

# Author Submission and Reviewing Process

## Tips for UAI 2017

(we hope this will be a helpful guide illustrating the major steps, however, it is not a complete manual and we are not providing any guarantees)

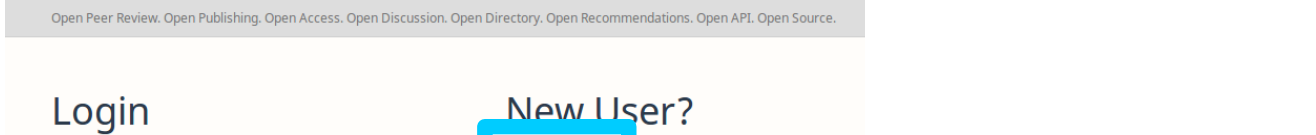
If you have any technical questions, you can always email [info@openreview.net](mailto:info@openreview.net)

to highlight important spots, we will use the following light blue box.



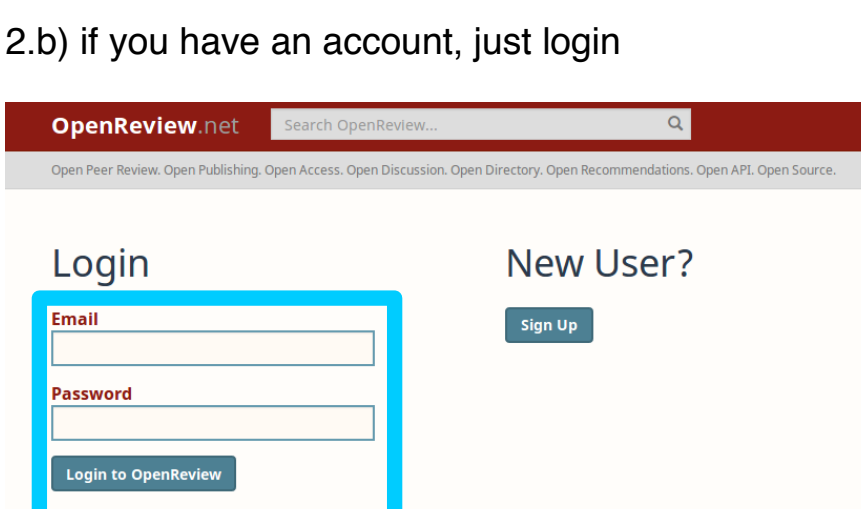
### TIP1: How to login into the system?

- 1) Open <https://openreview.net/>
- 2) Click on Login



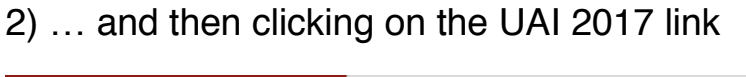
You have two options, if you have an account just login, otherwise sign up for a new user.

- 2.a) so if you don't have an account, you can create one by clicking Sign Up and follow the instructions.

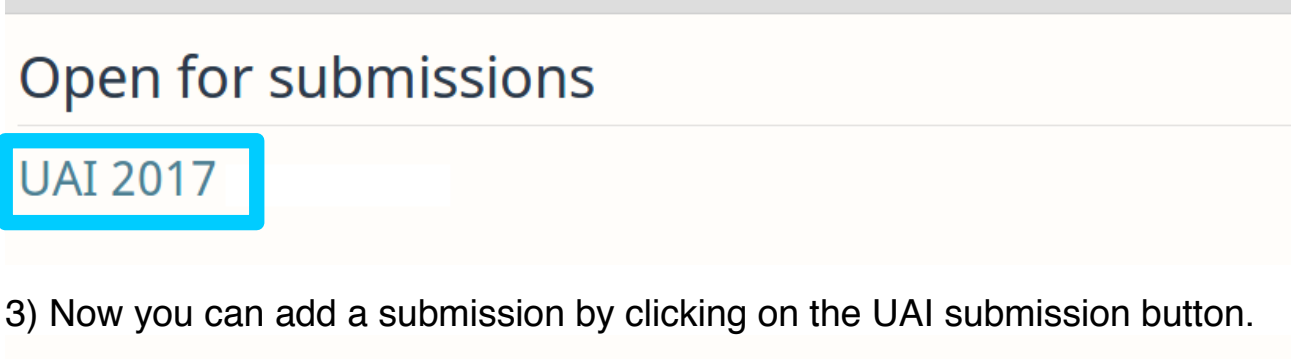


### TIP2: How to submit a paper ?

- 1) Once you have logged in, you can submit a paper by first clicking on the OpenReview.net Logo



- 2) ... and then clicking on the UAI 2017 link



### UAI 2017

- 3) Now you can add a submission by clicking on the UAI submission button.

