Paper Processing System

Referee Instructions

GENERAL INFORMATION

The external provider is EDAS (Editor’s Assistant). This system offers more capabilities than CMG’s internal system.

EDAS maintains a searchable list of people and conferences. This data may be viewed by anyone with an EDAS account.

There are few terms EDAS uses that do not match CMG’s usage exactly. “Technical Program Committee” (or Chair) is CMG’s Conference “Program Committee” (or Chair). A “Reviewer” is CMG’s “Referee”.

CMG only allows PDF documents for papers and presentations submitted for review and for final manuscript to be published in the CMG Proceedings, the official documents detailing the Conference presentations.

Be sure your email system’s spam filter allows the domain “@edas.info”.

GETTING STARTED

Go to web site www.edas.info. The page will look like this:
EDAS Login

If you cannot remember your password, you can reset your password.

If you do not have an EDAS login, you can create a new account.

If you have to log in for each page, you may have disabled cookies in your browser. You can take the cookie test to find out. For reasons unknown, this problem occurs occasionally with Internet Explorer; use Firefox or switch to the other EDAS server, edas.info or www.edas.info.

If you have difficulties, please contact help@edas-help.com. Documentation and other background information can be found here.

Your email address

Password

EDAS at 72.233.114.26 (Wed, 20 Feb 2013 16:21:37 -0400 EDT) [User : 0.009/0.010 s] Request help

Before a referee can be assigned, they must first establish an EDAS account. You will need to set up an account. Once you have your account established, email cmgvol@cmg.org to notify CMG of your account.
Once your referee assignments have been made and you have signed into EDAS, you will see a page similar to the page(s) below. Note any field with a red star is required by EDAS. CMG only uses your name and email address.

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**Create new EDAS account**

Create a new EDAS account:

Only the fields marked with a red star (name, affiliation, country, email, status) are required. You may skip all other input fields.

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
</tbody>
</table>

First name (please spell out, i.e., Jane instead of J.)

| Middle initial, if any |

**Last name (mixed case, i.e., Smith instead of SMITH)**

| Suffix, such as Jr. or III |

| Affiliation |

**Status (for statistics)**

*Current affiliation* (e.g., University of Testing) - do NOT include street address or country

Additional affiliation (e.g., XYZ Company)
Job title (e.g., Associate Professor, Senior Wizard, Research assistant)

Department

Mailing address

Room

Street address

P.O. box

City

If US, state; if Canada, province

If outside US and Canada, province or region

Postal (zip) code

*Country

VAT or other tax identifier, for receipts

Preferred time zone

Brief biography (optional)
**Contact information**

Please use a university, corporate, government, IEEE or ACM email address. Anonymous email addresses may delay creation of the account.

*Email address (if possible, a university, corporate, government, ACM or IEEE address)*

First alternate email address (used for searching)

Second alternate email address (used for searching)

Phone number (written as +1 900 555 1212 or +1 900 555 1212 x17)

Mobile phone number (written as +1 900 555 1212)

Fax number (written as +1 900 555 1212)

URL of personal home page (including http://)
## Emergency contact information (used for conference attendees)

- **Emergency contact name (while attending conferences)**

- **Emergency contact phone (while attending conferences; written as +1 900 555 1212)**

## Miscellaneous

- **Dietary constraints (for conferences and TPC meetings)**

  - Special needs
    - Wheel chair
    - Audio
    - Video
    - Vegetarian

  - Other special needs

- **Shirt size**

## Statistical information

- **Gender (for statistics)**

- **Reason for needing an EDAS account**

- I consent to the [EDAS privacy policies](#)

* denotes required field
The next page looks similar to below, although formatted better and there is a selection menu across the top of the page.

On this page, clicking on the “My reviews” menu item brings up the list of papers assigned to you.

EDAS Conference and Journal Management System

Click on the menu items above to submit and review papers.

Your conflicts-of-interest have not been updated in the last three months. (Persons with conflicts-of-interest are those who should not review papers of yours, e.g., because they are close friends, collaborators, former PhD students or work in the same institution.)

