

Approving papers for publication

Once you have the review cycle complete (at least two 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 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 2010 World Congress & Exhibition" and the session is "Occupant Protection: Structural Crashworthiness and Occupant Safety B409". The "Approval" tab is selected in the navigation menu. The main content area displays a list of papers with their titles, authors, and review status. A red box highlights the "Approval" tab in the navigation menu.

Paper ID	Type	Time	Review Status
10B-0050	Written & Oral Presentation	00:00 PM	4 of 4 completed
10B-0085	Written & Oral Presentation	00:00 PM	2 of 4 completed
10B-0097	Written & Oral Presentation	00:00 PM	0 of 1 completed
10B-0139	Written & Oral Presentation	00:00 PM	4 of 4 completed
10B-0148	Written & Oral Presentation	00:00 PM	4 of 4 completed

Drill into the Session Home and click on the Approval Tab

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 regarding selection for SAE conference proceedings journal.

Click Save Changes Button at the bottom

The screenshot shows the SAE MyTechZone interface in a Windows Internet Explorer browser. The page title is "Occupant Protection: Structural Crashworthiness and Occupant Safety B409". It displays a table of session papers with columns for Paper / Offer #, Paper Title, APP, AIM, and DIS. Three papers are listed: 10B-0050, 10B-0139, and 10B-0169. Each paper entry includes a "Publish?" section with radio buttons for "Yes" and "No", a "Recommend for Journals?" link, a "Comments" text area, 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 "Comments" 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

Rejecting papers

There are two ways to reject a paper.

#1) Once at least one dissenting review is 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. The browser window title is "SAE MyTechZone - Windows Internet Explorer". The address bar shows the URL: <http://www.sae.org/servlets/techpapers/sessionHome.do?evtSchedGenNum=175004&evtName=B409%prodGrpCd=TSESS&idTyp=session>. The page header includes the SAE International logo, navigation links (SAE Home, Contact Us, Help, Shopping Cart), and a user greeting "Hi, Non Feught".

The main content area is titled "SAE 2010 World Congress & Exhibition" and "Occupant Protection: Structural Crashworthiness and Occupant Safety B409". The "Approval" tab is selected, showing a list of papers under the heading "Accepted Abstracts/Papers".

The list of papers includes:

- 10B-0050**: 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**: 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**: 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**: 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 features a left sidebar with "My Sessions" (Sessions / Papers) and "My Tasks" (My Tasks, Abstract Evals) sections, and a bottom section with "Event Search" and "Quick Links".

Rejecting papers continued

Click the No button under the Publish? question.

Enter reason(s) for rejection in the Rejection Reason field. Please enter a meaningful reason for the rejection. It can be a summary vs details of the reviews.

Click Save Change button (at bottom)

The screenshot displays the SAE MyTechZone interface. The main content area shows a table of session papers with columns for Paper / Offer #, Paper Title, APP, AIM, and DIS. The first paper listed is 10B-0050, titled 'Parameterized Modeling and Application of Car Side Crashworthiness in Conceptual Design Stage', with a total weighted score of 71. Below the table, there are three rows of review information, each with a 'Publish?' section containing 'Yes' and 'No' radio buttons, a 'Comments' field, and a 'Rejection Reason:' text area. The 'No' radio button for the first paper is highlighted with a red arrow. Another red arrow points to the 'Rejection Reason:' text area for the same paper. The interface also includes a sidebar with 'My Sessions', 'My Tasks', and 'Event Search' sections, and a 'Quick Links' section at the bottom left.

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				
Publish? Recommend for Journals ? Comments				
<input type="radio"/> Yes				
<input type="radio"/> No				
Rejection Reason:				
<hr/>				
10B-0139	Structural Optimization of S Section of Longitudinal Beam	0	3	1
56.25 :Total Weighted Score				
Publish? Recommend for Journals ? Comments				
<input type="radio"/> Yes				
<input type="radio"/> No				
Rejection Reason:				
<hr/>				
10B-0169	Hybrid 'Thermoplastics and Steel' Solitary Beam Solution to Protect the Vehicle in Low Speed Crashes	1	2	0
59 :Total Weighted Score				
Publish? Recommend for Journals ? Comments				
<input type="radio"/> Yes				
<input type="radio"/> No				
Rejection Reason:				
<hr/>				

To reject a paper for publication, click No

Enter reason(s) for rejection. (REQUIRED) – Please enter a meaningful reason – the reason is provided directly to the author. 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' with a checkbox and a 'Reject' button. A red box highlights the 'Reject' button and the checkbox for the first paper, with arrows pointing to a text box explaining the process.

Check Box	Paper ID	Type	Time
<input type="checkbox"/>	10B-0050	Written & Oral Presentation	8:00 AM - 11:40 AM April 15, 2010 in D3-20/21
<input type="checkbox"/>	10B-0085	Written & Oral Presentation	
<input type="checkbox"/>	10B-0097	Written & Oral Presentation	
<input type="checkbox"/>	10B-0139	Written & Oral Presentation	

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 web application in Internet Explorer. The main content area is titled "Convergence 2010" and "Marc and Nori's Session CNVG999". It features a "Rejecting Papers" section with a table listing a rejected paper (10CNVG-0012). The "Reason" field for this paper is empty, and a red arrow points to it from a text box on the right. Below the table is a "Save Papers as Rejected" button. The left sidebar contains navigation menus for "My Sessions", "My Tasks", "Event Search", and "Quick Links". The footer includes copyright information for SAE International.

Enter reason(s) for rejection

Click Save Papers as Rejected Button