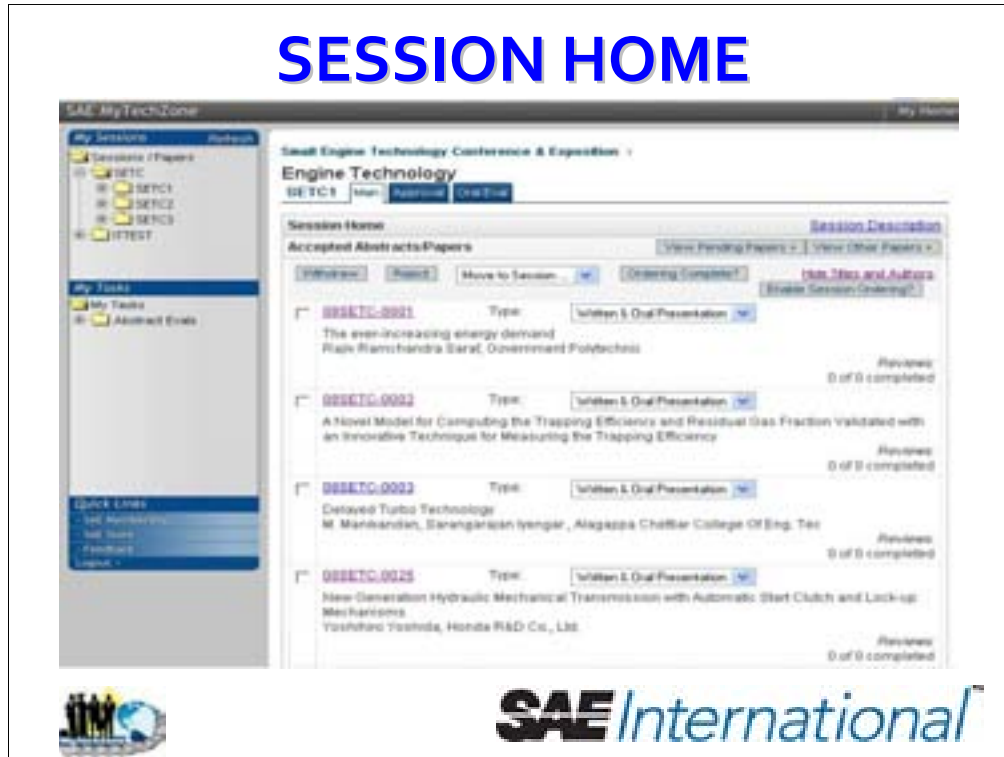
Paper / Offer #	Paper Title	APP	AIM	DIS
0007.0001	Testing New Tech Paper App	2	1	0

80.87 Total Weighted Score

Rejection Reason:

By clicking on this link, a window will pop up displaying detailed information about Transactions, and also the weighted rating system that is used to calculate Transactions scores.

# SESSION HOME



The Organizer may use this page for several functions:

If an author has withdrawn a paper, the organizer may use this screen to select the appropriate paper, then click the "Withdraw" button.

If the user wishes to Disapprove a paper, the organizer may use this screen to select the appropriate paper, then click the "Disapprove" button. Comments will be required, and will be forwarded to the author. An organizer may Disapprove a paper at any time, regardless of the number of reviews that have been completed.

The organizer may also use the drop-down menu in the middle of the screen to change the type of presentation.

Additionally, the user may move a presentation or paper from one part of the same session to another.

Note that the screen shows how many reviews have been completed for this paper. Also, as with each page, the user must click the Save button in the lower right corner before exiting the page.

# SESSION HOME

SAE MyTechZone

Small Engine Technology Conference & Exposition

## Engine Technology

DETC1 [Home] [Abstract] [On-Line]

Session Home [Session Description](#)

Accepted Abstracts/Papers [View Pending Papers >](#) [View Other Papers <](#)

[Withdraw] [Cancel] Move to Session... [Ordering Complete?] **View This and Author's** [Enable Session Ordering?](#)

ID	Type	Title	Author	Review Status
00SEETC.0001	Written & Oral Presentation	The ever-increasing energy demand	Ravi Ramchandra Saraf, Government Polytechnic	Reviews: 0 of 0 completed
00SEETC.0002	Written & Oral Presentation	A Novel Model for Computing the Trapping Efficiency and Residual Gas Friction Validated with an Innovative Technique for Measuring the Trapping Efficiency		Reviews: 0 of 0 completed
00SEETC.0003	Written & Oral Presentation	Delayed Turbo Technology	M. Manikandan, Saranganjan Isengar, Alagappa Chettiar College Of Eng. Tec	Reviews: 0 of 0 completed
00SEETC.0005	Written & Oral Presentation	New Generation Hydraulic Mechanical Transmission with Automatic Start Clutch and Lock-up Mechanisms	Yoshitaka Yoshida, Honda R&D Co., Ltd.	Reviews: 0 of 0 completed



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If the organizer clicks on this button...

# ORDERING THE SESSION

The screenshot shows the SAE MyTechZone interface for the 'Small Engine Technology Conference & Exposition'. The main content area is titled 'Engine Technology' and 'SETC1'. It displays a list of 'Accepted Abstracts/Papers' with columns for 'ID', 'Title', and 'Type'. The list includes items like 00SETC.0001 through 00SETC.0009. To the right of the list, there are controls for 'Ordering Complete?' and 'Disable Session Organizing?'. Below the list is a 'Save Presentation Changes' button. The interface also includes a left sidebar with navigation options like 'My Sessions', 'My Tools', and 'My Tasks'.



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... arrows will appear that allow the organizer to set the batting order for their sessions.

Please note that I have clicked the “Hide Titles and Authors” button, which allows me to see the whole session without scrolling.

If the organizer clicks on *Disable Session Organizing*, the arrows will disappear. If the organizer clicks on *Ordering Complete*, SAE Staff will be notified and will henceforth assign a time to each presentation.

# SYSTEM USE START TO FINISH



## TECHNICAL PAPER DEVELOPMENT AND REVIEW PROCESS FLOW

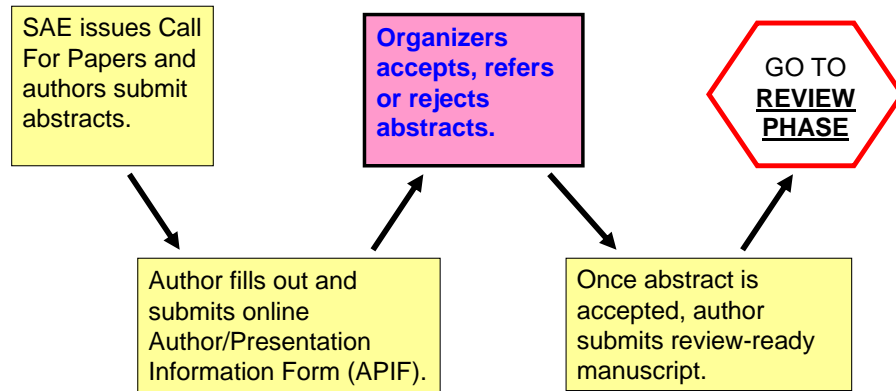


**SAE** *International*

Now, let's examine the system as it will be used – by a variety of volunteers in a variety of capacities – in chronological order; that is, from start to finish in the technical paper development and publication process.

