

# Instructions for the evaluation of full papers

## 1. Access to the web

Access '[hormigón y acero](http://www.hormigonyacero.com)' website and identify yourself with the username and password.

In the case of having forgotten the password, it can be retrieved in the link "<http://www.hormigonyacero.com/index.php/ache/login/lostPassword>"

## 2. Check the list of assignments

In the section "Shipments / My list" you will find the list of tasks to review (Fig. 1).



Fig. 1. Mi list.

## 3. Tab "1. Request"

In this step, the Reviewer may accept or reject the assignment (Fig. 2).

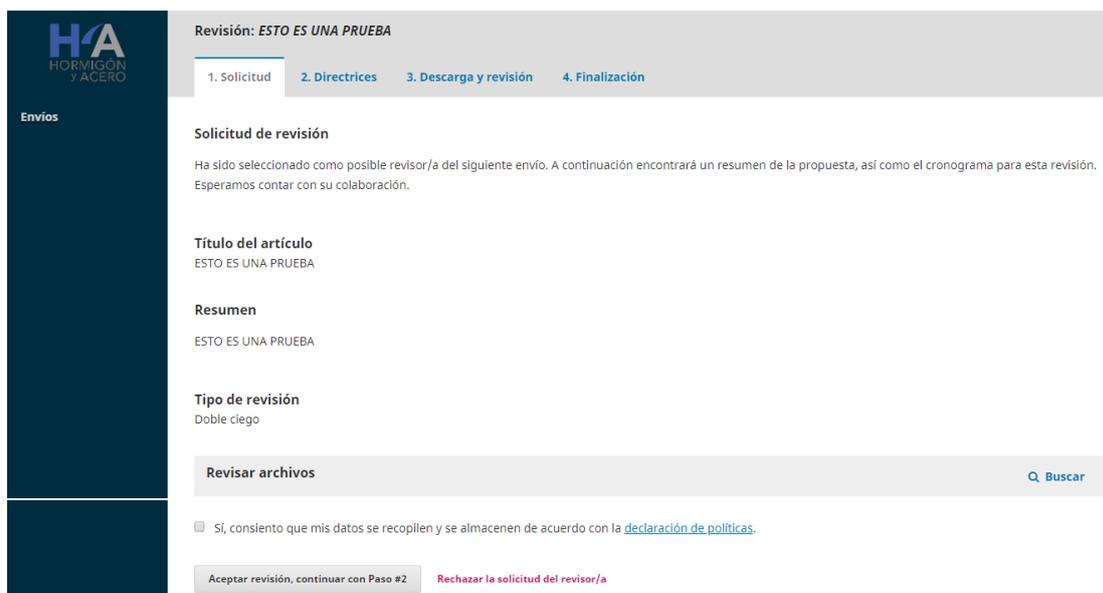


Fig. 2. Request Acceptance.

#### 4. Tab "2. Guidelines"

If no guidelines have been established (Fig. 3), "Continuar con Paso #3" open tab "3. Descarga y revisión".

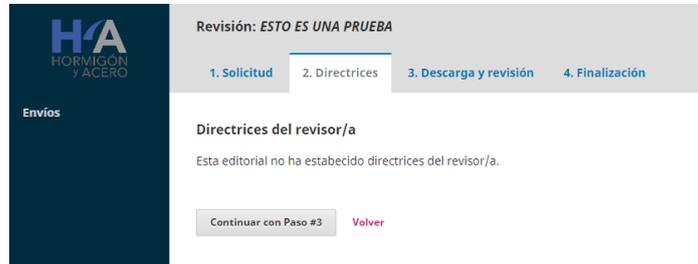


Fig. 3. Guidelines.

#### 5. Review of abstract

The document containing the Abstract will be downloaded.

#### 6. Comments for the author and the editor

The Complete Work will be downloaded and will be reviewed (Fig. 4). Once downloaded and reviewed (see 8. Recommendation), in the tab "Revisión para el autor/a y el editor/a" the revision corresponding to the Complete Work that the author of the same will receive is introduced.

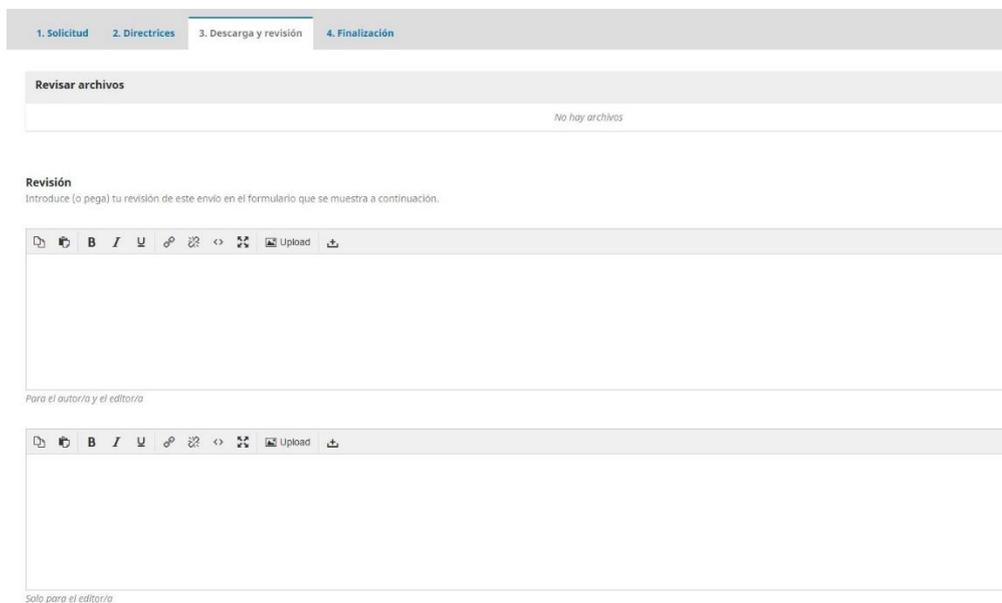


Fig. 4. Download and review.

