ISCRAM

ISCRAM REVIEWING GUIDE
(full version)

Version 2013.11.21

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Introduction

The objective of this Reviewing Guide is to describe the reviewing procedures that ISCRAM reviewers should follow for all ISCRAM events. It defines the four types of ISCRAM paper, defines and describes the reviewing criteria in more detail, recommends a standard reviewing process, and presents ethics and etiquette for peer reviewing. There are separate guidelines for meta-reviewers, for Track Chairs, and for ISCRAM event organizers.

According to Article 3 of the ISCRAM Association statutes, ISCRAM's mission is to:
- Promote research and development, exchange of knowledge, and deployment of information systems for crisis management, covering social, technical and practical aspects and all phases of emergencies, disasters, and crises.
- Facilitate the cooperation between all parties involved in this domain, including researchers, practitioners and professionals, technical experts and other experts, policy makers.

To facilitate cooperation, the reviewing process should stimulate all parties to participate in ISCRAM events by publishing and presenting papers.

Types of ISCRAM Paper

Given the diversity of needs of the various parties in the ISCRAM community, we have chosen to distinguish two types of paper: *research* and *insight*. *Research* papers are intended to meet the needs of researchers by being peer reviewed to the highest academic standards. The primary aim of a research paper is to make a contribution to the scientific body of knowledge.

By contrast, *insight* papers are intended to meet the needs of practitioners, managers, professionals, experts, and policy makers by being peer reviewed to practical standards. The primary aim is to give an insight into what operational problems arise during emergencies, disasters, and crises, and how such problems can be solved in practice with the help of information systems. They cover operational, emergency management, policy making, and similar matters.

There is no reason why a researcher cannot submit an insight paper, although he/she should be aware that reviewing will be from a practical viewpoint, rather than an academic one. Depending on the researcher's employer, an insight paper may not count towards the researcher's academic output, e.g. for career purposes.

Likewise, non-researchers are free to submit a research paper, but should be aware that it will be reviewed according to academic standards. The authors may then find that their paper is being judged according to expectations that are chiefly relevant to the research field, e.g. on the

author's knowledge of the academic literature or whether the work has been done in accordance with a recognized scientific methodology.

Both types of paper may be submitted in *full* and *short* form. A *full* paper reports on a completed project or piece of work, including validation of the results. Validation may take a variety of forms, ranging from analytical validation (i.e. using formal or mathematical techniques) to operational evaluation by users. A full paper as a maximum length of ten pages, including figures and references. Because they describe completed work, only full papers may be candidates for selection for the Best Paper, Best Student Paper, and Best Insight Paper awards.

By contrast, a *short* paper reports on part of a complete project or piece of work. For example, a short paper may describe a project or research plan, a literature survey, the design of an information system, the development and testing of software, user evaluation of developed software, deployment, a real incident, a proposed new policy, and the like. A short paper has a maximum length of five pages.

Given two types and two lengths, we distinguish full research, short research, full insight, and short insight papers. Figure 1 depicts these four types of paper as a two-by-two matrix, together with the input drivers (the author community and the completeness of the work reported in the paper) and the output consequences (reviewing standards and paper length).
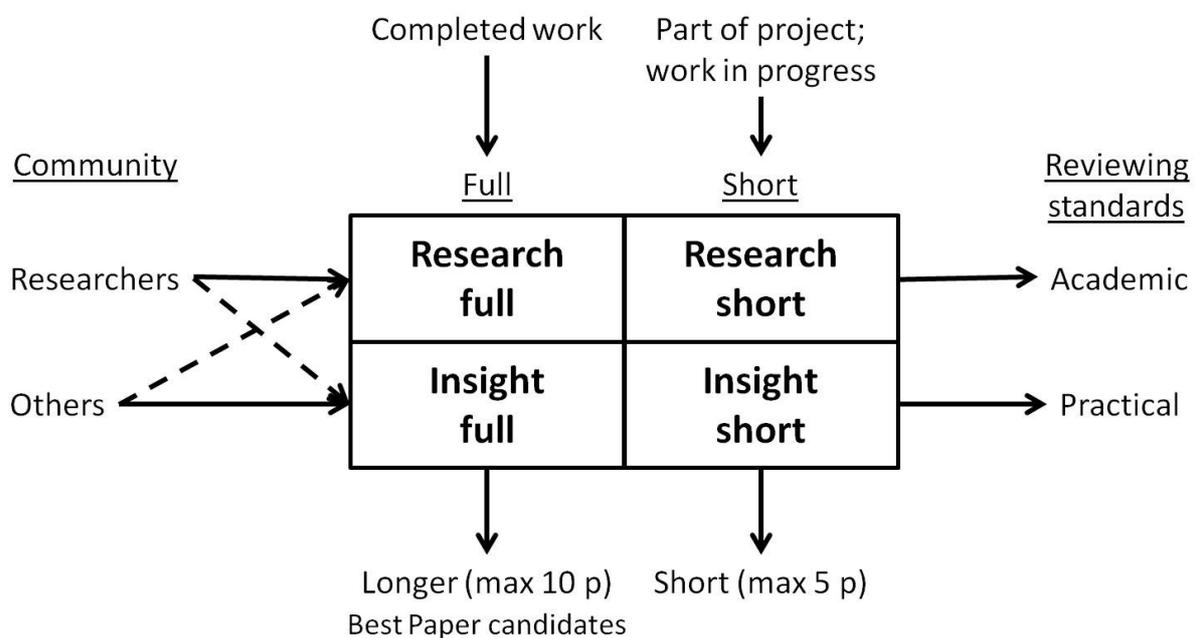

