

ECER Reviewing Information for Link-Convenors

The following guidelines are intended to support you in assigning and processing the reviews in Conftool, the Conference Management System. If you have any further questions or you feel uncertain regarding some of the procedures, please do not hesitate to contact the EERA Office.

Part One (for LCs only):

- 1. Terminology**
- 2. Updating your Co-convenors/ Group of Reviewers**
- 3. Assigning Reviews**
- 4. Assigning Final Status**
- 5. Sending Bulk Emails and Communication with Authors**

Part Two (for all Reviewers):

- 1. General Reviewing Guidelines**

Part One

1. First Things First: Understanding the Terminology

Website

On the EERA Website, we publish the Link Convenor(s) and Co-Convenors of each network. Additionally, some networks choose to list Reviewers.

“Track Chairs” in Conftool

In the Conftool system, Link Convenors are called “Track Chairs”. They can access all submissions, can assign reviewers to submissions, can read all reviews, can set status of acceptance and can send bulk emails their reviewers and submitting authors. Please be aware that a track chair cannot do a blind review as she/he sees the authors’ names. Some of the big networks work with “supportive track chairs” during the reviewing period. As for all track chairs, these people can assign and access all reviews and change the final status but they can no longer act as blind reviewers as they can see the authors’ names.

Reviewer

Reviewers can access only the papers assigned to them and do not see other reviewers’ reviews or the names of the authors.

Conftool offers a possible further status called “Programme Committee Member (PC Member)” which has a few additional rights and options. As these are very rarely used by networks, the standard and preferred status for reviewers is “reviewer”. PC Member status could be appropriate for the large networks who want to assign their reviewers to specific pairs (for example putting experienced and inexperienced reviewers together). or groups (if the Link Convenor intends to send Bulk Mails via conftool only to a specific group of reviewers)

2. Updating your Co-convenors/Group of Reviewers

Before ECER, Office will send you an export file of your current co-convenors and reviewers. We will ask you to fill out this file, indicating who will be acting as co-convenor and/or reviewer for ECER of the following year. We hope this will simplify the co-convenor and reviewer update and think it could be useful to take it with you to the Network Meeting for this purpose. Office will ask you to return the updated file in digital form after the current ECER.

Viewing the list of your Reviewers/Programme Committee

To check who is registered as a PC Member / Reviewer of your network, please log in to the ConfTool system where you will get to the [Overview](#) with the following set of options:

You can select from the following options:

- Your Submissions**
Here you can submit contributions and manage your submitted contributions.
You already have submitted 5 contributions.
- Show User Account Details**
Here you can access the personal data of your user account.
- Edit User Account Details**
Here you can update your personal user data.
- Exit and Switch Back**
Exit current session and **switch back** to the account of "David Bosold".

You are reviewer or member of the program committee (PC member). You currently have the following options:

- Enter and Edit Reviews**
Here you can access the contributions assigned to you and enter your reviews.
- Guidelines for Reviewers**
How to review (please note: Link Convenors/ Chairs of the Reviewing Committee will find additional Guidelines)
0 contributions were assigned to you. You already entered 0 reviews.

As chair of the program committee, you have access to all contributions and reviews:

- Assigned to the following network(s):**
09. Assessment, Evaluation, Testing and Measurement
- Manage Submissions and Reviews**
Access to submitted contributions, all program committee (PC) members and their reviews.
Quick Links: Submissions, Program Committee, Review Results, Finals, Sessions
- Bulk E-mails**
This part of the program lets you send e-mails to people stored in ConfTool.
Guidelines for Link Convenors/ chairs of the Programme Committee

In [Manage Submissions and Reviews](#), you can find [Programme Committee](#) within the **Quick links**. By clicking on it, you will be able to select from a dropdown menu in order to gain an overview of all colleagues already registered as reviewers.

Program Committee and Reviewers

The following listed users are assigned to the program committee. When you click on "Assign Reviews", you can assign experts to the contributions to be reviewed.

