



# UMTIK Reviewer Tutorial

How to Review Assigned Manuscripts in Microsoft CMT

UMTIK Organizing Committee

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**Important Note:** This guide is prepared for referees/reviewers of UMTIK who will evaluate manuscripts assigned to them through the Microsoft CMT system.

## 1. Purpose of This Guide

This tutorial explains, in a step-by-step manner, how referees can access the UMTIK conference review system through the UMTIK website, register or sign in to Microsoft CMT, locate assigned submissions, download manuscripts, complete the required review form, save draft comments, and submit the final review.

## 2. System Access Route

Referees of UMTIK should access the review system through the official UMTIK website:

<https://2026.umtik.com/>

From the website, go to the **Paper Submission** section and click the **CMT Paper Submission System** button. This button redirects users to the Microsoft CMT conference page used for UMTIK manuscript submission and review.



Figure 1: UMTIK website Paper Submission section and CMT access button

### 3. Before You Start

Before reviewing any paper, please note the following:

- Microsoft CMT accounts are **personal accounts** and are not created separately for each conference.
- If you already have a CMT account with the same email address, do **not** create a new one.
- A reviewer role in a conference is normally available only after an invitation from the conference organizers.
- If you were invited using an email address that is not yet registered in CMT, you must first create your CMT account using that same email address, and then return to the original invitation email and click the invitation/acceptance link again.
- Please use the **same email address** that received the reviewer invitation from UMTIK.

### 4. Step 1 — Open the UMTIK CMT Page

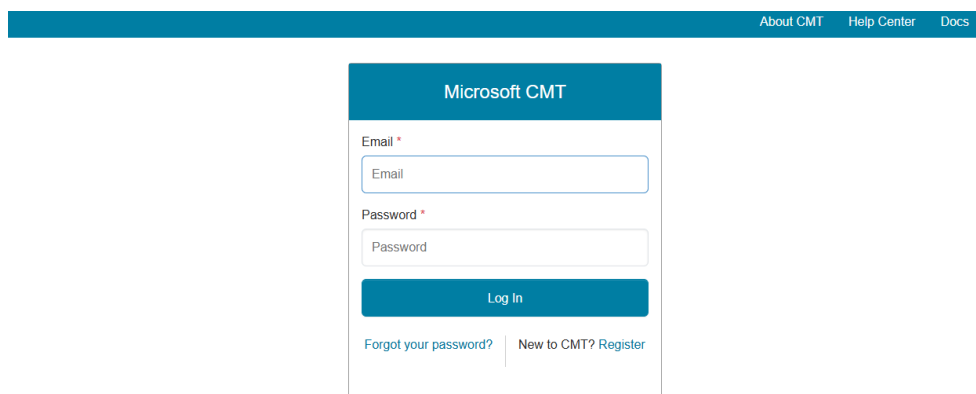
1. Open the UMTIK website.
2. Navigate to **Paper Submission**.
3. Click **CMT Paper Submission System**.
4. You will be redirected to the Microsoft CMT login page or directly to the UMTIK conference page in CMT.

## 5. Step 2 — Register a New CMT Account (Only if Needed)

If you do not already have a Microsoft CMT account with the email address to which the UMTIK invitation was sent, follow these steps:

1. On the CMT login page, click **Register**.
2. Enter your name, email address, country/region, organization, and password.
3. Complete the required verification steps.
4. Confirm your email address if CMT asks for verification.

**Important:** If you already have a CMT account, sign in using your existing credentials. Do not create a duplicate account.



The screenshot shows the Microsoft CMT registration page. At the top, there is a teal navigation bar with links for 'About CMT', 'Help Center', and 'Docs'. Below this, the main content area is white with a teal border. The page is titled 'Microsoft CMT'. There are two input fields: 'Email \*' and 'Password \*'. Below the password field is a teal 'Log In' button. At the bottom, there are two links: 'Forgot your password?' and 'New to CMT? Register'.

Figure 2: CMT account registration page

### 5.1. Very Important for First-Time Invitees

If you were invited by UMTIK before you had a CMT account:

1. Register your account using the same invited email address.
2. After registration is complete, go back to the **original invitation email**.
3. Click the invitation or acceptance link again.

Without this final step, your reviewer role may not be activated in the conference.

