

Reviewer OpenConf Handbook



Midwest Academy of
Management

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*This OpenConf handbook was developed specifically
for the Midwest Academy of Management.*

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v. 06-08-2025*

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→ Sign In

Home

Welcome!

Click the Chair link on the right side of the footer below to sign in, then click the Settings (⚙) menu to:

- edit *Configuration* options such as the Website Title shown above, your Email Address, and this Home Page Notice
- set *Topics* for selection by submitters and reviewers
- install *Modules* for added functionality
- modify *Templates* used for emails and feature information
- select *Privacy* options including cookie banner use
- *Open/Close Feature* access by users

Menus shown here are based on the features that are open and the access permissions of the user.

Once the *Account Sign Up* feature is open, submitters and committee members will be able to [create an account](#). This link is also accessible by clicking the *Sign In* link atop this page when the feature is open.

For more information on managing OpenConf, visit our [Getting Started](#) guide.

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Click on the *Sign In* link to login to your **Reviewer Account**.

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Home

Sign In

First time here? [Create an account](#)

Email Address *

Password

[Show password](#)

Stay signed in ⓘ

Sign In

Email sign in link

First visit, create an account;
enter your email address and the reviewer keycode

Reviewer keycode = reviewer2025

On later visits, use your email
and the password you created to login

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Once logged in, you are returned to the home page.

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Welcome! 2025 Midwest Academy of Management Annual Meeting Conf Submissions

68th Midwest Academy of Management Conference
October 9-11, 2025

<https://www.mwaom.org> (conference information website)

Conference Theme: Leading Tomorrow: Innovation and Strategy for the Future of Management

Submitters, Reviewers, and Track Chairs: on your first visit click this link to [create an account](#).
Once you have created an account, click the **Sign In link** (top right corner of this screen).

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My Reviews

Click Title for review form

ID ↑↓	Title ↑↓	?	Summary	Type ↑↓	File
4	Demo HR Paper Submission	✖		Traditional Paper	20 Feb download all

[sample review form](#)

2a. Click to see blank review form (can print for offline use)

3. Click to record review

Review status (complete, incomplete)

1. Click to read abstract

2. Click to download paper for reviewing

When you receive email notifications that review assignments have been made, it is **strongly recommended** that you read the short abstracts for all the submissions assigned to you. If after reading the abstract and/or manuscript, you don't feel that you have the expertise to provide a quality review of the submission, or you will not be able to conduct the review by the deadline, please notify the Track Chair of that paper as soon as possible so that the submission can be reassigned.

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Review – Submission 4

Demo HR Paper Submission

Advocate: [DemoFirst DemoTrackChair](#)

Track chair name.
Click link to email track chair.

Review

Recommendation *

- Reject: Critical flaws in content, analysis, or writing style.
- Potentially Reject: Basic flaws in content, analysis, or writing style.
- Accept only if space allows: Minor flaws; could be improved through development.
- Accept - Not Best Paper: Meets professional standards for conferences.
- Accept - Best Paper Candidate: Exceeds professional standards for conferences.

Indicate your recommendation for the submission.

JMI - Special Issue *

Should this submission be considered for inclusion in a special issue of the Journal of Managerial Issues?

- Yes, it should be considered.
- No, it should NOT be considered.

Answer JMI special issue question (only traditional papers can be considered).

Alternate Track Options *

Would this submission be better suited for the Short Paper Track and/or the Poster Track? For descriptions of Short Papers and Posters, see the Call for Papers document on the Website (<https://mwaom.org>)

- Yes, this submission could fit for both the Short Paper and Poster tracks
- Only for the Short Paper track
- Only for the Poster track
- No, this submission would not be appropriate for the Short Paper or Poster tracks
- Not Applicable: This submission is a Symposium/Panel or PDW



Comments for the Authors

Constructive comments to the author(s) would be appreciated.

This is where you provide constructive feedback that the authors will be able to see later on. The authors **will not** know the identity of the reviewer.

Comments for the Program Committee (authors will not see these comments)

Reasons must be included for all submissions, because they help us determine what to do when reviewers disagree with each other.

This is where you can provide additional information that only the Track Chairs/ Program Chair will be able to see in order to make decision on the submission.

Comments for the Program Committee (authors will not see these comments)

Reasons must be included for all submissions, because they help us determine what to do when reviewers disagree with each other.

Email me the filled out form fields

For your records.



I have completed the review

Check this box when you have finished the review for this submission. This is used only to track how many outstanding reviews there are. You will still be able to edit this review review deadline date.



Save Review



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Review – Submission 4

 Review has been saved

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Review Submission Confirmation

- The OpenConf system displays this confirmation page that your review has been saved (submitted). If you checked the *Email me a copy of this review* box from the previous screen, you will also receive an email that will contain your completed review.
- At this point, you can either click on the *Return to Review* link (if you need to make some edits/changes to your review) or click on the *My Reviews*. This will take you back to your **Reviewer** submissions.

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My Reviews

Click Title for review form

ID ↕	Title ↕	?	Summary	Type ↕	File
4	Demo HR Paper Submission	✓		Traditional Paper	20 Feb
					download all

[sample review form](#)

Submission status changed to green checkmark to indicate completed submission.

After submitting your review, and returning to **My Reviews**, you can see the updated review status. You can make changes to your review until the deadline simply by clicking on the submission link title. Continue until all reviews are submitted.

Tip: We strongly recommend that reviewers save their review comments offline in a document.

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