

# **e-Scripts User Guide**

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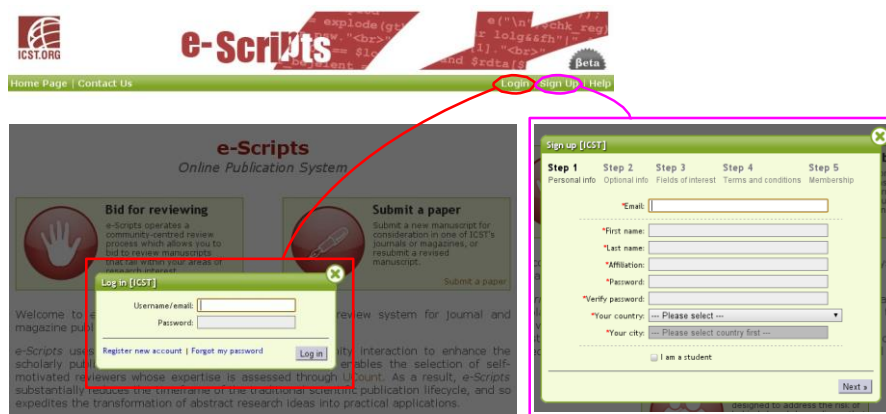
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# 1 Introduction and Overview

e-Scripts is a submissions and review management system for research journals and other peer-reviewed publications. Originally developed to serve the *EAI Transactions* series and other EAI publications, e-Scripts expands the traditional peer review system with a novel *bidding* process, whereby registered users can browse the titles and abstracts of submitted articles and put in a request to review those which they find interesting.

## 1.1 Registration and access to e-Scripts

To log in to e-Scripts click on the **Login** link in the top right corner and enter your EAI login details. If you do not have an existing EAI member account, please register using the **Sign Up** link. You will be requested to provide a few simple details including your name and affiliation.



## 1.2 Top menu and user menu

Once you have logged in, you will see that the top menu has gained some extra options, allowing you to **Submit** and **Bid On Papers (search)** which may meet your interests as a reviewer. You can also edit your **Account** information. Finally, you will see that a new menu, the **User Menu**, has appeared on the left-hand side of the page.



The items on the menu allow you to access the status of your contributions and activities in e-Scripts:

- **My Papers** takes you to an overview of all the papers you have submitted using e-Scripts (see Section 2.3.1).
- **My Reviews** takes you to an overview of all your review invitations and assignments, past and present (see Section 3.2.1).
- **My Journals** takes you to an overview of the journals for which you are an Editor (see the **e-Scripts Editors' Guide**).
- **Bid Now** lets you browse the titles and abstracts of recent submissions that match your selected interests (see Section 3.1.2).

## 2 e-Scripts for Authors

### 2.1 Preparing your manuscript for submission

To submit a paper via e-Scripts you will need:

- A **PDF copy** of your manuscript.
- An archive file (.zip, .tar.gz) containing the **source files** for your manuscript, prepared in either L<sup>A</sup>T<sub>E</sub>X or Word.

Both the PDF and the source files should be prepared according to the guidelines of the journal to which you wish to submit.

For initial submission and review, only the PDF is required.

### 2.2 Submitting a paper

To submit a paper through e-Scripts, click on the **Submit Paper** link in the top menu.

[Home Page](#) | [Bid On Papers](#) | [Submit Paper](#) | [Contact Us](#) | [Help](#) [Pramod Rauniyar](#) | [Account](#) | [Logout](#)

The submission process consists of 8 steps. Once you have completed the first two, your paper will be registered as a draft submission. You can leave your draft submission saved on e-Scripts and complete it later.

The steps are as follows:

