

Guide for the Editorial Process on Special Issues using Paper Review Management System (PRMS)

By Editorial Committee of the Journal of Information Processing, Nov.19, 2012

Introduction

The paper review management system (PRMS) is the system that can manage the whole process from the paper submission to the final decision of acceptance. Submissions to the PRMS should be done electronically, i.e., no postal mail submission will be accepted by the system.

Please also read the following manuals before using PRMS.

- Paper Review Management System (PRMS) User's Manual (for Chiefs)

(Please read it replacing "chief" and "deputy chiefs" be "the chief of special issue" and "supporters of the chief", respectively.)

- Paper Review Management System (PRMS) User's Manual (for Editorial Committee Members)
- Paper Review Management System (PRMS) User's Manual (for Meta-reviewers)
- Paper Review Management System (PRMS) User's Manual (for Reviewers)

Entire editorial process for special issue is as follows:

1. Preparation for reviewing process (after receiving the acceptance of the proposal)

- 1-1. Registering editorial committee members to system by secretariat

- 1-2. Choosing the type of editorial committee meeting

2. Assigning meta-reviewers and reviewers, and deciding the baseline decision rule for conditionally accepted papers (After 0-month from submission deadline)

[Immediately after submission deadline]

- 2-1. Assign meta-reviewers to the submitted papers. (after receiving an unofficial agreement to do meta-reviews of the paper from the meta-reviewer and telling it to the secretariat, the necessary data will be entered into the system)

Meta-reviewer should assign the appropriate candidate of reviewers for them. Before doing the actual assignments, the meta-reviewer should have unofficial acceptance of doing reviews from them. The meta-reviewer should tell the information about the reviewers to the secretariat to assign the role in the system.

After the official request for the first-round reviewing has been sent to the reviewer, the review period is immediately started. The reviewer will then enter the review report. After that, the meta-reviewer will enter the meta-review report.

3. The 1st (online / face to face) editorial committee meeting (After 1.5 to 2 months from submission deadline)

- 3-1. Make decisions of first round reviews: (Acceptance, Rejection, or Conditional Acceptance)

- 3-2. Management of progress of reviewing process by referring the progress information for

papers stored in PRMS

The notification to the authors will then be sent. The author will revise their papers and submit the revised version when the paper is conditionally accepted.

[An intermediate report should be done at the editorial board meeting at this point.]

[After that, the request to the second-round reviews will be sent to the reviewers whose assigned papers are revised by their authors. Reviewers will then report the second-round review reports, and then the respective meta-reviewers will report their meta-review-reports.]

4. The 2nd (online / face to face) editorial committee meeting (After 4.5 to 5 months from deadline of the first submission)

4-1. Make decisions of the second-round reviews: (Acceptance or Rejection)

[Finally, the final report should be done at the editorial board meeting and the final decisions will be committed.]

1. Preparation for reviewing process (before 1 month of the deadline of submission)

1-1. Registering editorial committee members to system by secretariat

Before starting the use of PRMS, please inform the secretariat the names, the e-mail addresses, the affiliations, and the telephone numbers of all editorial committee members. The secretariat will register the information to the system. Note that we consider all the reported committee members have agreed the privacy policy of IPSJ (<http://www.ipsj.or.jp/privacypolicy.html>).

- After the registration, each committee member will receive the notification of registration shown below. When a change should be made for the information due to the change of affiliation, please ask it the secretariat (editt@ipsj.or.jp). Note that the notification below will also be sent when the information on the committee has been changed.

Subject: [IPJSJ: Notification] Notification of registering/changing personal data of PRMS members
Body:
Dear (name)

We have registered/changed the data of members (editorial member, meta reviewer, reviewer) to PRMS.

[Registered data/Changed data]
Name:
Affiliation:
Department:
Contact:
 Postal code:
 Address:
 Tel.:
 Fax.:
Member ID:
Email:

If you have any questions, please send an email to the editorial secretariat, editt@ipsj.or.jp .

Sincerely yours,

Editorial Committee of Journal of Information Processing
Information Processing Society of Japan (IPJSJ)

- After the registration of the committee members, a random password will be set to each account and the following email will be sent to each committee member to notify the default login information.