We'll break the process down into three phases: preliminary phase, review phase, and finalization phase.

# PRELIMINARY PHASE OVERVIEW



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The first – preliminary – phase covers everything from the initial Call for Papers (usually issued at the conference the year previous) to when the author uploads his or her first review-ready manuscript. Please note that this phase includes tasks for authors and organizers.

Also please note that this flow map shows each path that the organizer may take when acting on submitted paper manuscripts.



## AUTHOR – ABSTRACT SUBMITTAL

Submitted by: Robert Kohnmussel

Title:

(In the appropriate mix of upper and lower case)

Paper Type:

Select Session:

WORLD1 Written Paper Only (Only technical papers)

WORLD2 WORLD2 - Second session

WORLD3 WORLD3 - Session 3

Abstract

Enter a 500 Word Abstract Describing the Paper's Content

Select Your Role(s) for Paper (Select all that apply):

Primary Author  Co-Author

Presenter  Corresponding Contact

Upon submission of your abstract, you will be directed to the online Author/Participant Information Form (APIF), where you will enter all applicable author and co-author information.

Please note first, that anyone may submit an abstract – it does not have to necessarily be the author. Whoever submits the abstract will need to log in to the SAE website first.

Here, I've logged in to submit an abstract for the Non-Conference-Papers event. Note that my name has been pre-populated, based on my MyTechZone login. Once the abstract title has been entered, and the presentation type – for example, written and oral; oral only; etc. – the submitter will need to choose which technical session to submit the abstract to.

Upon selecting the appropriate session, the submitter will then enter the abstract. We encourage an abstract of up to 500 words, but will of course accept longer ones.

Finally, the submitter will then choose the role or roles that he or she will fulfill with regard to the paper. Please note that the submitter will not be able to choose both author and co-author, but may choose any other combination of roles. Once finished, the submitter must click "Submit Abstract."

# AUTHOR - APIF

The screenshot shows the SAE International website interface. The main content area is titled "IT Text Meeting - Text 1 session - 081T-0002". A green message indicates "Participant form saved successfully". The "Author Participant Information" section is active, showing a table with columns for Role, First, Last, and Affiliation. The table is currently empty, with "No Author available" displayed. Below the table, there are sections for "Co-Author(s)", "Presenter(s)", and "Corresponding Contact(s)". The "Co-Author(s)" section shows a dropdown menu set to "Co-Author" and a form populated with "Robert S.", "Kunzupf", and "SAE International". The "Corresponding Contact(s)" section shows a dropdown menu set to "Correspond" and a form populated with "Robert S.", "Kunzupf", and "SAE International". At the bottom of the form, there are "Undo Changes" and "Save Changes" buttons. The SAE International logo is visible at the bottom right of the page.

As soon as the abstract is submitted, the user will be taken directly to this page, the **Author/Participant Information Form, or APIF**. This form is the descendant of the Participant Record Form, or PRF, which authors have been required to submit in past years.

This form is initially populated with the information submitted on the previous page. Note that since I only chose the Co-Author and Corresponding Contact roles on the previous page, those are the only two that are populated.

# AUTHOR - APIF

The screenshot shows the SAE International website interface. At the top, there is a navigation bar with the SAE International logo, 'SAE Home', and user information 'td, Robert.Hammatt'. Below this is a 'My Sessions' sidebar with a tree view of sessions. The main content area is titled '081T-0002' and contains a form for 'Author Participant Information'. The form has tabs for 'Main', 'Participants', 'Submit Manuscript', 'View Reviews', and 'Email'. A green message states 'Participant form saved successfully'. The form includes sections for 'Co-Author(s)', 'Presenter(s)', and 'Corresponding Contact(s)', each with a dropdown menu and input fields for name and affiliation. A red arrow points to the 'Add Participant' button in the top right corner of the form. At the bottom of the page, there is a 'Quick Links' section and the SAE International logo.

The user may click on this button to add a new person to the APIF. On clicking this button, the user will be taken to a search application to find and select the participant who is to be added, or a separate application to create a new participant.

# AUTHOR - APIF

The screenshot displays the SAE International MyTechZone interface. The main content area is titled "08IT-0002" and shows a "Participant form saved successfully" message. Below this, the "Author Participant Information" section is visible, featuring a table with columns for "Role", "First", "Last", and "Affiliation". The table currently shows "No Author available". Below the table, there are sections for "Co-Author(s)", "Presenter(s)", and "Corresponding Contact(s)", each with a dropdown menu and input fields. A red arrow points to the "Assign Participants Additional Roles" button. At the bottom of the form are "Undo Changes" and "Save Changes" buttons. The SAE International logo is at the bottom right of the page.

This button will be useful in assigning extra roles to existing identified participants. Clicking here takes the user to this page...

# AUTHOR - APIF

The screenshot displays the SAE International MyTechZone interface. The main content area is titled '081T-0002' and shows a table for assigning roles to participants. A message above the table states 'Participant form saved successfully'. The table has columns for 'Participant', 'Author', 'Co-Author', 'Presenter', and 'Corresponding Contact'. The participant 'Robert S. Fommungf' is listed with checkboxes for each role, all of which are currently unchecked. Below the table are 'Undo Changes' and 'Save Changes' buttons.

Participant	Author	Co-Author	Presenter	Corresponding Contact
Robert S. Fommungf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

... where the user can select any other available roles, then click Save Changes, rather than creating a whole new record.

# AUTHOR - APIF

SAE International SAE Home Contact Us | Help | Shopping Cart [hi, Robert.kunzupf](#)

SAE MyTechZone [My Home](#)

My Sessions Refresh

- Sessions / Papers
  - WORLD
  - WORLD Y1
    - WORLD Y1
      - DMONLY-1
      - DMONLY-2
  - DM

My Tasks

- My Tasks
- Abstract Eval
- Manuscript Review
- Submit Manuscript

Quick Links

- My Account
- SAE Store
- Feedback
- Help

IT Text Meeting - Text 1 session -

**081T-0002**

[Main](#) [Participants](#) [Submit Manuscript](#) [View Reviews](#) [DM](#)

Participant form saved successfully

Author Participant Information [Assign Participants Additional Roles](#) [Add Participant](#)

Role	First	Last	Affiliation
No Author available			
Co-Author	Robert S.	Kunzupf	SAE International

Presenter(s)

No Presenter(s) available

Corresponding Contact(s)

Correspondor Robert S. Kunzupf SAE International

P.S. Please note that updating of Name and Affiliation will only change the information that displays in the conference's on-site event guide and on SAE's website. If you wish to update your SAE member or customer record, please go to MySAE and choose 'Personal Information' in the upper right corner.

