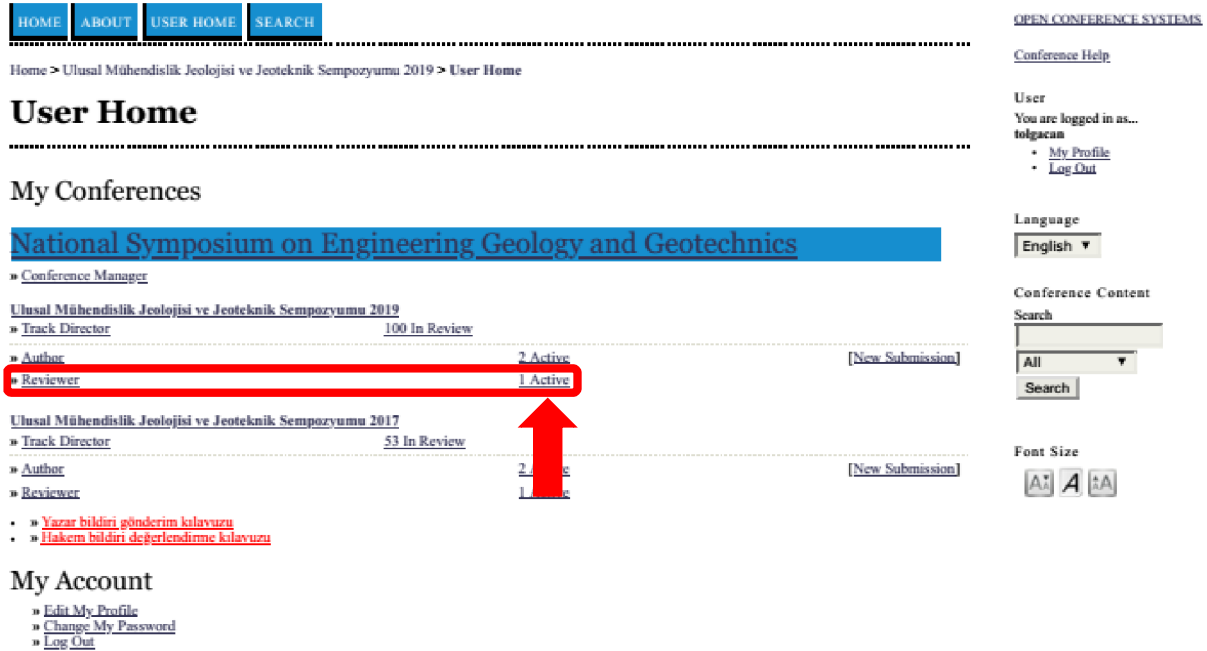


NATIONAL ENGINEERING GEOLOGY-GEOTECHNICS SYMPOSIUM FULL TEXT EVALUATION GUIDE FOR REVIEWERS

The steps to be taken by the reviewers who will evaluate abstract and full text papers using the National Engineering Geology-Geotechnics Symposium web page (<http://www.muheoder.org.tr/sempozyum>) are explained below. The evaluations should be made through the symposium web page.

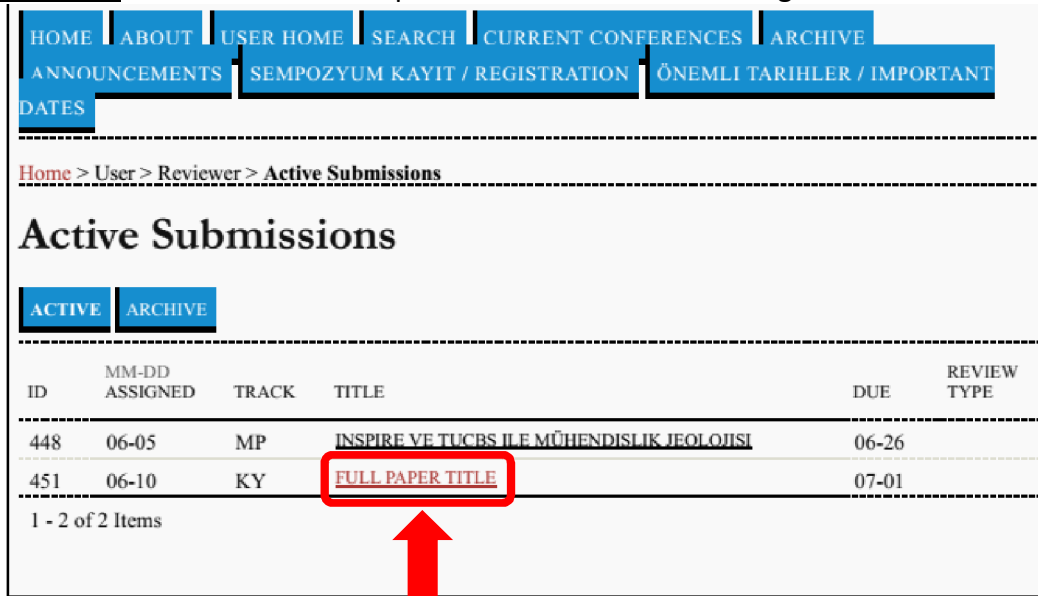
1. Login to the system

Reviewers enter to the system can see Abstract / Full Text Papers that are in active evaluation, located under the **Reviewer tab**.



