

iPRES 2019 Review Process

Introduction for reviewers of iPRES 2019 paper submissions

Thank you for agreeing to be a reviewer for iPRES 2019. Your help is essential in making sure that the conference program is original and inspiring, and reflects the state of the art in digital preservation research and practice. This year's theme is Eye on the Horizon and aims to broaden the voices and approaches participating in the conference. In keeping with the theme, we will embrace creative proposals that demonstrate how research and theory directly impact and influence practice at all levels. The iPRES 2019 Programme Committee seeks contributions that tell stories about building bridges between organizations in different domains and bridging knowledge gaps.

You will be reviewing long papers and/or short papers. To ensure that the review process is rigorous, each paper will be reviewed by at least three peers. This document outlines the process for reviews. If at any point you have any questions, please do not hesitate to get in touch with the iPRES 2019 Papers and Panels Chairs:

- [Andrea Goethals](#)
- [Barbara Signori](#)
- [Pamela Vizner](#)
- [Zhenxin Wu](#)

Important dates

PROGRAM	
CALL FOR CONTRIBUTIONS	
1st call for contributions peer reviewed submissions	Monday 3 December
2 nd call for contributions peer reviewed submissions	Friday 1 February
3 rd and last call for contributions peer reviewed submissions	Monday 4 March
Call for contributions closes	Monday 18 March
REVIEW PROCESS	
Bidding opens	Tuesday 19 March
Bidding ends	Thursday 21 March
Papers assigned to reviewers by Chairs (when bidding is not completed)	Monday 25 March
Reviews completed	Monday 15 April
Notification of acceptance	Friday 24 May
Revised papers with revisions that address reviewer comments	Friday 7 June
Final programme released	Monday 17 June

Scope

You are being asked to review short papers and/or long papers.

You are **not** being asked to review workshops, tutorials, panels or posters.

