CMT GUIDELINES

APMAA MEETING, JUNE 5th 2024

How to register CMT account

(Should you have a CMT Account, you can use your previous account. Please skip this step)

Step 1: Access the URL below.

https://cmt3.research.microsoft.com/User/Register

Step 2: Input necessary information

• Please prepare the following information.

	n Reset Password	
Create New Ac	count	
Login information		
* Email	Email	This email will be used to login into CM
* Password	Password	
* Confirm Password	Confirm Password	
Personal Informati	on	
* First Name	First Name	
Middle Initial	Initial	
* Last Name	Last Name	
Nickname	Nickname	
* Organization Name	Organization Name	
* Country/Region	Select	•
Phone Number	Phone Number	

Step 3: Input the information needed, input the verification code and click the I agree statement, after that click the register button

OpenReview Id	OpenReview Id	
Verification		
Enter the characters you see*		
New Audio		
CAV HHQ		
I agree to the Microsoft CMT's Au and registration data is captured a	r's Statement, Terms Of Use, Data Access and Retention Policy, Privacy & Cookies and Consumer Health Privacy. All conference # stored in the US.	
C	pister No, thanks	

Step 4: If there is no problem of your application, you will receive an email from CMT.

Step 5: Click the link on the e-mail from CMT to confirm your application.



Step 6: After click the link, you can login to your CMT account



How to register to APMAA Conference (for those who have never attend previous APMAA conference)

For those who ever attend previous APMAA Conference and have assigned on APMAA 2024, you can find the conference on my conference tab

			type	to filter
Name	Start Date	Location	External URL	Contact
4th Biennial Accounting and Accountability in Emerging Economies (AAEE) Conference and Emerging Scholar Colloquium 2025	6/25/2025	Bali , Indonesia	https://www.essex.ac.uk/events/2025/06/25/aaee-confere 2025	nce- Email Chairs
Asia-Pacific Management Accounting Association 2024 Annual Conference	10/28/2024	Hanoi, Vietnam	http://s- ueno.sakura.ne.jp/APMAA_asia/APMAA2024_conference	e.htm Chairs
Asia-Pacific Management Accounting Association Annual Conference 2023	10/24/2023	Xi'an, China	http://apmaa2023.meeting666.com/Papers.html	Email Chairs
Asia-Pacific Management Accounting Association 2022 Annual	11/9/2022	Bangkok, Thailand	https://ciba.dpu.ac.th/apmaa2022/index.php	Email Chairs

Step 1: Login to your CMT Account (https://cmt3.research.microsoft.com)

Conferences			Search help articles	🔍 Ni Putu Ema Leonita Andini 👻	
My Conferences (0) All Conferences				type to filter	
Name	Start Date	Location	External URL		
Welcome to the CMT Site Request Submission System!	1/1/2035				
Tackling Climate Change with Machine Learning: Global Perspectives and Local Challenges	5/1/2023	Kigali, Rwanda	https://www.climate	change.ai/events/iclr2023	
Tackling Climate Change with Machine Learning at NeurIPS 2022	11/28/2022	New Orleans, United States	https://www.climate	change.ai/events/neurips2022	
ACM/IMS Journal of Data Science	5/30/2022	online, online	http://jds.acm.org		
International Conference on Extending Database Technology 2026	3/24/2026	Tampere, Finland	https://edbticdt2026.github.io/		
STConf2024	4/1/2022	redmond, usa	http://contoso.com		
Faux Site 2023	5/4/2023	redmond, usa	http://contoso.com		
Contoso conference 2025	1/1/2024	redmond usa	http://contoso.com		