[Undo Changes](#) [Save Changes](#)



This will undo the changes made since the last save.

# AUTHOR - APIF

SAE International SAE Home Contact Us | Help | Shopping Cart ti, Robert.hammatt SAE MyTechZone My Home

IT Text Meeting - Text 1 session - 081T-0002

Participant form saved successfully

Author Participant Information

Role	First	Last	Affiliation
No Author available			
Co-Author	Robert S.	Kunzupf	SAE International

Presenter(s)  
No Presenter(s) available

Corresponding Contact(s)  
Correspondr Robert S. Kunzupf SAE International

Undo Changes Save Changes

SAE International

This will save the changes made to date. Every user must remember to click this button after each use of the APIF.

# AUTHOR - APIF

The screenshot displays the SAE International Author Participant Information form for session 081T-0002. The form is titled "Participant form saved successfully" and shows a table with columns for Role, First, Last, and Affiliation. A participant is listed as Co-Author with first name Robert S. and last name Karsungrl, affiliated with SAE International. The form includes buttons for "Add Participant", "Undo Changes", and "Save Changes". A red arrow points to the "Add Participant" button, and another red arrow points to the "Co-Author" role dropdown.

Other notable buttons – to the left of each participant, the red X button will remove that participant. To the right of each co-author button, there are arrows to change the order of the participants. The order and list of participants determined here will be displayed exactly the same in the Onsite Event Guide, and also on the conference's web page on [www.sae.org](http://www.sae.org).

Finally, please note that certain columns are editable depending on who the logged-in user is. If the user changes anything in these columns, it will change what is displayed in the Event Guide – but will not change the user's record in the SAE database.



# ORGANIZER – ABSTRACTS

The screenshot displays the SAE International MyTechZone interface. The main content area shows an abstract for a paper titled "Brake Specific Fuel Consumption and Power Advantages for a Turbocharged Two-Stroke Direct Injected Engine" (ID: 00SETC-0007). The abstract text describes research by the University of Idaho on a clean two-stroke engine using gasoline direct injection. Below the abstract, there is an "Evaluation" section with a status dropdown menu currently set to "Accepted". There are also radio buttons for "Rejected" and "Refered". A "Rationale / Reason" text area is visible at the bottom of the evaluation section.



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Here we see again the page where the organizer accepts, refers or rejects the given abstract.

## AUTHORS – MANUSCRIPT SUBMITTAL



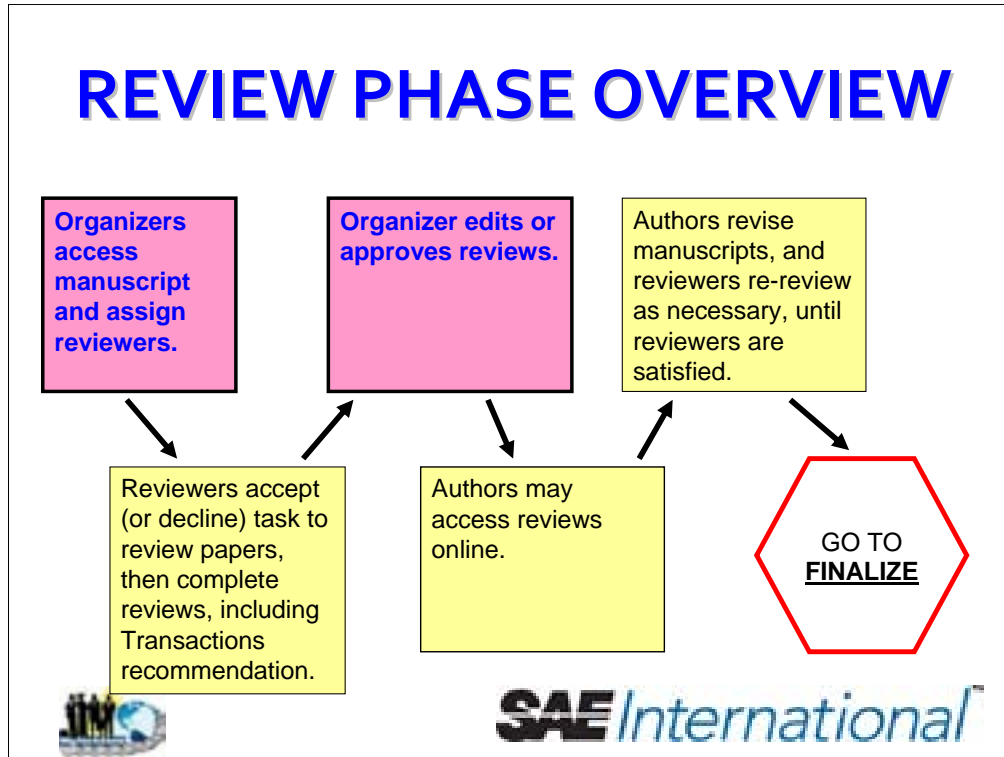
Authors will use this screen to submit their review-ready manuscripts. This will work like the Browse button on any other web page. Please note that the application will accept only PDF documents. If any authors do not have the full version of Adobe Acrobat, or the ability to convert documents to PDF format, there is a link for them to do so for free.

There is also a block for authors to include comments for session organizers.

Once the user submits their manuscript, they will receive a confirmation page indicating that the document has been successfully received by SAE – or a different message if some sort of error occurs.

Please also take a moment to notice that there are navigation tabs along the top of the workspace, indicating the tasks available to the user. In each workspace, the last tab on the right (E-mail) allows the user to contact all volunteers associated with his or her paper and session directly by e-mail, and also to contact the SAE staff member or members who are assigned to their session.