#### 2.2.1 Select a journal or special issue

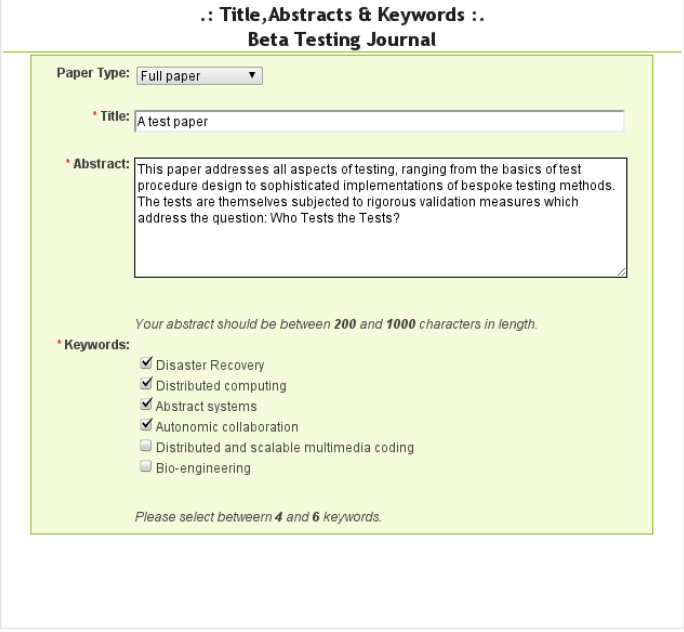
To begin with, select a journal you wish to submit to from the drop-down menu. Details on the journal will appear.



Click on the **Next** button to proceed to the next step.

## 2.2.2 Title, abstract and keywords

Now select the **paper type**, enter the **title** and **abstract** of your paper, and tick an appropriate number of **keywords** from the list provided.



The screenshot shows a web form titled "Title, Abstracts & Keywords" for the "Beta Testing Journal". The form is set against a light green background. At the top, there is a "Paper Type" dropdown menu currently set to "Full paper". Below this, the "Title" field contains the text "A test paper". The "Abstract" field is a larger text area containing the text: "This paper addresses all aspects of testing, ranging from the basics of test procedure design to sophisticated implementations of bespoke testing methods. The tests are themselves subjected to rigorous validation measures which address the question: Who Tests the Tests?". Below the abstract, a note states: "Your abstract should be between 200 and 1000 characters in length." The "Keywords" section features a list of six items, each with a checkbox: "Disaster Recovery" (checked), "Distributed computing" (checked), "Abstract systems" (checked), "Autonomic collaboration" (checked), "Distributed and scalable multimedia coding" (unchecked), and "Bio-engineering" (unchecked). A final instruction at the bottom of the form reads: "Please select between 4 and 6 keywords."

The keywords will not appear on your paper. They serve primarily to help e-Scripts select an appropriate Handling Editor and reviewers. Be sure to select the appropriate number of keywords, as instructed on the page (most journals require at least 3).

## 2.2.3 Authors

Enter the names and basic contact details of every author of the paper besides yourself.

Step 1

Select Journal

Step 2

Title, Abstract & Keywords

Step 3

Authors

Step 4

Recommend reviewers

Step 5

Exclude reviewers

Step 6

Cover letter

Step 7

Upload manuscript

Step 8

Submit paper

...: Edit Authors:...

On this page you can edit the list of authors for your paper *A test paper*.

To change the order, click on an author and drag them up or down in the list.

| Name            | Affiliation                    | E-mail                         | Operations | Ordering |
|-----------------|--------------------------------|--------------------------------|------------|----------|
| Joseph Wakeling | CREATE-NET Research Consortium | joseph.wakeling@create-net.org | Edit       |          |

Add an author:

| First Name                              | Last Name                            | Email                                             | Affiliation                                    |
|-----------------------------------------|--------------------------------------|---------------------------------------------------|------------------------------------------------|
| <input type="text" value="Aliaksandr"/> | <input type="text" value="Birukou"/> | <input type="text" value="aliaksandr.birukou@c"/> | <input type="text" value="CREATE-NET Resear"/> |

Add

Back

Next

If the authors are already registered, e-Scripts will check whether the data you have entered matches that provided by the user. You will be given the option to accept the user-entered data or to confirm the details you have provided:

...: Author Details ...

The data entered for this user does not match their data in the system :

|             |                                   |
|-------------|-----------------------------------|
| First Name  | Aliaksandr                        |
| Last Name   | Birukou                           |
| Email       | aliaksandr.birukou@create-net.org |
| Affiliation | Create-Net                        |

Use system data

Use data I provided

Cancel

You can re-order the list of authors using the arrow buttons that appear whenever more than one author is present:

| Name               | Affiliation                    | E-mail                            | Operations     | Ordering |
|--------------------|--------------------------------|-----------------------------------|----------------|----------|
| Joseph Wakeling    | CREATE-NET Research Consortium | joseph.wakeling@create-net.org    | Edit           |          |
| Aliaksandr Birukou | CREATE-NET Research Consortium | aliaksandr.birukou@create-net.org | Remove<br>Edit |          |

## 2.2.4 Recommend reviewers [optional]

If you wish, you may provide the contact details of experts you would like to recommend as reviewers for your paper. Please explain each of your recommendations in a few sentences.

