

ScholarOne Abstracts™

Decisioner User Guide

1-March-2017

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USE GET HELP NOW & FAQs

As a ScholarOne Abstracts Decisioner, one of your greatest help tools is ScholarOne's Frequently Asked Questions tab on our help site, [Get Help Now](#). Our **FAQs** provide immediate answers to common user questions.

In addition, Get Help Now offers downloadable guides (such as this one), video tutorials, an online user guide, and the ability to **Submit A Question/Create a Case** to get assistance from our Customer Support team. You can also submit suggestions on how you think we can enhance the system through the **Make Suggestion** tab. We recommend that you bookmark our help site and visit often.

Get Help Now > Reviewer/Decisioner Resources

GET HELP NOW

TRAINING:

- Author
- Reviewer/Decisioner
- Sessioner
- Administrator

RELEASE NOTES

NEWSLETTERS & ALERTS

For Reviewers and Decisioners entering submissions through *ScholarOne Abstracts*, we offer videos, downloadable guides, and relevant FAQs for all your training needs. In addition, you can submit a question/create a case or make a suggestion using the Support portal below.

REVIEWER TRAINING MATERIALS

- [Reviewer Guide](#) PDF June 2014
- [Reviewer Center Video Tutorial](#) (14:31)

DECISIONER TRAINING MATERIALS

- [Decisioner Guide](#) PDF June 2014
- [Decisioner Video Tutorials](#) (7:13)

REVIEWER/DECISIONER SUPPORT PORTAL

Our Frequently Asked Questions provide answers to relevant topics for Reviewers and Decisioners of our system.

SEARCH FAQs
SUBMIT A QUESTION/CREATE A CASE
MAKE A SUGGESTION

[FAQs Search Home](#)

Find FAQs

Search for: *in Reviewer/Decisioner ▼ Find FAQ

Language: English ▼

Search FAQs

[All Solutions](#) \ [ScholarOne Abstracts](#) \ [Reviewer/Decisioner](#)

Subcategories in "Reviewer/Decisioner"

[Decision Center](#)

[Abstract Score Report](#), [By Category](#), [By Control ID](#), [By Presentation Type](#), [By Session Title...](#)

[Review Center](#)

[Instructions](#), [Review Abstract](#), [Score Abstract](#), [View Abstract Proof](#)

CONTACT SCHOLARONE SUPPORT

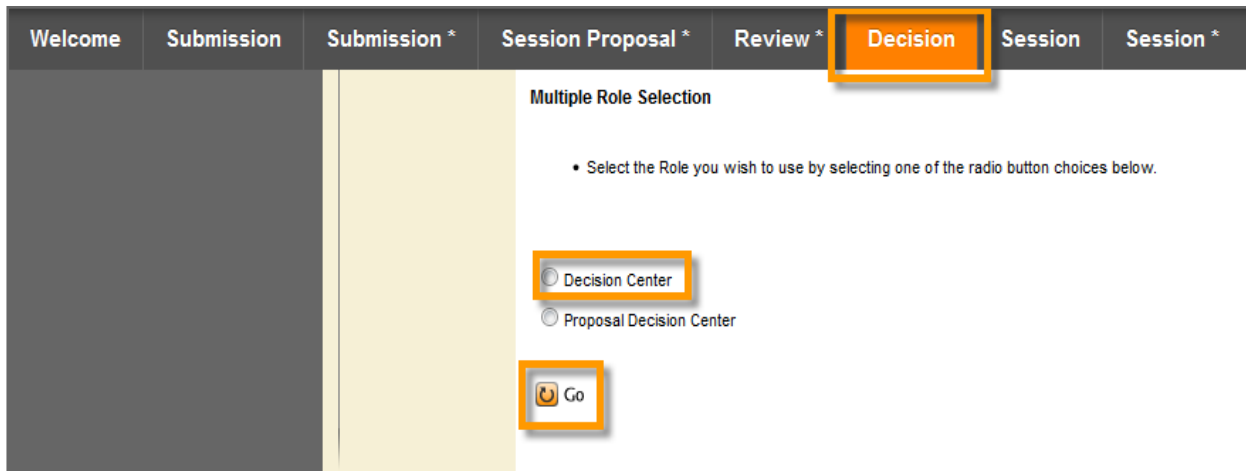
Monday 12:00 AM EST to Friday 8:30 PM EST

