

Guidelines for Peer Reviewers

Before review:

Questions to consider:

- 1.Are you familiar with the topic?
- 2.Do you have sufficient time?
- 3.Are there any potential conflicts of interest?

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While reviewing a manuscript:

Ethical responsibilities:

- Meet the agreed deadline and advise the editor if you encounter delays
- Declare conflict of interest
- Inform the editor if some parts outside the scope of your expertise
- Keep confidential about all materials
- Do not use the information contained within the unpublished manuscript
- Provide unbiased perspectives and helpful suggestions

Specific evaluation:

- Does the title clearly describe the research that was conducted?
- Does the abstract reflect the aim, key data and conclusions of the paper?
- Does the introduction include background, question(s) and purpose of the research?
- Are the methods used appropriate?
- Are the methods illustrated in detail so that the result of the study can be reproduced?
- Do the results support the authors' conclusions?
- Are conclusions of the study supported by faithful logical and reasonable evidence and data?
- Is the paper properly referenced?
- Are the references correct?
- Are all figures and tables clear and of high quality?

Overall evaluation:

- Does the paper fit within the aim and scope of the conference?
- Is the manuscript well written in English?
- Is this research significant within the field?
- Is the research designed and conducted in an ethically acceptable manner?
- Is the work presented novel? Does it add to the subject area compared to previously published work?
- Did authors provide sufficient details in the paper?
- Have the results been presented and discussed clearly and completely?

Your Recommendation:

Accept

Accept the paper as it is as the author's work is excellent, and there are no suggestions for improvement.

Accept with revision

Accept the paper after slight revisions. The revised paper will be evaluated by the editor to make the final decision.

Reevaluate after major revision

The paper will be re-reviewed by original reviewers or the editor after major revisions.

Decline

The paper fails to meet the quality standards and revisions are infeasible.

After completing the review:

As a quality controller of the conference submissions, by performing review responsibilities, you:

- develop a strong peer-review exercise
- contribute to the integrity of the conference
- give constructive feedback to authors
- improve the quality of accepted papers
- learn more about the publication process
- know the latest developments and ongoing research in your field

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