

Abstract Review Walkthrough for Review Committee

Before you Begin

IAFOR's peer review process, which involves both reciprocal review and the use of Review Committees, is overseen by conference Organising Committee members under the guidance of the Academic Governing Board. Review Committee members are established academics who hold PhDs or other terminal degrees in their fields and who have previous peer review experience.

Duties

Review Committee Members should be able to review a minimum of **10** abstracts per month – usually for a duration of 5 months in the 2-7 month-period before the start of a conference.

Reviewers can review at any point during this period. Review reminders are sent out each month.

Benefits:

- Are credited on the conference website and in the Conference Programme
- Receive a Certificate of Recognition
- Receive a discount off conference registration - this applies to any IAFOR conference in 2020 and 2021.

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

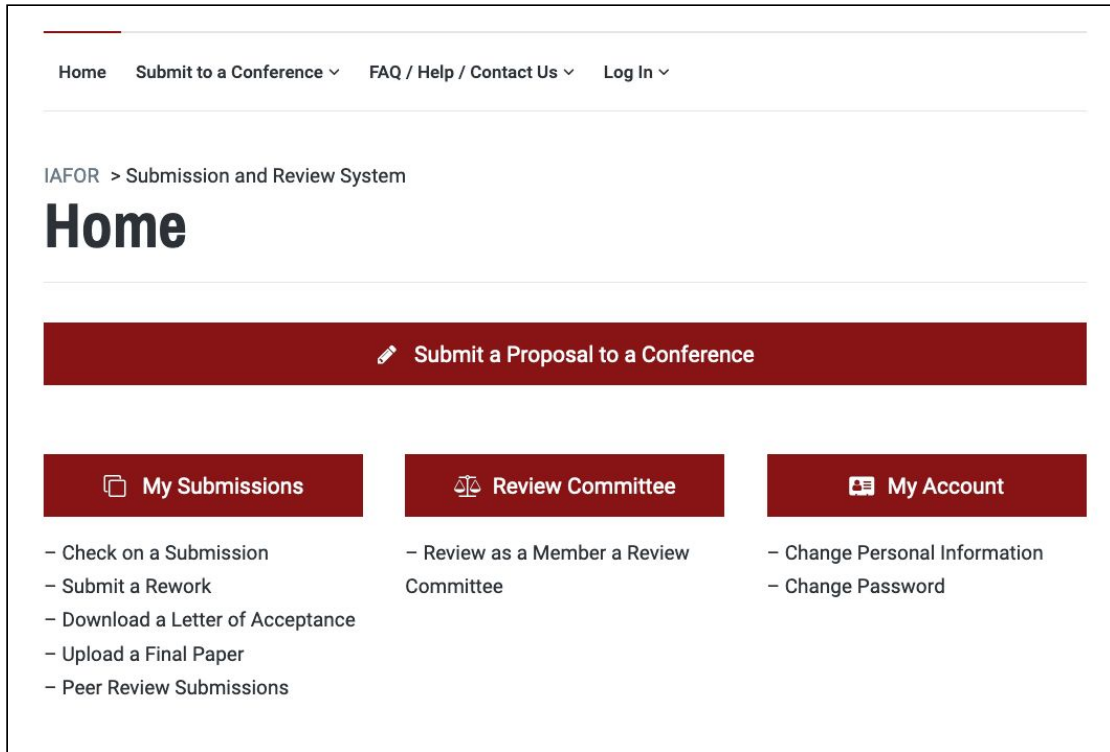
The abstract may be reasonably well written but there may be problems with clarity and presentation and/or questions as to the pertinence and originality of the abstract. There may also be problems of comprehension. The abstract may be considered worthy of presentation if certain revisions are made. 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 "Review Committee"



The screenshot shows the home page of the IAFOR Submission and Review System. At the top, there is a navigation bar with links for Home, Submit to a Conference, FAQ / Help / Contact Us, and Log In. Below the navigation bar, the breadcrumb trail reads "IAFOR > Submission and Review System". The main heading is "Home". A prominent red button with a pencil icon says "Submit a Proposal to a Conference". Below this, there are three main sections: "My Submissions", "Review Committee", and "My Account".

- My Submissions**
 - Check on a Submission
 - Submit a Rework
 - Download a Letter of Acceptance
 - Upload a Final Paper
 - Peer Review Submissions
- Review Committee**
 - Review as a Member a Review Committee
- My Account**
 - Change Personal Information
 - Change Password

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 the Review Committee review link.

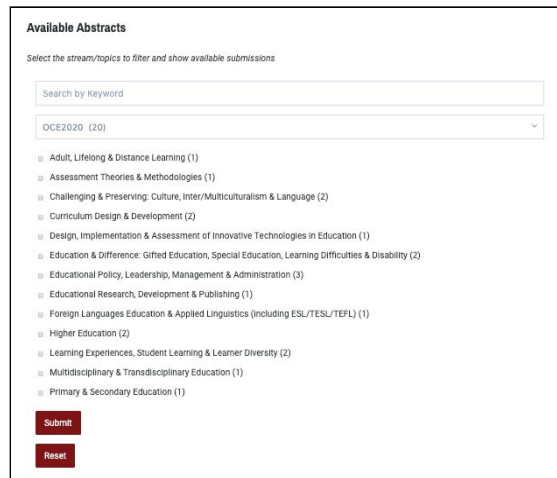


The screenshot shows the login page of the IAFOR Submission and Review System. The heading is "Login". There are two input fields: "Username or email address *" and "Password *". Below the input fields is a red "Login" button. There is also a checkbox for "Remember me" and a link for "Lost your password?".