Step 2: Click on the all-conference button

Step 3: Type APMAA on the filter button

Conference List								
My Conferences (0) All Conferences			apma					
Name	Start Date	Location	External URL					
Asia-Pacific Management Accounting Association 2024 Annual Conference	10/28/2024	Hanoi, Vietnam	http://s- ueno.sakura.ne.jp/APMAA_asia/APMAA2024_conference.htm					
Asia-Pacific Management Accounting Association Annual Conference 2023	10/24/2023	Xi'an, China	http://apmaa2023.meeting666.com/Papers.html					
Asia-Pacific Management Accounting Association 2022 Annual Conference	11/9/2022	Bangkok, Thailand	https://ciba.dpu.ac.th/apmaa2022/index.php					

Step 4: Click the APMAA 2024 annual conference



Step 5: Select the role as a reviewer

Chairs have requested reviewers to select subject areas. Author Reviewer Track Chair Chair Please click here to view Welcome Message & Instructions. Bidding O - 0 of 0	Chairs have requested reviewers to select subject areas. Author Reviewer Track Chair Chair No-0 of 0 «« « 1 » »» Show: 25 50 100 All Clear All Filters Actions • Subject Areas Track Primary Secondary Review & Discussion Relevance Your Bid Cow	Chairs have requested reviewers to select subject areas. Author Reviewer Tack Chair Chair		Search help artic	Help Center	 Select Your Role 	Reviewer -	APMAA2024 -	Ni Putu Mimba 🔻
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Step 6: you can see the instruction as a reviewer on CMT by click this "click here" button

Reviewer Console

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Choosing Subject Area as a Reviewer

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Step 1: Click the click here button to select the subject area

Step 2: click the click here button on the track columns

	Search help articles	Help Center -	Select Your Role :	Reviewer -	APMAA2024 🝷	Ni Putu Mimba 🔻
	Chairs have request <u>click here</u> to select y	ted reviewers to s your subject areas	elect subject are s.	as. Please		
Select Track						
Track			Subject Are	eas		
Academic Paper Sessions Click here to select subject areas on this track	κ.		Primary: No Secondary:	thing selected Nothing selected		

Step 3: Choose your subject preference, tick the left side for the primary subject and the right side for the secondary subject. The reviewer only can choose one primary subject, but the reviewer can choose unlimited amount for the secondary subject.

Track: Acad	emic Paper Sess	ions
Primary	Secondary	Title
		01. A Decision-Support Tool for Sustainable Development and the Digitalization of Business Processes
		L Building digital competencies for sustainability
		L Information management and analytics for sustainability
		L Management accounting for sustainable development and digitalization
		L Sustainable business performance measurement in management accounting
		Sustainable decision-support systems in management accounting
0		02. Cost Management and Manufacturing Industries

Step 4: Scroll to the bottom and click save button

U	U	12. Management Accounting of Islamic Business
		L Electronic Transactions in Islamic Banks and Markets
		L Islamic Financial Industries and Sustainable Development
		L Management Accounting of Islamic Finance and Banking
		L Sukuk, Wakaf, and Zakat management
		13. Management Accounting Education and History
		L History of Accounting discipline
		L History of Management Accounting practices
		14. Other Management Accounting Issue
Save	Cancel	

How to Input your Review on CMT (as a Reviewer)

Step 1: Login to your CMT account

Step 2: Make sure to click the role as a reviewer and the conferences is the APMAA 2024

			Search help artic	les Q Help C	enter - Select You	r Role : Reviewer ▼	APMAA2024 - Ni	Putu Mimba 🔻
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Step 3: You can see your assigned paper here

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Step 4: Download the full paper that need to be reviewed on this download button

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1	Show Abstract	Received on March 20. Sent a receipt, assigne Prof. Omar as the gatekeeper on March 21. No	d ⊠Academic Paper	C Enter Review		
		response. Assign Prof. Mimba as a gatekeepe and reviewer on June 2.	Sessions	ID: Reviewer #1 Status: Awaiting Decision		
				Email Meta-Reviewer		

Step 5: Click the enter review button to submit your review

		Search he	Ip articles	Help Center - Select	/our Role : Re	eviewer - APMAA2024	 Ni Putu 	Mimba 👻
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2		21. No response. Assign Prof. Mimba as a gatekeeper and	Sessions	Responsibility	09. Busine	ID: Reviewer #1	0.000	
		reviewer on June 2.				Email Meta-Reviewer		