# REVIEW PHASE OVERVIEW

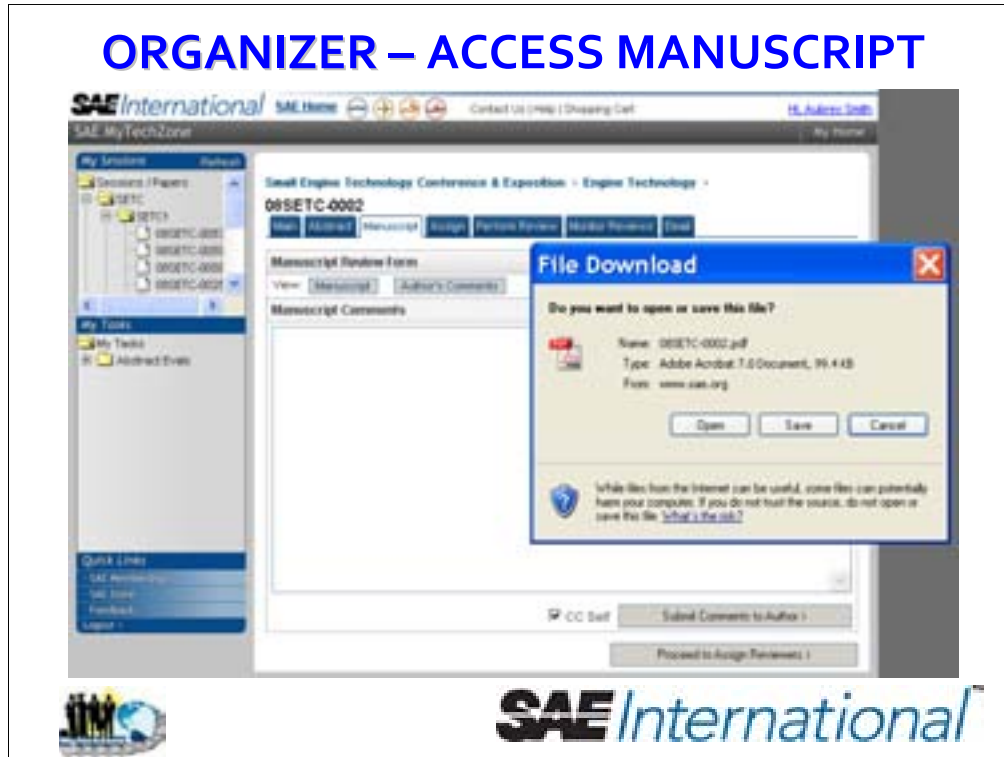


This map depicts the main phase of the review process, encompassing each round of review required for a given manuscript.

Please note that this map includes actions to be taken by reviewers, authors and organizers.

Please note, the map also shows each path that each of these volunteers may take whenever a decision is required at a given juncture in the process.

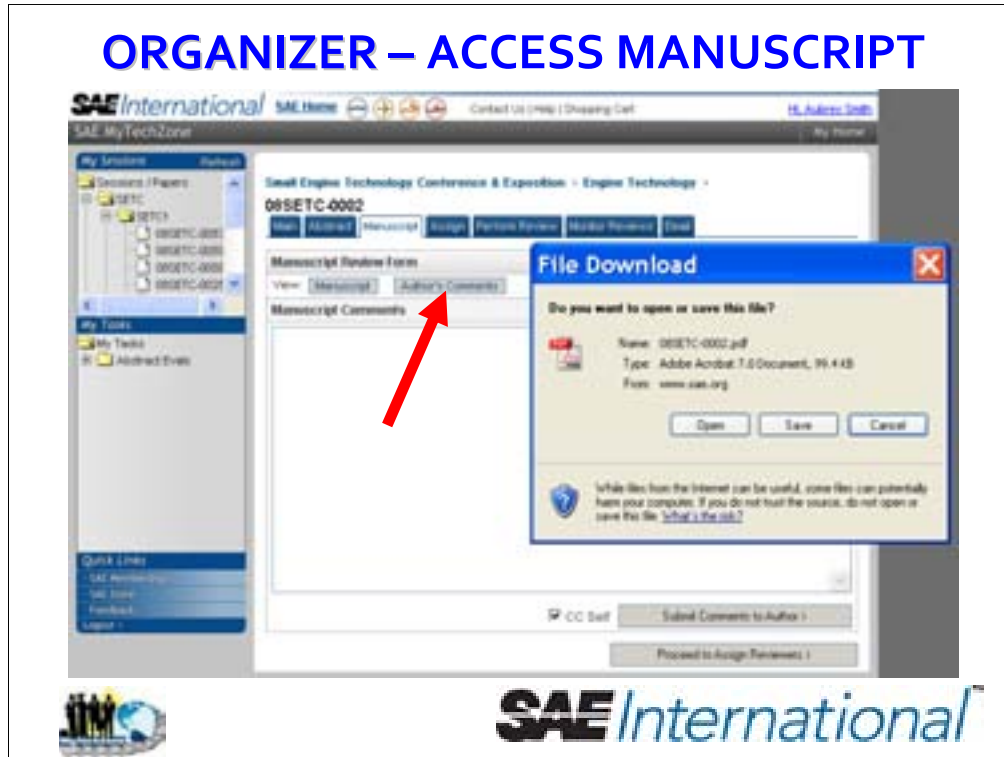
## ORGANIZER – ACCESS MANUSCRIPT



Here, the organizer may view or download the review-ready manuscript.

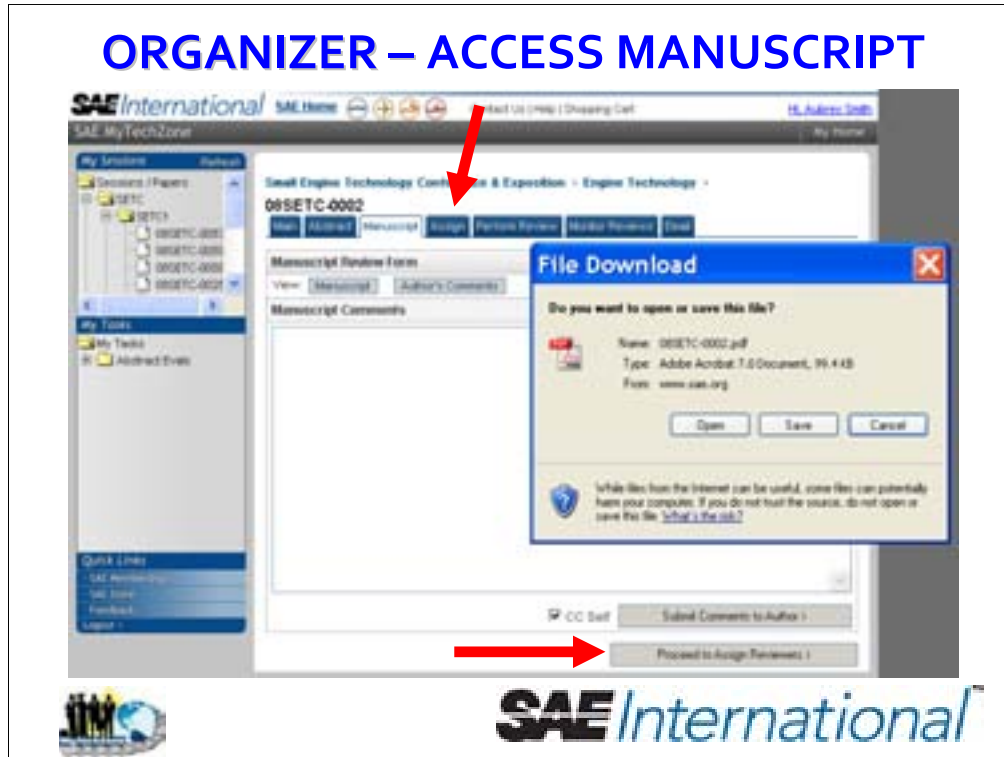
Once the user has an opportunity to review the manuscript and (if applicable) the author's comments, he or she (the organizer) has a decision to make. If the manuscript is not yet ready to be sent out for peer review, the user may type comments to the author in the large block given, then click the "Submit Comments to Author" button. Those comments would then appear on the author's dashboard.