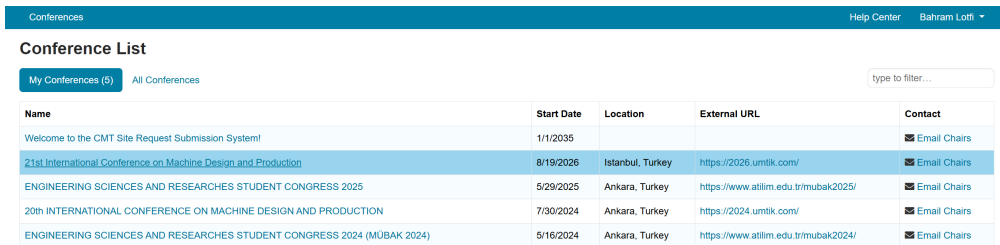
## 6. Step 3 — Sign In to Microsoft CMT

After registration, or if you already have an account:

1. Open the Microsoft CMT login page.

2. Enter your registered email address and password.
3. Sign in.

If your account has access to multiple conferences, select the **UMTIK** conference from your conference list.



Name	Start Date	Location	External URL	Contact
Welcome to the CMT Site Request Submission System!	1/1/2035			Email Chairs
21st International Conference on Machine Design and Production	8/19/2026	Istanbul, Turkey	https://2026.umtik.com/	Email Chairs
ENGINEERING SCIENCES AND RESEARCHES STUDENT CONGRESS 2025	5/29/2025	Ankara, Turkey	https://www.atilim.edu.tr/mubak2025/	Email Chairs
20th INTERNATIONAL CONFERENCE ON MACHINE DESIGN AND PRODUCTION	7/30/2024	Ankara, Turkey	https://2024.umtik.com/	Email Chairs
ENGINEERING SCIENCES AND RESEARCHES STUDENT CONGRESS 2024 (MÜBAK 2024)	5/16/2024	Ankara, Turkey	https://www.atilim.edu.tr/mubak2024/	Email Chairs

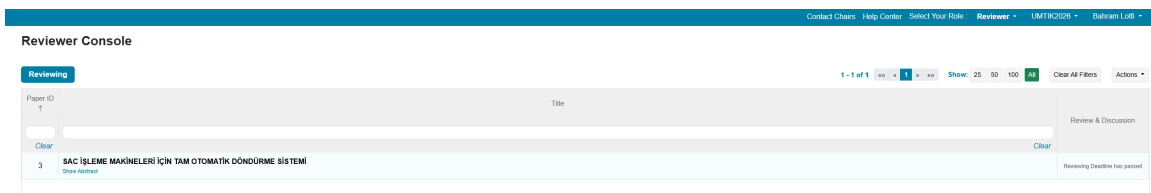
Figure 3: CMT login page

## 7. Step 4 — Open the Reviewer Console

After entering the UMTIK conference page in CMT, you should see your available roles. Click the **Reviewer Console** to access the list of manuscripts assigned to you.

The Reviewer Console normally allows you to:

- view assigned papers,
- open the submission summary,
- download manuscript files,
- enter or edit your review,
- save a draft,
- submit the final review.



Paper ID	Title	Review & Discussion
3	SAC İŞLEME MAKİNELERİ İÇİN TAM OTOMATİK DÖNDÜRME SİSTEMİ	Reviewing Deadline has passed

Figure 4: Example Reviewer Console in Microsoft CMT

## 8. Step 5 — Open an Assigned Manuscript

Inside the Reviewer Console:

1. Locate the paper assigned to you.

2. Click the paper title or paper ID.
3. Open the **Submission Summary** page.

On this page, you can usually see the paper title, abstract, authors (depending on conference settings and review type), and attached manuscript files.

## 9. Step 6 — Download the Manuscript File

To evaluate the manuscript:

1. Open the assigned paper.
2. Download the manuscript file by clicking the file link on the submission page.
3. If multiple files are available, download the relevant main manuscript and any supplementary files if needed.

In some versions of CMT, files can also be downloaded directly through the **Actions** menu in the Reviewer Console.

