Peer Review: A Guide for First-Time Reviewers

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What is Peer Review?

- Experts evaluate the work of others for correctness and quality before publication.
- Familiarity with this process helps improve your own paper submissions.

What is a Double-Blind Review?

- ▶ Neither the author nor the reviewer knows each other's identity.
- ▶ This ensures fairness and impartiality.

What to Look For When Reviewing a Paper?

- ▶ **Motivation**: Why the problem matters and the importance of the results.
- ▶ **Problem Statement**: The specific problem being addressed.
- ▶ **Approach**: How the authors tackle the problem or make progress.
- ▶ **Results**: Key findings and their significance.
- ▶ **Conclusions**: Broader implications and relevance.

What Should Be in a Good Review?

- **Short Summary**: Problem statement, approach, contributions, and results.
- **Questions for Authors**: Clarify unclear elements.
- **Editorial Comments**: Grammar, spelling, and completeness (figures, tables, equations, references).

Feedback to Authors and Committee

- ▶ Feedback to Authors: Improve clarity, address weaknesses, and enhance technical quality.
- ▶ Feedback to Committee: Decision on acceptance, relevance, originality, accuracy, and clarity.

Submitting the Review

- Use tools like EasyChair for formal submissions.
- Key elements: Decision, confidence, relevance, originality, clarity, references, and presentation recommendation.

Thank You

- Thank you for participating in this volunteer activity.
- Your contributions are valuable to the academic community.
- Reach out with questions or concerns about the process.