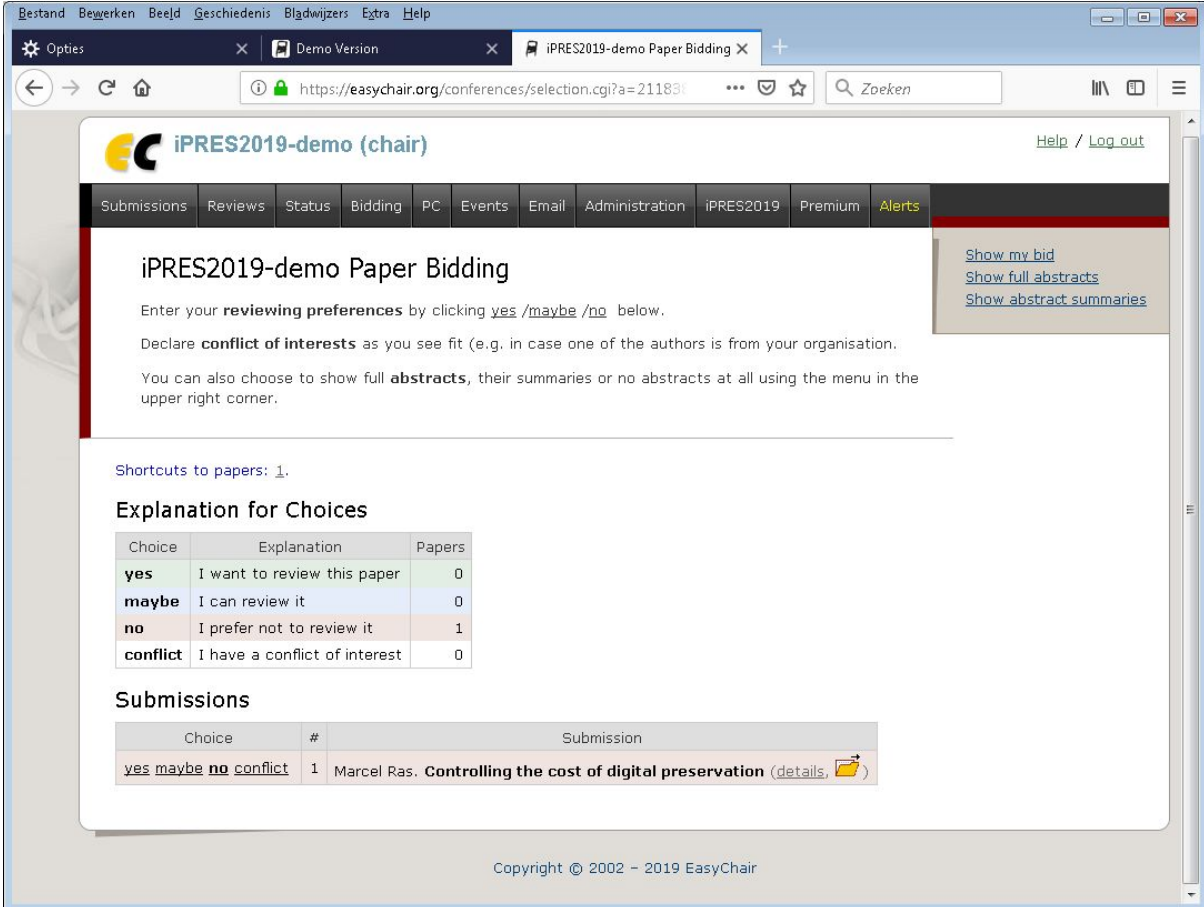
Review Process

1. Log into EasyChair at <https://easychair.org/conferences/?conf=ipres2019>
 - a. You will have to create an account if you don't already have one.
 - b. Select the Program Committee role for the iPRES2019 conference.
2. Use the bidding process to note the papers that you wish to review. In particular, also note where there is a conflict of interest.
3. You will be notified (by email from EasyChair) of the papers that are assigned to you. These should align with your bidding, but in order to ensure full coverage there may be some difference. You will never be assigned a paper where you have noted a conflict of interest.
4. Start the review for a submission assigned to you by selecting the + symbol under 'Add new review'.
5. Use EasyChair to complete your reviews. You will be asked questions in EasyChair that are based on the guidelines below. We hope to give authors useful feedback, so please be as expansive in the more general "Review" box as you can.

Note: Authors can see all comments except those entered into the "Confidential remarks for the programme committee" section.
6. Please complete all reviews by 15 April 2019 (midnight PST time).

EasyChair Bidding process

Click the Bidding menu item to go to the Paper Bidding page:



The screenshot shows a web browser window with the URL <https://easychair.org/conferences/selection.cgi?a=21183>. The page title is "iPRES2019-demo Paper Bidding". The navigation menu includes: Submissions, Reviews, Status, Bidding, PC, Events, Email, Administration, iPRES2019, Premium, Alerts, and Help / Log out. The main content area contains the following text:

iPRES2019-demo Paper Bidding

Enter your **reviewing preferences** by clicking [yes](#) /[maybe](#) /[no](#) below.

Declare **conflict of interests** as you see fit (e.g. in case one of the authors is from your organisation).


You can also choose to show full **abstracts**, their summaries or no abstracts at all using the menu in the upper right corner.

Shortcuts to papers: [1](#).

Explanation for Choices

Choice	Explanation	Papers
yes	I want to review this paper	0
maybe	I can review it	0
no	I prefer not to review it	1
conflict	I have a conflict of interest	0