Assigned to the following network(s): 09. Assessment, Evaluation, Testing and Measurement

| | |
|------------------------|--------------------------------------|
| Only Users with Status | Program Committee Member or Reviewer |
| Filter by topic | All topics: do not filter |

Per Page:

If a colleague is missing or a wrong person is on the list, please inform the EERA Office at dow@eera.eu.

3. Assigning Reviews

In the Programme Committee list you can click on Assign Reviews option opposite each reviewer.

| | | | | | |
|-----|---|-----------------------------------|---|----------------------------|--|
| 199 | Schwämmlein, Daniela Administrative Assistant schwaemlein@eera.eu (schwaemlein) | EERA Office Berlin DE, Germany | Chair (29) PC(1) Reviews 1 / 1 | Presenter Author | 0 Topics Assign Reviews |
|-----|---|-----------------------------------|---|----------------------------|--|

You will then see a list of all the contributions for your network and you can assign contributions to the reviewer by clicking [Assign](#) and then [Save New Assignment](#). The reviewer will only be able to see the contributions you assigned to him/her.

It also works the other way round. You can also click [Submissions](#) on the **Quick links** list (see above).

| ID | Title of Proposal | Author(s) | Reviews | Actions |
|-----|--|---|--|----------------------------|
| | EERA Network · Uploaded | Submitting Author | | |
| 172 | fga 21. Postgraduate Network (Pre-Conference) · Symposium | Schwämmlein, Daniela; Wegscheider, Angelika Schwämmlein, Daniela | Reviewers: 1 Reviews: 1 Accepted | Assign Edit Withdraw |

You will see a list with all the contributions to your network and you will then be able to assign a reviewer/several reviewers to each contribution.

In case the reviewer is the author or co-author of a contribution, the system will automatically warn you about a conflict (see below).

| | | |
|---|---------------------------------------|---|
| Member of the Program Committee (PC member) Wegscheider, Angelika Organization / Company: EERA Office Berlin, DE Priority Topics: -- E-mail: eera@zedat.fu-berlin.de | conflict (Author) | Assign <input type="checkbox"/> Set Conflict <input checked="" type="checkbox"/> |
| | Assigned submissions for reviewing: 2 | |

Should you find "dummy submissions" which were just placed for testing purposes or double entries, please let us know the ID numbers and we will delete them.

4. Assigning Final Status

Reviewers are asked to assess contributions by

- Attributing points on a scale
- By leaving comments for authors and Link Convenors
- By leaving an overall suggestion for the Link Convenor on whether to accept, redirect or reject a proposal.

Link Convenors can base their final decisions (the final status they give to submissions) on either the average points a submission receives, on the comments colleagues leave or on the overall recommendation. Many will use a mixture of all three.

In the following paragraphs you will find a description on how to make best use of these options.

- First you will read about how to decipher the colours and average numbers
- Secondly, you will be introduced to how to work with the Overall Suggestion
- The third step will show you how to assign the final Acceptance Status.

As a Link Convenor/Network Chair you can access all reviewing comments of the reviewers within your network.

When you click Review Results in the Quick Links list, you will find a list with all the submissions for your network and their results:

| Rank | Points | Reviews Span | ID | Contribution Title | Author(s) | Acceptance Status | Session Forum |
|------|--------|--------------|-----|---|--|-------------------|---------------|
| 1 | 10.0 | 1 / 2 0.0 | 112 | Practice proposal 21. Postgraduate Network (Pre-Conference) · Paper | Beddow, Rachel Beddow, Rachel | Accepted | 0 messages |
| 2 | 0.0 | 0 / 0 | 116 | Globalization Phenomena and its Effects on Educational Concepts 21. Postgraduate Network (Pre-Conference) · Paper | Schröttner, Barbara Schröttner, Barbara | On Hold | 0 messages |
| 3 | 0.0 | 0 / 0 | 117 | Subjective Dimension and Culture-Centred Attitude in Ethnographic Research 21. Postgraduate Network (Pre-Conference) · Paper | Schröttner, Barbara Schröttner, Barbara | On Hold | 0 messages |
| 4 | 0.0 | 0 / 0 | 110 | The cognitive effects of positive affect on creative thinking 21. Postgraduate Network (Pre-Conference) · Paper | Yeh, Shu-Hua Yeh, Shu-Hua | On Hold | 0 messages |

