

C O N F E R E N C E P A P E R
M A N A G E M E N T S Y S T E M

CPM

Complete User Guidelines

For Authors, Reviewers, Editors & Administrators

Al-Hadba University

Vice Presidency for Scientific Affairs

<https://events.hu.edu.iq/cpm.php>

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1. Introduction & Overview

The Conference Paper Management (CPM) system is a comprehensive web-based platform developed by Al-Hadba University for managing the full lifecycle of academic conference papers — from initial submission through peer review to final publication.

CPM streamlines the entire process for all stakeholders involved in academic conferences, ensuring transparency, efficiency, and academic rigor at every stage.

Key Features

- Multi-role access: Author, Reviewer, Editor, and Administrator portals
- Track-based paper management for organizing submissions by conference sessions
- Automated email notifications at every stage of the workflow
- Blind peer review process with structured evaluation criteria
- Final version upload system for accepted papers
- Real-time status tracking for all submitted papers
- Conference template download for formatting compliance
- Quick Submit feature for directly adding accepted papers

User Roles

Role	Responsibilities
Author	Submit papers, track status, view reviews (after decision), upload final versions
Reviewer	Review assigned papers, score and provide feedback, submit evaluation reports
Editor	Manage assigned papers, assign reviewers, approve reviews, make accept/reject/revision decisions
Admin	Configure conference settings, manage tracks, assign editors to papers, manage all accounts, monitor overall progress, quick submit accepted papers

2. Getting Started

Accessing the CPM System

The CPM system is accessible through the Al-Hadba University Events Platform. There are two ways to access it:

Method 1: Direct URL — Navigate to <https://events.hu.edu.iq/cpm.php> and select the conference you wish to access.

Method 2: From the Events Platform — Visit <https://events.hu.edu.iq>, click on a conference, and look for the **Paper Management** box which links directly to the CPM portal for that conference.

Choosing Your Portal

When you access the CPM system for a specific conference, you will see the conference details along with portal access buttons. Select the appropriate portal based on your role:

- **Author Portal** — For submitting and managing your papers
- **Reviewer Portal** — For reviewing papers assigned to you
- **Editor Portal** — For managing papers and the review process
- **Admin Login** — For conference administrators only

Important Note

Registration availability is controlled by the conference administrator. If registration is not open for your role, you will see a notification indicating that registration is currently unavailable. Contact the conference organizer if you believe registration should be open.

3. Author Guidelines

Author Portal

3.1 Registration & Account Creation

To submit a paper, you must first create an Author account for the specific conference.

Step	Action	Details
1	Access Portal	Click on the "Author Portal" button on the conference page.
2	Create Account	Click "No account? Create one" below the login form. Fill in your Full Name, Email Address, Affiliation/Institution, and create a Password.
3	Verify Email	A 6-digit verification code will be sent to your email. Enter this code on the verification screen. The code is valid for 10 minutes.
4	Login	After verification, log in using your email and password.

3.2 Submitting a Paper

Once logged in to the Author Portal, you can submit your paper by completing the submission form.

Required Information:

1. **Paper Title** — The full title of your paper
2. **Abstract** — A comprehensive abstract summarizing your paper
3. **Main Author Details** — Name, email, affiliation, and ORCID (optional)
4. **Co-authors** — Add co-authors with their name, email, affiliation, and ORCID (optional). Use the "+ Add Co-author" button.
5. **Keywords** — Comma-separated keywords relevant to your paper
6. **Conference Track** — Select the appropriate track/session for your paper (if tracks are configured)
7. **Paper PDF** — Upload your paper in PDF format

Tip

If a conference template is available, download it from the link provided on the submission page. Format your paper according to the template before submission to ensure compliance with conference requirements.

After successful submission, you will receive a confirmation popup and an email notification with a link to track your paper status through the Author Portal.

3.3 Tracking Paper Status

Your Author Portal dashboard shows all your submitted papers with their current status. The possible statuses are:

Status	Meaning
Submitted	Your paper has been received and is awaiting editor assignment.
With Editor	An editor has been assigned to manage the review of your paper.
Under Review	Reviewers have been assigned and are evaluating your paper.
Reviewed	All reviews have been completed and are under editorial consideration.
Accepted	Congratulations! Your paper has been accepted. Upload the final version.
Revision Required	Your paper requires revisions based on reviewer feedback.
Rejected	Your paper was not accepted for this conference.

Click the "Details" button next to any paper to view its full details. Once a decision has been made, you will also be able to see the reviewer comments and feedback.

3.4 Uploading the Final Version

If your paper is accepted, you are required to upload a final version in MS-Word format (.doc or .docx) according to the conference template.