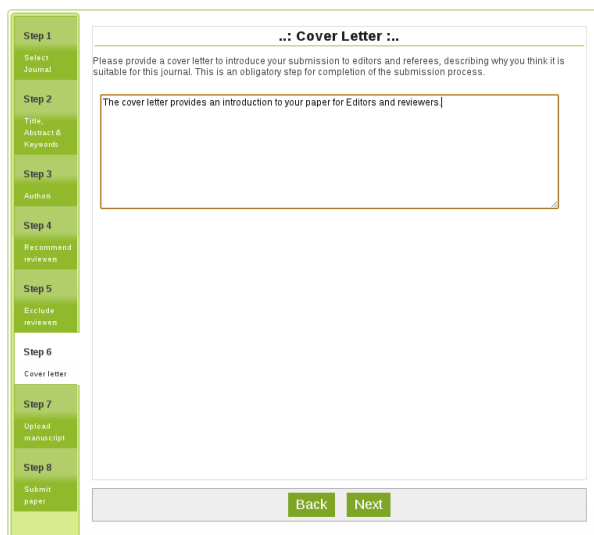
You do not have to provide any recommendations if you do not wish to.

## 2.2.5 Exclude reviewers [optional]

Similarly, if there are any individuals you would like *excluded* from the review process, you can make a request to that effect by providing the appropriate contact details. In each case, please provide a reason for requesting the exclusion.

## 2.2.6 Cover letter [optional]

In the **Cover Letter** please provide a brief introduction to your paper for the editors and reviewers and indicate why you believe that the paper is suitable for a particular journal.



The screenshot shows a web interface for a submission process. On the left is a vertical sidebar with eight steps, each in a green box. Step 1 is 'Select Journal', Step 2 is 'Title, Abstract & Keywords', Step 3 is 'Author', Step 4 is 'Recommend review', Step 5 is 'Exclude review', Step 6 is 'Cover letter', Step 7 is 'Upload manuscript', and Step 8 is 'Submit paper'. Step 6 is currently selected. The main area is titled '..: Cover Letter :..' and contains a text box with the placeholder text 'The cover letter provides an introduction to your paper for Editors and reviewers'. Below the text box are 'Back' and 'Next' buttons.

## 2.2.7 Upload manuscript

In order to upload a copy of your manuscript, please first check the box confirming that it conforms to e-Scripts' submissions policy.

Select a file using the **Choose file** button, then click **Upload** to upload the file. You may also choose to upload the manuscript source material (optional during initial submission). You will be required to upload the source material if your paper is accepted.



**..: Paper Submission :..**

**Are you sure to submit following paper :**

|                |                                     |
|----------------|-------------------------------------|
| <b>Paper</b>   | A test paper                        |
| <b>Author</b>  | Joseph Wakeling, Aliaksandr Birukou |
| <b>Journal</b> | Beta Testing Journal                |

When you do, you will be taken to the **My Papers** page, where your submission will now be listed as “submitted”.

Your paper has been submitted.

**..: My Papers :..**

(0) Registered

(1) Submitted

| ID  | Title                                                                                | Operations                                                                                  |
|-----|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| 310 | A test paper<br>Joseph Wakeling, Aliaksandr Birukou<br>Journal: Beta Testing Journal | <a href="#">View details</a><br><a href="#">View manuscript</a><br><a href="#">Withdraw</a> |

(0) Under Review

(0) Waiting For Decision

(0) Require New Version

(1) Accepted

(0) Rejected

Congratulations! Your submission is complete.

## 2.3 Tracking your submissions

### 2.3.1 The “My Papers” page

The **My Papers** page gives you a general overview of all your submissions in the e-Scripts system.

**e-Scripts** Beta

Home Page | Bid On Papers | Submit Paper | Contact Us | Help Pramod Rauniyar | Account | Logout

**User's Menu**

[My Papers](#) [My Reviews](#) [My Journals](#) [Bid Now](#)

**..: My Papers :..**

(1) Registered

(0) Submitted

(3) Under Review

(0) Waiting For Decision

(0) Require New Version

(0) Accepted

(0) Rejected

The papers are listed according to their status in the submissions process. Click on the tabs to open and close the different lists.