Subject: [IPJSJ: Notification] Notification of registering/changing password of PRMS members

Body:
 Dear (the name)
 We wish to notify you that we have registered/changed the login password of PRMS.

User name:
 New password:
 Login page:
 (Please click [Change personal data] at the left corner for confirmation of details of personal data, registration/change of keywords, and change of password.)

If you have any questions, please send an email to the editorial secretariat, editt@ipsj.or.jp.

Sincerely yours,

Editorial Committee of Journal of Information Processing
 Information Processing Society of Japan (IPJSJ)

The initial password can be changed by each committee member via the login interface of the system which is indicated in the email.

To change the (initial) password, please login to the system as “committee member”.

The password can be changed from the page linked as “change password” in the bottom part of the screen.

Committee member/Meta-reviewer/Editor-in-chief login

Username:
 Password:

[Editing Web Manuals](#)
[Forgot your password](#)

Select role

Please select a role to log in as.

Editorial-committee-member

Detailed information of committee member

Member profile	Modify
Name	iro joho
Institution	aaa
Department	
E-mail	test2@ipsj.or.jp
IPJS member ID	
Contact person	Other
Address (English)	
Tel.	03-3518-8374
Fax	
Keywords	2010101 (Fundamental Theories(Computing Group))(Covering mainly theories with proofs): Information Mathematics: Graph theory

Position title		Committee name	Title	Group	Date of entrance	Date of retirement	Status	Term of office
Reviewer	None				2011/5/02		Active	0 years

Number of meta-reviews/reviews		Before 4 years	Before 3 years	Before 2 years	Before 1 year	This year	Present
Number of meta-reviews		0	0	0	0	0	0
Number of reviews		0	0	0	0	2	6

Paper ID of meta-reviews/reviews		Paper ID of reviews
		12-XX001
		12-XX002
		12-XX003
		12-XX004
		12-XX101-1
		TEST-TSET1
		Test12-126
		test-4

Change Password

Change committee member password

Please input your old password and new password and click the 'OK' button.

Old password	<input type="password"/>
New password	<input type="password"/>
New password (verification)	<input type="password"/>

After the password has been changed, the following e-mail will be sent for confirmation.

Subject:[IPJSJ: Notification] Notification of the registration/change of password of PRMS members
 Body:
 Dear (the name of committee member),

The login password for the PRMS has been changed by the user.
 If you have not changed it, please immediately inform it to the editorial office
 via email editt@ipsj.or.jp .

Login page: https://www.ipsj.or.jp/prms-v5-test/login_member_portal_en.do
 (By clicking Change of personal profile at the left side of the page,
 you can confirm the details of member profile
 register/change the keywords
 change the password.)

Sincerely yours,
 Editorial Committee of Journal of Information Processing
 Information Processing Society of Japan (IPJSJ)

1-2. Choosing the style of editorial committee meeting

Please choose one of the following styles for each committee meeting. The style of the meeting can be chosen for each committee meeting, independently.

(1) Style 1: An online conference style committee meeting by using PRMS

Please use the online conference facilities provided on the PRMS. After receiving the meta-review reports, the chief of the special issue (or a supporting person of the chief) can open the online committee meeting. For details, please see the PRMS User's Manual (for Chiefs).

(2) Style 2: A face-to-face style committee meeting by using PRMS

When this style is chosen, decision can be made without online conference. When online and face to face meeting are used together, the attendees should have their own computers that can connect to the Internet. (When the room(s) in the office building of the IPSJ (Kagaku-kaikan) is used for the face-to-face meeting, the computers should have wireless connection functionalities to connect to the Internet.)

2. Assigning meta-reviewers and reviewers, and deciding the baseline decision rule for conditionally accepted papers (Within the first month from the deadline for submission)

After the deadline of submission, the list of submitted papers will be sent in the following format from the secretariat. The media of the list (e.g., electrically, or in a printer material) can be chosen by the committee of the special issue.

Paper ID	Title	Author(s)	Affiliation(s)	Meta Reviewer (Name and Affiliation)
				(This field is to be filled)

The editorial committee members should assign appropriate meta-reviewers to the submitted papers. Abstracts and the entire papers for the reviewing can be referred via the PRMS.