Points are the average of the points the submission received from the reviewers. The column **Reviews/Span** features two lines, the upper one (1/2 in the example above) shows how many of the reviewers assigned have already submitted a review (in this case one of the two assigned reviewers). The number underneath shows the span between the lowest and the highest points the submission received; if the span is vast, the submission might be re-discussed by the reviewers or a meta-reviewer might be assigned.

The **Acceptance Status** will be **On hold** at the outset and has to be changed by you when a final decision about each submission has been taken. In the upper right column **Session/ Forum** (see above screenshot) you can see the number of comments made by reviewers and you can read them by clicking on **Messages**. Later in the process accepted papers can be assigned to sessions via the dropdown menu. **You can read the different review comments when clicking on the title of the contribution (Column: Contribution Title)**. The review results and comments are on the bottom of the Contribution Details page.

Review Results are indicated by colours, circles and a Review Span.

Link Convenors will find the submissions ranked by the average scores given by the reviewers. This average score can and should only serve to gain an initial overview of the reviewers' views of the proposal. By clicking on the title of the submission, Link Convenors will get access to the detailed reviewing comments which the reviewers have left for authors and Link Convenors.

In the first round of reviewing, Link Convenors will be able either to **accept, reject or redirect** a submission (in Conftool: **Accepted, Rejected and Redirected**). All redirections will then be reviewed by the network submitting authors listed as alternative network. In the second round of reviewing Link Convenors will only be able to accept or reject a proposal (in Conftool: **Accept** and **Reject**).

How to interpret the colours and signals in the Review Results list

Green

Green colour and numbers higher than 5 suggest there was a positive response to the proposal. Please also note the **Review Span**, as it will show you whether reviewers differed in their assessment(s). Small spans and green colours indicate that all reviewers gave a high score for the respective submission.

| | | | | |
|----|-----|--------------|------|--|
| 16 | 8.0 | 2 / 2 | 1645 | Student He Roles of Pr Staff · Paper |
| 17 | 7.3 | 2 / 2 1.3 | 1098 | Violence in psychologi and lessor · Paper |

Yellow

Yellow indicates that the point's average is around 5, plus or minus one

| | | | | |
|----|----------|--------------|------|-------------------|
| 29 | 5.0 | 2 / 2 2.1 | 686 | Disc edu · Pap |
| 30 | 5.0 ! | 2 / 2 0.7 | 2107 | Kids · Pap |

Orange and Red

Orange and Red shows you that the point's average from all reviewers is below 4.

| | | | | |
|----|-----|--------------|-----|--------------------------------|
| 85 | 3.3 | 2 / 2 2.7 | 203 | Social · Paper |
| 86 | 1.3 | 2 / 2 2.6 | 547 | Metac resear profes · Paper |

Red circle with exclamation mark

An exclamation mark indicates that at least one reviewer selected **Redirect**. Please take a close look at the reviewer's comments when you see the red circle with the exclamation mark! **Please see further details on redirecting papers below under "How to redirect a proposal"**.

| | | | | |
|----|-----------|--------------|------|--------------------------------|
| 83 | 4.4 ! | 2 / 2 2.0 | 1476 | Search Valenc Pedag · Paper |
| 84 | 4.3 !! | 2 / 2 0.6 | 1458 | Studer Influ · Paper |

N.B. all reviews will be deleted when a submission is redirected to the second choice network.

