Peer Review Walkthrough

Before you Begin

Our academic events depend upon adherence to international norms of abstract peer review. In the spirit of reciprocity, as the author of an accepted abstract, and as the holder of a terminal degree, the Conference Organising Committee asks you to help review.

We request you to review a minimum of 3 abstracts.

Crediting Reviewers

Review 3
- credited as a reviewer in the Conference Programme.

Review 6-14
- credited in the Conference Programme as a Senior Reviewer.

Review 15
- credited in the Conference Programme as a Senior Reviewer.
- receive a Senior Reviewer Certificate.
- receive a **15%** discount on conference registration.

Assessment Criteria

The following assessment criteria may act as a guide when reviewing abstracts, and these should be taken into account as the reviewer decides. In some cases, any issues with presentation of the argument or clarity of the English may be outweighed by the importance of the topic. In other cases, issues with research design and analysis may lead to the rejection of an abstract that is otherwise acceptable. Alternatively, the argument or hypothesis is of significant interest, so as to outweigh the weaknesses.

Quality of Presentation
Is the abstract clearly written? Can the study aims, methods and findings be easily understood?

Quality of Research Design and Data Analysis
Is the study design clearly described? Are sampling procedures adequately described, including inclusion and exclusion criteria? Is there potential selection bias? Are the measures reliable and valid? Are possible confounding factors addressed? Are the statistical analyses appropriate for the study design?

Conclusions
Are the conclusions clearly stated? How well are the conclusions supported by the data? Are conclusions overstated in relation to the results?

Originality
Though sometimes difficult to gauge in just 250 words, it is possible to appraise whether novel concepts or approaches were used, whether the study challenges existing paradigms, or involves development of new methodologies. If the abstract presents an extension or a replication of previous work, does the new study build on the previous ones? Does it therefore add genuinely new information to current knowledge, or strengthen previous findings that were limited by their small sample sizes or other study design issues?

Impact
Does the abstract address an important issue? How does the study advance scientific knowledge? What effect do the results have on the concepts or methods that drive progress in the field? Are the results and conclusions strong enough to influence the behaviour of researchers, educators and policymakers?

Assessment Category Definitions

5 – Excellent
The abstract is clear, concise and excellently written. The content is deemed to be relevant, thought-provoking and timely. The abstract is considered worthy of presentation.

4 – Good
The abstract is clear, concise and well written. The content is deemed to be relevant, thought-provoking and timely. The abstract is considered worthy of presentation.

3 – Average
The abstract is well written but there may be problems in clarity and presentation. The content is deemed to be relevant and timely, although may be less thought-provoking than in proposals considered "Excellent" or "Good". The abstract is considered worthy of presentation.
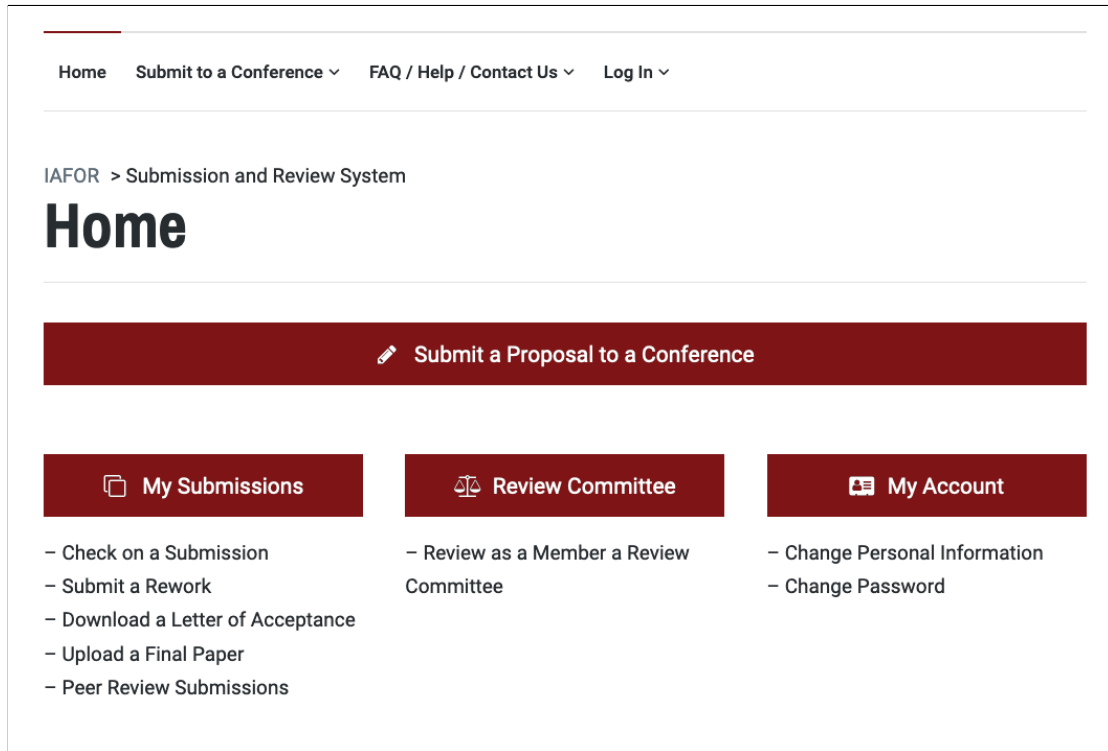
2 – Poor or Borderline Acceptable
The abstract may be reasonably well written but there may be problems with clarity and presentation and/or questions as to the pertinence and originality of the abstract. There may also be problems of comprehension. The abstract may be considered worthy of presentation if certain revisions are made. The reviewer may suggest revisions are made before it is considered worthy of presentation.