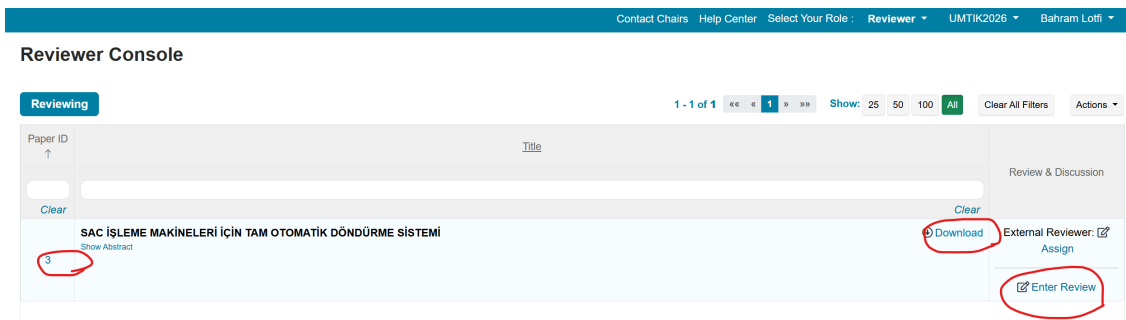


Figure 5: Downloading manuscript files in CMT

## 10. Step 7 — Read and Evaluate the Manuscript

Please read the paper carefully and assess it according to the UMTIK review criteria. Reviewers are expected to evaluate the manuscript on originality, relevance, technical quality, importance of results, clarity of language, and provide a recommendation.

When writing comments:

- be professional, clear, and constructive;
- give specific reasons for major criticisms;
- distinguish between comments to authors and confidential comments to editors;
- avoid language that is too brief, vague, or overly harsh.

## 11. Step 8 — Open the Review Form

After opening the assigned manuscript, click **Edit Review**, **Enter Review**, or the equivalent review button visible in your Reviewer Console.

You will then see the UMTIK review form in CMT.

## 12. UMTIK Review Form Structure

The review form to be completed by referees includes the following fields.

### Scored Evaluation Fields

No.	Criterion	Available Options
1	Originality	Excellent, Very Good, Good, Fair, Poor
2	Relevance to UMTIK	Excellent, Very Good, Good, Fair, Poor
3	Technical Soundness	Excellent, Very Good, Good, Fair, Poor
4	Importance of Results	Excellent, Very Good, Good, Fair, Poor
5	Clarity / English / Turkish	Excellent, Very Good, Good, Fair, Poor
6	Your Recommendation	Definitely Accept, Accept, Marginally Accept, Accept with Discretion, Definitely Reject

### Comment Fields

No.	Field	Type
7	Comments to Authors	Comment
8	Comments to Editors	Comment (confidential)

## 13. Suggested Interpretation of the Review Fields

### 13.1. 1. Originality

Evaluate whether the manuscript presents a novel idea, approach, method, application, or interpretation.

### 13.2. 2. Relevance to UMTIK

Evaluate whether the manuscript fits the scope, themes, and academic interests of the UMTIK conference.

**13.3. 3. Technical Soundness**

Evaluate whether the methods, analysis, calculations, experiments, and conclusions are technically correct and scientifically reliable.

**13.4. 4. Importance of Results**

Evaluate the significance and usefulness of the reported findings.

**13.5. 5. Clarity / English / Turkish**

Evaluate whether the manuscript is clearly written and understandable in its submitted language.

**13.6. 6. Your Recommendation**

Select the most appropriate overall recommendation based on your assessment.

**13.7. 7. Comments to Authors**

Write clear and constructive comments that can help the authors improve the paper.

**13.8. 8. Comments to Editors**

Write confidential comments intended only for editors or chairs, if needed.

**14. Step 9 — Fill in the Review Form**

Complete each required field carefully.

**Example Good Practice for Comments to Authors****Example structure:**

- Brief overall summary of the paper
- Main strengths
- Main weaknesses
- Specific technical corrections or suggestions
- Language or formatting improvements

**Example:**

This paper addresses an interesting topic relevant to the conference. The manuscript is generally well organized and the results are potentially useful. However, the methodology section requires further clarification, especially regarding the experimental setup and the assumptions used in the analysis. In addition, the discussion of results should be expanded and compared more clearly with the related literature. Some grammatical and formatting corrections are also needed before publication.

### **Example for Comments to Editors**

The topic is suitable for the conference and the manuscript has potential. However, substantial clarification is needed in the methodology and the current version contains some weaknesses in presentation. My recommendation is therefore cautious acceptance only if the identified issues are addressed.

## **15. Step 10 — Save Draft Review**

If you are not ready to submit your final review immediately, use the **Save Draft** option.

This is recommended when:

- you want to return later and revise your scores;
- you need more time to refine your comments;
- you want to avoid losing entered text.