Figure 1. Types of papers for ISCRAM events.

For a reviewer, the important consequence is that a research paper, whether long or short, should be subjected to the whole review process. This process is described in detail in the third section of this Reviewing Guide. Here it is sufficient to note that the whole process may require

the reviewer to read through the paper up to three times, followed by writing the review. The reviewer will need to budget a total of 4 to 8 hours per resaerch paper for this process.

The process is abbreviated for an insight paper. Reviewers are expected to read a full insight paper two times, and a short insight paper just once, before writing the review. This process should take about 2½ to 3 hours for a full insight paper and about 1½ to 2 hours for a short insight paper.

Reviewing Criteria

Criteria defined

Five criteria (relevance, significance, originality, validity, and clarity) are used to judge all types of ISCRAM papers, irrespective of whether the paper is Research or Insight, Full or Short. However, some of these criteria are defined differently between research and insight papers, as shown in Table 1.

Table 1.   Criteria for reviewing ISCRAM academic and insight papers.

Criterion	Research paper	Insight paper
Relevance	Relates **both** to information systems **and** the management of crises, emergencies or disasters. Relevance to the track or topic for which it is submitted. Relevance to special theme (if any) is nice to have.	
Significance	Presents knowledge about a way of designing, developing or deploying ISCRAM, about a way of managing crises, emergencies or disasters using information systems, or about the individual, organizational, or social consequences of ISCRAM that could:	
	... open up or close off a line of academic research (for *research* papers).	... improve the understanding or design of ISCRAM or ways of using ISCRAM by practitioners (for *insight* papers).
Originality	Ideas that are new to researchers, timely, non-trivial, and well-grounded in the existing academic body of knowledge.	Ideas that are new, timely, and non-trivial to those who design, implement, or use ISCRAM.
Validity	Research is based on appropriate theory, methods and approaches. References are suitable and relevant to content. Conclusions are reached by complete and logically correct argumentation.	Content is grounded in the actual experiences and realities of practitioners, professionals, experts, and/or policy makers.
Clarity	Paper is well structured, language is easy to read, figures and diagrams are easy to see, and any jargon and abbreviations used will be understandable by the audience at the ISCRAM event.	

Questions reviewers may ask themselves

The following sub-sections describes each criterion in more detail, offering questions that reviewers may ask themselves when selecting a score.

Relevance

Papers must be relevant to ISCRAM. This means that they must relate *both* to information systems (IS) *and* to the management of crises, emergencies, or disasters (CRAM). Moreover, they must also clearly fit into at least one Track or the event's topic. Relevance to an event's theme is nice to have.

A paper that is purely IS is not relevant to ISCRAM. It is not sufficient that the introductory motivation identifies a problem in crisis management, and then the rest of the paper is pure IS. To be judged relevant, the paper must also close with a discussion of the implications of the IS results for crisis management. The author of an IS paper that is judged to be not relevant to ISCRAM should be advised to consider submission to the European or International Conferences on Information Systems (ECIS / ICIS) or similar.

