

Symposium Chair and Vice Chair Guide to Paper Trail

Using Paper Trail to Manage Your Symposium
(Abstracts, Draft, Final Paper, and Presentation)

**This guide includes details regarding the change in the paper review process (Page 11).*

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1. Accessing Paper Trail through the NACE Web Site

Access the NACE member portion of the Web site at this link: <http://web.nace.org>. Log in to the Web site using your NACE username and password. If you don't know these, please contact NACE First Service at 281-228-6223 or firstservice@nace.org. Do NOT create a new username and password if you know you already have an account. This will create duplicate records and may create complications for you later. In the center panel of the Profile page, click on the "Paper Trail" button.

NACE Paper Trail Chair

Paper Trail Chair

[My Profile](#) [My Connections](#) [My Contributions](#) [My Settings](#) [Admin](#)

Bio

Share information about yourself - your work life and personal interests

[Add](#)

NACE Profile

[Downloadable Products](#)
Access downloadable products that you have purchased.

[NACE Membership](#)
View your membership status, become a NACE member, renew your existing membership, and access your member benefits.

[Paper Trail](#)
Upload, manage, and review papers.

[Publications](#)
Access the NACE publications to which you are subscribed.

Contact Details [✎](#)

Paper Trail Chair
Any Street
Any City ANY ZIP

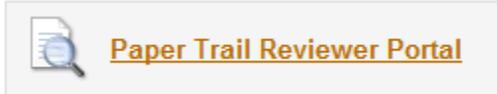
Social Links

Link to other social media accounts

[Add](#)

[Actions](#)

After clicking the “Paper Trail” button, you will see a button appear on the screen labeled “Paper Trail Reviewer Portal.” Click on this button.



2. Accessing Your Events

Under the “Your Associated Events” heading, you will see an “Event” drop down menu that lists the conference for which you are serving as a Chair, Vice Chair, or Reviewer.

Your Associated Events

Event:

3. Accessing Your Symposia

A list of your symposia will be in the window below the “Event” box. This lists the opening date of the call for papers, the final paper due date, the presentation due date, and your NACE staff liaison.

Your Associated Events

Event:

Show entries Search:

Type	Role	Name	Start Date	Abstract Due	Draft Due	Final Due	Presentation Due	Staff Liaison
Symposium	Chair	CORROSION 201X Symposium	5/23/2014	5/23/2014	6/13/2014	7/18/2014	9/30/2014	NACE Staff Liaison

4. Managing your Symposia

1. Click on the name of your symposium to access your symposium management screens.

CORROSION 201X Symposium Details

[Filter Documents](#)

General	Abstracts	Draft	Final Paper	Presentation	Presentation Order	Resources	Reports
Event: CORROSION 201X Name: CORROSION 201X Symposium <hr/> Chair: NACE Paper Trail Chair Vice Chair: NACE Paper Trail Vice <u>Chair</u> Elevated Privileges <input type="checkbox"/> (What's This?) NACE Staff Liasion: NACE Staff Liaison				<div style="border: 1px solid #ccc; padding: 5px;"> <p style="color: #4f81bd; margin: 0;">Congratulations!</p> <p style="margin: 0;">You have been chosen as an officer for the CORROSION 2015 Direct Assessment!</p> <hr/> <p style="margin: 0;">Your diligence and leadership shapes the Technical Program and reinforces NACE as the leader in the corrosion engineering and science community.</p> <p style="margin: 0;">As officers, you are responsible for the technical review, acceptance, or rejection of papers except in the instance that a paper is not received by its deadline. NACE staff's only function is administrative.</p> <p style="margin: 0;">Each symposium in the technical program is sponsored by one or more of the NACE technical committees. These technical committees are organized within three general groups, Industry-Specific Technology (N), Cross-Industry Technology (C), and Science (S)</p> </div>			

2. From this screen, you can manage your abstracts, draft papers, final papers, and presentations. You can also set the order of presentations and access resource documents, such as this instructional guide.