**Registered** papers are papers for which the title, abstract and keywords have been provided, but where the submission has not been completed. You can fill in the remaining details using the **Edit details** option.

| (6) Registered |                                                                                                       |                                                       |
|----------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| ID             | Title                                                                                                 | Operations                                            |
| 309            | <b>A test paper</b><br><i>Joseph Wakeling, Aliaksandr Birukou</i><br>Journal: Beta Testing Journal    | Edit details<br>Withdraw                              |
| 308            | <b>A test paper</b><br><i>Joseph Wakeling, Aliaksandr Birukou</i><br>Journal: Beta Testing Journal    | Edit details<br>Withdraw                              |
| 307            | <b>A test paper</b><br><i>Joseph Wakeling, Aliaksandr Birukou</i><br>Journal: Beta Testing Journal    | Edit details<br>Withdraw                              |
| 306            | <b>A test paper</b><br><i>Joseph Wakeling</i><br>Journal: Beta Testing Journal                        | Edit details<br>Withdraw                              |
| 283            | <b>Frankly my dear I don't give a damn</b><br><i>Joseph Wakeling</i><br>Journal: Testing Journal Dev  | Edit details<br>View manuscript<br>Submit<br>Withdraw |
| 279            | <b>A full paper that's full of fullness</b><br><i>Joseph Wakeling</i><br>Journal: Testing Journal Dev | Edit details<br>View manuscript<br>Submit<br>Withdraw |

**Submitted** papers have been received by the journal. When they are sent out for review, they move to the **Under Review** section.

| (1) Under Review |                                                                                                    |      |         |                                             |
|------------------|----------------------------------------------------------------------------------------------------|------|---------|---------------------------------------------|
| ID               | Title                                                                                              | Bids | Reviews | Operations                                  |
| 310              | <b>A test paper</b><br><i>Joseph Wakeling, Aliaksandr Birukou</i><br>Journal: Beta Testing Journal | 0    | none    | View details<br>View manuscript<br>Withdraw |

## 2.4 Resubmitting a revised paper

If the reviewers request revisions to your paper, you will be asked to resubmit a revised version. To do so, visit the **Require New Version** section of the **My Papers** page.

You can read the reviewers' reports via the links given or by clicking on the **View details** option. To submit a revised paper, click on **Upload Revision**.

When you click on Upload Revision, you will see the wizard, as shown below. Here you can update the title, abstract and keywords of your paper.

When you click **Next**, you will see the list of your authors, which you may update if needed. Over the next few steps, you will be asked to provide a detailed response to the reviewers' reports. You can also provide confidential remarks for the Editor's eyes only.

Step 1

Journal details

Step 2

Title, Abstract & Keywords

Step 3

Authors

Step 4

Respond to referee comments

Step 5

Upload revised manuscript

Step 6

Submit revised paperr

...: Resond To Referee :...

Before uploading the revised manuscript of your paper, please provide a detailed response to referee comments. You may also share with the editor any confidential remarks you do not want the referees to see.

**\*Response to referee comments**

*Please enter minimum of 50 characters.*

**Confidential remarks to the Editor**

Back

Next

You will then be asked to upload a copy of the revised manuscript. At this point you may also upload the source of the manuscripts.



Step 1

Journal details

Step 2

Title, Abstract & Keywords

Step 3

Authors

Step 4

Respond to referee comments

Step 5

Upload revised manuscript

Step 6

Submit revised paper

..: Submit Paper :..

Your paper is ready to submit. Please take one last opportunity to review all details before confirming submission.

Journal:

Testing Journal

Type:

Research Article

Title:

This is test paper

Abstract:

This is test paper This is test paper This is test paper This is test paper This is test paper This is test paper This is test paper This is test paper This is test paper This is test paper

Keywords:

Architectures for multimedia distribution,Ambient and Pervasive computing,Bio-inspired networking

Authors:

pramod rauniyar, Pramod Rauniyar

To Referee:

Before uploading the revised manuscript of your paper, please provide a detailed response to referee comments. You may also share with the editor any confidential remarks you do not want the referees to see.

To Editor:

none

Revised Manuscript:

[View manuscript](#)

Revised Manuscript Source:

Manuscript source is not uploaded yet.

Back

Submit

After you have submitted your paper, you can track its status in the My Papers section under the “Waiting for Decision” dropdown.




