Review Guideline

Reviewer: is responsible to give some advices to editor and problem setter and check the documents prepared by editor and the contest problems assembled by the problem setter. This guideline is for reviewers.

- **Reviewing the editor:**

  - 3 weeks before the lecture day, editor (document writer) should have already prepared the outline of the document, and send it to reviewer for checking up in detail.

  - 2 weeks before the lecture day, editor (document writer) should have already prepared the first draft of the document, and send it to reviewer for checking up in detail.

  - 1 week before the lecture day, the document should be finalized and published on inzva discord.

  - Reviewer should warn the editor about these topics:

    - Any blurred point

    - Ask for additions if needed

    - Ask for additional explanations if needed

    - Any missing subjects

    - Grammar mistakes and typos

    - Wrong LaTEX usage

    - Missing references

- **Reviewing the problem setter:**

  - 2 weeks before the contest day, problem setter should have already prepared the contests (online and onsite contests).

  - 1 week before the contest day, review of practice problems should be finished.

- 2 days before the contest, review of contest problems should be finished.

- Reviewer should check and warn the problem setter about these topics:

  - Problem topics and difficulties

  - Problem statements

  - Test case qualities

- Additional Notes:

- Review should not only give feedbacks but also track and warn the preparers about related deadlines.
- For due dates for reviewer, you should check preparation guideline.
- Problem setter and editor *must* make the imperative adjustments declared by reviewer.
- Reviewer should check the problems which are chosen by problem setter and editor to avoid using same problems.