5. Managing Abstracts

- Click on the “Abstracts” tab to be taken to the abstracts screen. From this screen, you can click on each abstract and to review it. On this page, the abstracts you have accepted have a green check mark next to them, those you’ve rejected have a red X next to them, and ungraded abstracts have blue question marks next to them.

Late-Arriving Abstract Submissions * MUST include symposium number/title *** Details**

[Filter Documents](#)

General
Abstracts
Draft
Final Paper
Presentation
Presentation Order
Resources
Reports

Complete:

Show entries Search:

Status	Rating	Doc Number	Title	Presenting Author	Submitted On
?	3	C2015-5841	Test Abstract	NACE Chair	4/30/2014
?	3	C2015-5955	Test Abstract II	NACE Paper Trail Author	5/1/2014

Please keep in mind that the maximum number of papers that can be presented at each symposium is 34. If you decide to accept more than 34 abstracts and then end up with too many papers after the draft submission deadline, you will need to be prepared to reject some papers.

- To accept or reject each abstract, click on the title of each abstract. You will be taken to a screen where you will see the abstract title and text. On this page, there is a “Status” drop-down menu that you can use to change the abstract status to Ungraded, Accepted, or Rejected, and give it a “rating” (1 being the lowest, 5 being the highest). You can also add comments in the “Chair’s Comment” field below. (For example, this would be where to add comments if you want to return the abstract to the author for revisions). The comment box does not allow for special characters (i.e., [] / < > ... () = etc.) Click on the “Save” button when this has been completed.

Abstract Review: Test Abstract II

[Return to Paper Manager](#)

Presenting Author:

Full Name: NACE Paper Trail Author
Parent Company: My Company
Email: papers@nace.org
Business Phone: 281-228-6218

Test Abstract II

This is only a test.

Keywords: test, abstract

Rating:
Status:

Chair's Comment:

3. **Important: Once you have finished grading all of your abstracts, you must click on the “Finalize” button (indicated by a lock icon in the upper right-hand corner of your abstract summary screen). Do not “Finalize” your symposium until you have had the opportunity to review abstracts that have been transferred from alternative symposia that may be appropriate for your symposium.** Once you click the “Finalize” button, it will unlock the option for your accepted authors to upload their draft papers.

Late-Arriving Abstract Submissions *** MUST include symposium number/title *** Details

[Filter Documents](#)

General Abstracts Draft Final Paper Presentation Presentation Order Resources Reports

Complete:

Show entries Search:

 [Finalize](#)

Status	Rating	Doc Number	Title	Presenting Author	Submitted On
✓	4	C2015-5841	Test Abstract	NACE Chair	4/30/2014
✓	5	C2015-5955	Test Abstract II	NACE Paper Trail Author	5/1/2014

First Previous **1** Next Last

6. Assigning Reviewers to Papers

1. NACE staff will enter the reviewers into the Paper Trail system that you submit to Headquarters in advance. To request to add more reviewers or to remove reviewers, please contact staff at papers@nace.org by July 1.
2. To assign paper reviewers to your abstracts, drafts, or final papers, click on the “General” tab at the top of the screen and scroll down to each reviewer’s name. *Note: Reviewers can add comments and suggest revisions to a paper, but they cannot **accept or reject** papers. Please note, the comment box does not allow for special characters (i.e., [] / < > ... () = etc.). The default setting in Paper Trail allows authors to see the reviewers’ comments. If you wish to hide the comments from the author, you must toggle the blue arrow beside the comments.*

