

ICM 2018 – REVIEW INSTRUCTIONS

ICM greatly appreciates the efforts of all reviewers in safeguarding the scientific quality of our conferences. We would once again like to thank you for your commitment and enthusiasm in helping us make the ICM 2018 Conference in Aarhus a success!

All reviewers will be notified by e-mail once the submissions have been assigned.

Please be advised that the deadline for reviews of contributions for ICM 2018 is 16 January 2018. After this date, the review tool will no longer be available.

How to review your submissions:

1. Log in at <https://conference.earli.org/login>
2. Click on “my reviews” in the blue navigation bar
3. Click on the title of the submission to be reviewed
4. Enter your scoring per review question, as well as qualitative feedback
5. You can also suggest a different format for a submission, if you feel it would be more suitable
6. Please be advised that it will not be possible to save the review and return to it later. Once the “submit review” button is clicked, the review results are final and cannot be altered.

Should you have any questions, please contact the conference organizers: ari@edu.au.dk

ICM 2018 – REVIEW CRITERIA

Proposals will undergo a blind review by at least two reviewers, each of whom is asked to take into account the criteria for the particular type of contribution, as outlined below. Symposia are evaluated both as a whole and as individual contributions.

Each reviewer is asked to score the quality of each proposal, on a 1-10 scale, and to provide brief and constructive feedback in the appropriate text box.

Scores and comments are communicated to the authors along with the final decision; we ask our reviewers to be as constructive as possible, while also being considerate of the efforts invested in writing a proposal.

Evaluation criteria for papers, posters and each paper in a symposium:

- Thematic relevance to SIG-8 (10%)
- Conceptual rationale & research questions (10%)
- Theoretical framework & literature (10%)
- Research methodology (10%)
- Presentation of results (10%)
- Quality of discussion (10%)
- Significance for theory or practice (10%)
- Overall quality (30%)

Evaluation criteria for symposia as a whole:

- Relevance of the symposium topic for SIG-8 (30%)
- Coherence of the contributions (30%)
- Overall quality of the symposium summary (40%)

REVIEW THRESHOLDS

The SIG coordinators and the local committee have set the following thresholds for accepting a proposal at the ICM 2018 conference:

Scores of or below 35: Automatic rejection for all contributions, including symposia.

Scores of or above 70: Automatic acceptance.

Scores between 36 and 69: Acceptance or rejection will be decided by the local committee and the SIG-8 coordinators.

These scores are based on an average of the scores given by the two reviewers. In cases where there is a discrepancy of 25% or more between two review scores for proposals averaging 36-69, the proposal will automatically be sent to a third reviewer.

Authors will be notified by 27 February 2018.