Submissions

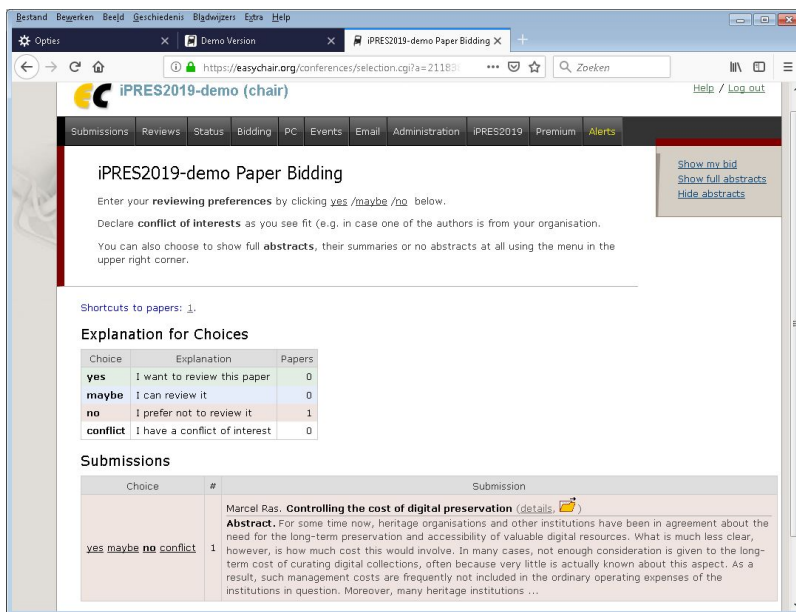
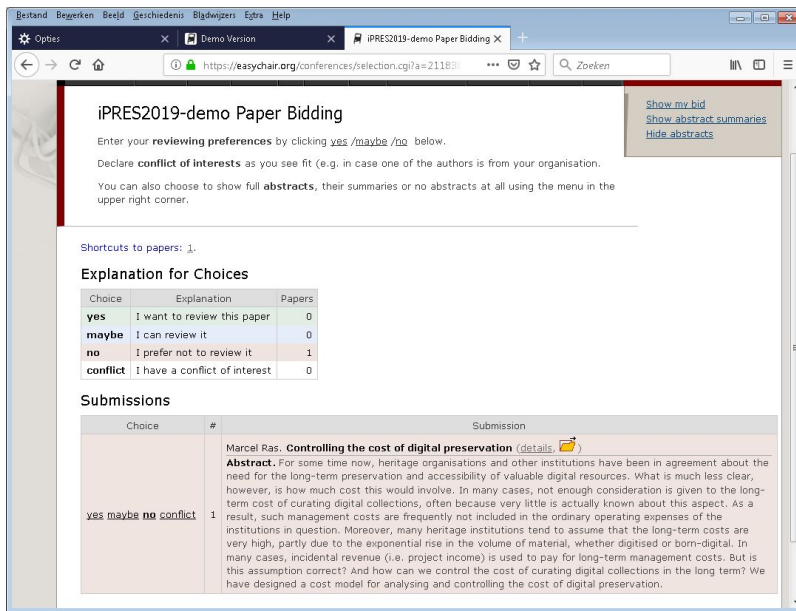
Choice	#	Submission
yes maybe no conflict	1	Marcel Ras. Controlling the cost of digital preservation (details , )

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On this page, you can select your assignment preference for the submissions: yes, maybe, no, conflict. The initial default value is “no”.

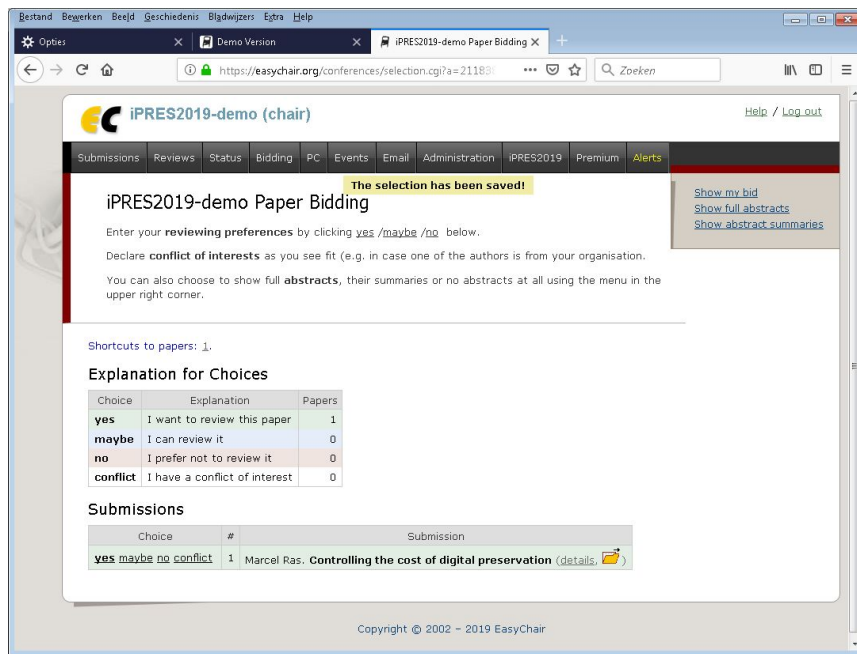
All submissions are listed on this page. In order to help you in the bidding process, you can use the “Show full abstracts” or “Show abstract summaries” links in the top right box on the page to get submission details. You can also click the “Details” link of each submission to open a new page with that submission’s information.