---

[Home Page](#) | [Bid On Papers](#) | [Submit Paper](#) | [Contact Us](#) | [Help](#)

[Pramod Ranunyar](#) | [Account](#) | [Logout](#)

**User's Menu**

My Papers

My Reviews

Bid Now

.. My Papers ..

☐ (4) Registered

☐ (0) Submitted

☐ (0) Under Review

☒ (1) Waiting For Decision

| ID | Title                                                                                     | Reviews | Status        | Operations                                                                                                                                                                                                  |
|----|-------------------------------------------------------------------------------------------|---------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 80 | This is test paper<br><i>Pramod Ranunyar, Pramod Ranunyar</i><br>Journal: Testing Journal | none    | In Evaluation |  View manuscript<br> View details |

☐ (0) Require New Version

☐ (0) Accepted

☐ (0) Rejected

## 3 e-Scripts for Reviewers

### 3.1 Becoming a reviewer

#### 3.1.1 Invitations to review

Invitations to review are sent out by email. When accepting an invitation, please make sure to log in with your *existing* EAI account. You will see a copy of the invitation at the top of the screen if the invitation is still pending:

| .:Pending Invitations:. |          |                                                   |                      |                  |           |  |
|-------------------------|----------|---------------------------------------------------|----------------------|------------------|-----------|--|
| Journal/Paper           | Role     | By                                                | Deadline             | Operation        |           |  |
| A test paper            | Reviewer | Pramod Rauniyar<br>pramod.rauniyar@create-net.org | 2011-03-20 22:35 UTC | [accept][reject] | [Details] |  |

Note that the “By” field indicates *who invited you* and not who wrote the paper. Click on the **[Details]** link to view the abstract and keywords of the paper.

You can accept the role by clicking on the link from the email you have received. If you are not logged in to the system, it will redirect you to a page where you can see the details of the invitation and the paper, as well as the download link. If you want to accept the role you need to click on the “Sign In” button. After a successful login, the role will be assigned to you.

#### 3.1.2 Bidding to review

e-Scripts does not limit participation in the review process to those invited by the editors. Registered users can browse the titles and abstracts of recent submissions and *bid* to review articles they find of interest.

To find papers to bid on, select either the **Bid Now** link in the User Menu, or the **Bid on Papers (search)** option in the top menu. After clicking on those links, you will see two options: **Show only papers open for bidding** and **Show papers matched with my area of interest**. **Show only papers open for bidding** lists all the latest papers submitted into the system. Papers marked with a star are open for bidding. The **Show papers matched with my area of interest** option lists all papers that match your expertise as indicated by the keywords/interests you selected during registration. You can filter the list of papers either by the **Publication title** or by the **Paper title**.

[t E-Scripts](#) | [Bid On Papers](#) | [Submit Paper](#) | [Contact Us](#) | [Help](#) | [ICST Administrator](#) | [Logout](#)

.: Paper Search :.

---

☒ Show only papers open for bidding
 ☐ Show papers matched with my area of interest
 

Filter by publication title

Search results **61** for

Items per page: **5** | 10 | 20 | 50 | 100

1. **Automated Dimension Determination for NMF-based Incremental Collaborative Filtering** ★  
by *Xiwei Wang, Jun Zhang, Ruxin Dai*  
in Special Issue of the IEEE Information Reuse and Integration
2. **Mathematical Foundation Based Inter-Connectivity modeling of Thermal Image Processing technique for Fire Protection** ★  
by *Sayantan Nath, Sonali Agarwal, G.N Pandey*  
in Multimodal Interfaces for Natural Interactions
3. **Separated Control and Data Stacks to Mitigate Buffer Overflow Exploits** ★  
by *Tilo M\303\274ller, Christopher Kugler*  
in Security and Safety
4. **Linking Data According to Their Degree of Representativeness (DoR)** ★  
by *Frederic Blanchard, Amine Ait-Younes, Michel Herbin*  
in Innovations For Community Services
5. **Rehabilitation after Stroke using Immersive User Interfaces in 3D Virtual and Augmented Gaming Environments** ★  
by *Emmanouela Vogiatzaki, Artur Krukowski*  
in Mobile and Wireless Technologies for Healthcare

« Prev | **1** | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | Next »

Click on the paper title to see the title and abstract of that paper. In the following window you will also find the option to bid to review the paper, as shown in the figure below:

Manuscript

.: Paper Details :.