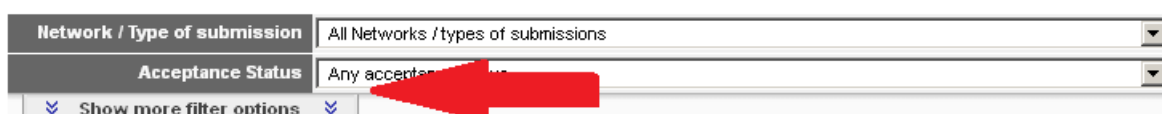
More Details – Reading the Overall Suggestion and Comments for Link Convenors

For seeing the exact points for the submission, read the comments and the Overall Suggestion given by each reviewer, you have to click on the proposal title in the column Contribution Title of the proposal in the Review Results list. You will be directed to the Contribution Details which also show all Reviewers' comments on the contribution, including the points given, the comments for the author, the internal comments and the overall suggestion.

Working with Overall Suggestions in the Review Results List

Some link convenors would rather take a look at how many reviewers suggested Accept/Reject/ Redirect as an overall suggestion instead of looking at average reviewing results when selecting the final status for the submissions

If you are interested in the Overall Suggestion:



Click Review Results, then Show more filter options. If you use the second filter from the bottom Overall Suggestion, you can select Accept, Redirect or Reject.

The display below will now change. The average Points disappear and the column Review/Span now contains different information. "Normally" a 2/3 in this column would tell you that 2 out of 3 reviewers have already reviewed the proposal.

If the Special Filter Overall Suggestion is on Accept, a 2/3 in this column will tell you that 2 out of 3 reviewers chose Accept as overall suggestion for the submission.

| Points | Reviews | Span | ID | Contribution Title |
|--------|---------|------|------|---|
| -- | 6 / 6 | 1.4 | 293 | The proper study of Education as a Paper |
| -- | 5 / 6 | 1.4 | 1793 | Twilight Of The Century: A Symposium |
| -- | 1 / 6 | | 629 | The Role of Teaching: A Study in Educational Philosophy |

In the above example, this means that in case of the first line, 6 out of 6 reviewers suggested Accept, whereas in the second line, 5 out of 6 and in the third line only one out of 6 selected Accept as overall suggestion. By clicking on the title of the proposal, you will again be able to see all reviews.

Final Results

After the first round of reviewing, the Link Convenor decides on acceptance, rejection or redirection according to the review results. In the second round, only redirected papers will be reviewed.

For attributing the final status to the contributions. Please use the drop down box called Acceptance Status for doing so. The default setting is On Hold.

Please do not leave it On Hold since we will otherwise not be able to inform the author about the final decision of the programme committee.

How to redirect a proposal

Step 1

If reviewers have suggested a submission for redirection, this is indicated by a **red circle with a horizontal white bar**.

Results of the Reviewing Procedure & Decision About Acceptance

Related Functions ▾

Overview of the reviewers' evaluations with the option to set the acceptance status of each submission and to assign them to a session of the conference.

| Network / Type of submission | All Networks / types of submissions | | | | | |
|--|---------------------------------------|-----|---|--|--|---------|
| Filter by Submission Format | All submission formats: do not filter | | | | | |
| Acceptance Status | Any acceptance status | | | | | |
| Show more filter options | | | | | | |
| <input type="text"/> <input type="button" value="Search"/> | | | | | | |
| Per Page: 25 | | | | | | |
| 5 Entries on the List Page 1 of 1 | | | | | | |
| Points | Reviews | ID | Contribution Title | Author(s) | Acceptance Status | Session |
| 7.2 | 1 / 1 | 100 | Test Title click here to open Proposal (1) 02 Vocational Education and Training (VETNET) | Weinreich, Harald Weinreich, Harald | On Hold Edit Status | |
| 2.5 | 1 / 1 | 101 | Test Application ✓ ECER Bursaries for Emerging Researchers' Conference Presenters | Weinreich, Harald Weinreich, Harald | On Hold Edit Status | |

