

## Approving papers for publication

Once you have the review cycle complete (at least three reviews per paper in MyTechZone) you will need to approve or disapprove the papers for publication. Completion of this task sends an email to the author and marks the approval/disapproval in the SAE database.

Log in to MyTechZone [www.sae.org/mytechzone](http://www.sae.org/mytechzone) and navigate into the session (where you see complete listing of papers). Then click on the Approval tab

The screenshot shows the SAE MyTechZone interface in a Windows Internet Explorer browser. The page title is "SAE MyTechZone" and the URL is "http://www.sae.org/servlets/techpapers/sessionHome.do?evtSchedGenNum=175004&evtName=B409&prodGrpCd=TS&S&idTyp=session". The page content includes a navigation menu on the left with "My Sessions" and "My Tasks" sections. The main content area displays the "SAE 2010 World Congress & Exhibition" session details for "Occupant Protection: Structural Crashworthiness and Occupant Safety B409". The "Approval" tab is selected, showing a list of papers with their titles, authors, and review status. A red box highlights the "Approval" tab, and a red arrow points to it from a text box on the right.

Drill into the Session Home and click on the Approval Tab

WONLY (/servlets/techpapers/userHome.do?mtgId=171488)

Trusted sites

100%

1:23 PM

**To approve:**

Click the Yes button under the Publish? question.

The Yes/No buttons for Recommend for Journals will appear. Make the appropriate selection for the Journal.

Enter any comments you wish to provide to the Activity Chair who will make the final Journal selections.

Click Save Changes Button at the bottom

The screenshot shows the SAE MyTechZone interface in a Windows Internet Explorer browser. The main content area displays a table of session papers for the 'SAE 2010 World Congress & Exhibition' under the category 'Occupant Protection: Structural Crashworthiness and Occupant Safety'. Three papers are listed, each with a 'Publish?' section containing 'Yes' and 'No' radio buttons, a 'Recommend for Journals?' link, and a 'Rejection Reason:' text area. Red callout boxes with arrows point to these elements: 'To approve a paper for publication, click Yes' points to the 'Yes' radio button; 'Yes/No buttons appear for the Journal recommendation' points to the 'Recommend for Journals?' link; and 'Enter any comments to support the Journal recommendation' points to the 'Rejection Reason:' text area.

Paper / Offer #	Paper Title	APP	AIM	DIS
10B-0050	Parameterized Modeling and Application of Car Side Crashworthiness in Conceptual Design Stage	1	3	0
10B-0139	Structural Optimization of S Section of Longitudinal Beam	0	3	1
10B-0169	Hybrid Thermoplastics and Steel Solitary Beam Solution to Protect the Vehicle in Low Speed Crashes	1	2	0

To approve a paper for publication, click Yes

Yes/No buttons appear for the Journal recommendation

Enter any comments to support the Journal recommendation

## Rejecting papers

There are two ways to reject a paper.

#1) Once the three reviews are in the system log into MyTechZone and drill into the Session Home and Click on the Approval tab

The screenshot displays the SAE MyTechZone web application interface within a Windows Internet Explorer browser window. The browser's address bar shows the URL: <http://www.sae.org/servlets/techpapers/sessionHome.do?evtSchedGenNum=175004&evtName=B409&prodGrpCd=TSESS&idTyp=session>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar shows various icons for navigation and utility.

The main content area of the web application is titled "SAE MyTechZone" and features a navigation menu on the left. The menu includes "My Sessions" (with a "Refresh" button) and "My Tasks". Under "My Sessions", there is a tree view showing a hierarchy of sessions: Sessions / Papers, SIVH, APAC, CONVERGENCE, ITTEST, WONLY, ANNUAL, AC100, AC200, AC200, AC300, AC301, and AC302. Under "My Tasks", there are "My Tasks" and "Abstract Evals".

The main content area displays the "SAE 2010 World Congress & Exhibition" header and the "Occupant Protection: Structural Crashworthiness and Occupant Safety B409" session title. The "Approval" tab is selected, showing a list of papers. The session home information indicates the session is on "8:00 AM - 11:40 AM April 15, 2010 in D3-20/21".

