

INSTRUCTIONS FOR REVIEWERS

Dear reviewer,

following are the instruction on the review process using **CETRA 2026 On-Line Paper Management System** (based on Open Conference System).

Before reading further please make sure that you can log in to the CETRA website at <https://cetra.grad.hr> (Figure 1) using your credentials.

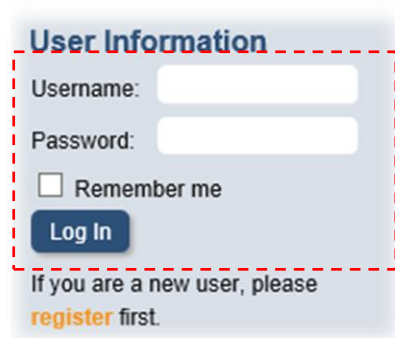


Figure 1. Logging in to the CETRA CMS

If you have misplaced or forgotten your password, please reset your password using the following link: <https://cetra.grad.hr/ocs/index.php/cetra9/index/login/lostPassword>

After logging in to the conference web site, you will be able to browse through the papers assigned to you by clicking **User home** to get to your user homepage and then on **Reviewer** (N active indicates a number of active papers assigned to you for review) (Figure 2). If you have submitted a paper for the conference you will also have N active submissions in the Author line (0 Active in the figure).

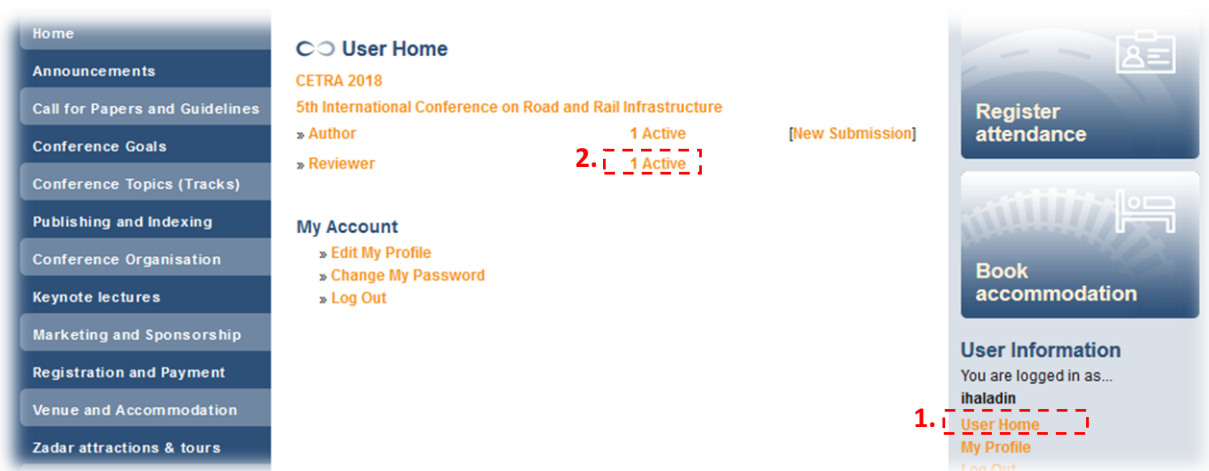
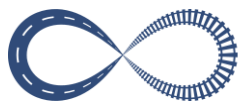


Figure 2. Displaying the active papers for review



You are now able to see the papers assigned to you, their ID, date of assignment, track (topic), due date (last date of the review process) etc. In this all paper assigned to you should have **Review type** set to **"Paper"** which indicates that this is a review of a full paper.



Figure 3. List of papers

By clicking on the paper title (Figure 3), you will be able to view all the details regarding the submitted paper. Under the section **REVIEW STEPS** you will have to follow this procedure:

1. ACCEPTING THE PAPER FOR REVIEW

Here you are given the option to accept or reject the review of the paper in question. If you think that the paper that we have assigned to you for review is not related to your field of work, based on the received abstract, select "Unable to do the review" and notify us in the next step.

Otherwise, select **"Will do the review"** and notify us of your intention to review the assigned paper (Figure 4).