If you as Link Convenor decide to redirect a contribution, **do not only set the status to "Redirected" in the dropdown field but also leave comments for the authors in the box "Message from Programme Committee" as outlined further down.**

Leaving Information for the Author(s) whose papers have been redirected

Please use the comments left by the reviewer to help you formulate your comments in the "Info from PC to author" section. **This is the only information the author will receive.** To do this:

- In the Review Results list click on the on the proposal title in the column "Contribution Title" (see screenshot above (Step 1))
- Scroll down to see the comments the reviewer left under "Internal comments". You can copy these and use them as a basis for your Message from the Programme Committee to the authors (see screenshot below (Step 2))
- Go back to the Review Results page and click on "edit status" under the column "Acceptance Status" (see screenshot below (Step 3))
- Paste the comments into the box "Message from the Programme Committee to the authors". Edit these as you deem necessary. Please remember, this is the only information the author will receive. (see screenshot below (Steps 4 and 5))
- Please then change the status to Redirected.

Step 2

Review 1 ▶ Edit Review

Information on the Reviewer

Angelika Wegscheider
EERA Office Berlin, Germany
wagscheider@eera.eu
Review entered on: 21st Nov 2017, 03:43:48pm

100

Evaluation of the Contribution

| Should be redirected to: 33. Gender and Education. | Coherence in Argumentation and Methodology | Research question(s) or focus of enquiry | Research Methods | Analytical / Theoretical Frame | Awareness of Previous Work and Own Contributions | European Perspective | Average [weighted] (out of 10) |
|--|--|--|------------------|--------------------------------|--|----------------------|--------------------------------|
| | 6 | 6 | 6 | 4 | 8 | 8 | 7.2 |

Reviewer's Comments on the Contribution

Internal comments
text by reviewers

Overall Suggestion: Redirect (2) You may want to copy this information for putting it into the Box "Message from Programme Committee" in step 3

This submission should be redirected. ⊖

Step 3

Per Page: 100 ▾

Page 1 of 1

| Acceptance Status | Session |
|------------------------------------|---------|
| Redirected ▾ Edit Status | |
| Redirected ▾ Edit Status | |

Steps 4 and 5

The contribution will not be redirected automatically. The office will redirect submissions with the status **Redirected** when the first round of reviewing is over. When the office has done so, these submissions will disappear from your list and will be listed within the alternative network. All previous reviews will be deleted before a submission is redirected.

If submissions have been redirected to your network for the second round of reviewing, you can recognize them easily as their status is **RED_Incoming**. If you wish, you can also filter all your submissions and only have the redirected visible if you select **RED_Incoming** in the Acceptance Status Filter.

Edit Status and Remarks

Here you can edit a submissions's acceptance status, assign it to a session and edit the comments. Use the "Message from the Chairs to the Authors" to provide feedback to the authors. This message can also be sent in bulk e-mails.

Contribution Details

EERA Network: 02. Vocational Education and Training (VETNET)

Test Title 100

Weinreich, Harald (ConfTool.net, Germany)

Submitted by: Dr. Harald Weinreich (ConfTool.net, DE), ID: 638

Created: 26th Oct 2017, 11:48:39am

Presenting Author: Weinreich, Harald harald@weinreichs.de

Contribution Status

Status: On Hold ▾ (4) set the status

The decision whether this contribution will be accepted or not is still pending.

Remarks on This Contribution

Remark/Message from the Authors to the Programme Committee and Chairs

Input Fields for Chairs

Message from the Programme Committee to the Authors: This text will be shown to the authors with the review results.

(5) Paste and edit text from reviewers explaining redirection

>>> [Show Filter Options](#)

Network / Type of submission: All Networks / types of submissions

Acceptance Status: Any contribution status

Search: 1 2 3 ... 53 · Next ==> Per Page: 20

1057 entries on the list. Page 1 of 53

| Points | Reviews Span | ID | Contribution Title | Author(s) Submitting Author | Acceptance Status | Session Forum |
|--------|-----------------|----|--------------------|--------------------------------|----------------------|------------------|
|--------|-----------------|----|--------------------|--------------------------------|----------------------|------------------|

Please note that redirections go directly to the alternative network selected by the author. If the reviewers of the alternative network are of the opinion that the submission does not fit into their network's overall conference programme, the contribution will be rejected. So please use the option [Redirected](#) carefully.

