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Admins Guide to Conferences in ScholarWorks

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A Brief Guide to Conferences in ScholarWorks@BGSU

The process for setting up a conference in ScholarWorks@BGSU has three stages:
- Initial set up/call for papers
- Peer review process
- Final scheduling display

The aim of this worksheet is to provide some guidelines and reminders for various aspects of these processes.

Initial Set Up/Call for Papers

Once your ScholarWorks conference has been set up, you'll be able to make some adjustments to design elements including some introductory text, a banner, and instructions for submitters. All of these elements are easily adjusted at any time.

Typically, some text appears on the front page of the conference, along with a banner (.jpg, .gif or .png, up to 667 pixels wide) as in this example:


The introductory text uses HTML, so you can include links and email addresses here if you'd like to.

In the left navigation panel there is a link for potential presenters to 'Submit Proposal'. When clicked, this will display a page of instructions with an agreement which requires the clicking of a check box. This will then present a form to be completed with details of the proposed presentation, including a field for the abstract and the option to attach a file. The instructions and agreement are both fully customizable.

Peer Review Process

Once someone has made a submission to your conference, an email will be automatically generated to let you (and any other admins of the conference) know. When you log into your account and go to the conference configuration page, click 'Manage Events' in the horizontal navigation bar.
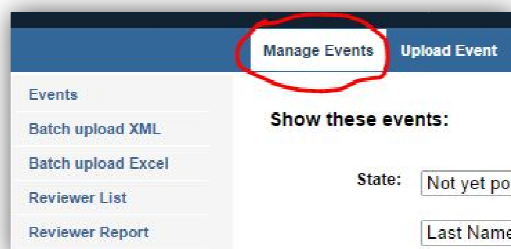

ScholarWorks uses the term 'event' to refer to a submitted proposal for presentation.

Under 'Show these events:' you'll see that the default state is 'Not yet posted', and below that you'll see all the 'events' which have not yet been addressed. Clicking on the title of an event will take you to the metadata which has been entered for it, and the options in the left panel will change.

Assigning a Reviewer

1. Clicking on 'Reviewers' in the left navigation panel will present you with three self-explanatory options: 'enter new reviewer', 'from Master List of Reviewers', and 'from Author List'. Choose one of these options to identify the first person you wish to designate as a reviewer for this event.
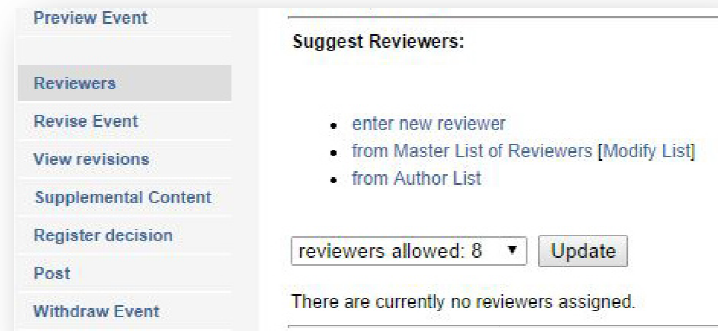
2. A panel will appear showing reviewer name, status, history and options. Throughout the process, this screen will update with the current state of all events under review. A helpful "Reviewer Status Key" is shown under the panel, with more detailed descriptions of the current status of events under review.

3. Under 'options' click 'request'. A template email will appear, asking the reviewer you have selected to review the first event. There are options at this point to attach additional files, edit the text, and to adjust the date by which you would like the review to be completed.

4. In the email the reviewer receives there will be a link to all the available information about the event, along with an option to accept or decline the invitation to review:

In the Reviewer panel visible to administrators, the information in the 'Options' column will change to 're-request', 'withdraw request', 'commit for reviewer', or 'decline for reviewer'. When the reviewer clicks one of the buttons shown in the image above, an email will be generated to all administrators of the conference, advising of the option selected. Register this decision by simply clicking the appropriate option in the 'Options' column; e.g. if the reviewer agrees to review the event, click 'commit for reviewer'.

Submitting a Review

Once the reviewer has agreed to review the event, the information at the URL sent to them will change. It will still contain all the information about the event, but the buttons shown in the image

above will be replaced by a single button 'Submit Review'. Clicking this will take them to the Submit Review page.

The Submit Review page involves three elements. The first element allows a report to be submitted as a Word (or RTF) file, a PDF, or to enter plain text in an open text field. *Reports submitted this way will be visible to the author of the event.*
The second element is mandatory, and requires the reviewer to select one of three radio buttons under the title 'Recommendation to editor...':
- Encourage major revisions as described in my report.
- Accept this article with minor (or no) revisions as described in my report.
- Reject this article without an option to resubmit.
Finally, there is an option to attach or enter a cover letter which will be visible only to administrators of the conference.

Registering a Decision

6. Once a review has been submitted, an email will be generated to administrators, and a new panel will appear under the Reviewers panel, labelled 'Submitted Reviews', showing the reviewer's recommendation.

7. In the left navigation panel, the option 'Register Decision' will provide you with a template email to alert the original submitter, the reviewers, and administrators of the final decision about the proposed event. *Please note that selecting 'Reject Event' will remove the event and its metadata from the system, with no option for retrieval.*

On the 'Manage Events' page, progress of all events can be tracked using the 'Last Event' column. The word 'event' is used for two purposes here – the 'Last Event' column can be thought of as 'most recent action'.

Final Scheduling Display

The way that ScholarWorks displays conferences involves three levels: the **themes** contain **tracks**, and **tracks** contain **events**. As we've seen, 'event' refers to an individual presentation. 'Theme' usually refers to the year or season for a recurring conference, and 'Track' refers to a series of events, such as a day or session.
For example, a conference might have two themes – 3rd Annual Conference 2013, and 4th Annual Conference 2014. Within the 4th Annual Conference we might find 4 tracks – Tuesday morning panel, Tuesday afternoon panel, Wednesday morning panel, Wednesday afternoon panel. Within these panels, we would find one or more events, with details about the time, venue and other specifics. These specifics are contained in the metadata of the event.

1. Once you are ready to start publishing the conference schedule to the live site (i.e. to start publishing events to the web), from the Manage Events page, click on the title of the first event. In the left hand navigation panel, select 'Revise Event'. This will allow you to edit the metadata for the event, and, importantly, add the time and date at which the event will be scheduled (Start Date and End Date).

2. Once the metadata is complete and the time and date have been entered, click the Submit button at the bottom of the page. A note will let you know that the event was successfully revised.

3. Click the Post option in the left navigation panel, and choose the correct theme and track from the available options.

4. Click Update to make the event live on the site. This might take a couple of minutes – an email will automatically be generated, letting you know that the process is complete.

Adding elements like intermissions or lunch breaks to your schedule is simple – just click 'Upload Event' in the horizontal navigation panel, and enter the details. You'll need to include information in the 'Author' field, but this can be anything; for example, you might use 'All Attendees'.

These instructions are intended to be a guide to the fundamental aspects of creating and displaying conferences within ScholarWorks@BGSU. For more information, or if you have specific questions, contact scholarworks@bgsu.edu.