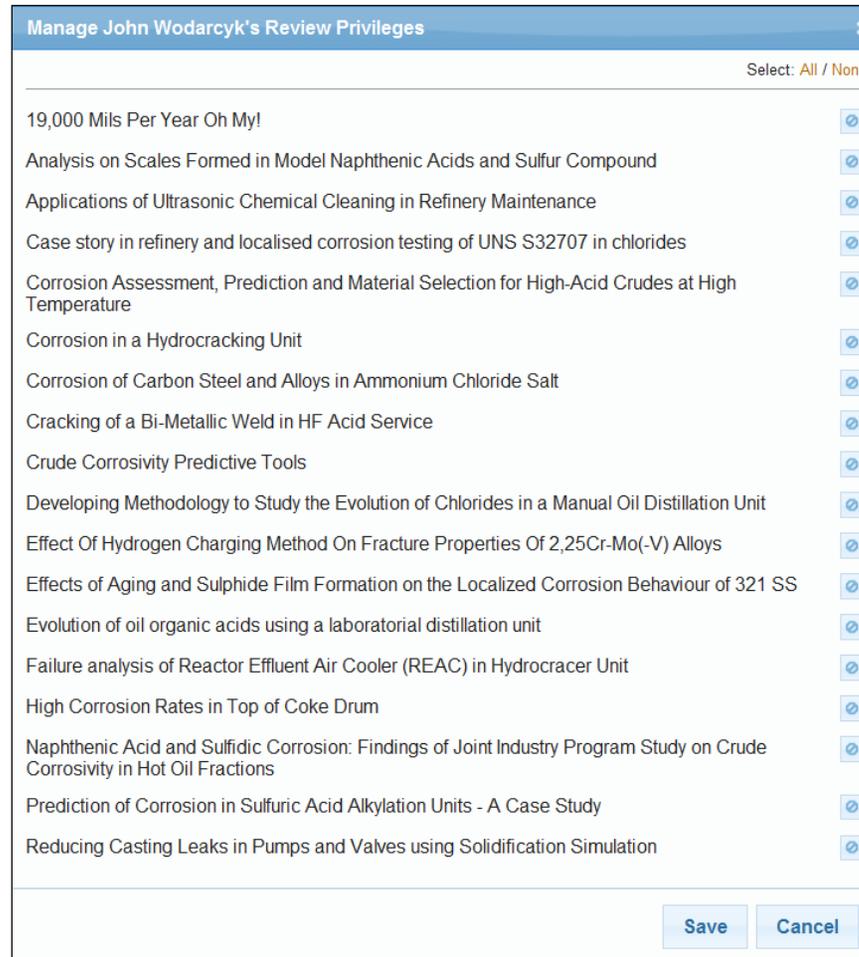
Refining Industry Corrosion Details

[Return to Event List](#) [Filter Documents](#)

General	Abstracts	Draft	Final Paper	Presentation	Presentation Order	Resources	Reports
<p>Event: CORROSION 2014 Name: Refining Industry Corrosion</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Chair: Jeremy Nelson</p> <p>Vice Chair: Madhu Anand Elevated Privileges (What's This?) x</p> <p>NACE Staff Liaison: Daniela Malakoff</p> <p>Reviewers: John Wodarczyk ⚙ Michael Cayard ⚙ Joel Williams ⚙</p> </div> <div style="width: 50%; padding-left: 20px;"> <p>Congratulations! You have been chosen as an officer for the CORROSION 2014 Refining Industry Corrosion!</p> <hr/> <p>Your diligence and leadership shapes the Technical Program and reinforces NACE as the leader in the corrosion engineering and science community.</p> <p>As officers, you are responsible for the technical review, acceptance, or rejection of papers except in the instance that a paper is not received by its deadline. NACE staff's only function is administrative.</p> <p>Each symposium in the technical program is sponsored by one or more of the NACE technical committees. These technical committees are organized within three general groups, Industry-Specific Technology (N), Cross-Industry Technology (C), and Science (S)</p> <p>The Annual Conference Program Committee (ACPC) oversees all technical committee symposia, and all of the members of the ACPC are happy to help you chair a successful symposium. There are five ACPC representatives (called Program Coordinators) who are assigned to each of the three general groups. Should you have any questions at any point of the process, you are more than welcome to seek guidance from your Program Coordinator.</p> </div> </div>							

Click on the wrench next to the reviewer's name.