## ORGANIZER – ACCESS MANUSCRIPT



The user may also click the “Author’s Comments” button to see any comments that the author had submitted through his or her manuscript submittal screen.

## ORGANIZER – ACCESS MANUSCRIPT



If the paper is ready to be sent out for peer review, the user may then click the “Proceed to Assign Reviewers” button. The user will then be taken to the workspace pane where he or she can assign reviewers.

## ORGANIZER – ASSIGN REVIEWERS

The screenshot shows a web application interface for assigning reviewers. On the left is a navigation sidebar with 'My Tools' and 'Abstracts' sections. The main content area is titled 'Paper Reviewer Assignment Form' and shows '3 Reviewers Assigned'. It includes a list of reviewers with checkboxes, a search bar for reviewers, a 'Reviewer List' table, and a 'Send Email to Selected Reviewer(s)' section with a preview of the email content.

**Reviewer List**

<input type="checkbox"/>	Reviewer	Sent	Accepted for Review	Completed Review
<input type="checkbox"/>	Smith, Aubrey D.			
<input type="checkbox"/>	Shiozaki, Tomoo			
<input type="checkbox"/>	Masuhashi, Naoyuki S.			

**Send Email to Selected Reviewer(s)**

Hello,  
The following SAE Technical Paper offer requires review:  
0802TC-0002 A Novel Model for Combining the Trapping Efficiency and Residual Gas Fraction Validated with an Innovative Technique for Measuring the Trapping Efficiency

If you accept, you will be taken directly to the online evaluation form, and may access the manuscript directly:  
http://www.sae.org/entels/techpaper/evaluation/howtoevaluate/evaluationForm.do?method=OpenForm&prodCdr=PPRES&entName=0802TC-0002&prodCdr=0802TC-0002&idType=paper

Sincerely,  
Aubrey Smith

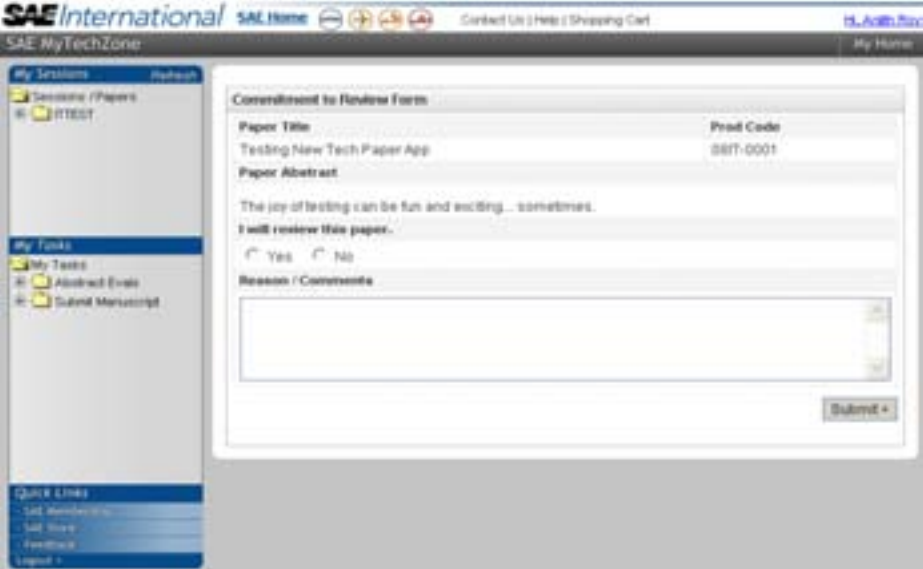
[Send Email >](#)



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Here again, we see the screen where the user assigns reviewers for the paper.

## REVIEWER – COMMITMENT FORM



The screenshot displays the SAE International MyTechZone interface. The main content area is titled "Commitment to Review Form". It contains the following fields and options:

Paper Title	Prod Code
Testing New Tech Paper App	SBT-0001

Paper Abstract

The joy of testing can be fun and exciting... sometimes.

I will review this paper.

Yes  No

Reason / Comments

The left sidebar includes "My Sessions" with a "Refresh" button, "My Tools" with "My Tests", "Abstract Eval", and "Submit Manuscript", and "Quick Links" with "Get Assistance", "Get News", "Feedback", and "Logout". The SAE International logo is at the bottom right.

This page is very simple; here the Reviewer merely acknowledges whether or not he or she will complete the review for the paper in question. He may also include comments to be returned to the organizer.

Please note that the paper's title, abstract and offer number are displayed.

As always, the submit button must be clicked before the page can be exited.



# REVIEWER – EVALUATION FORM

The screenshot shows the SAE International MyTechZone interface. The main content area is titled "Power Systems Conference - Advanced Power Systems Technologies" and "08PSC-0002". It includes a navigation bar with "Home", "Abstract", "Manuscript", "Assign", "Paper Review", "My Paper Review", and "View". The form is titled "Paper Review Form - Analysis Rotary Engine". It contains several sections: "My Professional Experience Level" with radio buttons for "Yes", "Moderate", and "Minimally"; "Was the Paper Previously Presented?" with radio buttons for "Yes" and "No"; a "Scores" section with a note "Scores range from 1 to 10 with 1 being low and 10 being high" and a table with columns for "Reference", "Innovative", "Accuracy", "Presentation", "Quality", and "Conclusion", each with a rating box; a "Manuscript" section with radio buttons for "Approved", "Approved if Modified", and "Disapproved"; a "Recommendations" section with radio buttons for "Yes" and "No"; and an "Add Comments" section with an "Add Comment" link. A "Submit Paper Review" button is located at the bottom right. The SAE International logo is at the bottom center.