Step 6: Answer all these questions based on your review

Paper ID	1
Paper Title	CAMOUFLAGING THE DAMAGE: THE CONSEQUENCES OF NEGATIVE ESG MEDIA COVERAGE ON EARNINGS MANAGEMENT
Track	Academic Paper Sessions
REVIEW QUESTIONS	
 Please ensure that the Abstract falls within the range of acceptance of the paper until the author addresses these 	1200 to 300 words, verify that the paper includes at least inverse, and confirm that the total text length exceeds 5,000 words. If any of these criteria are not met, please "withhold" deficiencies. * (visible to authors during feedback, visible outhors after notification, visible to meta-reviewers, visible to senior meta-reviewers)
Yes, the paper satisfies all these criteria. No. the abstract length is not 200-300 word No. keywords are not five. No. the text length is less than 5,000 words	s.
2. Is the paper structured in an academic format (Abstract reviewers, visible to senior meta-reviewers)	; Introduction, Literature Review, Methodology, Results, Discussion, Conclusion, and References)? * (visible to authors during feedback, visible to authors after notification, visible to meta-
Yes No	
3. Is the abstract (with the title of the paper) specific and o	concise, yet indicative of the scope of the paper?* (visible to authors during feedback, visible to authors after notification, visible to meta-reviewers, visible to senior meta-reviewers)
Yes No	
4. Is the paper written in clear and correct English?* (vis	ible to authors during feedback, visible to authors after notification, visible to meta-reviewers, visible to senior meta-reviewers)
Yes No	
5. Does the paper confirm existing information? * (visible	to authors during feedback, visible to authors after notification, visible to meta-reviewers, visible to senior meta-reviewers)
Yes	

Step 7: After answer all the question, click the I agree button

1000 characters left		h		
When your recommendation is "Accepted." please	e evaluate the paper qu	ality using the word be	below. * (visible to other reviewers, visible to meta-reviewers, visible to senior meta-reviewers)	
Excellent: Journal of Management Accour Good: Asia-Pacific Management Accour Average Marginal: The paper has us of flaws stil The paper is not "Accoursed" yet. i. Have you answered "Unuscionnaire items? The I agree	unting Research (AA Iting Journal Level I. e "Submit" function do	AA) Level	Il torespond to any. * (visible to authors during feedback, visible to authors after notification, visible to meta-reviewers, visible to senior meta-re	viewers)
REVIEW FILES				
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Step 8: Submit your detail review file for the paper on this section (the file can be on doc or pdf format)

When your recommendation is "Accepted," plea	ase evaluate the paper o	quality using the word be	elow." (visible to other reviewers, visible to	meta-reviewers, visible to se	nior meta-reviewers)		
Excellent: Journal of Management Ac	counting Research (A	AAA) Level					
Good: Asia-Pacific Management Acco	ounting Journal Level						
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Step 9: After finished the review click the submit button to send your review

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hen your recommendation is "Accepted," please evaluate the paper quality	g the word below. * (visible to other reviewers, visible to meta-reviewers, visible to senior meta-reviewers)
Excellent: Journal of Management Accounting Research (AAA)	
Good: Asia-Pacific Management Accounting Journal Level	
Average	
Marginal: The paper has minor flaws still.	
The paper is not "Accepted" yet.	
ive you answered "all" questionnaire items? The "Submit" function does r	rk if you fail torespond to any. * (visible to authors during feedback, visible to authors after notification, visible to meta-reviewers, visible to senior meta-reviewers
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How to Input your Meta-Review on CMT (As Meta-Reviewer/Gatekeeper)

Step 1: Login to your CMT account

Step 2: Make sure to click the role as a meta-reviewer and the conferences is APMAA 2024

