



GUIDELINES & FAQs FOR REVIEWERS: ALL ACADEMIC PROPOSAL REVIEW PROCESS

Frequently Asked Questions:

- **What is the timeline for review?** We kindly ask you to complete all reviews assigned to you **within in one week** of assignment, with the final deadline for all proposal reviews to be completed **by October 27th**.
- **What should I be looking for when reviewing?** You are reviewing for *quality* and *relevance* to field of CIE. **Before you being your review**, please read carefully the [session format descriptions](#) and the [CIES 2018 Review Criteria](#).
- **Who do I contact for questions/concerns?** For any questions or concerns you have during the review process, please **contact the Unit Planner of your SIG** (or if you are reviewing for the general pool, the CIES Program Committee at program.cies2018@cies.us).
- **What if there's a conflict of interest?** This is a *blind peer review process*: you will not see the names of the authors of the proposals you review, nor will they see yours. If you think that there might be a conflict of interest because you know the author of a proposal you are assigned, please *alert your Unit Planner* so that they can assign that proposal to someone else.
- **What if the proposal doesn't fit the SIG?** You must fill out the "Comments to Unit Planner" field at the bottom of each review: this is where you will indicate to the SIG or Program Chair/Unit Planner that the proposal is a better fit for a different SIG or for a different session format (e.g. it would be better suited for a round-table paper session than a paper session). This is also where you can indicate any other comments about the nature of the proposal for the Chairs.
- **What should I write in the "Comments to Author" section?** This is where you can indicate what the submitter does well, and most importantly, where there is room for improvement. If you are recommending rejection, it is especially helpful to add a kind but constructive sentence or two about what could have been added to make the proposal stronger. Submitters will be able to read your comments.

Questions? Contact your **SIG's unit planner(s)** or for the general pool, the CIES 2018 Program team at program.cies2018@cies.us.



How to complete reviews in the All Academic System:

1. Log into the All Academic system at <https://convention2.allacademic.com/one/cies/cies18/>.
2. From your main menu, click the link to review, then select a SIG or general pool.
3. You will then be on your REVIEWER MENU page. You should see a list of all your review assignments at the bottom of your review page. You can only see assignments for one division (SIG) at a time. If you wish to change divisions (SIGs) you must click the MAIN MENU tab at the top of the page, select the review link, and then select a different division (SIG).
4. To review a proposal, click the REVIEW link to the right of the proposal title, and then complete the review form. Required fields will be preceded by an asterisk. Be sure to complete all fields, and to make constructive comments.
5. **IMPORTANT: YOU WILL NOT BE ABLE TO MAKE CHANGES TO A REVIEW AFTER YOU HAVE MARKED IT COMPLETED.** If you feel that you may need to make changes to a review, or if you are unable to complete a review in one sitting, you should click the SAVE WORK AND FINISH LATER radio button at the bottom of the review page. Reviews that you save to finish later ARE NOT COMPLETE - they will still appear as PENDING on your Review page. You are only finished with your reviews when ALL the items listed on your review menu are labeled COMPLETE in the status column.

THANK YOU FOR THE WORK AND TIME YOU ARE DEDICATING TO CREATE A HIGH-QUALITY CIES 2018 PROGRAM!

Questions? Contact your **SIG's unit planner(s)** or for the general pool, the CIES 2018 Program team at program.cies2018@cies.us.