2. Displaying the texts under the evaluation

When the **Reviewer tab** or **Active tab** is clicked, proceedings under the active evaluation can be displayed. Click on the title of the paper to be evaluated and proceed to the evaluation stage.



ID	MM-DD ASSIGNED	TRACK	TITLE	DUE	REVIEW TYPE
448	06-05	MP	INSPIRE VE TUCBS İLE MÜHENDİSLİK JEOLJİSİ	06-26	
451	06-10	KY	FULL PAPER TITLE	07-01	

3. Evaluation

In review page;

- "Submission to be evaluated"
- "Review schedule" and
- "Review steps" are displayed.

The first stage of the 6-step review process is to inform the editor whether you accept or not the evaluation.




3.1 You should start the review process by clicking on the envelope mark next to "Will do the review".

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[Home](#) > [User](#) > [Reviewer](#) > #451 > Paper Review

#451 Paper Review




Submission To Be Reviewed


Title	Full paper title
Conference Track	Kaya Yapıları / Rock structures
Abstract	abstract
Submission Director	Halil KUMSAR  (Track Director) Sefer ÇELİK  (Director) Tolga ÇAN  (Track Director)
Submission Metadata	VIEW METADATA

Review Schedule

Director's Request	10-06-2019
Your Response	—
Review Submitted	—
Review Due	01-07-2019

Review Steps

1. Notify the submission's director, Tolga ÇAN, as to whether you will undertake the review.
Response **Will do the review**  Unable to do the review 
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Review the submission.
The submission can only be viewed if the review is undertaken.
4. Click on icon to fill in the review form.
Review Form 
5. In addition, you can upload files for the director and/or author to consult.
Uploaded files None
6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
Recommendation



After clicking on the envelope icon, “Send e-mail” window opens. E-mail template is ready to send to the editor. In this section, you can send an e-mail directly using the “Send” button and continue the evaluation.

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[ANNOUNCEMENTS](#) | [SEMPOZYUM KAYIT / REGISTRATION](#) | [ÖNEMLİ TARİHLER / IMPORTANT DATES](#)

[Home](#) > [User](#) > [Reviewer](#) > [Email](#)

Send Email

To

Halil KUMSAR <hkumsar@pau.edu.tr>
Tolga ÇAN <tolgacan@cukurova.edu.tr>
Sefer ÇELİK <scelik@pau.edu.tr>

CC

BCC

Add Recipient

Add CC

Add BCC

☐ Send a copy of this message to my address (tolgacan@cukurova.edu.tr)

Attachments

Dosya Seç Dosya seçilmedi Upload

From

"Prof. Dr. Tolga ÇAN" <tolgacan@cukurova.edu.tr>

Subject


[Mühjeo'2019] Able to Review

Body

Dear Halil KUMSAR,

I am able and willing to review the submission, "Full paper title," for National Symposium on Engineering Geology and Geotechnics. Thank you for thinking of me, and I plan to have the review completed by its due date, 01-07-2019, if not before.

Prof. Dr. Tolga ÇAN



Send

Cancel

Skip Email

You can reach the paper awaiting your evaluation in step 3 under “**Review Steps**” section given in the screenshot below. After downloading and reviewing the submitted file, you can send your evaluation to the editor by completing the “**Review Form**” in step 4 on the web page and then uploading the file you prepared in step 5.

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[ANNOUNCEMENTS](#) [SEMPOZYUM KAYIT / REGISTRATION](#) [ÖNEMLİ TARİHLER / IMPORTANT DATES](#)

Home > User > Reviewer > #451 > Paper Review

#451 Paper Review

Submission To Be Reviewed

Title	Full paper title
Conference Track	Kaya Yapıları / Rock structures
Abstract	abstract
Submission Director	Halil KUMSAR (Track Director) Sefer ÇELİK (Director) Tolga ÇAN (Track Director)
Submission Metadata	VIEW METADATA

Review Schedule

Director's Request	10-06-2019
Your Response	10-06-2019
Review Submitted	—
Review Due	01-07-2019

Review Steps

1. Notify the submission's director, Tolga ÇAN, as to whether you will undertake the review.
Response Accepted
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Review the submission.
Submission Manuscript [451-1534-1-RV.DOCX](#)
Supplementary File(s) None
4. Click on icon to fill in the review form.
Review Form
5. In addition, you can upload files for the director and/or author to consult.
Uploaded files None
6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
Recommendation

3.2 Completing the reviewing form

When you click on the “**Review Form**” link in step 4, the following page is displayed. Here, the relevant fields are filled and the “**Save**” button is clicked. Then the evaluation form is sent to the editor.

Review Form Response

Fultext Review Form

This review form will be used by the referees in order to help the Editor's decisions. This form won't be shared with the authors.

The section of the full text. Please choose one or more titles below.