On this page, the user may complete the online technical paper review. This screen is very similar to the screen previously used with a couple of notable exceptions:

# REVIEWER – EVALUATION FORM

SAE International SAE Home Contact Us Help Shopping Cart 18 Robert K. Johnson

SAE MyTechZone

Power Systems Conference - Advanced Power Systems Technologies -

08PSC-0002

Home Abstract Manuscript Assign Paper Review My Review My Review

Paper Review Form - Analysis Rotary Engine

My Professional Experience Level:  Yes  Moderate  Minimal

Was the Paper Previously Presented:  Yes  No

Scores

Scores range from 1 to 10 with 1 being low and 10 being high

Reference	Relevance	Intensity	Presentation	Quality	Conclusions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Manuscript

Rate:  Approved  Approved if Modified  Disapproved

Recommendations

Recommend for Transactions:  Yes  No

Add Comments

[Add Comment](#)

[Submit Paper Review >](#)

SAE International

The scores, while still ranging in integers from 1 to 10, will be entered into their corresponding boxes, instead of using a drop-down menu. In the previous system, the drop-down menu created problems because of users' scroll wheels – user occasionally entered incorrect scores when trying to scroll down the page.

# REVIEWER – EVALUATION FORM

SAE International SAE Home Contact Us Help Shopping Cart 18 Robert K. Johnson

SAE MyTechZone My Home

**My Sessions** Refresh

- Sessions / Papers
- INVALY
- INVALY
- DHM
- ITEST
- PSC

**My Tasks**

- My Tasks
- Abstract Eval
- Manuscript Review
- Submit Manuscript

**Quick Links**

- SAE International
- SAE Home
- Home

Power Systems Conference - Advanced Power Systems Technologies -

**08PSC-0002**

Home Abstract Manuscript Approve Paper Review My Review My Review Done

**Paper Review Form - Analysis Rotary Engine**

My Professional Experience Level:  Yes  Moderate  Minimal

Was the Paper Previously Presented:  Yes  No

**Scores**

Scores range from 1 to 10 with 1 being low and 10 being high

Reference	Innovation	Integrity	Presentation	Quality	Conclusions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Manuscript**

Rate:  Approved  Approved if Modified  Disapproved

**Recommendations**

Recommend for Transactions:  Yes  No

**Add Comments**

[Add Comment](#)

Additionally, comments may now be entered in specific categories, or as general comment, rather than lumping all comments together.

# ORGANIZER – TRACK REVIEWS

The screenshot displays the SAE International MyTechZone interface. At the top, the SAE International logo and navigation links are visible. The main content area is titled "IT Test Meeting - Test 2 session -" and shows details for paper "081T-0001".

Navigation tabs include: [Main](#), [Abstract](#), [Manuscript](#), [Assign](#), [Person Review](#), [Monitor Reviews](#), and [Email](#). A link for "Author's Comments" is also present.

Two reviewers are listed:

- Robert Kierulff, P. 5** (Well Experienced):
  - 12/12/2007
  - Recommended for Transactions: Not Published
  - Approved: Approved
  - Quality: 5, Integrity: 5, Conclusions: 5, Innovative: 7, Reference: 5, Presentation: 7
  - Comments: General [View Edit](#), Title [View Edit](#)
- Richard Ellis, P. 6** (Moderately Experienced):
  - 12/12/2007
  - Recommended for Transactions: Not Published
  - Approved: Approved if Modified
  - Quality: 5, Integrity: 5, Conclusions: 7, Innovative: 7, Reference: 5, Presentation: 7
  - Comments: Study [View Edit](#), Conclusion [View Edit](#), General [View Edit](#)

The SAE International logo is displayed at the bottom right of the interface.

Here again, we see how the organizer is able to view the reviews completed for the given paper. This time, please take particular note of the number indicated after each reviewer.

# ORGANIZER – TRACK REVIEWS

The screenshot shows the SAE International MyTechZone interface. The main content area displays the review tracking page for document 081T-0001. The page is titled "IT Test Meeting - Test 2 session -" and "081T-0001". A red arrow points to the number "5" next to the reviewer's name, Robert Kierulff, P. 5, who is "Well Experienced". The reviewer's score is "5" for "Quality" and "5" for "Integrity". The reviewer's comments are "Recommended for Transactions" and "Not Published". The reviewer's scores for "Innovative", "Reference", and "Presentation" are "2", "0", and "7" respectively. The reviewer's comments are "General" and "Title", both with "View/ Edit" links. The reviewer's name is "Richard Ellis, P. 6", who is "Moderately Experienced". The reviewer's score is "5" for "Quality", "5" for "Integrity", and "7" for "Conclusions". The reviewer's comments are "Study" and "Conclusion", both with "View/ Edit" links. The reviewer's scores for "Innovative", "Reference", and "Presentation" are "7", "0", and "7" respectively. The reviewer's comments are "General" with a "View/ Edit" link. The SAE International logo is visible at the bottom right of the screenshot.

This time, please take particular note of the number indicated after each reviewer.

# AUTHOR – VIEW REVIEW RESULTS

The screenshot shows the SAE International author review results interface. The left sidebar contains navigation options: 'My Tasks' (My Tasks, Abstracts) and 'Quick Links' (SAE International, SAE News, SAE Connect, Contact). The main content area displays three review panels for different reviewers. Each panel includes a table of scores for Quality, Integrity, Conclusions, Innovative, Reference, and Presentation, along with a 'Comments' section and a 'View' button.

Quality	Integrity	Conclusions	Innovative	Reference	Presentation
9	9	9	7	9	7

Comments: [View]

General: [View]

Title: [View]

Quality	Integrity	Conclusions	Innovative	Reference	Presentation
9	8	7	7	8	7

Comments: [View]

Body: [View]

Conclusions: [View]

General: [View]

Quality	Integrity	Conclusions	Innovative	Reference	Presentation
9	10	7	9	9	9

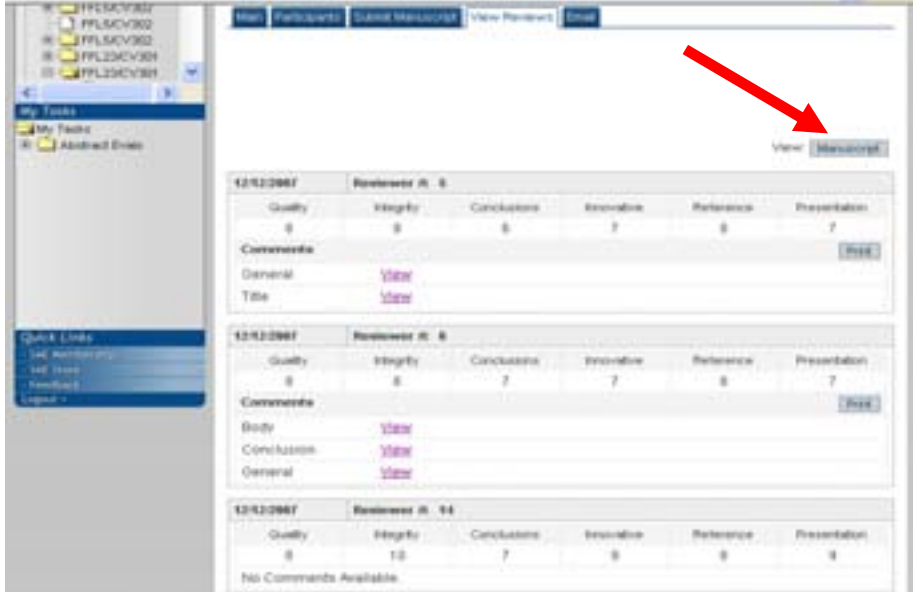
No Comments Available



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Here, the author may view the results of the reviews for his/her paper. Please note:

## AUTHOR – VIEW REVIEW RESULTS



The screenshot displays the SAE International author review results interface. The interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains navigation options such as 'My Tasks', 'My Tasks', and 'Abstracts'. The main content area shows three review panels, each for a different reviewer. Each panel includes a table of scores and a 'View Manuscript' button. A red arrow points to the 'View Manuscript' button in the top right corner of the interface.