1. In your Author Portal, a green card titled "Accepted Papers — Upload Final Version" will appear.
2. Click "Submit Final Version" next to your accepted paper.
3. In the paper details modal, use the file upload form to select your final .doc/.docx file.
4. Click "Submit Final Version" to upload.
5. You can replace the final version at any time by uploading a new file.

Important

Only MS-Word files (.doc, .docx) are accepted for the final version. Download the conference template if available and format your final paper accordingly.

4. Reviewer Guidelines

Reviewer Portal

4.1 Registration

Reviewers must register through the Reviewer Portal. The registration process is the same as for authors: provide your name, email, affiliation, and create a password. After email verification, you can log in to the Reviewer Portal.

Note

You will not see any papers until an editor assigns papers to you for review. You will receive an email notification when a paper is assigned.

4.2 Reviewing Assigned Papers

Once papers are assigned to you, your Reviewer Portal dashboard will display them in a table. For each paper, you can see the title, authors, keywords, status, and the assigned deadline.

To begin reviewing a paper, click the "Review" button. You will see the paper details including the abstract, keywords, and a link to view/download the submitted PDF.

4.3 Submitting a Review

The review form includes the following evaluation criteria. Each criterion is scored on a scale:

1. **Originality** — How original and novel is the research?
2. **Methodology** — Is the research methodology sound and appropriate?
3. **Significance** — How significant is the contribution to the field?
4. **Clarity** — Is the paper well-written and clearly presented?
5. **References** — Are the references adequate and relevant?
6. **Overall Recommendation** — Accept, Minor Revision, Major Revision, or Reject
7. **Comments** — Detailed feedback for the authors and confidential comments for the editor

Important

Once submitted, your review enters a "Pending Approval" state. The editor must approve your review before it counts towards the final decision. You cannot modify a review after submission.

5. Editor Guidelines

Editor Portal

5.1 Registration & Track Selection

Editors register through the Editor Portal. During registration, if the conference has defined tracks/sessions, you must select one or more tracks that match your expertise. This helps the administrator assign papers to you based on the paper's track.

1. Access the Editor Portal from the conference page.
2. Click "Create one" to register a new account.
3. Fill in your details and select the track(s) relevant to your expertise using the checkboxes.
4. Verify your email address and log in.

5.2 Managing Assigned Papers

Once the administrator assigns papers to you, they appear in your Editor Portal dashboard. The dashboard table shows each paper's title, author, status, assigned reviewers, and available actions.

5.3 Assigning Reviewers

For each paper assigned to you, you are responsible for selecting reviewers from the pool of registered, verified reviewers.

1. Click "+ Reviewer" next to the paper.
2. Select a reviewer from the dropdown list.
3. Set a review deadline (defaults to 14 days).
4. Click "Assign" to confirm. The reviewer will receive an email notification.

You can assign multiple reviewers to a single paper and remove reviewer assignments if needed.

5.4 Approving Reviews & Making Decisions

When reviewers submit their evaluations, you must approve each review before it counts towards the decision-making process.

1. Click "Details" to view a paper and its reviews.
2. Review each submission and click "Approve" to validate it.
3. Once at least one review is approved, the "Final Decision" button appears.
4. Select your decision: Accept, Revision Required, or Reject.
5. Add comments for the author explaining the decision.
6. Confirm the decision. The author will be notified by email.

Note

You can change a decision after it has been made by clicking "Change" next to the paper. The author will be notified of any changes.

6. Administrator Guidelines

Admin Panel

The Administrator has full control over the conference paper management process. Access the Admin Panel by logging in through the Admin Login button on the conference page.

6.1 Conference Settings & Tracks

Navigate to the Settings tab in the Admin Panel to configure the conference.

Conference Tracks: Define up to 5 tracks/sessions for organizing paper submissions. Tracks allow authors to categorize their papers and help match editors with relevant expertise. To add a track, type the track name and click "+ Add". To remove a track, click the × button next to it.

Conference Template: Upload a conference paper template file that authors can download when preparing their submissions. This ensures consistent formatting across all papers.

6.2 Registration Management

Control when registration opens and closes for each role independently:

- **Author Registration** — Set open and close dates for paper submissions
- **Reviewer Registration** — Set open and close dates for reviewer sign-ups
- **Editor Registration** — Set open and close dates for editor sign-ups
- **Accepted Papers Date** — Date when accepted papers are announced
- **Published Papers Date** — Date when published papers become available

Click "Save Registration Settings" after configuring dates. The settings tab will remain open after saving.

6.3 Paper Assignment to Editors

From the Papers tab, the administrator assigns each submitted paper to an editor for management.