5. [Sending Bulk Emails and Communication with Authors](#)

Networks are more and more using the option to directly communicate with authors and reviewers, which is good and helpful for communication. But please, be careful when sending out information via the Bulk Mail system, as using the wrong "filters" will either exclude authors who should have received information or will include e.g. authors of rejected submissions who then are informed how to best prepare their presentations.

Also, keep in mind that general information like reviewing results, registration reminders and presentation times are sent out by EERA office.

The conference management system allows the Link Convenors to send [Bulk Mails](#) to authors and reviewers within their network. You will find this option at the very bottom of the [Overview](#) list.

Please click [Bulk Mails](#). You can then have four options of which you should only use two! Either select [Send Emails to Authors \(and Co-Authors\)](#) or [Send Emails to Reviewer/ programme Committee](#). Our example shows an e-mail to authors.

← Bulk E-mails 9:27:55 am CET SU: Patrícia Fidalgo Exit

Overview > Bulk E-mails > Send E-mails to Authors (and Co-authors)

Send E-mails to Authors (and Co-authors)

Here you can send e-mails to selected authors of contributions. You can for instance send them the results of the reviews, or you may remind them of a deadline.

Selection of Contributions and Receivers

| | | |
|--|---|---|
| Network / Type of submission | Emerging Researchers' Group (for presentation at Emerging Researchers' Conference) | |
| Format of Presentation | Please select... | |
| Special Filter | No special filter | |
| Filter by participant status of authors / co-authors | No special filter | |
| Session | All Sessions | |
| Acceptance Status | <input type="text" value="Any acceptance status"/> <input type="text" value="All contributions that will be presented"/> | Choose wisely! In most cases: "All contributions that will be presented" |
| Acceptance Status Update Date | All | Only consider papers for which the acceptance status was set / changed during the given period. |
| Submission IDs | You may also enter comma-separated list of the submission IDs of the authors you want to contact. | |
| Receivers: Send messages to co-authors / other involved people, too? | <input type="checkbox"/> Yes, send mails to submitting authors with CCs to all co-authors. <input checked="" type="checkbox"/> One e-mail per contribution will be sent to the user who submitted the contribution. All co-authors and authors of sub-papers will receive this mail in copy (Cc). Recommended for most e-mails concerning the submissions! | |

Message Entry

| | | |
|----------------------------|-----------------------|---------------------|
| Sender's Name | Dr. Patrícia Fidalgo | |
| Sender's E-mail Address | ecer2015@conftool.com | Do not change! |
| E-mail Address for Replies | | Fill in you adress! |
| Subject Field | ECER 2015 | |

Before entering your message, please have a look at the lines for the **Sender's Email Address** and **Email Address for Replies**. Do not change the **Sender's Email Address**, as you will not be able to send Emails from a different Email address. But please fill in your own email address as the **Email Address for Replies**, so all the answers will directly be sent to you.


Take some time to look through the various filters which are offered – you can mail to Poster/ Papers etc. or to authors in a given session. Most likely you will want to get in touch with all authors of accepted presentations. For this please select "All Contributions that will be presented" as this will included both – those which were accepted in the first round of reviewing and those which were accepted in the second round.

You will see that there is already some information in the **Message** field, such as a footer and a header, {*dear_fullname*}. Do not change this as the database will replace this expression with title and name of the respective recipient.

If you want to communicate with a single author directly, the easiest way is to look up his submission number and you can click on his or her name in the **List of Contributions** or in the **Review Results** list and you are linked to the corresponding address page where you can find the email address.