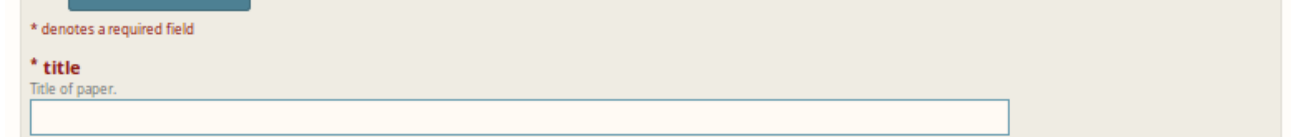
## UAI 2017 Conference

International Conference on Learning Representations

Sydney, Australia, August 11 - 15, 2017

<http://auai.org/uai2017/>

Please see the venue website for more information.



- 4) Fill in the form that appears and then click on the submit button.

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Please note that OpenReview will hide the authors information from other peers automatically, so please add the authors here.

As you can see, there is no extra field for **supplementary material**. Please include any supplementary material after the main paper in the same PDF. Please note that the reviewers are not required to read this extra material when assessing the paper.

Congratulations, you have submitted your paper successfully!

### TIP3: How to see all papers you have submitted ?

Of course, you can submit multiple papers to UAI2017. You can view all your submission in the "My Submitted Papers" tab, when logged into the system.