3. You can then assign this paper reviewer to review specific abstracts by clicking on the (Ø) symbol next to each abstract you wish for him or her to review. When you have successfully assigned the reviewer to a paper, the (Ø) symbol will change into a check mark (√). You can also choose the “Select All” option in the upper right-hand corner of the screen to assign the reviewer to all papers. Click the “Save” button to record your assignments.



4. NEW REVIEW PROCESS IMPLEMENTED AT CORROSION 2017 – NACE staff members will no longer participate in the review process of technical papers. The Technical Program Manual has been revised to streamline requirements and reduce the number of redundancies found in previous versions of the document. NACE staff is still available to address any questions relating to commercial bias or any other concerns.

Paper reviewers are responsible reviewing the accuracy of technical content and identifying any commercial bias that may be present. Commercial bias includes any reference to trade names, company names or product names. No more than ONE reference may be made to any product, company, etc., in the paper or presentation. Detailed guidelines for symposium officers, reviewers, and authors can be found in the Technical Program Manual that is revised annually. Reviewers are NOT expected to review technical papers for grammatical errors or sentence structure. The grammar and sentence structure of the paper is the responsibility of the primary/presenting author.

7. Managing Draft Papers

1. After you've accepted and finalized your abstracts, authors may begin uploading their draft papers. When an author has submitted a draft paper, you will receive an automated e-mail notifying you that a paper has been uploaded in the Paper Trail system.
2. By clicking the "Draft Paper" tab at the top of the page, you will be taken to a summary screen through which you can access each paper and view which papers have requested extensions.

Note: If an author requests an extension, you will receive an e-mail asking you to review/approve the extension. The extension request will also be indicated on this page under the "Extension" heading.

General	Abstracts	Draft	Final Paper	Presentation	Presentation Order	Resources	Reports
Show <input type="text" value="10"/> entries		Search: <input type="text"/>					
Doc Number	Title	Author	Submitted On	Reviewers	Status	Extension	
C2013-0002037	Reducing Salt Corrosion Rates with Stronger Base Amines	Joel Lack	4/3/2012	Madhu Anand, Michael Cayard, John Wodarczyk, Zhen Wang	Approved		
C2013-0002134	Examination of a Green Corrosion Inhibitor and CRAs for the Overhead of Crude Oil Distillation Unit	Alec Groysman	5/7/2012	Madhu Anand, Michael Cayard, John Wodarczyk, Fred Addington	Approved		
C2013-0002185	Naphthenic Acid Corrosion on an Extra-Heavy Crude Oil Upgrader Medium Vacuum Gasoil Side Cut Piping	Hon Ng	5/17/2012	Madhu Anand, Michael Cayard, John Wodarczyk, Sam Lordo, Jorge Hau	Approved		

- To download each paper, click on the title of the paper you wish to view. You will be taken to a screen with information about the paper. Under the tab under the “Draft Version” heading labeled “1st” or “2nd,” etc., you will find the file that the author has uploaded. Click on the link next to “Submitted File” to download the draft (it will be in .doc format or .docx format).

Once you are ready to grade the paper, you may use the “Action” drop-down menu and choose Accepted, Rejected, Returned for Revisions, or Withdrawn. You can also add comments for the authors by entering them in the “Your Comments” field. The comment box does not allow for special characters (i.e., [] / < > ... () = etc.). Click on the “Save” button when you have completed this. Your author will be notified that you have graded his or her paper and/or submitted comments.