1. Click "Assign Editor" next to the paper.

2. The system shows the paper's track and groups editors accordingly:
 - **Matching Track editors** are shown first with a green checkmark
 - **Other Editors** are listed below for flexibility
3. Select the appropriate editor and click "Assign Editor".
4. The editor receives an email notification with a link to the Editor Portal.

Track Matching

When a paper has a track assigned, the editor selection dropdown prioritizes editors who registered for that same track. This ensures domain-expert handling. If no editors match the track, a warning is displayed but all editors remain selectable.

6.4 Account Management

The Accounts tab provides full control over all registered users across all roles.

- **View accounts** — See all authors, editors, and reviewers with their details, tracks, and verification status
- **Edit accounts** — Update name, email, role, tracks, password, and verification status
- **Login as user** — Access any verified user's portal to view their perspective
- **Delete accounts** — Remove user accounts (with confirmation)

6.5 Quick Submit Feature

The Quick Submit feature allows administrators to directly add a paper as accepted, bypassing the entire review workflow. This is useful for papers that have been accepted through an external process or for invited papers.

1. From the Papers Overview page, click the "Quick Submit" button (gold button).
2. Fill in the paper title, track, abstract, and keywords.
3. Enter the main author's name, email, and affiliation. Add co-authors as needed.
4. Upload the final version PDF (required).
5. Click "Submit as Accepted". The paper is saved with accepted status and the PDF as both the submission and final version.

6.6 Papers Overview & Monitoring

The Papers Overview page (accessible from the main admin dashboard) provides a comprehensive view of all submitted papers with statistics and a detailed table.

Statistics cards: Show total papers, plus counts for each status (Submitted, With Editor, Under Review, Reviewed, Accepted, Rejected).

Papers table: Displays each paper's title, authors, submitted by, track, date, status, final version status (Submitted/Pending for accepted papers), and a link to view the paper file.

7. Paper Workflow — Complete Lifecycle

The following diagram shows the complete lifecycle of a paper from submission to publication:

#	Stage	Description & Actions
1	Submission	Author registers, fills in paper metadata, and uploads PDF. Status: Submitted. Email sent to author.
2	Editor Assignment	Admin assigns an editor to the paper based on track matching. Status: With Editor. Email sent to editor.
3	Reviewer Assignment	Editor selects and assigns one or more reviewers. Status: Under Review. Email sent to each reviewer.
4	Peer Review	Reviewers evaluate the paper using structured criteria and submit their reports. Status remains Under Review.
5	Review Approval	Editor reviews each submitted evaluation and approves or rejects it. Status: Reviewed (once all reviews complete).
6	Editorial Decision	Editor makes the final decision: Accept, Revision Required, or Reject. Status: Accepted/Revision/Rejected. Email sent to author with decision and comments.
7	Final Version	For accepted papers, author uploads the final MS-Word version through the Author Portal.
8	Publication	Admin uploads the published PDF through the events platform. Paper becomes publicly accessible with full metadata and download link.

8. Email Notifications

The CPM system sends automated email notifications at key points in the workflow. All emails include a clickable button linking directly to the relevant portal.

Event	Recipient	Content
Paper Submitted	Author	Confirmation of submission with link to Author Portal
Editor Assigned	Editor	Notification of new paper assignment with link to Editor Portal
Reviewer Assigned	Reviewer	Notification of review assignment with deadline and link to Reviewer Portal
Review Submitted	Editor	Notification that a reviewer has completed their review
Decision Made	Author	Final decision (Accept/Reject/Revision) with editor comments and portal link

9. FAQ & Troubleshooting

Q: I did not receive the verification email.

A: Check your spam/junk folder. If you still cannot find it, try registering again with the same email. Ensure your email address is entered correctly.

Q: I forgot my password.

A: Contact the conference administrator to reset your password through the Accounts management panel.

Q: Registration is showing as “not available.”

A: The conference administrator controls registration periods. Contact the conference organizer to check if registration dates need to be updated.

Q: I submitted my paper but it still shows “Submitted” status.

A: This is normal. Your paper will move to "With Editor" once the administrator assigns an editor. The review process takes time — please be patient.

Q: Can I edit my paper after submission?

A: The current system does not support editing a submitted paper. If you need to make changes, contact the conference administrator.

Q: I was accepted but cannot find where to upload the final version.

A: Log in to the Author Portal. A green card titled "Accepted Papers — Upload Final Version" will appear on your dashboard. Click "Submit Final Version" next to your paper.

Q: What file formats are accepted?

A: Paper submissions must be in PDF format. Final versions must be in MS-Word format (.doc or .docx).

Q: Can an editor also be an author?

A: Yes, but you need separate accounts for each role. Register once as an author and once as an editor using the same or different email addresses.

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For technical support, contact the conference administrator.

<https://events.hu.edu.iq>