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aper D↑	Title	Note:	Primary	Secondary	Suggestions	Reviewers	Assigned	Completed	% Completed	Meta- Reviewers
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1	CAMOUFLAGING THE DAMAGE: THE CONSEQUENCES OF NEGATIVE ESG MEDIA COVERAGE ON EARNINGS MANAGEMENT ① Download Snow Adstract	Received on March 20. Sent a receipt, assigned Prof. Omar as the gatekeeper on March 21. No response. Assign Prof,	08. Business Reporting and Communication -> Corporate Social Responsibility Accounting	08. Business Reporting and 09. Business Ethics and Inter		Reviewer Ni Putu Mimba (Udayana University)	1	0	0%	Normah Omar (Universit Teknologi MARA) I Ni Putu Mimba (Udayana

Step 3: You can see your assigned paper here

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Step 4: Download the full paper that need to be meta-reviewed on this download button. Review the paper based on the APMAA guidelines.

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Step 5: Slide to the right side and find the "enter Meta-review" button. Click the "enter Meta-review" button to submit your review. (there are 16 columns in total)

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Step 6: Answer these questions based on your judgment of the assigned paper.

1. As an academic paper sessions' gatekeeper, I have read the abstract, body, and references of this paper carefully. * (visible to authors during feedback, visible to reviewers, visible to meta-reviewers, visible to senior meta-reviewers)
l agree
2. Please ensure that the Abstract falls within the range of 200 to 300 words, verify that the paper includes at least 5 keywords, and confirm that the total text length exceeds 5,000 words. If any of these criteria are not met, please withhold acceptance of the paper until the author addresses these deficiencies. * (visible to authors during feedback, visible to authors dring feedback.
) Yes
The abstract length is not 200-300 words.
Keywords are not five.
The text length is less than 5,000 words.
3. I have selected a reviewer who has no conflicts of interest with the author, e.g., the institutions associated with them are different schools located in other countries." (visible to authors during feedback, visible to reviewers, visible to meta-reviewers)
Yes
○ No
I recommend that this paper be assigned the Status of: // visible to authors during feedback, visible to authors after notification, visible to reviewers, visible to meta-reviewers)
Rejected
Accepted
Minor Revision
Major Revision
5. When your recommendation is not "Accepted, please provide the author "concrete" suggestions and instructions (around 100 words) to make this paper accepted. * (visible to authors during feedback, visible to authors after notification, visible to reviewers, visible to mata-reviewers)
2000 characters left
6. When your recommendation is "Accepted," please evaluate the paper quality using the word below. (visible to reviewers, visible to reviewers)

Step 7: Submit the detailed meta-review files on this section (the file can be on doc or pdf format)

2000 characters left		
6. When your recommendation is "Accepted," please evaluate the paper quality using the word below. * (visible to reviewers, visible to meta-reviewers)		
Excellent: Journal of Management Accounting Research (AAA) Level Good: Asia-Pacific Management Accounting Journal Level Average Marginal - The paper has minor flaws still. The paper is not "Accepted" yet.		
7. Please write here if you have any (additional) comments. (visible to authors during feedback, visible to reviewers, visible to meta-reviewers)		
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META-REVIEW FILES		
You can upload from 0 to 5 files. Maximum file size is 3 Mb. We accept dec, docx formats.		
Drop files here -or- © Upload from Computer		
Submit Cancel		

Step 8: After finished the meta-review click the submit button to send your meta-review

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6. When your recommendation is "Accepted," please evaluate the paper quality using the word below. *	visible to reviewers, visible to meta-reviewers)
Excellent: Journal of Management Accounting Research (AAA) Level Good: Asia-Pacific Management Accounting Journal Level Avorage Marginal - The paper has minor flaws still. The paper is not "Accepted" yet. 7. Please write here if you have any (additional) comments. (visible to authors during feedback, visible to revious)	ewers, visible to meta-reviewers, visible to senior meta-reviewers)
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META-REVIEW FILES	
You can upload from 0 to 5 files. Maximum file size is 3 Mb. We accept doc, docx formats.	
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Submit Cancel	