2-1. Assigning meta-reviewers

Please have an unofficial agreement for doing meta-review(s) from each meta-reviewer. After that, please fill the meta-reviewers in the list and send the list to the secretariat.

The secretariat will register the meta-reviewers and assign a role to them.

For the actual tasks of meta-reviewers, please see the paper review management system (PRMS) user's manual (for meta-reviewers)

2-2. Assigning reviewers

Each meta-reviewer should prepare a list of the reviewer(s) and have an unofficial agreement of doing review(s) before reporting it to the secretariat. After that, please send the names, affiliations, e-mail addresses of the reviewers to the secretariat (editt@ipsj.or.jp). (Note that, once you use PRMS by yourself to assign a reviewer, the official request for reviewing will immediately be sent to the assigned person. Before doing that, you should have an unofficial agreement from the person to be the reviewer.)

Also you can find out some candidates for reviewers by using a keyword-search function implemented in the PRMS.

Please ask the assigned reviewers to carefully read the PRMS User's Manual (for Reviewers) before starting their reviews.

2-3. Notification for authors of papers that are conditionally accepted

The authors of the papers that have been conditional accepted at the first round of meta-review will be notified from the secretariat. When the committee would like to make a face-to-face conference before sending the notification for conditionally accepted papers, please tell the secretariat before the first editorial committee meeting.

3. 1st (online / face to face) editorial committee meeting (After 1.5 to 2 months from deadline of submission)

The secretariat will send the list of papers in the following format before the committee meeting.

Paper ID	Title	Author(s)	Affiliation(s)	Decision / Note for Editors
				(This field is to be filled)

The Decision Approver, i.e., the chief of the special issue or a supporting person of the chief, should start a decision process. For details, please see the user's manual (for Chiefs).

The first round of decisions, acceptance, rejection, or conditional acceptance, should be made for each paper at the committee meeting.

After the decision is made, please send the following two documents to the secretariat:

- The list of submitted papers filled with the decisions at the first round of reviewing
- An intermediate report to be reported at the editorial board meeting. Usually this is held in the first ten days of each month

The intermediate report should be sent to the secretariat (editt@ipsj.or.jp), 1 week before the date of the editorial board meeting. The chief or a person on behalf of the chief should report it shortly based on the material at the meeting.

After receiving the list with decisions, the secretariat will commit the decisions on the papers. When a paper has been conditionally accepted, the secretariat will send the notification with the reasons and conditions for acceptance, and ask the authors to re-submit the revised version to meet the conditions by the deadline.

After reporting the intermediate report at the editorial board meeting, the decisions for Acceptance and Rejection are officially committed. Note that the papers that are conditionally accepted are not included here. After that, the authors of the accepted and rejected papers will receive the notification.

4. The 2nd (online / face to face) editorial committee meeting (After 4.5 to 5 months from deadline of first submission)

The basic flow of the meeting is almost same as the 1st (online / face to face) editorial committee meeting.

The secretariat will send the list of papers in the following format before the committee meeting.

Paper ID	Title	Author(s)	Affiliation(s)	Decision/Note to Editors
				(This field is to be filled)

The Decision Approver, i.e., the chief of the special issue or a supporting person of the chief should start a decision process. For details, please see the PRMS user's manual (for Chiefs).

The second round of decision (acceptance or rejection) should be made for each paper at the committee meeting.

After the decision is made, please send the following two documents to the secretariat:

- The list of submitted papers filled with the decisions at the 2nd round of reviewing
- The final report to be reported at the editorial board meeting (held in the first ten days of each month)

The final report should be sent to the secretariat (editt@ipsj.or.jp) by 1 week before the date of

the editorial board meeting. The chief of the special issue or a person on behalf of the chief should report it shortly based on the material at the meeting.

After reporting the final report at the editorial board meeting, the decisions for all remaining papers are officially committed. After that, the authors of those papers will receive the notification.

After the editorial board meeting, the secretariat will ask the chief of the special issue (or an appropriate person) to prepare the table of contents and a short note to be presented at the top page of the issue.

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