Examples of the Paper Bidding screen with “Show full abstract” (first image) and “Show abstract summaries” (second image) are:



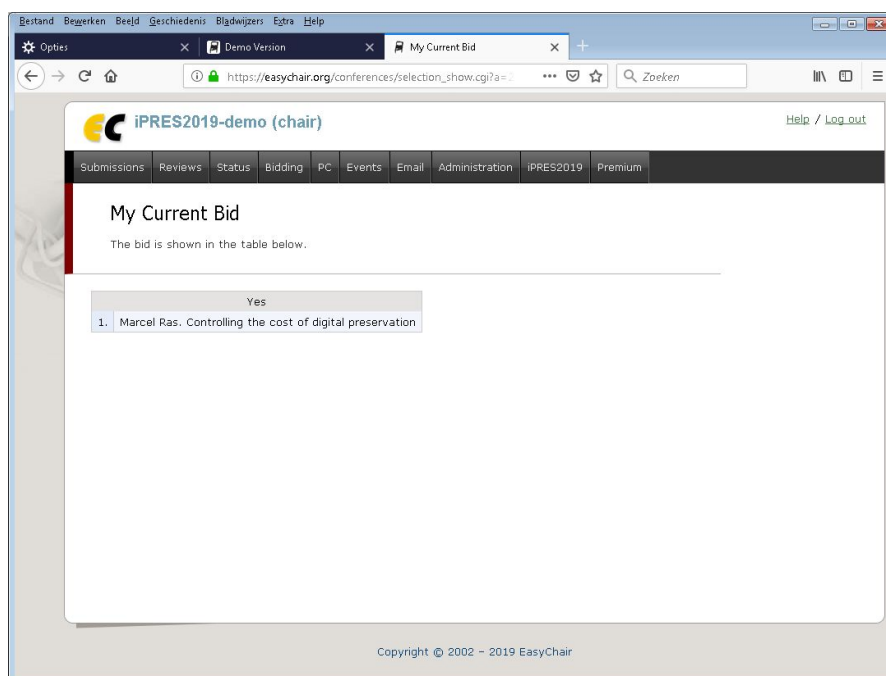
Please note that the “Show abstract summaries” only shows the first 90 words of the full abstracts.

To select a paper for reviewing, select "yes" in the left column of the submissions:



EasyChair confirms that I selected "yes" by making "yes" bold in the Choice column of this submission in the Submissions table. EasyChair also shows a (temporary) message at the top of the screen: "The selection has been saved!". The colour of this submission's row in the Submissions table also changes from light red to light green to show for which submissions you already made a choice.

To get an overview of your current preferences, click the "Show my bid" link in the top right box. this will open the "My Current Bid" page:



Following the bidding procedure described above, all reviewers should provide their preferences for reviewing papers before **Thursday 21 March**. Note that the number of reviewers per paper is set on 3. That means that if a paper is selected by 3 reviewers already, you will not be able to select it anymore.

General guidance for reviewers

- Avoid conflict of interest
- Ensure the papers assigned to you fit your area of expertise
- Submissions are confidential and therefore should not be shared.
- Aim for a positive, impartial, but critical attitude (you can find some guidance at the [ASM journals website](#))
- Substantiate any statements you make

general guidelines for reviews

- Is the length appropriate (short paper 3-5 pages, full papers 8-10 pages)?
- Is the paper making a positive addition to digital preservation practice or research?
- Is that addition original?
- Is the paper clearly written?
- Has the work been published/presented in some form before?

Specific considerations for reviews

Long papers

To be accepted, the following considerations should largely be answered with a positive response.

If the submissions has a focus on research:

- Is the research process rigorous?
- Are the citations appropriate?
- Does the work advance knowledge in digital preservation in a significant manner?