Presenting Author:		Secondary Authors:	
Full Name: Joel Lack Parent Company: Baker Hughes Email: Joel.Lack@BakerHughes.com Business Phone: +1-281-276-5849		Brad Harrell	
Draft Versions:			
1st		2nd	
Submitted File: NACE 2013 Lack Harrell Draft.docx		9/28/2012 @ 2:17 PM	
+	Published: <input checked="" type="checkbox"/>	By: Zhen Wang - Reviewer	11/2/2012 @ 5:39 PM
+	Published: <input checked="" type="checkbox"/>	By: Tim Reeves - Chair	11/30/2012 @ 9:32 AM
Suggested Action: Returned for Revisions			
Comments from reviewer:			
1. Basically this paper reports corrosion rates vs. pH values of the hydrolyzed salts, and suggested that if the salts have to be formed and carried on to the downstream, then stronger base salts should be formed. pH values are suggested to be measured and reported.			
2. Solubility of the suggested stronger base salts should be studied, as this is critical for a decision of selecting the bases.			

4. If a reviewer adds a comment to a draft or final paper, Symposium Chairs have the option to review those comments and can choose to send these comments to the author by clicking on the check box next to the comment. The comment box does not allow for special characters (i.e., [] / < > ... () = etc.) **Please note: A reviewer can only add comments and suggest that a paper be approved. It is up to the chair to approve or reject a paper.**

Presenting Author:

Full Name: John Perry
Parent Company: NACE
Email: john.perry@nace.org
Business Phone: (281)638-3654

Draft Versions:

1st

Submitted File: [Copyright Agreement Paper Trail.doc](#) 7/19/2011 @ 11:32 AM

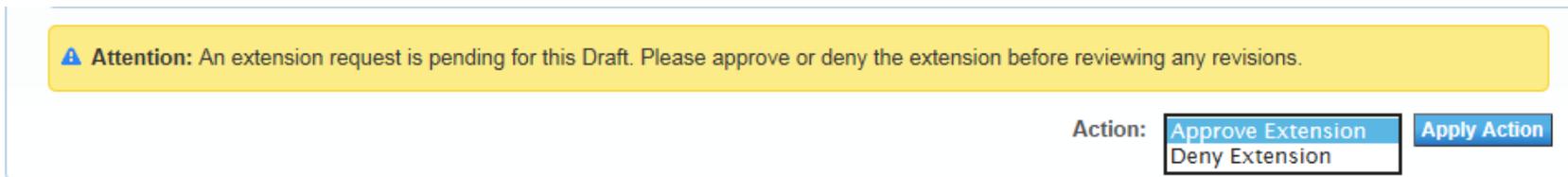
By: Trudy Schreiner - Reviewer 7/19/2011 @ 11:34 AM

Suggested Action: Approved
I like it

Your Comments:

Action:

5. Insufficient time to prepare a written paper is not a valid reason for missing the paper submission deadline; however, in extreme cases, if your author cannot complete the draft or final paper on time, you may approve an extension. If the author requests an extension, you will see a question mark (?) under the “Extension” heading on the page with the listing of papers in your symposium. To accept or reject the extension, click on the paper title.
6. You will be taken to a screen with an “Attention” message. Select either “Approve Extension” or “Deny Extension” from the “Action” drop down menu just below the message, and click the “Apply Action” button. Paper Trail will then notify the author that you have reviewed the request.



Requests for extensions must be approved at least 10 days before the deadline. Extensions for draft papers must be approved by the symposium chair. Both the chair and your Program Coordinator must approve extensions for final papers.

A maximum draft paper deadline extension of two weeks is allowed, and only ONE deadline extension may be requested by authors (for example, if you approve an extension for the draft paper, you cannot approve one for the final paper).

Two weeks is the maximum extension that may be granted.

7. Please note that if authors have not uploaded their papers within two weeks of the draft paper deadline and you have not granted an extension, they will begin to receive automatic notices reminding them to do so. Similarly, if you have abstracts or papers that have not been graded and the deadline to accept/reject them is approaching, you will receive automated notifications reminding you to please go into the system and grade them.