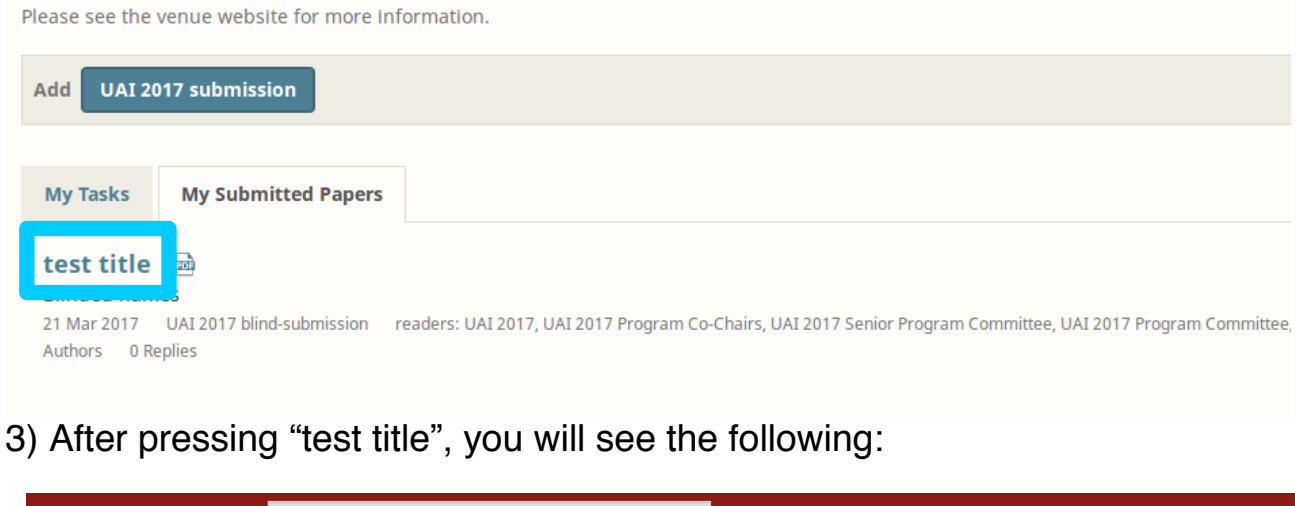
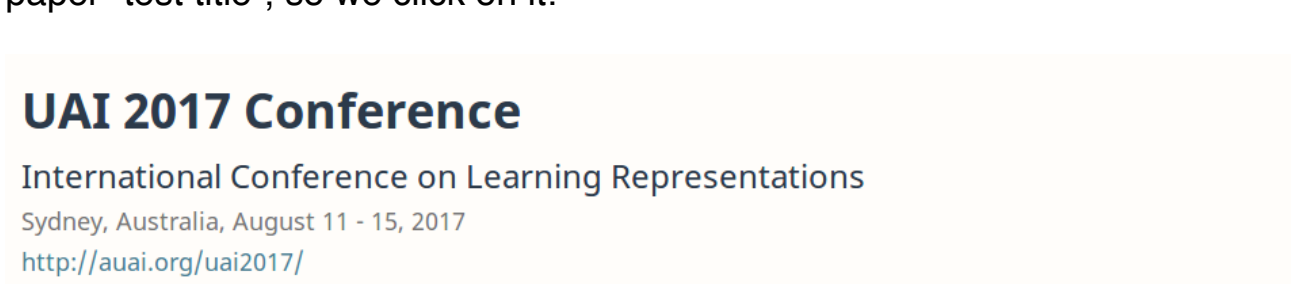
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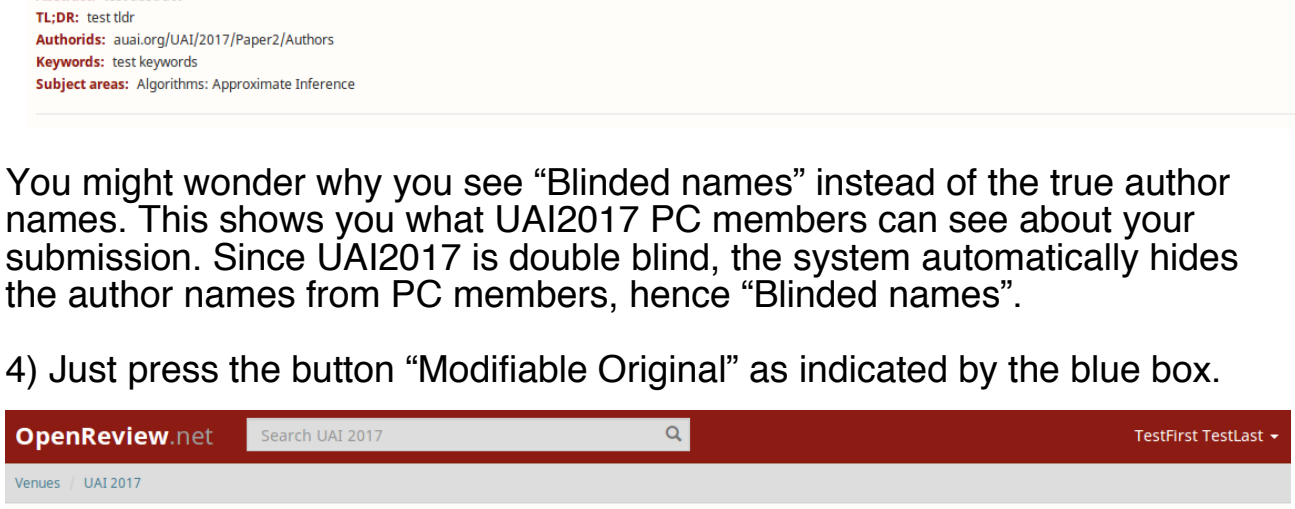
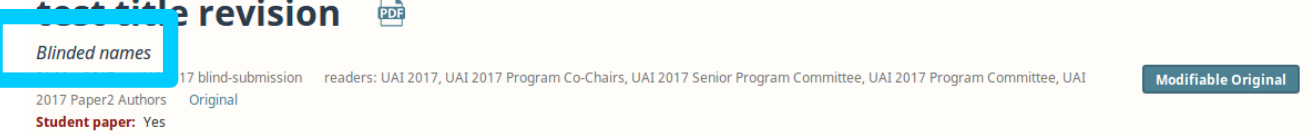
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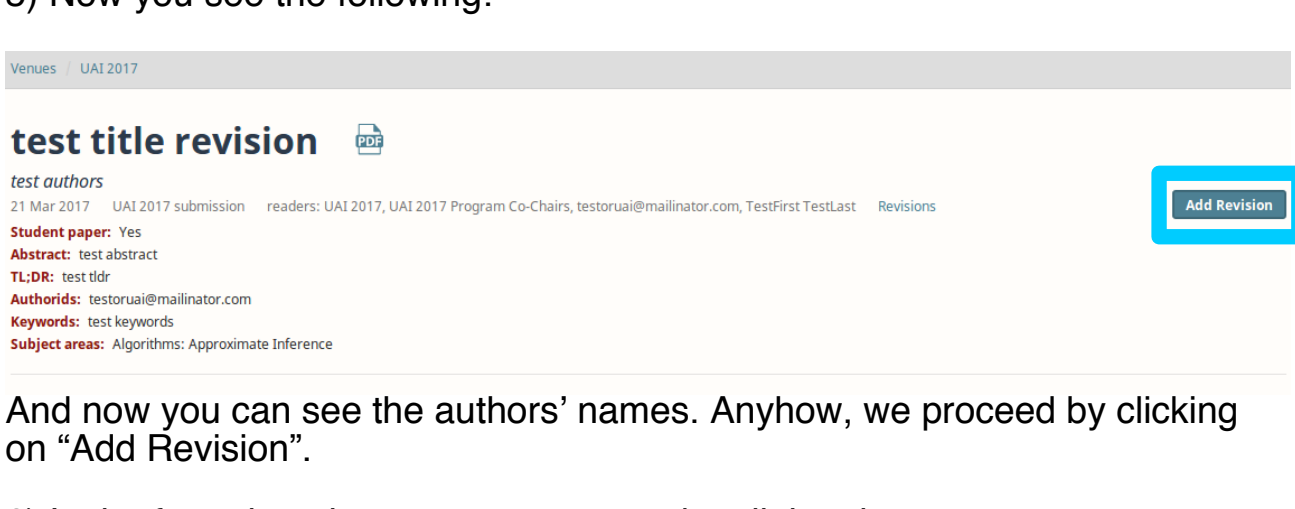