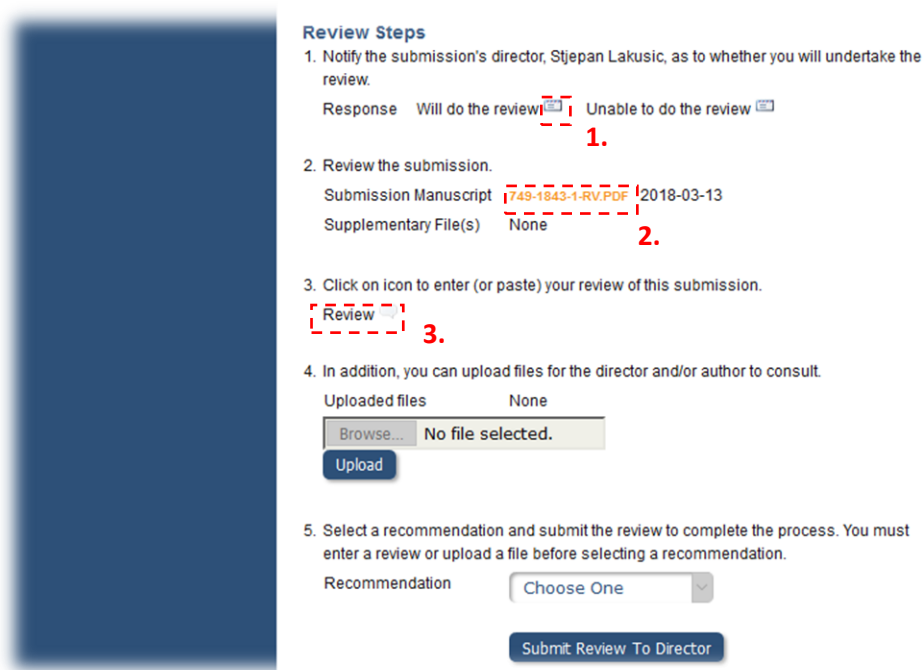
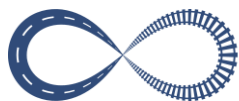


Figure 4. Review steps options



2. REVIEWING THE SUBMISSION

Click on the file name to download it (i.e. **749-1843-1-RV.pdf**) and review the paper (Figure 4).

Follow these basic principles when reviewing a paper for CETRA 2026:

Good points of the paper

If the review is generally favourable, highlighting the good points is not necessary. However, if the paper should undergo minor or major revisions, it is strongly recommended. Such comments are a welcome encouragement for the author to improve their paper.

Major comments

Please discuss the author's assumptions, technical approach, analysis, results, conclusions, references, and any other relevant details. If possible, be constructive by suggesting improvements.


Minor comments

This section contains comments on style, figures, grammar, etc.

Recommendations

The three recommendation categories are: 'Accept Submission', 'Revisions Required', and 'Submit Elsewhere'. If you select 'Submit Elsewhere', please specify a different track (topic) under which the paper should be submitted in the comments section.

3. ENTERING COMMENTS

Please click the **Review**  icon (Figure 4). The popup screen will open (Figure 5) where you will be able to enter the comments for the Conference director and for author. By clicking **Save** button, you will save your comment. You can save several comments, edit or delete them. When you are done commenting, press **Close** button to exit the commenting window.

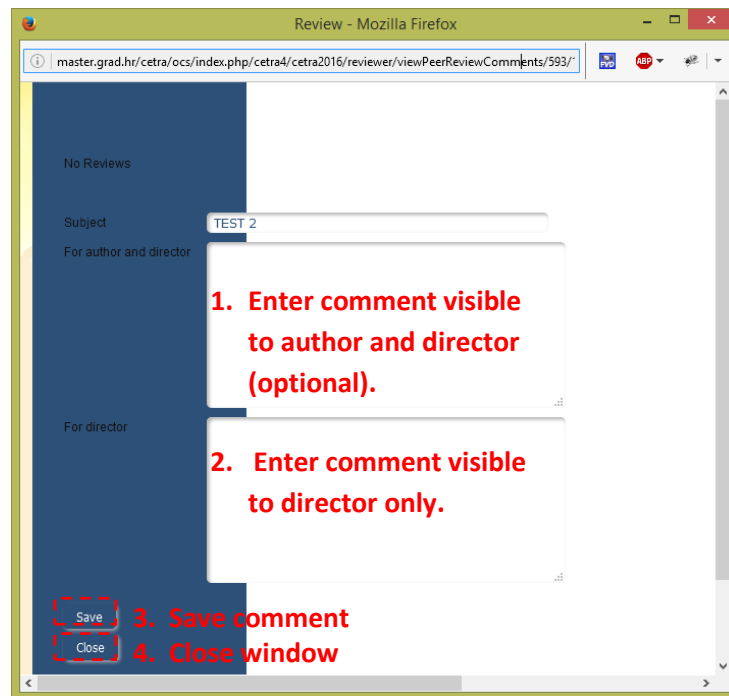
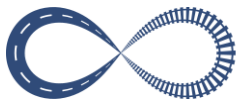


Figure 5. Entering comments window

4. UPLOAD ADDITIONAL FILES (Optional)

If you need to add an attachment to your comment of the paper, use this step. Here you can upload the submitted paper with your comments for authors in text itself.