**Important:** A saved draft is **not** the same as a submitted review. Make sure to return and complete the final submission before the review deadline.

Excellent  
 Very Good  
 Good  
 Fair  
 Poor

5. **Clarity/ English/ Turkish \*** *(visible to other reviewers)*

Excellent  
 Very Good  
 Good  
 Fair  
 Poor

6. **Your Recommendation \*** *(visible to other reviewers)*

Definitely Accept  
 Accept  
 Marginally Accept  
 Accept with Discretion  
 Definitely Reject

7. **Comments to authors** *(visible to authors during feedback, visible to authors after notification)*

8000 characters left

8. **Comments to Editors** *(visible to senior meta-reviewers)*

8000 characters left

REVIEW FILES

You can upload from 0 to 3 files. Maximum file size is 3 Mb. We accept doc, docx, pdf formats.

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-or-

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Figure 6: Saving a draft review in CMT

## 16. Step 11 — Submit the Final Review

After checking all scores and comments:

1. Click **Submit**.
2. Confirm the submission if CMT asks for confirmation.
3. Wait until the system indicates that the review has been submitted successfully.

After submission, CMT may send a confirmation email and the review status in the Reviewer Console may change accordingly.

Fair  
 Poor

**5. Clarity/ English/ Turkish \*** *(visible to other reviewers)*  
 Excellent  
 Very Good  
 Good  
 Fair  
 Poor

**6. Your Recommendation \*** *(visible to other reviewers)*  
 Definitely Accept  
 Accept  
 Marginally Accept  
 Accept with Discretion  
 Definitely Reject

**7. Comments to authors** *(visible to authors during feedback, visible to authors after notification)*  
8000 characters left

**8. Comments to Editors** *(visible to senior meta-reviewers)*  
8000 characters left

**REVIEW FILES**  
You can upload from 0 to 3 files. Maximum file size is 3 Mb. We accept doc, docx, pdf formats.

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-or-

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Figure 7: Submitting the final review in CMT

## 17. After Submission

After submitting the review, you may still see options such as:

- **View Review**
- **Edit Review** (if the review period is still open and editing is allowed)
- discussion features with other reviewers or meta-reviewers, depending on conference settings

Please note that some options may vary depending on the configuration chosen by the UMTIK conference chairs.

## 18. Good Reviewing Practices

All referees are kindly requested to follow these principles:

- Review the manuscript objectively and fairly.

- Keep all manuscript content confidential.
- Avoid personal or discouraging language.
- Focus on scholarly quality, technical correctness, and contribution.
- Submit the review on time.
- Inform the organizing committee if you detect a conflict of interest.

## 19. Common Problems and Solutions

### **Problem 1: I cannot see UMTIK in my CMT account.**

Possible reasons:

- You signed in with a different email address from the invited one.
- You registered but did not click the invitation link again from the original UMTIK invitation email.
- Your reviewer role has not yet been activated by the conference organizers.

### **Problem 2: I can sign in, but I do not see assigned papers.**

Possible reasons:

- Papers have not yet been assigned.
- You are in the wrong conference or wrong role.
- The review phase has not opened yet.

### **Problem 3: I saved my review, but it is not submitted.**

A draft review is only saved locally in the system and is not final. You must click **Submit** to complete the review.

### **Problem 4: I forgot my password.**

Use the password reset or account recovery option on the CMT login page.

## 20. Recommended Contact Procedure

If you experience technical or access-related issues, please contact the UMTIK organizing team and include:

- your full name,
- the email address used in CMT,
- the title or ID of the assigned paper,
- a screenshot of the issue, if possible.

## 21. Quick Summary Checklist for Referees

Open the UMTIK website.

Go to **Paper Submission**.

Click **CMT Paper Submission System**.

Register in CMT if needed, using the invited email address.

If newly registered, return to the invitation email and click the link again.

Sign in to CMT.

Open the **Reviewer Console**.

Open the assigned paper.

Download and read the manuscript.

Fill in all review scores and comments.

Save a draft if needed.

Submit the final review before the deadline.

## Final Note

The exact appearance of some CMT pages may vary slightly depending on browser, role permissions, and current conference settings. However, the general workflow remains the same: access UMTIK through the website, enter Microsoft CMT, open the Reviewer Console, evaluate the assigned manuscript, complete the review form, and submit the final review.

**Thank you for your valuable contribution to UMTIK as a reviewer.**