*

- ☐ Spatial planning
- ☐ Underground Openings
- ☐ Conservation and renovation of historical structures and monuments
- ☐ Water retaining structures
- ☐ Natural hazards
- ☐ Stability of natural and man made slopes
- ☐ Rock structures
- ☐ Deep excavations
- ☐ Geotechnical measurement and monitoring applications
- ☐ Geo-engineering properties of rocks and soils
- ☐ Engineering applications in Hydrogeology
- ☐ Numerical modeling techniques in Geotechnical Engineering
- ☐ Hazard and risk analyses in engineering geology
- ☐ Dynamic behavior of rocks and soils
- ☐ Engineering geological zoning maps
- ☐ Natural stones (marbles, aggregates and industrial raw materials)
- ☐ Geothermal Resources
- ☐ Environmental geology
- ☐ Education of geological engineering
- ☐ Aggregates and Industrial Raw Materials
- ☐ Others

Does the title fit with text?

*

Do the keywords appropriate with the full text?

*

Does the full text fit with the Author Guidelines?

[1. Abstract format](#)

[2. Full-text format](#)

The general comments about the full-text and suggestions to the author(s).

*

Save

Close

* Denotes required field

3.3 Saving the review decision

Once the Review Form has been saved and / or the additional file has been uploaded to the system, you can send your decision to the editor by selecting it from the pop-up window in step 6.

#451 Paper Review

Submission To Be Reviewed

Title	Full paper title
Conference Track	Kaya Yapıları / Rock structures
Abstract	abstract
Submission Director	Halil KUMSAR (Track Director) Sefer ÇELİK (Director) Tolga ÇAN (Track Director)
Submission Metadata	VIEW METADATA

Review Schedule

Director's Request	10-06-2019
Your Response	10-06-2019
Review Submitted	—
Review Due	01-07-2019

Review Steps

1. Notify the submission's director, Tolga ÇAN, as to whether you will undertake the review.
Response Accepted
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Review the submission.
Submission Manuscript [451-1534-L-RV.DOCX](#) 10-06-2019
Supplementary File(s) None
4. Click on icon to fill in the review form.
Review Form
5. In addition, you can upload files for the director and/or author to consult.
Uploaded files None

Dosya Seç

Dosya seçilmedi

Upload
6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
Recommendation

Choose One

Choose One
Accept Submission
Revisions Required
Submit Elsewhere
Decline Submission
See Comments

Submit Review To Director


Reviewer Guidelines

Hakem Değerlendirmeleri Bildiri ve Tam Metin olmak üzere
Değerlendirme yapacak hakemler, değerlendirmeyi kabul ettikten sonra sistem üzerinden Özet bildiri ve Tam Metin bildiri

3.4 Submitting the review result to the Editor

By clicking the “**Submit Review to Director**” button, opens the e-mail page given below ready to send to the editor. On this page, an e-mail automatically is generated by the system based on your submitted decision. If you wish, you can make changes with the content of the e-mail and then press the “Send” button to notify the editor by e-mail.

Send Email

To	Sefer ÇELİK <scelik@pau.edu.tr> Halil KUMSAR <hkumsar@pau.edu.tr> Tolga ÇAN <tolgacan@cukurova.edu.tr>
CC	
BCC	
	<input type="button" value="Add Recipient"/> <input type="button" value="Add CC"/> <input type="button" value="Add BCC"/>
	<input type="checkbox"/> Send a copy of this message to my address (tolgacan@cukurova.edu.tr)
Attachments	<input type="button" value="Dosya Seç"/> <input type="button" value="Dosya seçilmedi"/> <input type="button" value="Upload"/>
From	"Prof. Dr. Tolga ÇAN" <tolgacan@cukurova.edu.tr>
Subject	[Mühjeo'2019] Paper Review Completed
Body	<p>Halil KUMSAR:</p> <p>I have now completed my review of "Full paper title" for National Symposium on Engineering Geology and Geotechnics, and submitted my recommendation, "Revisions Required."</p> <p>Prof. Dr. Tolga ÇAN</p>
	<div><input type="button" value="Send"/> <input type="button" value="Cancel"/> <input type="button" value="Skip Email"/></div>

Once your decision has been sent to the editor, the page opens showing the summary of your review as shown below. This page provides a brief summary of your review.

#451 Paper Review

Submission To Be Reviewed

Title	Full paper title
Conference Track	Kaya Yapıları / Rock structures
Abstract	abstract
Submission Director	Halil KUMSAR (Track Director) Sefer ÇELİK (Director) Tolga ÇAN (Track Director)
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Review Steps

1. Notify the submission's director, Tolga ÇAN, as to whether you will undertake the review.
Response Accepted
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Review the submission.
Submission Manuscript [451-1534-1-RV.DOCX](#) 10-06-2019
Supplementary File(s) None
4. Click on icon to fill in the review form.
Review Form
5. In addition, you can upload files for the director and/or author to consult.
Uploaded files None
6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
Recommendation Revisions Required 10-06-2019

We would like to thank you for your review and contribution to the symposium.

Secretariat of the ENGGE0'2019