Quality	Integrity	Conclusions	Innovative	Reference	Presentation
9	9	9	7	9	7

Quality	Integrity	Conclusions	Innovative	Reference	Presentation
9	8	7	7	8	7

Quality	Integrity	Conclusions	Innovative	Reference	Presentation
9	10	7	9	9	9

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The author may view the most up-to-date version of the manuscript...

## AUTHOR – VIEW REVIEW RESULTS

The screenshot displays the 'VIEW REVIEW RESULTS' page for an author. The interface includes a left-hand navigation menu with options like 'My Tasks', 'My Tools', and 'Abstract Entry'. The main content area shows three review panels, each for a different reviewer. A red arrow points to the first review panel, 'Reviewer # 8'. Each panel contains a table of scores and a 'Comments' section with links to view details for 'General', 'Body', and 'Conclusions'. The SAE International logo is visible at the bottom right of the screenshot.

Quality	Integrity	Conclusions	Innovative	Reference	Presentation
9	9	9	7	9	7

Quality	Integrity	Conclusions	Innovative	Reference	Presentation
9	8	7	7	8	7

Quality	Integrity	Conclusions	Innovative	Reference	Presentation
9	10	7	9	9	9

Reviewers are identified by number only – but the organizer is provided the connection between name and number.



# AUTHOR – VIEW REVIEW RESULTS

The screenshot displays the SAE International author interface for viewing review results. On the left, a navigation menu includes 'My Tasks' with sub-items 'My Tasks' and 'Abstracts', and 'Quick Links' with sub-items 'SAE Home', 'SAE News', 'SAE Events', and 'Contact Us'. The main content area shows three review cards for the date 12/12/2007, each for a different reviewer (Reviewer # 8, Reviewer # 8, and Reviewer # 14). Each card contains a table of scores for various criteria: Quality, Integrity, Conclusions, Innovative, Reference, and Presentation. The first two cards also have a 'Comments' section with a 'View' button highlighted by a red arrow. The third card indicates 'No Comments Available'. The SAE International logo is located at the bottom right of the page.

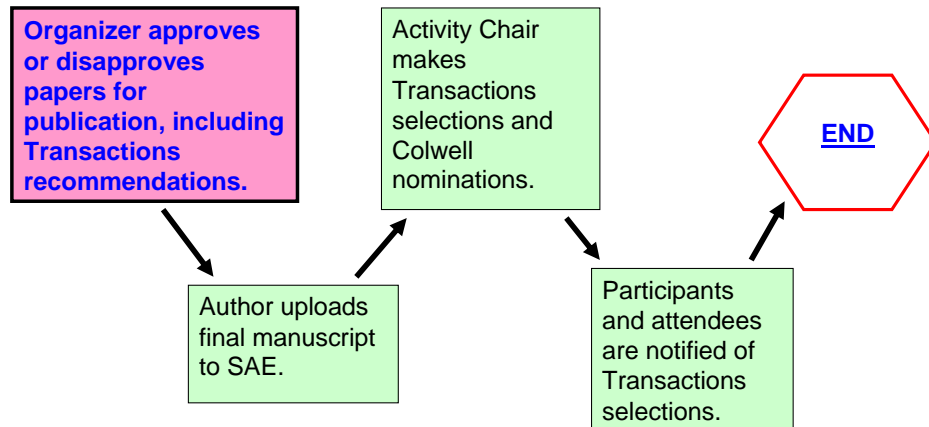
Quality	Integrity	Conclusions	Innovative	Reference	Presentation
9	9	9	7	9	7

Quality	Integrity	Conclusions	Innovative	Reference	Presentation
9	8	7	7	8	7

Quality	Integrity	Conclusions	Innovative	Reference	Presentation
9	10	7	9	9	9

The author may also view all comments at once from a given review.

# FINALIZATION PHASE



**SAE** International

This page shows the flow for the last – finalization – phase of the technical paper review and development process.

This phase covers the process from the time the organizer approves – or disapproves – a manuscript for publication until the paper is or is not included in Transactions.

# ORGANIZER – PUBLICATION APPROVAL

The screenshot shows the SAE International MyTechZone interface for a publication approval process. The page title is "IF2 Test Meeting - Test 2 session". The user is logged in as "ts.robert.falconetti".

**My Sessions / Papers:**

- WORLDLY
- WORLDLY
- OHM
- ITRES1
- IT1
- IT2

**My Tasks:**

- Abstract Evaln
- Manuscript Review
- Submit Manuscript

**Quick Links:**

- SAE International
- SAE Home
- Feedback
- Logout

**Session Papers:**

Paper / Offer #	Paper Title	APV	AIM	OS
0007.0001	Testing New Tech Paper App	2	1	0

80.87 Total Weighted Score

**Publish?** Recommended for Transactions

Yes  No  Yes  No

**Comments:**

**Rejection Reason:**


[Show Approved Paper](#) [Save Changes](#)

**SAE International**

Here we again see the publication approval form for organizers.