The list of papers includes:

- 10B-0050**: Type: Written & Oral Presentation. Time: 00:00 PM. Title: Parameterized Modeling and Application of Car Side Crashworthiness in Conceptual Design Stage. Authors: Shanbin LU, Jingyan Wu, Junyuan Zhang, Yizhou Fan, Xin Guan, Jilin University. Status: Review Ready Manuscript Submitted. Reviews: 4 of 4 completed.
- 10B-0085**: Type: Written & Oral Presentation. Time: 00:00 PM. Title: Finite Element Analysis Strategy and Method for Knee Mapping in EuroNCAP. Authors: Yoo Bin Hong, Soo Sang Kim, Kang Wook Lee, Hyundai Mobis. Status: Review Ready Manuscript Submitted. Reviews: 2 of 4 completed.
- 10B-0097**: Type: Written & Oral Presentation. Time: 00:00 PM. Title: A Study of Anthropomorphic Test Device Neck Loads in Rigid Vehicles During Laboratory Rollover Events. Author: Robert W. McCoy, Ford Motor Co. Status: Review Ready Manuscript Submitted. Reviews: 0 of 1 completed.
- 10B-0139**: Type: Written & Oral Presentation. Time: 00:00 PM. Title: Structural Optimization of S Section of Longitudinal Beam. Author: Libo Cao, Hunan Univ. Status: Review Ready Manuscript Submitted. Reviews: 0 of 1 completed.

The interface also includes a "Move to Session ..." dropdown menu and buttons for "Withdraw", "Reject", "Ordering Complete?", "Enable Session Ordering?", and "Hide Titles and Authors".

## Rejecting papers continued

Click the No button under the Publish? question.

Enter reason(s) for rejection in the Rejection Reason field.

Click Save Change button (at bottom)

The screenshot shows the SAE MyTechZone interface. The main content area displays a table of session papers for the 'Occupant Protection: Structural Crashworthiness and Occupant Safety' session. The table has columns for Paper / Offer #, Paper Title, APP, AIM, and DIS. Below the table, there are three rows of paper details, each with a 'Publish?' section containing 'Yes' and 'No' radio buttons, a 'Rejection Reason' text field, and a 'Recommend for Journals?' link. A red arrow points from the 'No' radio button of the first paper to the text box 'To reject a paper for publication, click No'. Another red arrow points from the 'Rejection Reason' text field of the first paper to the text box 'Enter reason(s) for rejection. (REQUIRED)'. A third red arrow points from the 'Save Changes' button at the bottom of the screen to the text box 'Click Save Changes button at bottom of screen'.

Paper / Offer #	Paper Title	APP	AIM	DIS
10B-0050	Parameterized Modeling and Application of Car Side Crashworthiness in Conceptual Design Stage	1	3	0
71	:Total Weighted Score			
10B-0139	Structural Optimization of S Section of Longitudinal Beam	0	3	1
56.25	:Total Weighted Score			
10B-0169	Hybrid Thermoplastics and Steel Solitary Beam Solution to Protect the Vehicle in Low Speed Crashes	1	2	0
59	:Total Weighted Score			

To reject a paper for publication, click No

Enter reason(s) for rejection.  
(REQUIRED)

Click Save Changes button at bottom  
of screen

## Rejecting papers continued

#2) A paper can be rejected by an organizer at anytime without the required number of reviews.

Drill into the Session Home

Click the check box next to the paper number and click the Reject button near the top.

You will be required to enter reasons for rejection

The screenshot shows the SAE MyTechZone interface. The main content area displays the session home for 'Occupant Protection: Structural Crashworthiness and Occupant Safety B409'. Below the session title, there are buttons for 'Withdraw', 'Reject', 'Ordering Complete?', 'Enable Session Ordering?', and 'Hide Titles and Authors'. A table lists papers with checkboxes for selection and 'Reject' buttons. The first paper is 'Parameterized Modeling and Application of Car Side Crashworthiness in Conceptual Design Stage' by Shanbin LU, Jingyan Wu, Junyuan Zhang, Yizhou Fan, Xin Guan, Jilin University. The second paper is 'Finite Element Analysis Strategy and Method for Knee Mapping in EuroNCAP' by Yoo Bin Hong, Soo Sang Kim, Kang Wook Lee, Hyundai Mobis. The third paper is 'A Study of Anthropomorphic Test Device Neck Loads in Rigid Vehicles During Laboratory Rollover Events' by Robert W. McCoy, Ford Motor Co. The fourth paper is 'Structural Optimization of S Section of Longitudinal Beam' by Libo Cao, Hunan Univ. A red box highlights the 'Reject' button and the checkbox for the first paper. Another red box highlights the 'Reject' button and the checkbox for the second paper. A red box on the right contains text explaining the rejection process.

Click the check box next to the paper you wish to reject. Then click the Reject button near the top of screen.

You are required to enter reason(s) for rejection see next screenshot

The screenshot shows the SAE MyTechZone interface in a Windows Internet Explorer browser. The main content area is titled "Convergence 2010" and "Marc and Nori's Session CNVG999". It features a navigation menu with tabs for "Main", "Session Grouping", "Participants", "Reviewers", "Approval", "Oral Eval", and "Email". The "Rejecting Papers" section is active, displaying a table with one entry: "10CNVG-0012" with a status of "Rejected". Below the table is a text input field labeled "Reason:" and a "Save Papers as Rejected" button. A red arrow points from a text box on the right to the "Reason:" input field.

Enter reason(s) for rejection

Click Save Papers as Rejected Button