Likewise, a purely CRAM paper is also not relevant to ISCRAM. It is not sufficient that the introductory motivation identifies an IS aspect or technology, and then the rest of the paper is pure CRAM. To be judged relevant, the paper must also close with a discussion of the implications of the CRAM results for information systems. The author of a CRAM paper that is judged to be not relevant to ISCRAM should be advised to consider submission to TIEMS or similar.

It is advisable to judge a paper's relevance first, because if it is not relevant to ISCRAM, then any effort spent in judging the other criteria is wasted.

To assess the relevance of a paper, reviewers can ask themselves the following questions:
o Does the paper demonstrate relevance *both* to information systems *and* to the management of crises, emergencies or disasters? A paper that covers just one or the other is not relevant to ISCRAM.
o If the ISCRAM event is devoted to a particular topic, does the paper fit into this topic? If not, then it might be more suitable as a submission to an ISCRAM main or regional event.
o Does the paper fit into at least one of the ISCRAM event's tracks? One that does not fit into any track is most probably not relevant.
o Has the author submitted it for the most appropriate track? If it would fit better into another track, make this recommendation immediately to your Track Chair.
o If the ISCRAM event has a theme, then a paper that fits into the theme can be judged more positively for Relevance. N.B. Absence of fit to the theme is not grounds for rejecting the paper, i.e. this aspect is nice to have.

Significance

Papers to ISCRAM must (potentially) make a significant contribution to the existing (academic and/or practical) body of knowledge. A *research* paper would be significant if it could be expected to either open up or close off a line of research. An *insight* paper would be significant if it proposed a way of developing ISs for crisis management or a way of managing crises using an IS.

To assess the significance of a paper, reviewers can ask themselves the following questions:
o Does the paper explicitly state the contribution(s) it claims to make? Poor papers leave the claimed contribution unstated.
o Does the paper actually substantiate the contribution(s) it claims? Poor papers substantiate only part of their claimed contribution (or not at all).
o Does the paper link its contribution(s) to the literature to show that these contribution(s) could be significant? Poor papers fail to make a link to the literature or fail to show how the contribution(s) could be significant.
o Does the paper identify the limitations to its contribution(s)? These limitations may stem from the methodology chosen or arise from the scope of the work reported in the paper. Poor papers fail to identify their limitations explicitly. A good place to summarize limitations in a paper is in the final "Conclusions" section.
o Does the paper over-claim its contribution(s)? For example, does it claim to have shown that drinking alcohol while doing research reduces the productivity of scientists, when it draws its conclusions from investigating the effects of beer-drinking on avian ecologists in the Czech Republic? Such research may not apply to other forms of alcoholic drink, to other scientific disciplines, and/or to other nations[1].

Originality
The ideas in the paper must be new, timely, and non-trivial, but still well-grounded in existing body of knowledge. The idea might be a new technology, a new application for an existing technology, a new way of developing or deploying ISs, a new insight into crisis management, a new process for managing crises, a research method that has not previously been applied to ISCRAM-related research, etc. The idea might be well-known in one field (e.g. in the IS body of knowledge) but not yet applied to the other (e.g. to crisis management). The application to crisis management would then be original. The reverse is true for a well-known idea in crisis management that has not yet been considered from an IS viewpoint.

To assess the originality of a paper, reviewers can ask themselves the following questions:
o Does the paper propose a new, non-trivial idea either in information systems or in the management of crises, emergencies or disasters?

Validity
The argument in the paper must be valid, sound, and thoroughly worked out.

To assess the validity of a paper, reviewers can ask themselves the following questions:
o Is the aim (a.k.a. purpose or objective) of the paper clearly stated? It is difficult to judge the validity, soundness, and thoroughness of a paper that does not explicitly state what it aims to show.

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[1] This is probably why ISCRAM conferences traditionally start with a beer-drinking session.

- Are the boundaries of what the paper covers (i.e. its scope) clearly stated? It is difficult to judge the validity, soundness, and thoroughness of a paper that does not explicitly state what it covers and what is outside its scope.
- Does the paper describe what (research) methods have been used? Are these methods appropriate to what is being investigated?
- If there is generally-accepted best practice for the (research) method (e.g. for conducting interviews, a case study, a literature survey, creating and administrating questionnaires, etc), does the paper reference this best practice? Has the best practice been applied?
- Is the argument in the paper logically sound (i.e. "tell a (plausible) story")?
- (*Research* papers) If the paper uses statistics, are these appropriate? Have they been soundly used? Do they support the conclusions drawn from them?
- (*Research* papers) If the paper uses equations or formulae, are these correct? Is the mathematical argument sound and thorough?
- Is there sufficient detail in the paper for a reader to follow and, if necessary, to reproduce what the author(s) have done?

