



WP Abstracts Reviewers Guide for ABSEL 2024

Review of all paper submissions for ABSEL 2024 will be managed through the submission portal at www.absel.org

1. The Notification Email

- You will receive an e-mail from the program/track chair of ABSEL 2024 notifying you were requested to review a submission.
- You will also likely receive a separate follow up email from your Track Chair with more details about the process.
- The standard e-mail from the submission portal will look similar to the example below:

Subject: A paper for ABSEL 2024 was assigned to you

Hello XXXX,

You have been assigned a new paper for review. To review this or other abstracts, please sign in at www.absel.org

Regards,

ABSEL 2024 Editors

ABSEL

www.absel.org

2. Login to ABSEL

- Go to www.absel.org and click on ABSEL2024 Submission
- Use your username and password and the security captcha to log into ABSEL



ABSEL 2024 Submission

[Go Back to the Homepage / ABSEL 2024 Submission](#)



Don't have an ABSEL account?

[Create an account](#)

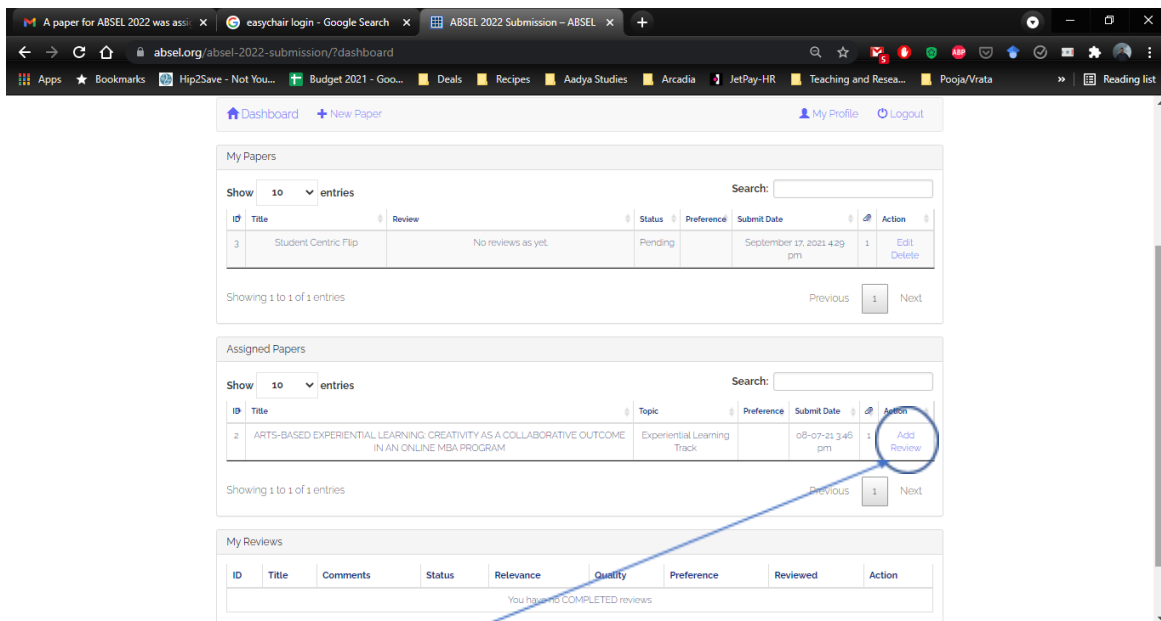
Welcome back Raghu Kurthakoti

[Dashboard](#) [+ New Paper](#)

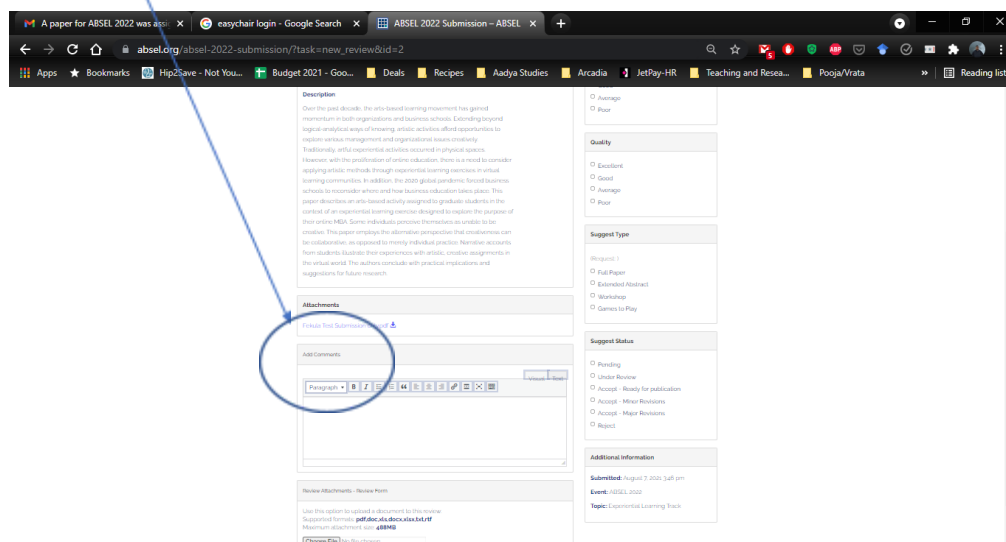
[My Profile](#) [Logout](#)

