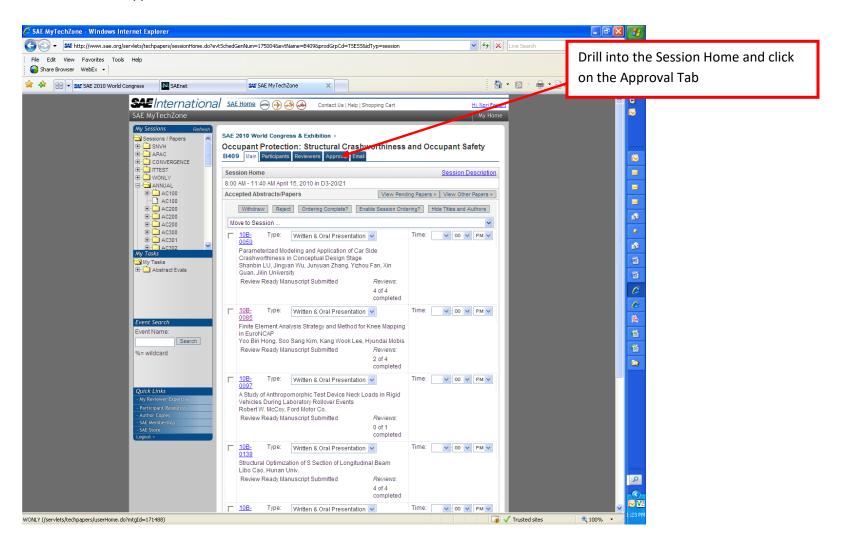
## Approving papers for publication

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 <u>www.sae.org/mytechzone</u> and navigate into the session (where you see complete listing of papers). Then click on the Approval tab



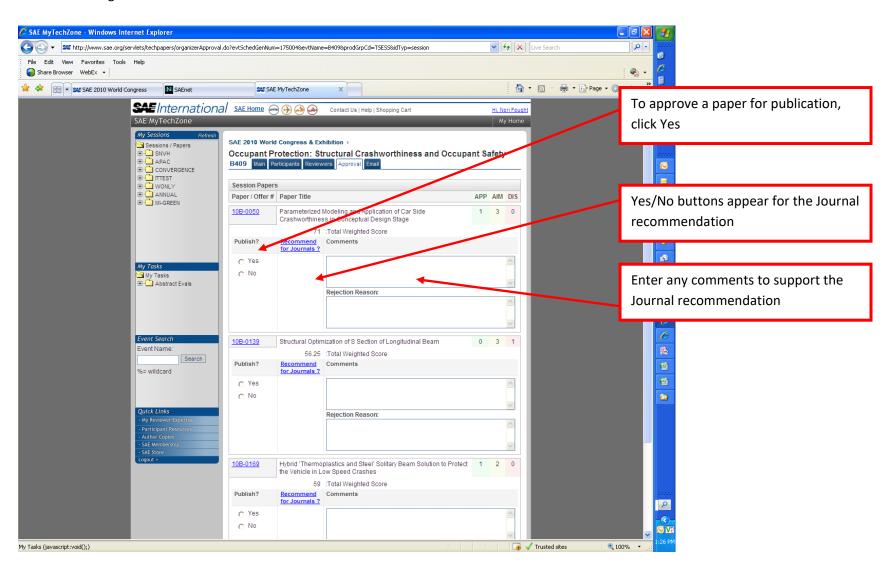
# To approve:

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.

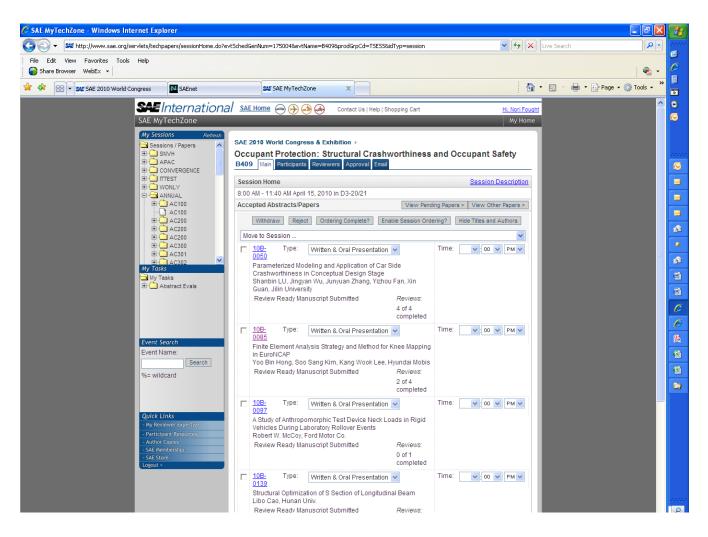
Click Save Changes Button at the bottom



## **Rejecting papers**

There are two ways to reject a paper.