+1 434 964 4100 (US)
+1 888 503 1050 (US)

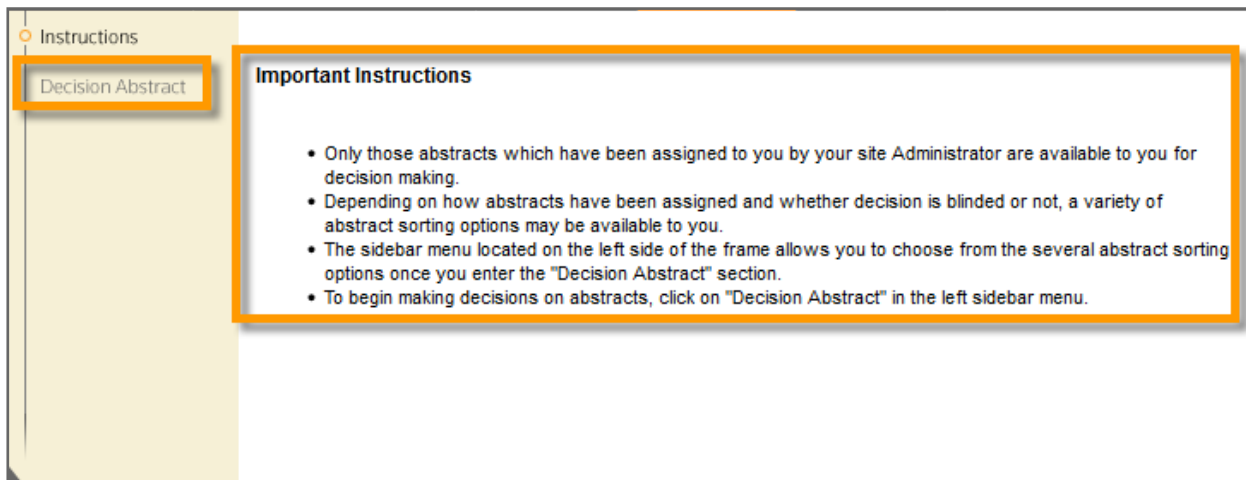
ts.acsupport@thomson.com

DECISION CENTER

When you log in, go to the **Decision** tab then choose **Decision Center** and click **Go**. The landing page will contain instructions from the site's Administrator.

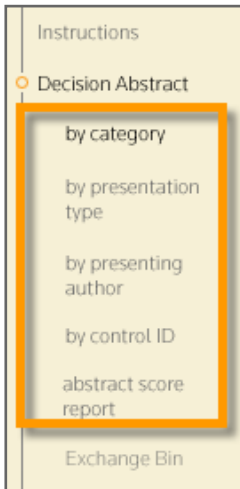


Read the instructions provided by your admin, and then select the Decision Abstract choice on the left.



VIEWING DOCUMENTS

You'll be given five ways to view the abstracts that your site's administrator has assigned to you for a decision: by Category, Presentation Type, Presenting Author, Control ID and Abstract Score Report.



VIEWING DOCUMENTS BY CATEGORY

Choosing by Category from the sidebar menu will pull up a page containing an Abstract List Overview with data arranged by categories. Categories may be author-supplied or could come from a predefined list, depending on your site's particular configuration.

Abstract List Overview				
	# Available	# Accepted	# Rejected	# Remaining
show all	5	0	0	5
<input checked="" type="checkbox"/> FLUID & ELECTROLYTE TRANSPORT	1	0	0	1
<input checked="" type="checkbox"/> GENETICS	3	0	0	3
MODEL SYSTEMS	1 (1)	0	0	1

Filter by average score range, from: to

Show All
 Show Finished
 Show Unfinished
 Short View
 Detailed View

Go

Note: You will know that you still have abstracts to decision if you see a red number in the # Remaining column. To see only those you still need to decision, select the Show Unfinished option then click Go.

Abstract List Overview

The Abstract List Overview supplies a data overview of your abstract activity and a filter through which to view your abstracts.