Clarity

The paper should be well structured, with language that is easy to read and figures that are easy to see (also for 60+ readers).

To assess the clarity of a paper, reviewers can ask themselves the following questions:
- Is the paper well structured into sections?
- Is the first section an introduction to, give the background to, or provide a motivation for the paper?
- Does the introductory section state the purpose (a.k.a. aim, objectives) of the paper? Does it state what the scope or focus of the work reported in the paper is (i.e. what is or is not covered in the paper)?
- (*Research* papers) Does the paper survey or review the related literature or body of knowledge? This may be found in one of two places in the paper: either immediately after the introduction (often headed "Relevant theory" or the like), or immediately before the final Conclusions section (often headed "Related work" or the like).
- Does the last section draw conclusions, state the paper's contribution and limitations, and recommend further work?
- Do the paper's title and abstract (if any) adequately reflect what is covered in the paper?
- Is the language in the paper easy to read, grammatically correct, and correctly spelled? If necessary, advise the author to use a spelling and/or grammar checker or to seek help from a native speaker of English.
- If the paper uses abbreviations, is each abbreviation given in full on first use?
- If the paper uses jargon, is this jargon either well-known to ISCRAM attendees or explained on first use?
- (*Research* papers) Are references given in full in the References section at the end of the paper? Have they been formatted consistently to the ISCRAM-standard conventions? Do they seem easy to find from the Internet or from a library?

o Are figures and drawings sufficiently large in the paper that a 60+ reader could easily read any text and easily distinguish each line in the figures?
o Does the paper use the ISCRAM paper template?
o Does the paper exceed the page or word limit for the form of paper? If so, ask the author to reduce the paper in size to fit within the page or word limit.

Reviewing Process

Experienced reviewers will have evolved their own technique for reading and evaluating papers and for writing comments to the authors. Less experienced reviewers may benefit from the detailed recommendations in this section. The reviewing procedure we recommend is based on Keshav's (2012) advice on reading papers and on Roscoe's (2007) advice on writing review comments. We also show how this procedure can be tailored.

The reviewing process consists of two major stages:
1. Reading the paper attentively, posing the questions suggested in the previous section;
2. Writing the review, which involves:
    a. Providing comments to the author(s) and recommendations on how to revise the paper; and
    b. Providing information to the Track Chair about how to proceed with the paper (accept / revise / reject).

Table 2 summarizes the four types of paper that may be submitted to ISCRAM events and how they should be reviewed.

Table 2. Four types of ISCRAM paper and reviewing procedure.

	Research - Full	Research - Short	Insight - Full	Insight - Short
Content	Completed work	Work in progress (e.g. project or research plan, literature survey, IS development, evaluation)	Completed work (e.g. historical overviews, case studies, reflection, discussion)	Proposing an idea (e.g. raising issues, discussion points, research gaps, lessons learned)
Type of author	Any, although primarily intended for researchers.		Any, although primarily intended for practitioners, managers, professionals, experts, and policy makers.	
Type of reviewer	Academic		Academic & Practitioner	
Max length (pages)	10	5	10	5
Abstract?	Yes			Desirable
References?	Yes		Not essential	
Standards	Highest academic		Practical; ideas explained & well grounded	

Criteria	Relevance, significance, originality, validity, and clarity		
Blinding	Double-blind (i.e. neither author nor reviewer knows who the other is)		
Passes in procedure	All passes (1, 2, 3, & 4)	1, 2, & 4	1 & 4
Time required	4 to 8 hours	2½ to 3 hours	1½ to 2 hours

Reading a paper

Keshav (2012) recommends reading papers in three passes. In the first pass, the reviewer gains a general idea about the paper in about ten minutes. This enables the reviewer to score the paper on Relevance, gives him/her a feel for its Validity, Significance, and Clarity, and allows him/her to decide whether or not any more passes are needed. In the second pass, the reviewer grasps the paper's content, but not its details. This refines the reviewer's feel for the paper's Validity and Clarity and gives a definitive score for Significance and Originality. After the third pass, the reviewer understands the paper in depth and can give definitive scores for Validity and Clarity.