**My pending, active and accepted Papers**
No current papers.

**Pending and Recently Completed Reviews**

<table>
<thead>
<tr>
<th>Conference</th>
<th>Review type</th>
<th>Deadline</th>
<th>Paper (edit review)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMG2013</td>
<td>Referee</td>
<td>Jul 10, 2013</td>
<td>This is a sample paper.</td>
</tr>
</tbody>
</table>

**Profile**

<p>| Name       | Mr. John Doe |</p>
<table>
<thead>
<tr>
<th><strong>EDAS identifier</strong></th>
<th>123456</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type (gender)</strong></td>
<td>industry (M)</td>
</tr>
</tbody>
</table>
| **Affiliation**    | Your Company Name  
                        | USA |
| **Email**          | John.doe@mail.com |

Conflicts of interest 1 🔄 last updated **February 24, 2013 15:04 EST**

You can subscribe to conferences and journals accepting submissions: [RSS](#)

EDAS at 72.233.114.26 (Wed, 20 Feb 2013 16:28:09 -0400 EDT) [User 885573: 0.026/0.066 s] Request help
On this page, clicking on the “My reviews” menu item brings you to this page. Click on “Referee” to go to the list of papers assigned to you.

---

**Current conferences where I am reviewing and shepherding papers**

Only review assignments for active papers from conferences that have not ended are shown. You can also view [older conferences](#). To confirm or decline reviews in a batch, click on Notified column. To review papers, follow the link in the 'Conference' column.

<table>
<thead>
<tr>
<th>Conference</th>
<th>Review form (review)</th>
<th>Reviews due</th>
<th>Notified, but not confirmed (confirm)</th>
<th>Confirmed</th>
<th>Completed</th>
<th>Assigned or delegated to others</th>
<th>List and mark papers</th>
<th>Zip all papers</th>
<th>Import reviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMG2013</td>
<td>Referee</td>
<td>July 10, 2013 00:01:00 EDT</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>📛</td>
<td>📦</td>
<td>🍃</td>
</tr>
</tbody>
</table>
This page lists all the papers assigned to you for refereeing. You can download a copy of the paper for review by clicking on the PDF icon under “Manuscript”. Once you have read the paper, then click on the “Referee” hyperlink under “Type of review (edit review)”.

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### Referee for CMG2013

<table>
<thead>
<tr>
<th>Conference</th>
<th>Type of review (edit review)</th>
<th>Paper number (show)</th>
<th>Authors</th>
<th>Paper title</th>
<th>Manuscript</th>
<th>Assigned by</th>
<th>Status (unsaved changes ?)</th>
<th>Review due</th>
<th>Paper group</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMG2013 (IT Service Management)</td>
<td>Referee 15697719</td>
<td>15</td>
<td></td>
<td>CMG vision and reality; practical implementation of pragmatic changes</td>
<td>Volunteer Coordinator</td>
<td>completed</td>
<td>Jul 10, 2013</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You can [list](#) all papers.
This page is the actual referee questions. You will be given the abstract and the list of questions. Make one selection on each question. Each of these questions is required. The comment fields are optional. At the end of the page, select whether you want to receive a copy of the review and then click “Save”. This saves the review in the database. If you wish to change it later, you can do so up until the deadline as indicated on the previous page.

Referee for #1569771915: CMG vision and reality; practical implementation of pragmatic changes

Review has not been saved yet.

Abstract: Computer Measurement Group has been around for a long time and may have lost some of its original vision. The need for changes has become manifest and the whole management team is now working together as a unit to make them effective. It now needs new visionaries who can define primary goals and then focus on key deliverables, to make the most of the limited volunteer effort it has, living within its means and yet providing more significant member benefits to resuscitate the membership.

Management

1. *Subject Area: Please indicate which Subject Area in which this paper fits.

- IT Service Management
- Capacity Planning
Application Performance Management
Performance Engineering and Testing
Hot Topics

...
This will take you back to the “My Reviews” page. If you have more papers to referee, you can continue this process until all of your papers have been refereed.

---

**Referee for #1569771915: CMG vision and reality; practical implementation of pragmatic changes**

Review completed. You will receive a copy by email and can change it until **July 10, 2013 00:01:00 EDT**.

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<th>Conference</th>
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