- 3) After pressing "test title", you will see the following:

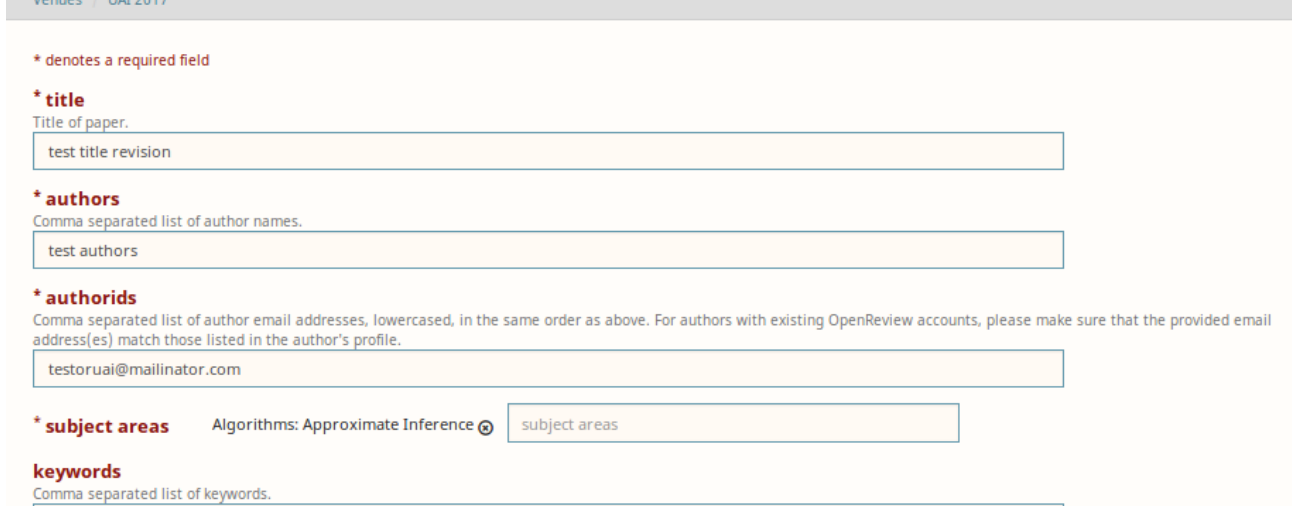


You might wonder why you see "Blinded names" instead of the true author names. This shows you what UAI2017 PC members can see about your submission. Since UAI2017 is double blind, the system automatically hides the author names from PC members, hence "Blinded names".