The Abstract List Overview displayed data fields show the following information per each category:

- Available: the total number assigned to you to decision.
- Accepted: the total number you have accepted.
- Rejected: the total number you have rejected.
- Remaining the number that you still have to decision.

Note: You will know that you still have abstracts to decision if you see a red number in the # Remaining column. To see only those you still need to decision, select the Show Unfinished option and click Go.

Tip: If your # Remaining column contains only 0s, that means all of your scores have been entered and Saved (Submitted). You do not need to notify anyone—simply check the # Remaining column.

Use the **Expand (+)** and **Collapse (-)** buttons beside the category listing to view subcategories (if available).

Abstract List Overview				
	# Available	# Accepted	# Rejected	# Remaining
show all	5	0	0	5
<input checked="" type="checkbox"/> FLUID & ELECTROLYTE TRANSPORT	1	0	0	1
<input type="checkbox"/> GENETICS	3	0	0	3
Heritable Variations	3	0	0	3
MODEL SYSTEMS	1 (1)	0	0	1
<input type="checkbox"/> Filter by average score range, from: <input type="text"/> to <input type="text"/>				
<input checked="" type="radio"/> Show All <input type="radio"/> Show Finished <input type="radio"/> Show Unfinished <input checked="" type="radio"/> Short View <input type="radio"/> Detailed View				
 Go				

Filters

Choose the following filters from the Abstract List Overview to view the full list of abstracts:

- **Filter by average score range:** see abstracts based upon their score.
- **Show All:** see all the abstracts assigned to you.
- **Show Finished + Go:** view abstracts you have already decided on.
- **Show Unfinished + Go:** see only those abstracts, which still need decisions.
- **Short View:** displays only the Control ID and the scoring options.
- **Detailed View:** gives more complete abstract details

VIEWING ABSTRACTS BY PRESENTATION TYPE

Choosing **By Presentation Type** from the sidebar will pull up a page containing an Abstract List Overview with data arranged by Presentation Type.

Abstract List Overview				
	# Available	# Accepted	# Rejected	# Remaining
show all	5	0	0	5
<input checked="" type="checkbox"/> Invited Presentation	0	0	0	0
No Preference	0	0	0	0
No Preference	0	0	0	0
Oral	0	0	0	0
Oral Preferred	4 (4)	0	0	4
<input checked="" type="checkbox"/> Oral Preferred	0	0	0	0
Plenary	0	0	0	0
Poster	0	0	0	0
Poster Only	0	0	0	0
Poster Only	0	0	0	0
Poster Preferred	1 (1)	0	0	1
Poster Preferred	0	0	0	0
Symposium	0	0	0	0
Symposium Abstract	0	0	0	0
Symposium Summary	0	0	0	0
Video	0	0	0	0

Filter by average score range, from: to

VIEWING ABSTRACTS BY PRESENTING AUTHOR

Choosing **By Presenting Author** from the sidebar will pull up a page containing an Abstract List Overview with data arranged by Presenting Author.

Abstracts filtered by Presenting Author :					
#	Control ID	Reviewers Comments Reviewer Flags	Overall Average	Decision	Time Printed
					<input checked="" type="checkbox"/> Save
1	89059	Comments: Yes Conflict of Interest: 1 Wrong Category: 2	3.4	(sessioned)	Never Printed <input type="checkbox"/>
2	89063	Comments: Yes Conflict of Interest: 1 Wrong Category: 1	2.86	(sessioned)	Never Printed <input type="checkbox"/>
3	89079	Comments: Yes	3.17	(sessioned)	Never Printed <input type="checkbox"/>
4	89081	Comments: No Conflict of Interest: 1	2.5	(sessioned)	Never Printed <input type="checkbox"/>
5	93222	Comments: No	1	(sessioned)	Never Printed <input type="checkbox"/>
					<input checked="" type="checkbox"/> Save

NOTE: Your society may have selected a blind review, in which case, this view will not be available.

The Abstract Filtered by Presenting Author List Overview supplies a data overview of your abstract activity and a filter through which to view your abstracts.

The Abstract List Overview displayed data fields show the following information per each category:

- **Control ID:** the control ID of each paper assigned.
- **Reviewer Comments Reviewer Flags:** the comments and flags left about the paper from the reviewers assigned (i.e. Reviewer flags can be conflict of interest or wrong category).