Brief details of Keshav's (2012) three passes, adapted to ISCRAM's needs, are as follows:

First pass (10 minutes)
1. Carefully read the title, abstract, and introduction.
2. Read the section and sub-section headings (i.e. the structure of the paper), but ignore everything else.
3. *For research papers:* Glance at the mathematical content (if any) to determine the underlying theoretical foundations.
4. Read the conclusions.
5. *For research papers:* Glance over the references, mentally ticking off the ones you already know.
6. Note your answers to the following questions:
   - **Category**
     - What type of paper is this? A measurement paper? An analysis of an existing system? A description of a research prototype? A case study? An analysis of empirical data? (N.B. This list should not be regarded as exhaustive; see TBW for more possibilities.)
     - Does this category fit with the type of ISCRAM paper (research or insight; full or short)?
     - Is the paper relevant to ISCRAM?
   - **Context:** Which other papers is it related to? What is the analysis of the problem based on? If the paper is a research paper, are these bases theoretical and methodological? If the paper is an insight paper, are these bases empirical, i.e. based on actual experience? Is the context relevant to ISCRAM?
   - **Correctness:** Do the assumptions appear to be valid?
   - **Contributions:** Having scanned the paper, what do you think are the paper's main contributions? Do the authors explicitly state what contribution(s) they are

claiming? If so, are there any differences between *you* think the contributions are and what the *authors* are claiming?

- **Clarity:** Is the paper clearly structured and well written?

7. **Decide whether a further pass is needed.** A further pass is needed if the paper is anything other than a short insight paper and relevant to ISCRAM. If the paper is not relevant, please contact the Track Chairs and send them an email about your concerns.

Second pass (1 hour)

Skip only for short insight papers.

Read the whole paper with greater care, but ignore details such as mathematical or logical proofs.

1. As you read, jot down key points or make comments in the margins. Note down terms you don't understand or questions you may want to ask the author.
2. *For research papers:* Note your answers to the following questions:
   a. What does the paper do (rationale, aims, hypotheses)?
   b. How does it do it (participants, method)?
   c. What did it find (findings, implications for other researchers (and, if any, for practitioners), are these findings falsifiable, what are the limitations)?

   For insight papers: Note your answers to the following questions
   a. What does the paper discuss or present (rationale, aims)?
   b. How does it do it (participants, method)?
   c. What did it find (findings, implications for practitioners (and, if any, for researchers, for experts, or for policy makers), are these findings falsifiable, what are the limitations)?

3. *For research papers:* Look carefully at figures, diagrams, and other illustrations. Are the axes properly labelled? Are results shown with error bars? Are the figures, diagrams, and illustrations readable for someone with non-optimal eyesight?
4. *For research papers:* Look carefully at the references. Check that they are fully referenced using the correct conventions. Note if any important references are omitted. Mark relevant unread references for further reading.
5. Note down a summary of the main thrust of the paper, with supporting evidence.
6. ***Decide whether a further pass is needed.*** *A further pass is needed if the paper is relevant to ISCRAM and it is a research paper (full or short).*

Third pass (2 to 5 hours)

Only for research papers; skip for insight papers.

1. Attempt to re-create the paper, starting from the same assumptions as the authors.
2. Identify and challenge the assumptions in every statement.
3. Think about how you would present a particular idea, if it were your own paper.
4. Jot down ideas for future work.
5. Compare your re-created version with the actual paper.
6. Identify the paper's innovations, implicit assumptions, missing citations to relevant work, potential issues with experimental or analytical techniques, and strong and weak points.

Writing a review

Once the reviewer has read the paper, the final step in the recommended reviewing procedure is for the reviewer to score the reviewing criteria, to give the paper an overall score, to make a recommendation for accepting or rejecting the paper, and to write his/her comments to the author(s) and (if necessary) his/her comments to the Programme Committee.

Scoring reviewing criteria

To select a score for each criterion, the reviewer should use the following 5-point Likert scale: 1 = strongly disagree; 2 = disagree; 3 = neutral; neither agree nor disagree; 4 = agree; 5 = strongly agree:

- *Relevance*: The paper is relevant to ISCRAM, to the track or topic for which it is submitted, and – nice to have – to the special theme (if any) of the event.
- *Significance*: The paper is significant in that it makes an explicitly-stated contribution to the scientific and/or practitioner knowledge on information systems in crisis response and management.
- *Originality*: The paper is original in that it contributes scientific or practical knowledge about information systems in crisis response and management that is novel and non-trivial to researchers, practitioners, professionals, experts, and/or policy makers.
- *Validity*: The paper is valid in identifying and analysing the relevant issues and in logically drawing conclusions from its analysis. If it is a research paper, then it is also based on thorough knowledge of the relevant literature and uses an accepted and appropriate methodology.
- *Clarity*: The paper is well structured and clearly presented to the ISCRAM audience with a title and abstract that correctly covers the material presented.

