

Releasing reviews (scores/comments) to authors (login at www.sae.org/mytechzone):

- 1) Drill into a specific paper in MyTechZone.
- 2) Click on the Monitor Reviews tab
- 3) Click the view/Edit link to review the comments to ensure they are appropriate. The comments open in an editor so organizer can edit the comments if necessary to make them more appropriate.
- 4) Click the Yes button to make the comments viewable to the author
- 5) Click Save and Close
- 6) Click the Send review to Author button located at the top right of the reviewers entry. (Note if you already clicked this button earlier, it will read Review Sent to Author – Organizer can resend the review by clicking the button again.
- 7) MTZ sends the author an email with a link that leads to the score page.

Here are some screenshots of the monitor reviews tab (It is staff view of course, the author isn't shown the reviewers' names – only the reviewer's assigned number.

The screenshot displays the 'Monitor Reviews' tab for document 12SDP-0069, 'SAE Battery Chemistry Identification'. The reviewer is Jacob Hohn, # 62559, with a 'Well Experienced' status. A table shows scores for various criteria: Conclusions (8), Archival (8), Integrity (9), Quality (9), Presentation (8), and Innovative (7). A 'View / Edit' link is circled in red, and a red arrow points to it from a text box on the right. The page also includes a 'Submit Review to Author >' button and a 'Revision History' link.

11/21/2011	Recommended for Journals	Not Published	Approved		
Conclusions	Archival	Integrity	Quality	Presentation	Innovative
8	8	9	9	8	7

1) To make the comments viewable, click the view/edit link – see next graphic for results. Continue to next graphic for next steps.

1) This next graphic shows where you can edit comments if necessary and where to click to make the comments viewable – then click Save Changes and Close

The screenshot displays the SAE International review system interface. At the top, there are navigation tabs: "Submit Manuscript", "Copyright Assignment", "Reviewers", and "Monitor Reviews". Below these, there are buttons for "View: Manuscript" and "Send a Message to Author". The main content area shows a review for "Jacob Hohn, # 62559" with a "Well Experienced" status and a "Submit Review to Author" button. A table of scores is visible, with columns for "Conclusions", "Archival", "Integrity", "Quality", "Presentation", and "Innovative". Below the table is a "Comments" section with a "General" comment type and a "Close" button. The comment text is "Good paper overall, definately a need in the industry." and "Run on sentence last sentence in first paragraph under need." There are radio buttons for "Viewable to Author?" with "Yes" and "No" options, and a "Save Changes" button. A rich text editor toolbar is visible above the comment text. The footer contains copyright information: "©2008 SAE International. All rights reserved. Copyright | Intellectual Property Policy Contact Us | Our Privacy Policy".

2) Then you will need to click on the "Review sent to author" button to resend the notification to the author.