3) Review Abstracts

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

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



The screenshot shows a web interface titled "Available Abstracts". Below the title is a sub-header: "Select the stream/topics to filter and show available submissions". There is a search bar labeled "Search by Keyword" and a dropdown menu currently set to "OCE2020 (20)". Below these are several streams, each with a radio button and a count in parentheses:

- Adult, Lifelong & Distance Learning (1)
- Assessment Theories & Methodologies (1)
- Challenging & Preserving: Culture, Inter/Multiculturalism & Language (2)
- Curriculum Design & Development (2)
- Design, Implementation & Assessment of Innovative Technologies in Education (1)
- Education & Difference: Gifted Education, Special Education, Learning Difficulties & Disability (2)
- Educational Policy, Leadership, Management & Administration (3)
- Educational Research, Development & Publishing (1)
- Foreign Languages Education & Applied Linguistics (including ESL/TEFL/TEFL) (1)
- Higher Education (2)
- Learning Experiences, Student Learning & Learner Diversity (2)
- Multidisciplinary & Transdisciplinary Education (1)
- Primary & Secondary Education (1)

At the bottom of the list are two buttons: "Submit" and "Reset".

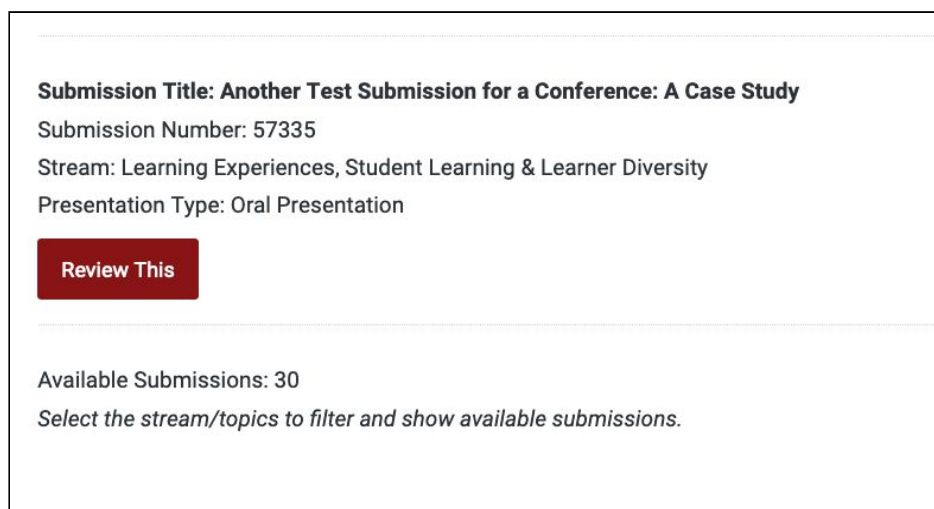
2) Click on a stream check-box to show available abstract submissions under that stream



The screenshot shows a list of streams with their respective counts, where the check-boxes for "Educational Policy, Leadership, Management & Administration (3)", "Foreign Languages Education & Applied Linguistics (including ESL/TEFL/TEFL) (1)", and "Higher Education (2)" are checked.

- Educational Policy, Leadership, Management & Administration (3)
- Educational Research, Development & Publishing (1)
- Foreign Languages Education & Applied Linguistics (including ESL/TEFL/TEFL) (1)
- Higher Education (2)

3) A List of Abstract Submission will appear below



The screenshot shows a card for an abstract submission. The text on the card is:

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

Below the text is a red button labeled "Review This".

At the bottom of the card, it says: "Available Submissions: 30" and "Select the stream/topics to filter and show available submissions."

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

4) 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:
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

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

5) 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

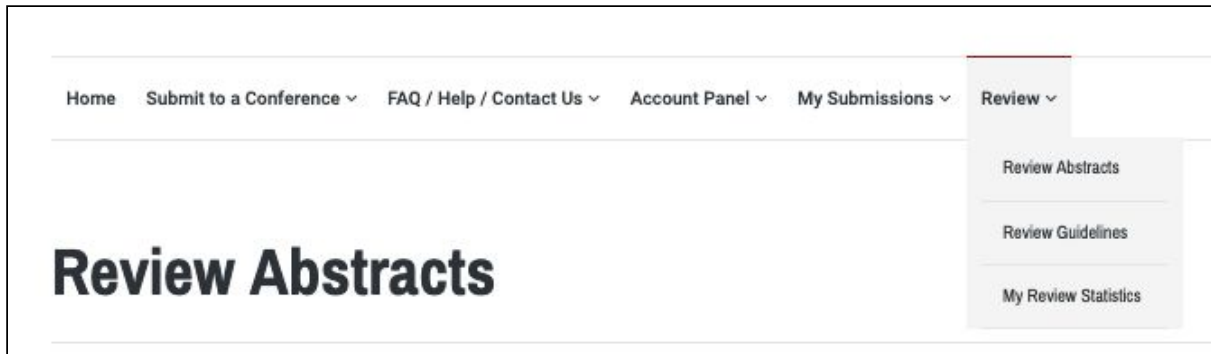
Submission Number: 57335

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

[Return to the Review List](#)

6) Further Reviewing

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



7) 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.