Giving an overall score

To obtain an overall score, the reviewer should use the following 5-point scale:

1. The reviewer considers that it will be extremely difficult, if not impossible, for the authors to improve the paper to reach an acceptable standard for publication.
2. The reviewer considers that the paper will have to undergo major refinement to reach an acceptable standard for publication.
3. The reviewer considers that the paper is close to an acceptable standard for publication, but would benefit from careful refinement.
4. The reviewer considers that the paper has already reached an acceptable standard for publication, but could be further improved.
5. The reviewer considers that the paper has already reached an excellent standard, with – at most – a few minor points for improvement.

The overall score should be related to the 5 reviewing criteria scores, as shown in Table 3.

Table 3. Relation between criteria scores, overall score, and recommendation.

Criteria scores	Overall score	Recommendation

All score below 3	1	Reject
One score below 3	2	Conditionally accept
Combination of scores of 3, 4, and 5	3	
All score at least 4	4	
All score 5 (or four score 5 and one scores 4)	5	(Conditionally) accept

The reviewer should give an overall score of 1 when, in the reviewer's opinion, the authors would have to rewrite the paper from scratch or would need to do additional research before the paper can be accepted. This score implies a recommendation of rejection.

Overall scores of 2, 3 or 4 imply a recommendation of conditional acceptance. The reviewer must explicitly state what essential changes the authors would need to make for the paper to be accepted.

An overall score of 5 might imply a recommendation of unconditional acceptance, but this is very rarely given. A recommendation of conditional acceptance would be normal. The reviewer should explicitly state the minor points for improvement, saying that these are desirable rather than essential.

Writing comments to the author(s)

In writing their comments to the author(s), we recommend that reviewers follow Roscoe's (2007) advice, both in terms of a cautious, factual, and constructive tone (please read Roscoe's section 5) and in terms of the structure of the comments. Roscoe advises structuring your review comments as follows:

- Summarize the paper in your own words. This will be based on your notes during the second pass (step 6).
- State what you think the paper's contributions are and where these differ from what the author(s) *think* the contributions are (assuming the author(s) stated them).
- Give specific comments, based on your jottings and notes you made during the reading process. Order your comments in the order in which they arise in the paper, because this helps the author(s) when refining their paper. Moreover, it can be useful to divide your comments into major and minor points, where minor points ("nits") are those relating to errors in spelling ("typos"), grammar, or cross-references to figures, tables, and references.
- Provide a conclusion, summarizing the major good and bad points, justifying your scores and overall recommendation, and stating clearly what modifications the author(s) must make. It is a good idea to divide these modifications into essential and "nice-to-have", because the time that the author(s) have available to make modifications will be limited. When recommending the modifications to be made, consider carefully whether or not they would be feasible within the page- or word-limit and in the time available before the final version must be uploaded. Be especially careful if you recommend that a full paper paper should be accepted as a short paper.

Writing comments to the Track chair

Roscoe (2007) makes no suggestions for writing comments to the editors, track chairs, or Programme Committee. In most cases these comments can be left blank. However, it is useful to provide the Track Chair with nuances about your scores or reviewing process (e.g. "Although the authors do not state their contribution explicitly, it is clear that their results offer a new way of managing crises" and/or "I was unable to complete the third pass of reading the paper because of lack of time"), and for qualifying your confidence in your ability to make judgements (e.g. "I am expert in crisis management and information systems, but my knowledge of statistics is strictly limited").

By contrast, it is **essential** to use the Comments to the track chair to provide details to the Track Chair if you suspect that the paper is fraudulent or commits plagiary.

Best Paper candidates

For full papers (academic or insight), reviewers are also asked to judge whether the paper should be considered for the award of Best Paper. A recommendation for the Best Paper award should be given only if the overall score is 5. This recommendation should never mentioned in the comments to the authors, but should be adequately justified in the Comments to the track chair.