Avoiding too many reminders

Please help us to better coordinate the various reminders for reviewers and presenters either sent out be office or by Link Convenors! You can do this simply by always letting the EERA office have a copy of the bulk mail protocol you send. We will then try to ensure to not send a second reminder the same day, which has happened before.

| Send e-mail protocol to | |
|--|---|
| <input checked="" type="checkbox"/> Fidalgo, Patricia | pfidalgo@ecae.ac.ae |
| <input checked="" type="checkbox"/> Sender's E-mail Address | ecer2015@conftool.com  |
| <input checked="" type="checkbox"/> E-mail Address for Replies | pfidalgo@ecae.ac.ae |
| List of Contributions and Recipients: 50 Contributions on List | |
| Back Send e-mails now | |

Part Two

1. General Reviewing Guidelines

1. Criteria

EERA would like to draw your attention to the general reviewing criteria, which should guide you in reviewing the abstracts submitted for the conference:

- The proposal should be directly related to a topic of interest for educational research and should fit well into the selected network;
- It should be coherent in argumentation and methodology and should put forward a clear research question or focus of enquiry.
- It should involve systematic enquiry of an empirical or analytic nature and needs to set out the applied methods clearly.
- It should make reference to a theoretical framework and show awareness of previous work and own contributions;
- The proposal should be set out clearly in a manner which is accessible to an international audience and it should take account of the European and/or international context
- It should help to develop a European dialogue by reference, for instance, to current European policies or intellectual and educational traditions; and
- Symposium submissions and roundtables need to include at least 3 different countries or national perspectives.

2. Conftool Technique

General: When rating proposals in Conftool, reviewers leave both a) comments to the authors and b) a recommendation to the Link Convenor/ Programme Committee on whether or not to accept a submission. This is done by a) leaving written feedback for authors, b) completing a reviewing grid which rates the proposal on a scale of 10 and by c) leaving an overall suggestion for the Link Convenor. As a reviewer/ member of the programme committee you will have access to papers assigned to you after clicking "Edit Reviews"

You can select from the following options:

- Edit User Account Details**
Here you can update your personal user data.
- Your Submissions**
Here you can submit contributions and manage your submitted contributions.
Next deadline: 5 days 8 hours
- Logout**
Please sign out when you are finished to prevent unauthorised access to your account.
- Logout and Return to the Main Website**
Sign out and return to the website "ECER 2009 Vienna - European Conference on Educational Research".

You are reviewer or member of the program committee (PC member). You have currently the following options:

- Edit Reviews**
Here you can access the contributions assigned to you and enter your reviews.
0 contributions were assigned to you. You did already enter 0 reviews.
- Program Committee Online Forum**
You may now discuss online about all papers and reviews to complete the conference program.
Time left: 83 days 7 hours

You will then find a list of all submissions (listed per submission number) which are assigned to you plus some filter options (see below).

To read offline, you can either export all abstracts as DOC or print them.

If you are reviewing for more than one network (e.g. for the Emerging Researchers Group + one other network) a filter will help you to keep the overview on which papers you are currently working.

We suggest that to read submissions online you use the option **Show Proposal Abstract**. It is easier to browse through than **Contribution Details** and it contains more information.

You can access the review form by clicking **Enter Review** in the above list.

When there is a red field on the left side, under the number of the submission, you have not yet entered a review.

When the field is olive green, you have only saved a draft (**Save as Draft**) and you will need to go back into the review form and click **Submit Review**.

When the field is green, you have already saved a review. By clicking **Edit Review** but you can still edit it.

R 3. Review Form

The reviewing form will ask you

- to rate the submission against a set of criteria
- to leave comments for authors
- to put forward an overall recommendation for the Programme Committee (Accept/reject/redirect a submission)
- to leave further comments for the Programme Committee

Suggest a proposal for redirection

Redirections: Redirection is indicated when the paper does not fit thematically into the network but is nonetheless a promising paper (redirection is **not** a “soft” form of rejection). Your overall suggestion is intended to give the link convenor enough information to make an informed final decision on the paper’s status. Therefore, please explain in the section “Internal comments” why you feel the paper does not fit into the selected network’s focus.