- 4) Just press the button "Modifiable Original" as indicated by the blue box.



- 5) Now you see the following:

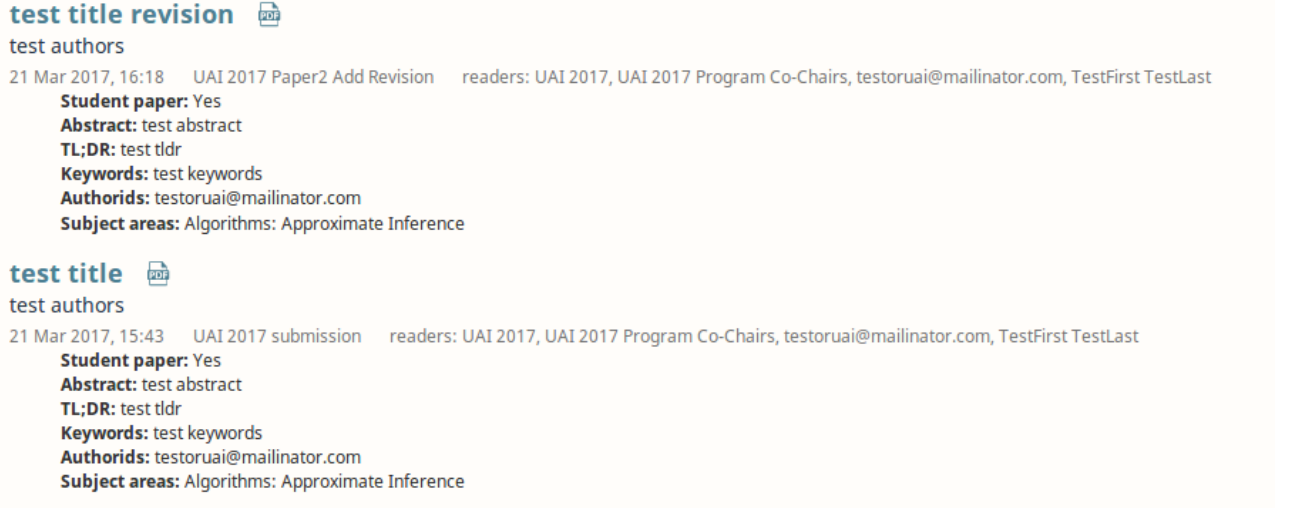


And now you can see the authors' names. Anyhow, we proceed by clicking on "Add Revision".

- 6) In the form that shows up, you can make all the changes you want to make. When you are done, click "Submit"

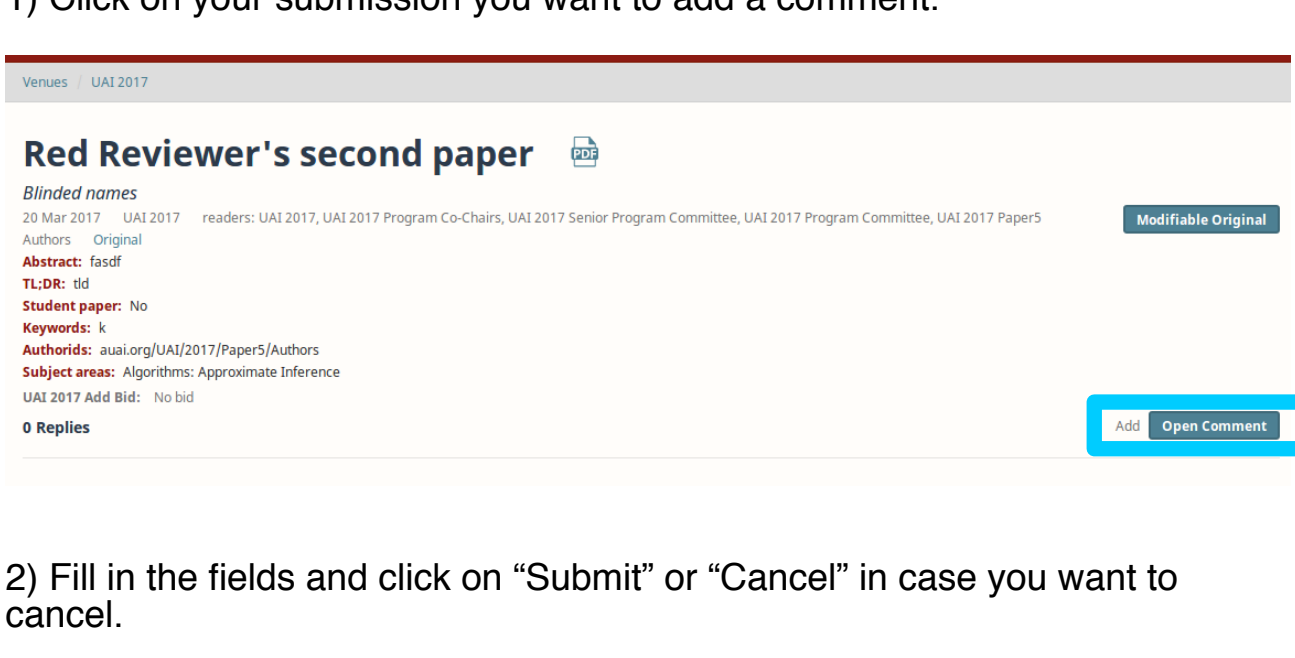
### TIP5: Can I keep track of my revisions?