1 – Very Poor
The abstract may be considered to contain unoriginal work, or may not be relevant to the conference in question. Language and comprehension difficulties may render the text difficult to follow. The reviewer does not consider the abstract worthy of presentation, and does not believe that a simple reworking would resolve the issues.

1) Submission and Review System
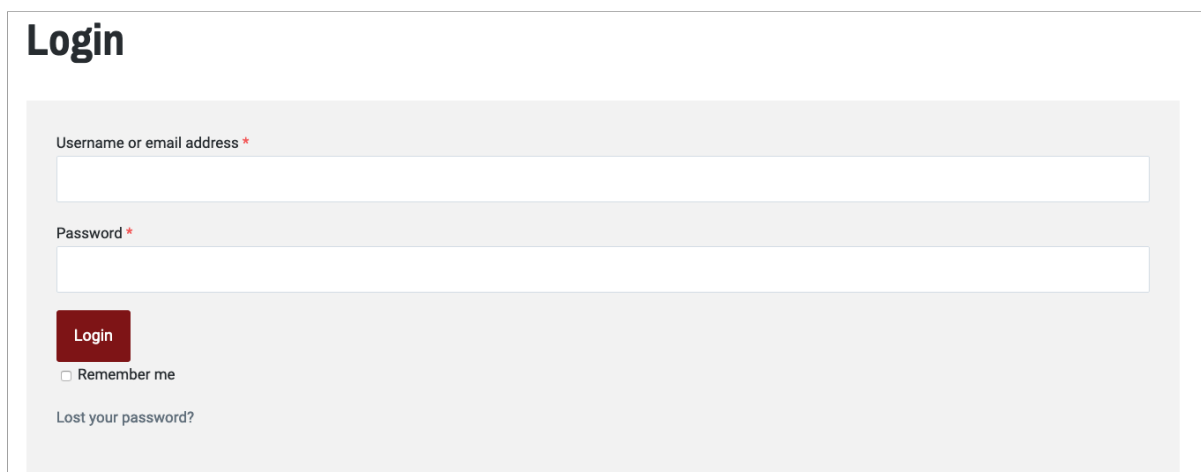
Go to the Submission and Review System - https://submit.iafor.org/
Click on the "My Submissions"

2) Login

Login using the email and password you used when you created your account.
After logging in, you will be automatically redirected back to "My Submissions"

3) My Submissions

Scroll down to your Accepted Submission
Click on "View Accepted Submission"

4) Your Submission Page

This is your submission page.