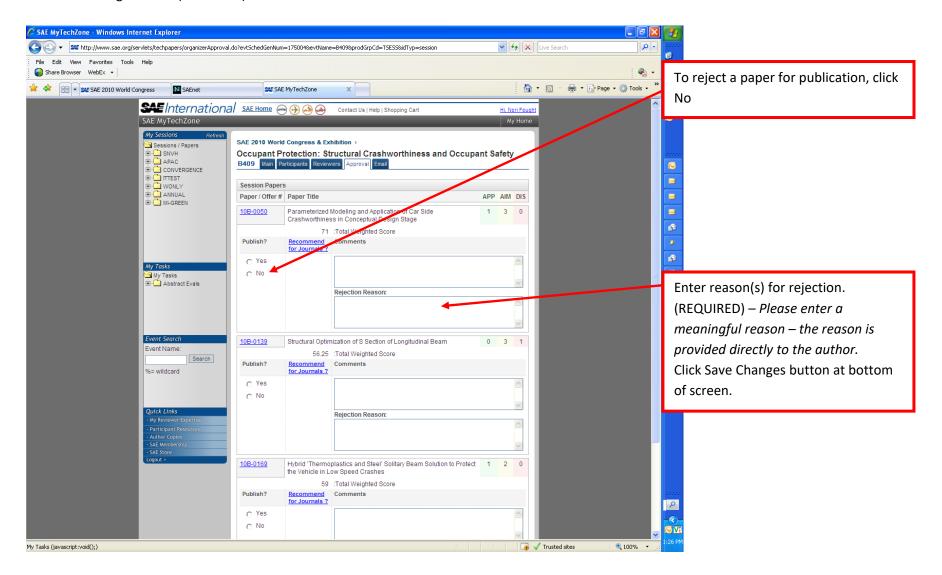
#1) Once at least one dissenting review is in the system log into MyTechZone and drill into the Session Home and Click on the Approval tab



## 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)



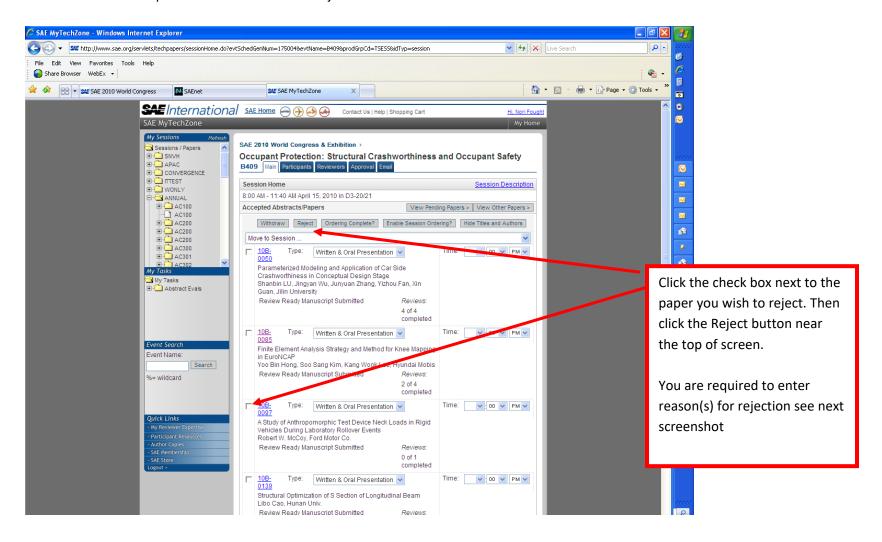
#### Rejecting papers continued

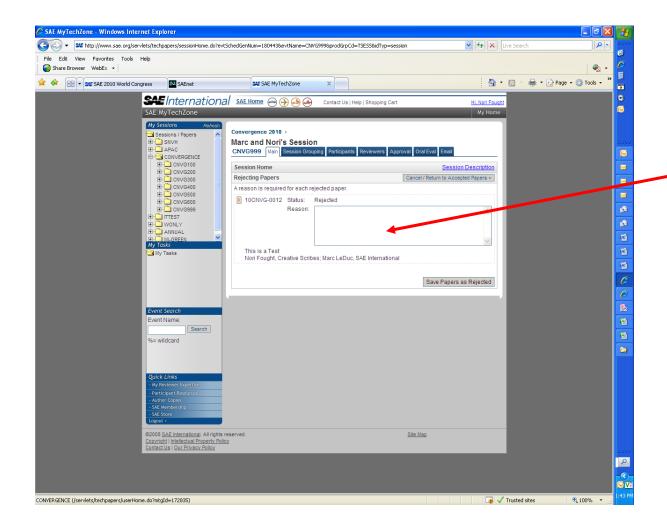
#2) A paper can be rejected by an organizer at anytime without the required number of reviews.

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





Enter reason(s) for rejection

Click Save Papers as Rejected Button