Yes you can. Just follow instructions 1 to 4 of how to revise a submission. Instead of clicking "Add Revision", now click on the "revisions" link.



Now you see the revision history of your paper:

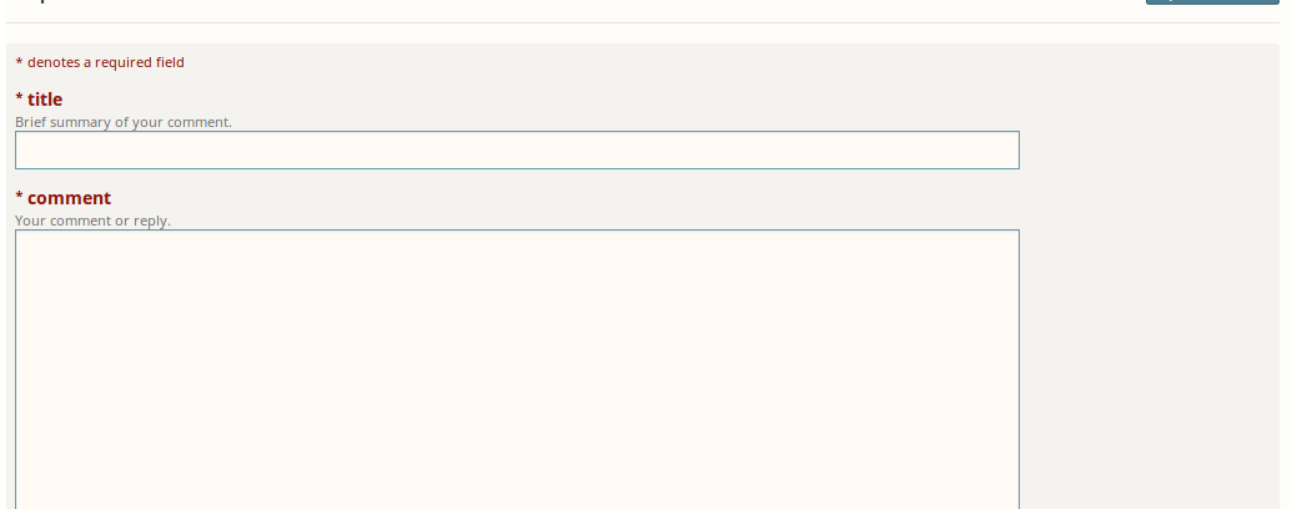
## Revision History



### TIP6: How to submit a comment?

Comments allow you to reply to questions raised by the reviewers. Note that all your comments are public. Of course, your identity is not revealed.

- 1) Click on your submission you want to add a comment.



- 2) Fill in the fields and click on "Submit" or "Cancel" in case you want to cancel.

Congratulations, you submitted a comment. Thanks for clarifying an issue raised by a reviewer.