- **Overall Average:** the average score for the paper based on reviews.
- **Decision:** the decision made on the paper if any.
- **Time Printed:** Time abstract was printed, if any.

VIEWING ABSTRACTS BY CONTROL ID

Choosing **By Control ID** from the sidebar will pull up a page containing an Abstract List Overview with the Display Options form to locate abstracts by a range of Control IDs.

If you want to search for a single **Control ID** number, enter the same number in both **starting at** and **ending at** fields. Entering the number in only the **starting at** field will display that abstract and all others with higher Control ID numbers. Abstracts are listed in Control ID number order.

Display Options

Show abstracts with Control IDs starting at and ending at

Set All Abstracts to this status: None ▼

Abstracts filtered by Control ID : -2147483648 to 2147483647

#	Control ID	Reviewers Comments Reviewer Flags	Overall Average	Decision	Time Printed Select to Print
					<input checked="" type="checkbox"/> Save
1	93222	Comments: No	1	(sessioned)	Never Printed <input type="checkbox"/>
2	89081	Comments: No Conflict of Interest: 1	2.5	(sessioned)	Never Printed <input type="checkbox"/>
3	89079	Comments: Yes	3.17	(sessioned)	Never Printed <input type="checkbox"/>
4	89063	Comments: Yes Conflict of Interest: 1 Wrong Category: 1	2.86	(sessioned)	Never Printed <input type="checkbox"/>
5	89059	Comments: Yes Conflict of Interest: 1 Wrong Category: 2	3.4	(sessioned)	Never Printed <input type="checkbox"/>
					<input checked="" type="checkbox"/> Save

Note: Regardless of the range of Control IDs that you search, you will only see those abstracts assigned to you.

VIEWING ABSTRACTS BY ABSTRACT SCORE REPORT

Choosing **Abstract Score Report** from the sidebar will pull up a page with a link from which you can download a CSV of the abstract score report. When you click on the link, the system will give you an estimate of how long the process will take.

The file will then download as a .CSV file. Open the file in Excel.

All data will be arranged in columns, giving you the ability to sort by reviewer scores.

Click [here](#) to download a CSV of the abstract score report

Control id	Title	Category	Sub-Cat	Presentat	Presenter	Presenter	Presenter	Awards	Comment	Recomm	Reviewer Average 1	Average 2	Average 3	Standard I	Standard II	Standard III	Reviewer	Reviewer Review			
89059	Abnormal FLUID & E CHANNEL	Oral Prefe	Paul	Elliott	United St	None			needs wo	Newswo	Wrong Cal	3	5	0	1.825742	0	0	0	none	none	
89063	Clinical Cc GENETICS HERITABL	Oral Prefe	Alex	Lehman	United St	Resident			(The premi	Newswo	Conflict of	3.166667	1	0	1.47196	0	0	0	none	none	
89079	Clinical Cc GENETICS HERITABL	Oral Prefe	Alex	Lehman	United St	None			The scope	Newswo	Worthy	Newswo	3	5	0	1.612452	0	0	5	none	none
89081	Lipid Met: MODEL SY	None	Poster Pre	Alex	Lehman	United St	None			Newswo	Conflict of	2.428572	3	0	0.9759	0	0	4	none	none	
93222	Motion Pe GENETICS HERITABL	Oral Prefe	Patricia	Austin	United St	None						1	0	0	0	0	0	0	1	none	none

ABSTRACTS FILTERED BY LIST

Once you have filtered by one of the above options, you will review the abstracts in the **Abstracts Filtered by Category** table at the bottom of the screen.

Sorting

You can sort the abstracts according to various criteria by clicking on one of the table headings. For example, to sort all of the abstracts in ascending order by score click on the **Overall Average** heading. To reverse the order, click on the same heading again.

Short View

There are two views, short and detailed. The short view is the default and contains the following columns.