If the submissions has a focus on Innovative Practice

- Is there sufficient evidence for any claims?
- Are there outcomes that other practitioners can learn or benefit from?
- Is the topic one that is generally missing from digital preservation conversations?
- Does the work advance practice in digital preservation in a significant manner?

Short papers

While it is possible that short papers could meet one of the considerations above, they do not have to. Short papers must achieve a positive response to one of the following two questions.

- If a challenge is being presented, is it a real one with impacts beyond the specific institution?
- Will the community benefit from hearing about the work in progress?

You should use the acceptance criteria table below.

Appropriate length	<ul style="list-style-type: none"> ● Long paper: 8-10 pages ● Short paper: 3-5 pages
Appropriate format	PDF format using the iPRES 2019 Template in English
Relevant to conference themes	Clearly related to one or more of the conference themes: <ul style="list-style-type: none"> ● Collaboration: a Necessity, an Opportunity or a Luxury? ● Exploring New Horizons ● The Cutting Edge: Technical Infrastructure and Implementation ● Designing and Delivering Sustainable Digital Preservation ● Building Capacity, Capability and Community
Writing quality	<ul style="list-style-type: none"> ● Clearly written ● Well organized ● All required introductory sections completed (Abstract, Keywords, Conference Topics) ● All author details included (ORCID ids, etc.)
Content quality	<ul style="list-style-type: none"> ● Significantly advances digital preservation knowledge ● Has outcomes that others can benefit from
Related to previous work	<ul style="list-style-type: none"> ● Adequately builds on or contextualizes previous work ● Appropriate references and/or citations
Originality	Is substantively different from previous publications and presentations by the same author(s)
Research quality (for research papers)	<ul style="list-style-type: none"> ● Has appropriate methodology ● Has appropriate analysis ● The evidence supports the authors' arguments

Specific considerations for non-acceptance

If a paper does not meet the above criteria, but you feel that it still has merit possibly as a short paper or poster, this feedback can be provided to the author/s for consideration for re-submission.

Review Form

You will be asked to grade the paper using the following questions in EasyChair. You can download a version to work with offline if you prefer.

Overall evaluation

Provide an **overall evaluation** of the submission. Select a score from the seven point scale

- 3: strong accept
- 2: accept
- 1: weak accept
- 0: borderline paper
- 1: weak reject
- 2: reject
- 3: strong reject

Provide detailed, specific and polite comments justifying your score in the text box. These comments will be provided to the authors so that they can improve their submission for the final proceedings or improve future submissions.

- a. Start off by summarizing the main ideas of the paper and relate these ideas to previous work. This information is invaluable to members of the program committee and demonstrates to authors that you understand their paper.
- b. Discuss the strengths and weaknesses of the submission. Refer to the acceptance criteria in the Table above.
- c. If you are recommending the paper be accepted but that it needs small structural improvements (e.g. add missing captions or ORCID IDs), be specific about what the author(s) need to change or add.
- d. Provide a short 1-2 sentence summary of your review.

Reviewer's confidence

Select a score from the **reviewer's confidence** five point scale (5: expert to 1: none) using the following guidance:

- a. Expert = I am absolutely certain the evaluation is correct and I am very familiar with the recent literature.
- b. High = I am confident but not absolutely certain that the evaluation is correct. It is unlikely but conceivable that I did not understand certain parts of the paper, or that I am unfamiliar with some of the relevant literature.
- c. Medium = I am fairly confident that the evaluation is correct. It is possible that I did not understand parts of the paper, or that I am unfamiliar with some of the relevant literature. I did not check some of the details carefully.
- d. Low = I am willing to defend my evaluation but it is quite likely that I did not understand central parts of the paper.
- e. None = My evaluation is an educated guess. The paper is not in my area or it was extremely difficult to understand.

Review

Provide any **confidential remarks for the program committee**, for example:

- a. Would the submission work better in a different format, e.g. poster instead of paper?
- b. Is this paper too similar to something already published or presented?
- c. Do you have a conflict of interest that recently emerged?
- d. Do you have more criticisms that you want to provide that you don't want provided to the authors?
- e. Do you want to nominate this submission for an award, e.g. Best Paper?

Submit review

Select '**Submit review**' to complete the review. Note that you can update your review up until the deadline for completing reviews (15 April, 2019, Midnight PST).