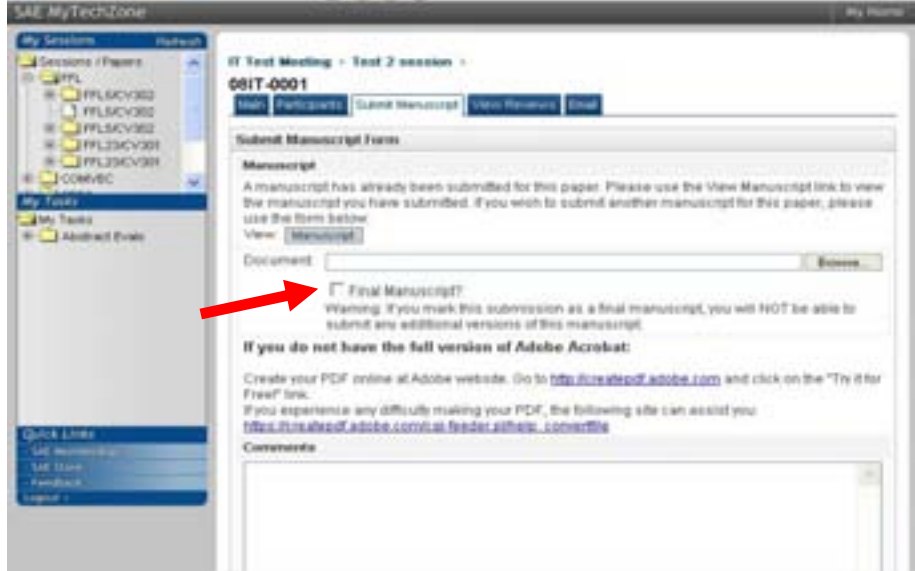
## AUTHORS – FINAL MS SUBMITTAL

The screenshot displays the SAE MyTechZone web application interface. The main content area is titled "081T-0001" and features a "Submit Manuscript" button. Below this, a "Submit Manuscript Form" section contains a "Manuscript" heading and a message: "A manuscript has already been submitted for this paper. Please use the View Manuscript link to view the manuscript you have submitted. If you wish to submit another manuscript for this paper, please use the form below." A "View Manuscript" link is provided. The form includes a "Document" field with a "Browse" button and a "Final Manuscript?" checkbox. A warning message states: "Warning: If you mark this submission as a final manuscript, you will NOT be able to submit any additional versions of this manuscript." Below this, a section titled "If you do not have the full version of Adobe Acrobat:" provides instructions to create a PDF online at <http://www.adobe.com> and includes a link to [http://usa.adobe.com/go/acrobat\\_reader\\_install](http://usa.adobe.com/go/acrobat_reader_install). A "Comments" field is also visible at the bottom of the form.



Once the paper has been approved for publication by the organizer, the author will be able to submit his final manuscript.

## AUTHORS – FINAL MS SUBMITTAL



The screenshot shows the SAE MyTechZone web interface. On the left is a navigation menu with sections for 'My Sessions' (listing various PFL and CORVBC sessions) and 'My Tasks' (listing 'My Tasks' and 'Abstract Entry'). The main content area is titled 'IT Test Meeting - Test 2 session - 081T-0001' and includes tabs for 'Info', 'Participants', 'Submit Manuscript', 'View Reviews', and 'Close'. Below the tabs is the 'Submit Manuscript Form' section. It contains a 'Manuscript' heading, a message stating a manuscript has already been submitted, and a 'View Manuscript' link. There is a 'Document' input field with a 'Browse' button. A red arrow points to a checkbox labeled 'Final Manuscript?'. Below the checkbox is a warning: 'Warning: If you mark this submission as a final manuscript, you will NOT be able to submit any additional versions of this manuscript.' Further down, there is a section titled 'If you do not have the full version of Adobe Acrobat:' with instructions to create a PDF online at <http://createpdf.adobe.com> and a link to [http://usa.adobe.com/go/astore/astore\\_comertile](http://usa.adobe.com/go/astore/astore_comertile). At the bottom of the page, there is a 'Comments' section with a text area. The SAE International logo is visible at the bottom right of the screenshot.

Please note that this checkbox is now available, and that the author must select it in order to submit their final manuscript.

# AUTHOR – FINALIZE APIF



As soon as the final manuscript is submitted, the user will be taken directly to the **APIF** to finalize their author and co-author information, to ensure not only that the onsite event guide is accurate, but also that each involved author can get the proper recognition for their role in writing and/or presenting the paper.

## ORGANIZER – PRESENTATION MGMT



The screenshot displays the SAE MyTechZone interface for the "Small Engine Technology Conference & Exposition". The main heading is "Engine Technology" with tabs for "Home", "Abstracts", and "Oral/Ex". The "Accepted Abstracts/Papers" section is active, showing a list of papers with their titles, authors, and review status. Each paper entry includes a checkbox, a unique ID (e.g., 0001, 0002, 0003, 0005), a type (all set to "Written & Oral Presentation"), and a "Reviews" count (all showing "0 of 0 completed").

ID	Title	Author	Type	Reviews
0001	The ever-increasing energy demand	Ravi Ramchandra Saraf, Government Polytechnic	Written & Oral Presentation	0 of 0 completed
0002	A Novel Model for Computing the Trapping Efficiency and Residual Gas Fraction Validated with an Innovative Technique for Measuring the Trapping Efficiency		Written & Oral Presentation	0 of 0 completed
0003	Delayed Turbo Technology	M. Manikandan, Saranganjan Iyengar, Alagappa Chettiar College Of Eng. Tec	Written & Oral Presentation	0 of 0 completed
0005	New Generation Hydraulic Mechanical Transmission with Automatic Start Clutch and Lock-up Mechanisms	Yoshohiro Yoshida, Honda R&D Co., Ltd.	Written & Oral Presentation	0 of 0 completed

At the bottom of the interface, there is a small logo on the left and the "SAE International" logo on the right.

And now, after the final manuscripts are submitted, the organizer may visit this page to set their session's batting order, or to complete any other tasks that may be done on this page.

# ACTIVITY CHAIR TRANSACTIONS SELECTION

The screenshot shows the SAE Technical Papers website interface for the 'SAE 2007 World Congress'. The main content area displays a table of papers with columns for 'Transactions', 'Averages', 'F11', 'Qualifications', 'Status', and 'Display'. Two sections are visible: '2006-01-2018' and '2006-01-2022'. Each section shows a table of papers with columns for 'Total', 'Rel', 'Min', 'Fuel', 'Emissions', 'Data', 'Costs', 'Time', 'Mile', 'Miles', 'Days', and 'Comments'. A 'Save Changes' button is located at the bottom right of the table area.

Finally, this is what the activity chair, or conference chair, will see when making selections for *Transactions* papers. The user will see all papers that fall under his or her Activity from the given conference. Although the papers are initially sorted by technical paper number, the user may easily sort them by total weighted score (in descending order) instead. Each paper may be viewed in full text by clicking on the paper number, and a summary of each paper's review statistics and comments.

**The user must click Save Changes when he or she is finished!** The user may return to this screen as often as desired to update his or her selections. Once final selections are made, the user must select the appropriate box. SAE staff will then process *Transactions* selections.

Please note the number and percentage of papers that have been selected; this number updates in real time as papers are selected and de-selected.



# THANK YOU!

If you have any questions, please contact Bob Kornrumpf at SAE:

**Email:** [robertk@sae.org](mailto:robertk@sae.org)

**Ph:** 1.724.772.4030

*Go to MyTechZone now to view your customized SAE volunteer experience!*

<http://www.sae.org/mytechzone>



**SAE** International

**Thank you** for your time and attention! If you have any questions about the process, or the online system, please feel free to contact SAE at the e-mail address or phone number shown here.