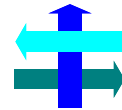**WCTRS/WCTR**
Current Operating Practices
2021

APPENDIX 08

Appendix 08

Guidelines for Paper Evaluation

Note

The present Appendix is a guide example.
It can be altered when the need arises as conference preparation activities progress for one WCTR, and also from conference to conference.

We very much appreciate your contribution as reviewer of the conference papers. In fact, the care and thoroughness of your review are the keystones for the quality of the conference. The review process is very important as it leads the authors to improve their papers and the organisers to decide on the acceptability of each paper for inclusion in the selected proceedings, potential further publication, and the award of prizes. To achieve these outcomes, comments must be carefully crafted, fair, independent, and knowledgeable.

The paper review process has four separate goals:
  - provide guidance to the authors for improvement of their papers.
  - provide WCTRS with sound basis for decision on inclusion in the conference.
  - provide WCTRS with sound basis for recommendation for consideration by scientific journals.
  - provide WCTRS Prize committee with sound basis for decision on which papers should be awarded.

Each paper is assessed by at least two reviewers, resulting in an average grade. Based on this average grade the paper will be put into one of the categories as:
A   Excellent (a major contribution, strong candidate for inclusion in a Special Issue of a Journal, potential prize winner)
B   Good (continuing and useful advance worthy of consideration for inclusion in a Special Issue of a Journal, may require only some minor revisions and improvement)
C   Sufficient (of importance to merit inclusion in the conference and in any selected proceedings, unlikely to be a candidate for inclusion in a Special Issue of a Journal
D   Poor (trivial, incorrect, of no interest or not new, not suitable for conference presentation)

If a review is missing, or a reviewer indicates a conflict of interest, Session Track Organisers (STOs) will make an additional review and take the final decision on acceptance of the paper, and recommendation for selected proceedings or special issues. STOs have the ability to make a final decision on all papers within their session track.

Comments should be focused, specific, and polite. Avoid vague complaints and provide appropriate citations if you understand authors are not aware of any work you think can be relevant for their paper. While doing this avoid referring to your own publications. Reviews don't have to be positive for politeness. Often negative reviews can be polite and constructive and be a fundamental help for authors.

The WCTR 2016 paper review process is a "single-blind" process: identity of the reviewer is never revealed, but reviewers know who authored the paper. To maintain the confidentiality and validity of these process reviewers should never contact the authors about the paper under review.

The contents of the papers cannot be used, referenced, or included in future work by the reviewers until the review, presentation, and publication processes are complete. Until then, the information in the papers should be treated as confidential and may not be used for any purpose unrelated to the review process.

Reviewers are asked to complete a template that with their assessment and comments on each paper.

WCTRS maintains a close cooperation with several journals to allow the best conference papers to be published. To achieve an efficient review process for both, the conference and the journal, the Session Track Organisers of several session tracks will provide additional guidance to consider the specific journal requirements for the review.