5. SELECT RECOMENDATION

This is the final step where you should enter your recommendation for reviewed paper. Choose one of the following options and press **Submit Review To Director** button (Figure 6). If you select "Submit elsewhere", please specify a different Track (Topic) that the paper should be submitted under in the comments.

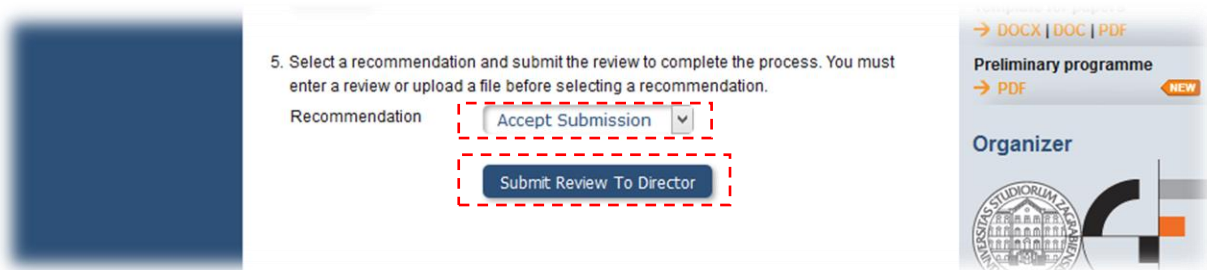


Figure 6. Selecting recommendation and submitting review

By clicking **Send** on the following screen, you will notify us of your decision (feel free to change the message body) and completion of the review (Figure 7).

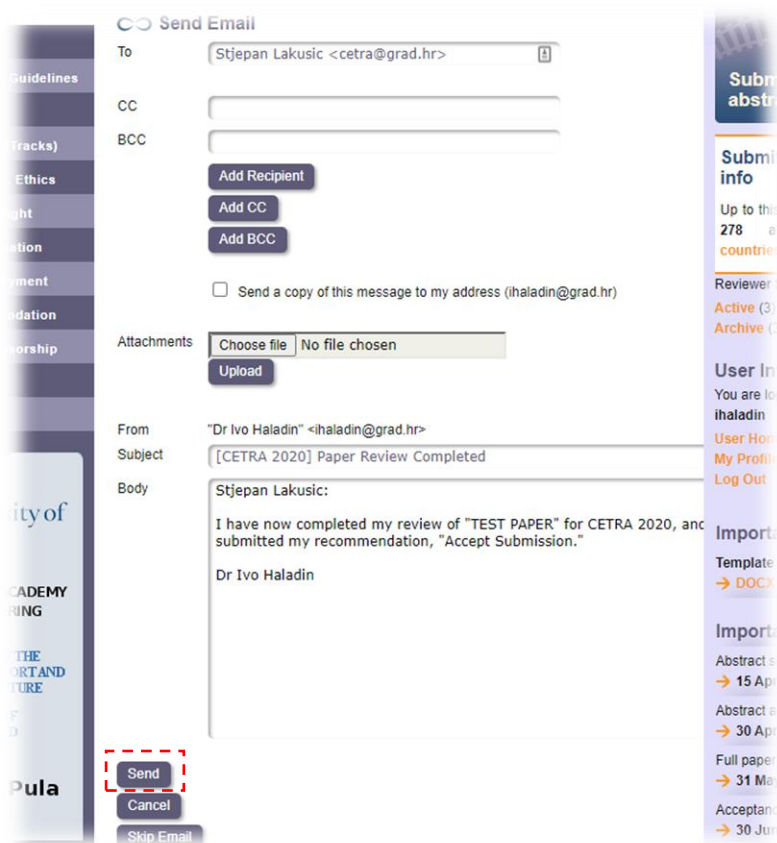
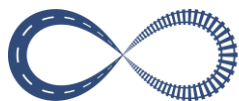


Figure 7. Notify us of your completed review

You should repeat these steps for every paper assigned to you. To return to submission list, select **User Home** and then **Reviewer** (Figure 2).

If you have any questions regarding the review process, feel free to contact us.

Prof. **Stjepan Lakušić**, conference chairman

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