My Papers

- Once you log into the ABSEL Conference submission portal, you should see Three panels in your dashboard
 - A list of articles you have submitted as an Author (Under MY PAPERS)
 - A list of articles assigned to you for Review (Under ASSIGNED PAPERS)
 - A list of articles for which you have submitted Review (Under MY REVIEWS)



- To provide your review, **click** on the ADD REVIEW under the Assigned Papers
 - This will take you to the page where you can access the paper and provide your review.
 - Download the paper from the attachments.



5. Once you are ready to submit your review, come to the same location and again click on **ADD REVIEW**
6. (OPTIONAL) You can Complete the ratings for the paper on the review page

The screenshot shows a web browser window with the URL abse1.org/abse1-2022-submission/?task=new_review&id=2. The page has a navigation bar with 'Dashboard' and 'New Paper' links. A 'Submit' button is circled in blue. Below it is the 'Paper Information' section with a title and description. To the right, there are three sections: 'Relevance', 'Quality', and 'Suggest Type', each with radio button options. The 'Relevance' and 'Quality' sections have options for Excellent, Good, Average, and Poor. The 'Suggest Type' section has options for '(Request)' and 'Full Paper'. Blue lines connect the 'Submit' button to the 'Relevance' and 'Quality' sections, and the 'Suggest Type' section to the '7. (REQUIRED) Upload your completed Reviewer Form...' instruction.

7. (REQUIRED) Upload your completed Reviewer Form as an attachment (See below for the blank Reviewer Form)

The screenshot shows the 'Attachments' section of the review page. A 'Choose File' button is circled in blue. Below it is a text area for 'Add Comments' with a rich text editor. To the right, there are three sections: 'Suggest Status', 'Additional Information', and 'Review Attachments - Review Form'. The 'Suggest Status' section has radio button options for Pending, Under Review, Accept - Ready for publication, Accept - Minor Revisions, Accept - Major Revisions, and Reject. The 'Additional Information' section has fields for 'Submitted: August 7, 2021 3:46 pm', 'Event: ABSEL 2022', and 'Topic: Experiential Learning Track'. Blue lines connect the 'Choose File' button to the '7. (REQUIRED) Upload your completed Reviewer Form...' instruction and the 'Suggest Status' section to the '8. Once you attach your reviewer form, click on SUBMIT (at the top).' instruction.

8. Once you attach your reviewer form, click on **SUBMIT** (at the top).
9. Once you submit your review, you will be directed to your dashboard where your review will be available under **MY REVIEWS** where you can edit your review if necessary.



2024 ABSEL Conference Refereed Paper Evaluation Form

Paper ID:

Track:

Paper Title:

Please rate the manuscript on the following by putting an X in the appropriate rating level for each statement

	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
1. The topic of the paper would be of interest to ABSEL membership				
2. The paper clearly explains its contribution to the theory and/or practice of business education				
3. The paper indicates a thorough understanding of past research on this topic				
4. The paper has a logical flow				
5. The paper is well written				

Your feedback for Authors related to aspects concerning items 1-5 of the Paper (Will be shared with the Authors)

Items 6-8 are for Empirical Studies ONLY	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
6. The paper uses a sound research design				
7. The paper uses appropriate sampling and data analysis procedures				
8. Results and implications are relevant				

Your feedback for Authors related to aspects concerning items 6-8 of the Paper (Will be shared with the Authors)

Your overall **RECOMMENDATION** of the paper

1. ACCEPT as is
2. ACCEPT with minor revisions
3. CONDITIONAL ACCEPT (Should be Accepted with substantial revisions as indicated in Comments to Author(s))
4. REJECT (Should be Rejected)

Should this paper be considered for the **BEST PAPER AWARD** in the track? (All student led papers will be automatically considered for best student paper award. If this is a student led paper, please indicate if the paper should be considered for best paper within the track)

1. Yes
2. No

Please provide your **confidential** feedback to the Track Chair. These comments **WILL NOT BE** shared with the authors.