Once you have approved their draft papers and your authors have submitted their copyright forms and biographical information, they may upload their final papers.

8. Managing Final Papers

1. The steps for approving final papers are exactly the same as they are for the draft papers, except authors may only upload PDF files. Word documents cannot be uploaded at this stage.

9. Managing Presentations

The steps for approving Presentations are the same as for approving papers, except that authors may only upload PowerPoint presentations at this stage. Symposium vice chairs are responsible for reviewing and approving presentations. Presentations must utilize the PowerPoint template provided on the “Resources” tab. PowerPoints that utilize templates containing company names and/or logos on every will not be accepted. The company name or logo can be mentioned ONCE in the entire presentation.

10. Sequencing Presentations

1. After all abstracts are accepted, the symposium chair will be asked to sequence the abstracts in the order that they wish for the papers to be presented. After the draft papers and final papers are reviewed and accepted/rejected, you will have the opportunity to resequence your papers before times are assigned to each paper.
2. To sequence your papers, click on the “Presentation Order” tab at the top of the screen. Use your mouse cursor to click on a paper, and then drag and drop the paper to place it in the sequence you prefer (NOTE: Staff will assign times to the papers based on the sequence that you select). When this is complete, click on the “Save” button. If you do not click “Save” after sequencing your presentation order, the presentations will automatically be organized in the order in which the abstracts were received.

Order	Time	Title	Author
1st	8:00 AM	Duplex Stainless Steel Chloride Stress Corrosion Cracking Risk in Refining	By: Karly Moore
2nd	8:25 AM	Tank RBI—Pitfalls and Opportunities	By: Mauricio Olivares
3rd	8:50 AM	Prediction and Assessment of Corrosion in Sulfuric Acid Alkylation Units	By: Peter Ellis
4th		Cracking of Metallic Bellows in Fluid Catalytic Cracking (FCC) Units	

11. Accessing Reports

A number of reports are available to help you as a symposium officer. These are accessible under the “Reports” tab.

Refining Industry Corrosion Details

[Return to Event List](#) [Filter Documents](#)

General	Abstracts	Draft	Final Paper	Presentation	Presentation Order	Resources	Reports
Audit Logs	Presenting Author Report	Abstract Status Report	Bio & Copyright Report	Presentation Order Report			

- The “**Audit Log**” report shows a list of all e-mails that have been generated by the Paper Trail system and sent to authors, and what type of correspondence it is.
- The “**Presenting Author Report**” generates a downloadable list of all of the presenting authors, their paper numbers, titles, and contact information.
- The “**Abstract Status Report**” shows the status of all of the abstracts, draft papers, and final papers in your session.
- The “**Bio and Copyright Report**” shows you the biographical information and copyright forms that have been turned in for your symposium.
- The “**Presentation Order Report**” shows a list of the papers in the presentation order you have chosen, and if assigned, the dates, times, and location of each presentation.

12. Accessing Resources

The “Resources” tab is where you will find any resource documents that NACE staff uploads for your use. Included under this tab will be resources such as the Technical Program Manual for Symposium Chairs/Vice Chairs, Spokesperson Policy, etc. If you wish to add a resource for your authors, please send it to papers@nace.org and staff will get it uploaded for you.

Refining Industry Corrosion Details

[Return to Event List](#)

[Filter Documents](#)

General	Abstracts	Draft	Final Paper	Presentation	Presentation Order	Resources	Reports
Resource List:							
File: Antitrust Policy.pdf (56909 KB)							Viewable by: Everyone
File: Information for International Authors.pdf (62113 KB)							Viewable by: Everyone
File: Multiple Author Template.doc (53760 KB)							Viewable by: Everyone
File: One or Two Author Template.doc (44544 KB)							Viewable by: Everyone

If you have any questions about the resources or any part of the NACE Paper Trail system, we encourage you to contact us at any time at papers@nace.org.

Thank you for your participation!!