

## HOW TO REVIEW A MANUSCRIPT USING EASYCHAIR

1. Go to <https://www.easychair.org/conferences/?conf=mitc2015>
2. Log in to your EasyChair account using your designated e-mail for MITC2015. If you have no EasyChair account, simply sign up for an account using your designated e-mail for MITC2015.

Log in to EasyChair for MITC2015

EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org

Use your EasyChair account to log in.

User name:

Password:

If you have no EasyChair account, [sign up for an account](#)

Forgot your password? [click here](#)

Problems to log in? [click here](#)

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3. Change your role as the Subreviewer by clicking “MITC2015” > “Change role”

MITC2015 (subreviewer)

MITC2015 Alerts EasyChair

MITC2015 information

Change role

License

login with a different role

Download conference calendar

Conference Information

Acronym of the event: MITC2015

Name of the event: Malaysian International Tribology Conference 2015

Web site: <http://mitc.ei11.mytriboa.org>

Contact emails: not provided

Submission page: <https://www.easychair.org/conferences/?conf=mitc2015>

Important Dates

| description  | dates                   |
|--|-------------------------|
| Initial 2-pages extended abstract submission deadline      | 2014-07-01 - 2015-01-15 |
| Notification of acceptance                                 | 2015-03-31              |
| Camera-ready 2-pages extended abstract submission deadline | 2015-04-01 - 2015-05-31 |
| Early-bird registration deadline                           | 2015-04-01 - 2015-05-31 |
| Normal registration deadline                               | 2015-06-01 - 2015-06-30 |
| conference   | 2015-11-16 - 2015-11-17 |

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4. Click "Alert" and there are lists of review request for you. To view the paper information, click "View"

The screenshot shows the MITC2015 (subreviewer) interface. At the top, there is a navigation bar with tabs for 'Submission 1', 'MITC2015', 'Alerts', and 'EasyChair'. The 'Alerts' tab is highlighted with a red box. Below the navigation bar, there is a section titled 'Alerts' with a brief explanation of their purpose. A table lists alerts, with one row highlighted: 'MITC2015 Review request by Mohd Fadzi Bin Abdullah <mohdfadz@utem.edu.my> for submission Trying by chair'. To the right of this row, there is an action menu with 'View' and 'Dismiss' buttons, both highlighted with a red box. A blue arrow points from a box containing the number '4' to the 'View' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2002-2014 EasyChair'.

5. Click "Answer request" to agree or not to agree to review the paper assigned to you.

The screenshot shows the MITC2015 (subreviewer) interface. At the top, there is a navigation bar with tabs for 'Submission 1', 'MITC2015', 'Alerts', and 'EasyChair'. The 'Alerts' tab is highlighted. Below the navigation bar, there is a section titled 'Review Request' with a message from Mohd Fadzi Bin Abdullah requesting a review. To the right of the message, there is a button labeled 'Download submission Answer request', highlighted with a red box. A blue arrow points from a box containing the number '5' to this button. Below the 'Review Request' section, there is a 'Submission Information' section with details about the paper, and an 'Emails' section showing the email exchange between the reviewer and the requester. At the bottom of the page, there is a copyright notice: 'Copyright © 2002-2014 EasyChair'.

6. Click "Download submission" to download a manuscript and submit a review by clicking "Submit review"

MITC2015 (subreviewer) Help Sign out

Submission 1 MITC2015 EasyChair

### Review Request

Mohd Fadzi Bin Abdollah (mohdfadzi@utem.edu.my) requested you to review the following submission for MITC2015. You can use the menu on the right for further actions. To **submit your review** use "Submit review" in the upper right corner.

#### Submission Information

| Paper 1   |                                    |
|-----------|------------------------------------|
| Title:    | Trying by chair                    |
| Groups:   | Others                             |
| Author:   | trying                             |
| keywords: | try<br>tried                       |
| Topics:   | Tribo-surfaces                     |
| Abstract: | This is trying submission by chair |
| Time:     | Jun 29, 07:31 GMT                  |

#### Emails

Below you will find the email exchange between you and Mohd Fadzi Bin Abdollah concerning this paper. All times are GMT.

**Time:** Jun 29, 07:31  
**Who:** Mohd Fadzi Bin Abdollah  
**Subject:** MITC2015 submission

Dear ["\*FIRST-NAME\*"],

I am a PC member of MITC2015 and I need to receive the review for the following submission:

Number: ["\*NUMBER\*"]  
Title: ["\*TITLE\*"]

The instructions on how to review request, and submit this letter.

If you cannot review this paper, could you please suggest names and email addresses of 2-3 possible reviewers?

7. Fill in the review form and submit

MITC2015 (subreviewer) Help Sign out

Submission 1 MITC2015 EasyChair

### Add New Review on MITC2015 Submission 1

Fill out the following form and click "Submit Review". When you submit your review, Mohd Fadzi Bin Abdollah will receive a notification by email. You cannot add attachments to your review using this form. To attach a document to your review, you should email it to Mohd Fadzi Bin Abdollah. This conference **permits subreviewers to submit reviews and participate in the discussion of submissions**. This means that your review will not need approval of Mohd Fadzi Bin Abdollah and you will be permitted to view other reviews on this paper and discuss the paper when the chairs permit so.

#### Paper Information

**Title:** Trying by chair  
**Authors:** Fadzi Abdollah  
**PC member:** Mohd Fadzi Bin Abdollah

#### Evaluation

**Overall evaluation**

- 3: strong accept
- 2: accept
- 1: weak accept
- 0: borderline paper
- 1: weak reject
- 2: reject
- 3: strong reject

**Reviewer's confidence**

- 5: (expert)
- 4: (high)
- 3: (medium)
- 2: (low)
- 1: (none)

#### Additional scores

**Originality**

- 5: excellent
- 4: good
- 3: fair
- 2: poor
- 1: none