IS&T Conference Review Guidelines

What are the scoring criteria and how should they be used?

Papers are scored on a scale of 1-5, with 5 being the highest, in each of the categories below.

Appropriateness – Is this paper topic, level of expertise, and/or focus appropriate for this conference?

Clarity – How well does the author (s) convey his/her ideas? Reduced clarity scores are given when the author does not communicate ideas well. The score may reflect poor English skills, poorly organized thoughts, and/or possibly even a poor grasp of the subject matter. Some of these problems are more easily remedied than others. If the reduced score is simply the result of inadequate English skills, a problem that can be remedied with the assistance of a proofreader or editor, we ask that you indicate this in your comments to the author and to the committee.

Technical Content – Does the research meet the technical standards of papers presented at this conference? Is the material presented new and compelling, or is it merely a restatement of past work?

Summary – The summary score is the primary criteria for determining whether a paper is accepted; it is the score used for the initial ranking of papers. The scale runs from definitely reject to definitely accept.

The summary score is not a straight average of the other scores; it gives reviewers a chance to weigh all factors and rank it for this conference — regardless of what the sub-scores might be.

In most cases, the score reflects a balance between clarity and technical merit. Remember, a paper that lacks clarity, but has great technical merit, can often be improved if the author is given appropriate feedback. However, it is difficult to improve a clear paper with modest technical merit. A paper that is inappropriate for this conference may receive high clarity and technical merit scores, but if it is not appropriate for the conference, it should be rejected.

Comments to Author / Comments to Committee

The most important thing you do as a reviewer is provide constructive feedback to authors to help them improve their work. Please take the time to provide comments.

The contents of the "comments to author" fields is sent to the author along with their acceptance or rejection. Authors of rejected papers want to know what they can do in the future to improve their chances of acceptance; accepted authors appreciate constructive advice for improvement.

Please provide detailed comments with your reviews ESPECIALLY if you give a low rating. This will greatly aid in the final decision-making process.

How are the scores used?

At the end of the review process, the high, low, and average summary scores are calculated using all of the reviews to focus the decision-making process. Final decisions consider scores in all areas plus the comments to chairs and authors. In the case of a double-blind review, neither the author's nor the reviewers' names are shown.