#### 7. Comments only for the editor

In the field corresponding to "Comentarios solo para el editor" the following assessments will be made (copy and paste the contents of the Table 1).

1) **Evaluation related to the scientific-technical quality of work** (0 - 5): 0 being zero quality, so it should be rejected, and 5 a very high quality presentation. The value of 3 is considered an average quality.

2) **Evaluation relative to practical interest-innovation** (0 - 5), 0 being a zero interest and 5 a very high interest presentation. The value of 3 is considered a medium interest. This score, together with the Quality score, would be used to place the work in a poster session, if this format is finally used, or oral presentation.

3) **Recommendation for publication in 'Hormigón y Acero'** (0 - 5), the evaluator can recommend its publication in the association's magazine (Hormigón y Acero).

4) **Comentarios** confidential for the editor.

Table 1. Text to copy and paste in the revision field only for the editor.

<p>1) Evaluation related to the scientific-technical quality of work (0 - 5): ____</p> <p>2) Evaluation relative to practical interest-innovation (0 - 5): ____</p> <p>3) Recommendation for publication in 'HyA' (0 - 5): ____</p> <p>4) Comments only for the editor: ____</p>
--

## 8. Recommendation

At the bottom of the section "3. Descarga y revisión", select the reviewer's decision (Fig. 5), being able to choose between the options:

- **Aceptar este envío:** No comments, no proposal for changes.
- **Publicable con modificaciones:** These comments can be directed, for indicative purposes, to the review of the following aspects:
  - Special indications about the orientation or content that should be taken into account to improve the presentation.
  - Improvement of the formal aspect (syntax, spelling, figures, breaches of the format, etc.) of the paper presented.
  - Any comment on the summary, as a result of the revision of the modifications that could be requested in its day from the synthesis made by the President of the Scientific Committee of the two revisions carried out of each summary.
- **No publicable:** In very extreme cases in this second evaluation, if it is considered that the orientation of the paper is inadmissible, for having a marked commercial nature, and / or for not having followed at all the indications of the reviewers resulting from the evaluation of the abstracts, and lacking scientific-technical interest, it can be rejected. In any case, since the abstracts filter has been passed (at which time various communications were rejected), this situation is not likely to occur. It should be remembered that the ACHE Congress is both a scientific-

technical event and the meeting point par excellence of professionals in the world of structures, where they must be able to explain their contributions, provided there are, they have a minimum quality and have passed the first filter already made. Of course, papers with a markedly commercial nature should not be admitted. One thing is that a patent or product is used to achieve a good solution and another that only advertises the product.

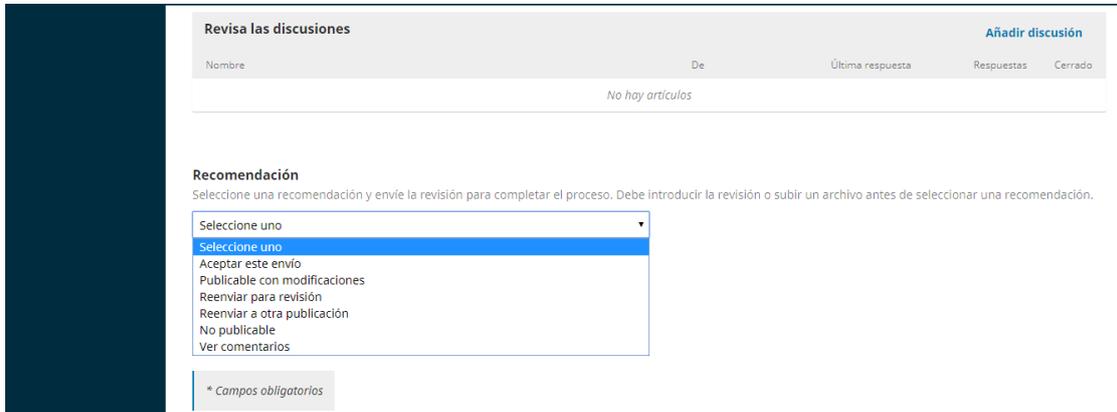


Fig. 5. Reviewer's decision.

Once you have chosen the option in the Recommendation section and click on the "Submit application" button, a box will appear where you can confirm the submission of the review (Fig. 6).

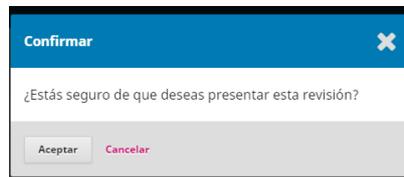


Fig. 6. Confirm.

Once again, thank you very much for your collaboration.

For any questions or suggestions you can contact us at: [santander@congresoache.com](mailto:santander@congresoache.com)