Abstracts filtered by Category: All					Page 2 of 3	go to
#	Control ID	Reviewers Comments Reviewer Flags	Overall Average	Decision	Time Printed	Select to Print
						<input checked="" type="checkbox"/> Save
26	206286	Comments: No		None	May 11, 2012, 1:07 PM	<input type="checkbox"/>
27	211101	Comments: No	3.5	Reject	May 11, 2012, 1:07 PM	<input type="checkbox"/>

- #: Each abstract will be numbered.
- Control ID: Follow this link to pull up the abstract proof.
- Reviewer Comments and Reviewer Flags: Displays Yes if any comments were added by the Reviewer; if your administrator allows you to see these comments, you will see comments when you download the abstract.: Displays any flags the reviewer checked, e.g., conflict of interest or wrong category
- Presentation Type and Score Average are displayed in the fourth column.
- Decision: This drop-down box is where you will make your decision of Accept or Reject (your site may have other options); or displays the decision entered.
- Time Printed: Logs the last time you printed your results.
- Select to Print: Check the box beside any abstract you wish to print. You may check multiple abstracts.



Detailed View

To access, select **Detailed View** at the bottom of the Abstracts List Overview.

Show All
 Show Finished
 Show Unfinished
 Short View
 Detailed View

 Go

The Detailed View displays.

Abstracts filtered by Category: All							Page 2 of 3	go to
Control ID	Presenting Author	Title	Presentation Type	Category	Time Printed			
#	Reviewers Comments	Disclosures	Reviewer Flags	Overall Average	Decision	Select to Print		
Reviewers Initials and Individual scores								
							<input checked="" type="checkbox"/> Save	
26	206286	Barrieu, Florence	Fluid transfers	Oral Preferred	FLUID & ELECTROLYTE TRANSPORT: Channels	May 11, 2012, 1:07 PM		
	No	No	(none)		None			
A. P. - [No Score] , A. P. - [No Score] , B. F. - [No Score] , B. F. - [No Score] , E. L. - [No Score] , G. P. - [No Score] , L. S. - [No Score] , M. N. - [No Score] , S. M. - [No Score] , S. M. - [No Score] , S. M. - [No Score]								
27	211101	Gard, Tammy	Cataract Surgery: Comparison of the Test 1 and Test 2	Oral Preferred	INFECTION/MICROBIOLOGY: Antibiotics (Pharmacokinetics/Treatment)	May 11, 2012, 1:07 PM		
	No	No	(none)	3.5	Reject			
D. J. - 5 , D. J. - 2 , E. L. - [No Score] , G. F. - [No Score] , L. S. - [No Score] , M. A. - [No Score] , M. E. - [No Score] , M. N. - [No Score] , P. B. - [No Score] , P. B. - [No Score] , P. I. - [No Score] , R. D. - [No Score] , S. M. - [No Score] , S. M. - [No Score] , S. M. - [No Score] , U. C. - [No Score]								

In this view the following information is displayed.

- **#:** Each abstract will be numbered.
- **Control ID:** Follow this link to pull up the abstract proof.
- **Reviewer Comments:** Displays Yes if any comments were added by the Reviewer; if your administrator allows you to see these comments, you will see comments when you download the abstract proof.
- **Presenting Author:** In some cases, the Author’s name is not displayed to avoid conflict of interest.

- **Disclosures:** Lists Yes or No if the Author or Reviewer made any disclosures of a conflict of interest.
- **Title:** Abstract title.
- **Reviewer Flags:** Displays any flags the reviewer checked, e.g., conflict of interest or wrong category
- **Presentation Type** and **Overall Average** are displayed in the fourth column.
- **Category:** Check to indicate that the abstract has been filed in the wrong category.
- **Decision:** This drop-down box is where you will make your decision of Accept or Reject (your site may have other options).
- **Time Printed:** Logs the last time you printed your results.
- **Select to Print:** Check the box beside any abstract you wish to print. You may check multiple abstracts.

ENTER A DECISION

The **Abstracts Filtered By** list is where you will make your decision about each abstract, by choosing **Accept** or **Reject** from the Decision drop-down box, (your site may have other options). Click the **Save** button when finished entering decisions.

Abstracts filtered by Category: All						Page 2 of 3	go to
#	Control ID	Reviewers Comments Reviewer Flags	Overall Average	Decision	Time Printed	Select to Print	
						<input checked="" type="checkbox"/>	Save
26	206286	Comments: No		<input type="text" value="None"/>	May 11, 2012, 1:07 PM	<input type="checkbox"/>	
27	211101	Comments: No	3.5	<input type="text" value="None"/>	May 11, 2012, 1:07 PM	<input type="checkbox"/>	

Set All Abstracts to This Status allows you select **Accept** or **Reject** for all abstracts. If you will only be approving one or two abstracts out of the entire batch, then you may want to set them all to Reject, and then manually apply the Accept status to the documents you wish to accept.