Tailoring the procedure

The recommended review procedure can be tailored for reviewing research and insight papers, as follows:

- If, after the first pass, the reviewer comes to the conclusion that the paper is not relevant to ISCRAM, then he/she should immediately discuss this with his/her Track Chair. If the Track Chair confirms this conclusion, then the reviewer may need to do no more than enter his/her Relevance score in ConfTool, together with an explanation in the comments to the authors as to why he/she concludes that the paper is not relevant to ISCRAM. The reviewer should also state what modifications would be needed to make the paper relevant.
- If the paper is a research paper, then the reviewer is obliged to complete all four passes in the reviewing process, regardless of whether the paper is a full (10-page) or short (5-page) paper. This guarantees reviewing to the highest academic standards, but requires the reviewer to spend 4 to 8 hours on the paper.
- If the paper is a full insight paper, then the reviewer should read the whole paper during the first and second pass, and then write his/her review (fourth pass). Pass three can be omitted, saving 2 to 5 hours work.
- If the paper is a short insight paper, then the reviewer should read the whole paper during only the first pass, and then write his/her review (fourth pass). Passes two and three can be omitted, saving 2½ to 6 hours work.

Balancing the reviewer's workload

Reviewers are busy people, and will need to balance ISCRAM reviewing with the other commitments on their time. Keshav (2012) is in favour of leaving a period of time between each pass (see 2.4 Timing between passes). This makes it easier for reviewers to plan their ISCRAM reviewing workload into their other commitments. For Track Chairs, this should have the beneficial effect of ensuring that more reviews are submitted on time.

We recommend that, immediately after being assigned a batch of papers for review, reviewers should subject the whole batch to the first pass. Unless the number of papers is excessive, this can all be done in one day. If the reviewer judges any paper as being not relevant to ISCRAM, then the reviewer can immediately inform the Track Chair and discuss whether or not the paper should be reviewed further.

Some days later, the reviewer can then complete the second pass for the remaining papers. It may well be possible to complete this in one further day. The reviewer can then write up his/her review comments for all insight papers, and enter his/her scores and comments into ConfTool.

Only the remaining research papers need to undergo the third pass. Depending on the contents and on whether they are full or short papers, the reviewer may be able to complete two or three third-pass reviews in a day.

After completing the third pass, the reviewer scores, writes up, and enters his/her review comments for the research papers. Writing up review comments for academic reviewing may require two to three hours per paper, making it possible to enter two to four reviews per day into ConfTool.

Reviewing ethics and etiquette

Peer review plays an important role in ensuring the integrity of the scientific body of knowledge, of which ISCRAM proceedings are a part. The review process depends largely on trust, requiring all those involved to behave responsibly and ethically. Peer reviewers play a central and critical part.

The purpose of this section is to ensure that ISCRAM reviewers are aware of their ethical obligations. It is based on the Committee on Publication Ethics (COPE) Ethical Guidelines for Peer Reviewers, March 2013, version 1 (downloaded on 1 July 2013 from http://publicationethics.org/files/Ethical_guidelines_for_peer_reviewers_0.pdf) The guidelines set out basic principles to which peer reviewers should adhere. For ISCRAM purposes, we have adopted these principles, only replacing "manuscript" by "paper" and "journal" by "ISCRAM event organizers".

For ISCRAM purposes, peer reviewers should:

- Only agree to review papers for which they have the subject expertise required to carry out a proper assessment and which they can assess in a timely manner.

- Respect the confidentiality of peer review and not reveal any details of a paper or its review, during or after the peer-review process, beyond those that are released by the ISCRAM event organizers.

- Not use information obtained during the peer-review process for their own or any other person's or organization's advantage, or to disadvantage or discredit others.

- Declare all potential conflicting interests, seeking advice from the ISCRAM event organizers if they are unsure whether something constitutes a relevant interest.

- Not allow their reviews to be influenced by the origins of a paper, by the nationality, religious or political beliefs, gender or other characteristics of the authors, or by commercial considerations.

- Be objective and constructive in their reviews, refraining from being hostile or inflammatory and from making libellous or derogatory personal comments.

- Acknowledge that peer review is largely a reciprocal endeavour and undertake to carry out their fair share of reviewing in a timely manner.

- Provide the ISCRAM event organizers with personal and professional information that is accurate and a true representation of their expertise.

- Recognize that impersonation of another individual during the review process is considered serious misconduct.

Reviewers are encouraged to download and read the complete COPE guidelines.

References

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