---

Here you can view the main details of the paper submitted, including title, abstract, authors and keywords.

If you wish to bid to review this paper, please click on the 'Bid to review' icon in the lower right corner of the page. If your bid to review is successful you will be given access to the full text of the paper.

**Title:** Automated Dimension Determination for NMF-based Incremental Collaborative Filtering

**Abstract:** Nonnegative matrix factorization (NMF) based collaborative filtering (CF) technique has achieved great successes in recommender systems. It is well known that in NMF, the dimensions of the factor matrices have to be determined in advance. With the fast growing data, the dimensions need to be updated to reduce the approximation error. CF techniques should be capable of processing new data in a timely manner without sacrificing the prediction accuracy. In this paper, we propose an NMF based data update approach that can determine the dimensions of the factor matrices and update them automatically. We use nearest neighborhood based clustering algorithm to cluster users' and items' auxiliary information and use them as constraints in NMF. When new data arrives, the clustering algorithm determines whether to create new clusters or merge the existing ones. Experimental results on three datasets show that our approach can update the data quickly and provide encouraging prediction accuracy.

**Authors:** Xiwei Wang -xiwei@cs.uky.edu (University Of Kentucky) \*  
Jun Zhang -jzhang@cs.uky.edu (University Of Kentucky)  
Ruxin Dai -ruxin.dai@uwrf.edu (University Of Wisconsin-River Falls)

**Note:** the author marked with (\*) is the corresponding one.

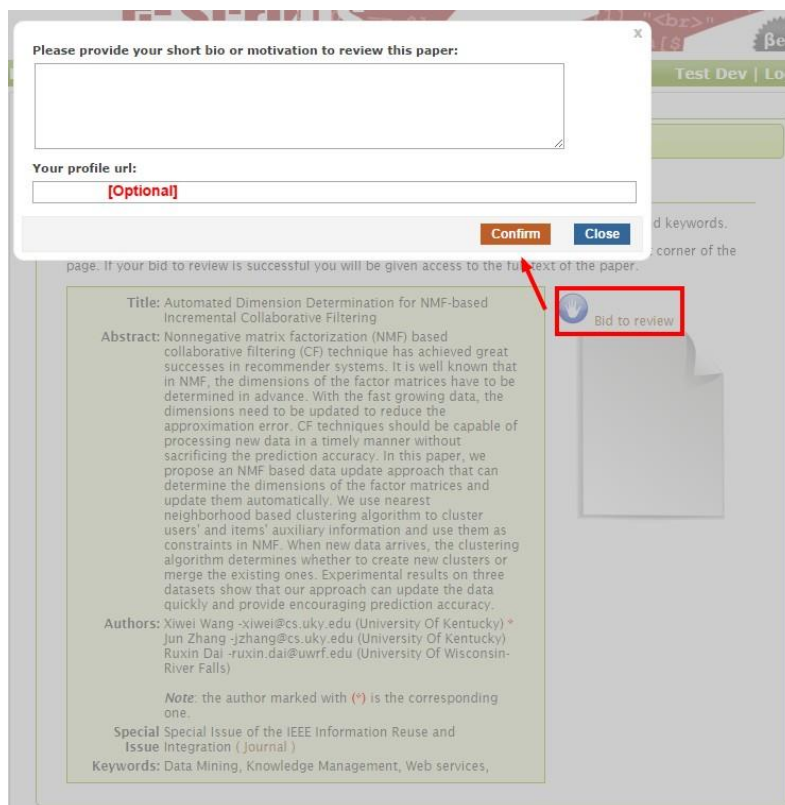
**Special Issue:** Special Issue of the IEEE Information Reuse and Issue Integration ( Journal )

**Keywords:** Data Mining, Knowledge Management, Web services,

Bid to review

Click

When you click on the **Bid to review** link, you will see a dialog box pop up, as shown in the figure below. In that dialog box, you will be asked to provide either your short bio or your motivation for wanting to review the paper. Optionally you can also provide your external profile URL. Once you are done with filling in your profile information, you should click on the “Confirm” button. You should then receive an email confirming your bid to review the paper.



The image shows a web interface with a dialog box and a paper preview. The dialog box, titled "Please provide your short bio or motivation to review this paper:", contains a text area for a bio or motivation, a field for "Your profile url:" with a red "[Optional]" label, and "Confirm" and "Close" buttons. A red arrow points from the "Bid to review" link in the paper preview to the "Confirm" button. The paper preview shows the title "Automated Dimension Determination for NMF-based Incremental Collaborative Filtering", an abstract, authors (Xiwei Wang, Jun Zhang, Ruxin Dai), a note about the corresponding author, and keywords.