Rating the proposal via a scale

Reviewers will be asked to state how strongly they agree or disagree with the given statements. Authors usually receive a list displaying the ratings for each statement (this is, of course, completely anonymous) when they are informed about the reviewing outcome. Some networks decided to send the written feedback only.

Please note: There are two different review forms, the short form with 3 statements and the longer form with 6 statements. The Link Convenor of your network decided on which form to use for evaluation. If you are reviewing for 2 different networks, keep in mind that the forms might be different.

Example statement and rating scale

| | |
|--|---|
| * Coherence in Argumentation and Methodology | The proposal has a coherent argumentation and an appropriate methodology. |
| | <input type="radio"/> 10 - I completely agree |
| | <input checked="" type="radio"/> 08 - I agree |
| | <input type="radio"/> 06 - I partly agree |
| | <input type="radio"/> 04 - I partly disagree |
| | <input type="radio"/> 02 - I disagree |
| | <input type="radio"/> 00 - I completely disagree |

Leaving Comments for the author

As some networks decided to only send out the written feedback left by reviewers and not the gradings, we would ask you to **always** fill in the field **Comments for the authors**. This is especially important for somewhat weaker proposals.

Receiving these comments as guidelines will give them additional feedback and the opportunity to improve future proposals. Please provide a detailed explanation for your evaluation. Point out strengths and weaknesses of the submitted contribution. **Please also provide suggestions for improvement and use an objective and constructive writing style. See examples for helpful review comments under the section “How to Avoid Rejection”.**

<https://eera-ecer.de/index.php?id=3023>

Overall Suggestion and Leaving Comments for the Programme Committee

Link Convenors use the overview of the reviewing outcomes (i.e. an average calculated for each proposal) as an initial guide for acceptance or rejection, however they also rely heavily on the reviewers’ comments/additional guidance left for the programme committee. At the end of the reviewing grid, you are asked for an Overall Suggestion as to whether a submission should be accepted, rejected or redirected (**accept, reject, redirect**).

In addition to the “overall suggestion”, you are also asked to leave some written comments for the programme committee. This box is called **Internal comments**. **IF YOU HAVE SUGGESTED THE PROPOSAL BE REDIRECTED, please be sure to explain why you feel it does not fit into the selected networks' focus.**

The Overall Suggestion and internal comments will not be passed on to the author(s) but is substantial information for the Link Convenor.

Information for the programme committee

Overall Suggestion (for the programme committee only)

Internal comments

Accept
 Reject
 Redirect

These comments are only for programme committee (PC) members and will not be passed on to authors. Please use this box to give some advice to link convenors on the status of the proposal. E.g. if the proposal is weak, can it nevertheless be suggested for acceptance in order to foster professional development of the presenter or IF YOU HAVE SUGGESTED THE PROPOSAL BE REDIRECTED, please explain why you feel it does not fit into the selected network's focus.

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Finalising your review

When you have finished your review, please click [Submit Review](#). Your comments and results will then be listed automatically in the Link Convenor's section [Review Results](#). He or she will formally assign the final status to the contribution. If you click [Save as Draft](#), the Link Convenor does not yet have access to your review; and in your [Edit Review](#) list, it will be marked with an olive background for making clear that the final review (marked in green) has not yet been saved (see section 2).

Reviewing Phases

Please note that there will be two phases of reviewing:

- (1) The first round, after which the Link Convenor decides on [acceptance](#), [rejection](#) or [redirection \(to another network\)](#) according to your review results by setting the submission status to [accept](#), [reject](#) or [redirect](#).
- (2) The second round, where only the redirected contributions are reviewed by the reviewers of the alternative network. At the end of the second phase, redirection will no longer be possible and Link Convenors will only be able to either set the submission status to [accepted](#) or [rejected](#).