Here you can:

- Download a Letter of Acceptance
- Read Your Submissions Reviews
- Upload a Final Paper
- Peer Review Submissions

Note the web address (URL); your submission number is included in the URL
Example: submit.iafor.org/submission/submission57335/

Scroll down to see the **Peer Reviewer Request** section

Click on the "**Start Peer Review**" button to go to the review page

5) Review Abstracts

https://submit.iafor.org/review-abstracts/

1) Scroll down to see a list of available abstract streams

2) Click on a stream check-box to show available abstract submissions under that stream

3) A List of Abstract Submission will appear below

4) Select a submission of interest by clicking on "**Review This**"

6) The Review Page

You will now be taken to the submission.

You can see the Title, Abstract, Stream, and Presentation Type. All information about the submitter is hidden. If you feel that the subject of this submission is outside the scope of your knowledge return to the submission list to review a different submission.

1) Read through the submission carefully.
2) Click on "Review this Submission"

Title: Another Test Submission for a Conference: A Case Study
Submission Number: 57335
Abstract:
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Stream: Learning Experiences, Student Learning & Learner Diversity
Presentation Type: Oral Presentation
Current Status: For Review

💬 Review this Submission

Return to Submission List

3) Add some comments, recommendations, and advice. The comments should justify your score. Aim for 30-80 words. Do not copy the abstract to an external file to review later. Stay on the page whilst reviewing.

4) Grade the submission on a scale of 1 to 5. The five assessment categories are as follows:

       5 – Excellent
       4 – Good
       3 – Average
       2 – Poor or Borderline Acceptable
       1 – Very Poor

5) Click on "Submit Your Review"

💬 Review this Submission

Make a Review

Comment

Background, Method, Results, Conclusion are clearly stated. There are a few minor grammatical errors, but overall the topic is of great interest and will spark debate. This abstract is worthy of presentation.

Review Score *
1 Very Poor | 2 Poor | 3 Average | 4 Good | 5 Excellent
○ 1　○ 2　● 3　○ 4　○ 5

7) Confirmation Page

You will be taken to a confirmation page.

To go back to your filtered review list, click on "**Return to Review List**"

Another Test Submission for a Conference: A Case Study

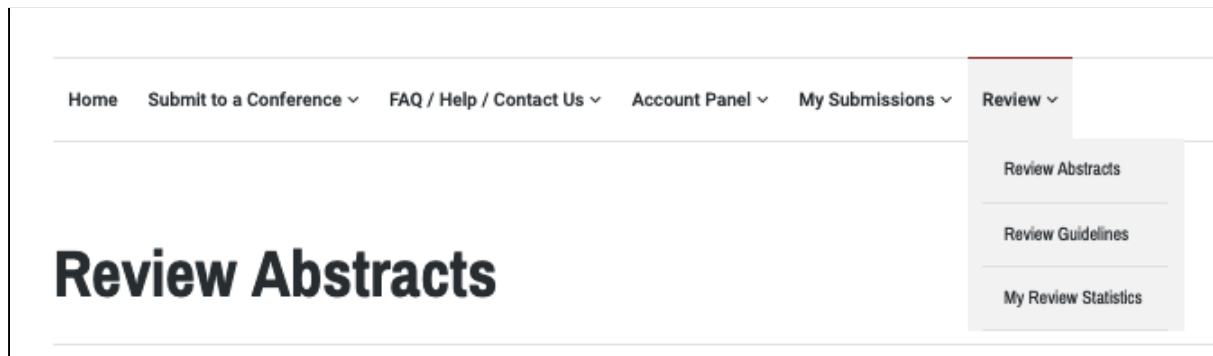**Title:** Another Test Submission for a Conference: A Case Study
Submission Number: 57335

Your review has been received for this submission. Thank you.

Return to the Review List

8) Further Reviewing

For easy future access a Review option will appear on your Menu

9) Review Statistics

You can also keep track of the reviews that you have done via the "My Review Statistics" link at the top of the page.

submit.iafor.org/review-statistics/

You will see the total number of reviews that you have completed and a list of the most recent reviews that you have completed.