Please provide your short bio or motivation to review this paper:

Your profile url: [Optional]

Confirm Close

Bid to review

Title: Automated Dimension Determination for NMF-based Incremental Collaborative Filtering

Abstract: Nonnegative matrix factorization (NMF) based collaborative filtering (CF) technique has achieved great successes in recommender systems. It is well known that in NMF, the dimensions of the factor matrices have to be determined in advance. With the fast growing data, the dimensions need to be updated to reduce the approximation error. CF techniques should be capable of processing new data in a timely manner without sacrificing the prediction accuracy. In this paper, we propose an NMF based data update approach that can determine the dimensions of the factor matrices and update them automatically. We use nearest neighborhood based clustering algorithm to cluster users' and items' auxiliary information and use them as constraints in NMF. When new data arrives, the clustering algorithm determines whether to create new clusters or merge the existing ones. Experimental results on three datasets show that our approach can update the data quickly and provide encouraging prediction accuracy.

Authors: Xiwei Wang -xiwei@cs.uky.edu (University Of Kentucky) \*  
Jun Zhang -jzhang@cs.uky.edu (University Of Kentucky)  
Ruxin Dai -ruxin.dai@uwrf.edu (University Of Wisconsin-River Falls)

Note: the author marked with (\*) is the corresponding one.

Special Special Issue of the IEEE Information Reuse and Issue Integration ( Journal )

Keywords: Data Mining, Knowledge Management, Web services,

Later on, you will be informed by email about the status of your bid.

## 3.2 Tracking your review bids and assignments

### 3.2.1 The My Reviews page

All your bids and assignments can be tracked on the **My Reviews** page, accessible from the **My Reviews** link on the User Menu:



**Pending bids** are bids which have not yet received a response. **New Review Assignments** are your current tasks, while **Saved Drafts** are partially-completed reviews which have not yet been submitted.

**Expired Review Assignments** are those for which the review process of the paper was completed without your submitting a review. You should aim to keep this section empty!

### 3.3 Reviewing a paper

To review a paper, click on the **Start review** option next to the paper on the **My Reviews** page. You will be asked to rate the paper on a scale of 0 to 100 on several different factors, providing short comments explaining your rating in each case.

On This Page You Can Fill A Review

The review is not immediately submitted when you click Save. You can return to it as many times as needed, and when it is complete it can be submitted by selecting the corresponding action on My Reviews page.

Paper Title: **A test paper** Total score is : 40/100  
Authors: Joseph Wakeling, Aliaksandr Birukou.

1. 100 Technical content and correctness of the contribution weight: 0.3 weighted mark is 30

On a technical level, no errors are present in the paper.

2. 50 Novelty of the contribution weight: 0.2 weighted mark is 10

The contribution is novel

Save

Submit

Close

You will also be asked to provide general remarks to the authors, which should summarize your recommendations to them. You may also submit confidential remarks for the Editor's eyes only.

You may **Save** a partially-completed report without submitting, in which case it will be added to the **Saved Drafts** section of the **My Reviews** page, from where you can further edit or submit the review:

✔ Your review has been saved.

**.: My Reviews .:**

➤ (0) Pending Bids

➤ (0) New Review Assignments

● (1) Saved Drafts
 

| Id   | Paper                                                                                        | Review deadline | Score | Operations                                                                              |
|------|----------------------------------------------------------------------------------------------|-----------------|-------|-----------------------------------------------------------------------------------------|
| #351 | <span style="color: red;">A test paper</span><br><i>Joseph Wakeling, Aliaksandr Birukou.</i> | 2011-03-20 UTC  | 40.5  | <span style="color: blue;">✎</span> Edit<br><span style="color: green;">➡</span> Submit |

➤ (9) Submitted

➤ (5) Expired Review Assignments

### 3.3.1 Review deadlines

e-Scripts currently enforces strict review deadlines. You must submit your review within the required time.

## **4 e-Scripts Ongoing Development**

e-Scripts remains in active development, with new features and usability improvements being issued on a regular basis. Much of this is possible only because of the feedback the development team receives from users. You can reach us at [publications@eai.eu](mailto:publications@eai.eu).