Set All Abstracts to this status:

Abstracts filtered by Category: All

None
 None
 Accept
 Reject

#	Control ID	Reviewers Comments Reviewer Flags	Overall Average	Decision	Time Printed
					<input checked="" type="checkbox"/> Save
1	89059	Comments: Yes Conflict of Interest: 1 Wrong Category: 2	3.4	(sessioned)	Never Printed <input type="checkbox"/>
2	89063	Comments: Yes Conflict of Interest: 1 Wrong Category: 1	2.86	(sessioned)	Never Printed <input type="checkbox"/>
3	89079	Comments: Yes	3.17	(sessioned)	Never Printed <input type="checkbox"/>
4	89081	Comments: No Conflict of Interest: 1	2.5	(sessioned)	Never Printed <input type="checkbox"/>
5	93222	Comments: No	1	(sessioned)	Never Printed <input type="checkbox"/>
					<input checked="" type="checkbox"/> Save

Printing Options

HTML options: Print all on this page Print only selected abstracts


PDF options: Print all on this page Print only selected abstracts

You can only view 25 records at a time on this screen. Use the arrow at the bottom of the list to view more.

VIEW THE ABSTRACT

Select the **Control ID** to view the abstract:

Comments for the Authors

 Save

Proof

CONTROL ID: 1221463

[Abstract Details Review](#)

PRESENTATION TYPE: Poster Preferred

CURRENT CATEGORY: NEW THERAPIES

CURRENT SUB-CATEGORY: Other

KEYWORDS: cells, abstract.

Abstract

TITLE: The Use of Stem Cells in Brain Damage Healing Process

ABSTRACT BODY:

Methods:: Lab & Research

Materials:: Lab & Research

Results:: Lab & Research

Conclusions:: Stem cells are helpful in healing brain damage

Career Goals and Impact: Hoping for grant.

(No Table Selected)

(No Image Selected)

SUPPLEMENTAL DATA: none

[Disclosures](#)


At the top of the form, you will see any **Comments for the Author** that were entered by the Reviewer.

Under the **Proof** section, the abstract information is defined. Some of the information shown may be different from your site's configuration of abstract proofs.

Any tables or images associated with the abstract would also appear in this proof.

PRINTING ABSTRACTS

If you prefer to review materials in hard copy, you have the option to print your materials. (One tip is to pull the results for **Show Unfinished**—then you can print the abstracts you still need to review.)

Printing Options	
HTML options:	PDF options:
<input type="radio"/> Print all on this page	<input type="radio"/> Print all on this page
<input type="radio"/> Print only selected abstracts	<input type="radio"/> Print only selected abstracts
<input type="radio"/> Print abstracts never printed	<input type="radio"/> Print abstracts never printed
<input type="radio"/> Print all assigned abstracts	<input type="radio"/> Print all assigned abstracts
 Print	

Note: To print only those for which you still need to record a decision, in the **Abstract List Overview** table, select the **Show Unfinished** option.

There are several printing options available, simply decide if you'd like your proofs in HTML or PDF format, and then click the radio button of your preferred format.

Print all on this page: printed document will include given scores

Print only selected abstracts: printed document will not include given scores

Print abstracts never printed: HTML file will only include abstracts listed on the current page (25 maximum)

Print all assigned abstracts: HTML file will include all assigned abstracts.

ScholarOne®

ScholarOne, a Clarivate Analytics Business, provides comprehensive workflow management systems for scholarly journals, books, and conferences. Its web-based applications enable publishers to manage the submission, peer review, production, and publication processes more efficiently, increasing their profile among authors, decreasing time-to-market for critical scientific data, and lowering infrastructure costs. ScholarOne offers workflow solutions for the submission and review of manuscripts, abstracts, proceedings, books, grants & awards, and production. Supporting over 365 societies and publishers, over 3,400 books and journals, and 13 million users, ScholarOne is the industry leader.

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