



FINDING COMMON GROUND

Deep Foundations Institute
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DFI Conference Paper Reviewer Guidelines

Thank you for agreeing to serve as a reviewer for a DFI Conference. Following are guidelines and criteria to be taken into consideration as you evaluate a paper. Your recommendations will be used by the program chairs and conference co-chairs to make a final decision. The program chairs, with the assistance of session chairmen will decide on whether or not the paper will be published in the conference proceedings and also whether or not it will be presented verbally or as a poster during the conference program.

Your comments/edits will be provided to the author anonymously so they can properly modify their paper for publication. All papers will have at least two reviews performed for the chairman's consideration.

Purpose of Review

The primary purpose of your review is to improve the technical quality of the submission and provide a recommendation on whether the paper would make an interesting conference presentation so that a high quality technical program can be developed.

Review Process

Once you are chosen to serve as a reviewer, you will receive an email instructing you to logon to the peer review website, www.paperreview.com. Once logged on, you will see the list of papers to which you have been assigned. To download a PDF copy of a paper, you click on the paper title. ***We ask that you keep the copy of your paper private and do not distribute it to anyone. Access to the paper is solely to allow you to review it.*

After you have read the paper, you enter your evaluation by clicking on the "Evaluate" link. There you will find a rating form which allows you to rank the paper by assigning a value of 1-5 to the various criteria. We have provided the list of evaluation questions to answer at the end of this document. The evaluation form also includes space for you to enter comments to the authors, conference chairs and program chairs. Your ranking and comments to the author are the only information visible to the author. Comments to the coordinators will only be viewable by the chairs.

A deadline will be provided in your emailed instructions. If you are unable to meet the deadline for any reason, advise the Conference Organizing Committee or decline the review immediately so another reviewer can be identified.



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Paper Evaluation

There are three components to your paper review: (1) general (2) subject treatment and (3) presentation. All components should be considered when reviewing the paper and when making your final recommendations.

1. General

The questions in this section of the evaluation form pertain to the overall subject matter of the paper and its interest and value to the deep foundations industry. Please keep these items in mind when reading through the paper.

- **Originality:** Papers which have previously been published are discouraged but may be considered if the topic is deemed of utmost interest to the audience. If you are aware that a paper has been previously published or presented, let the chairmen know this in your comments.
- **Commercial Content:** Submissions should not be written to promote a particular product, service or company but rather provide valuable information on techniques. Papers written for commercial or private advantage are not acceptable.

2. Subject Treatment

This portion refers to the technical content of the paper and although there is no simple formula for what is acceptable technical content, there are some basic principles you can apply.

- **Relevance:** First and foremost it should be considered whether or not the submission fits the objectives of the conference:
 - *To promote the understanding of deep foundations design and construction by providing a forum for the industry regardless of commercial or professional affiliation.*
 - *Fits into the conference theme.*
- **References as support of statements:** The reviewer should request that references be provided by the author where they believe they are required and were not provided.
- **Speculation and personal opinion:** Both should be considered unacceptable and limited within the paper.
- **Significance of Results:** Where appropriate, authors should provide statistical information to support any calculations provided in the paper.

3. Presentation

There is no simple formula for a successful paper presentation. Various writing styles are acceptable to allow the authors to express themselves in their own unique way. However, general requirements that should be considered during paper reviews are provided below.

- **Quality of Figures:** Figures should be legible and easy to understand. They should support the information provided in the paper and properly referenced within the text. Use of computer-generated graphs or figures should be encouraged rather than scans or handwritten copies.



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- *Quality of English language:* As English will be the language in which the conference presentations are made and the conference proceedings published, it is important that the spelling, grammar, word usage, punctuation, etc. of the text be carefully scrutinized. If the reviewer feels the paper is not readable, the reviewer should advise the author that the text be rewritten by an English-speaking editor and it should be commented to the chairmen that if chosen for verbal presentation, someone speak to the presenter in advance.
- *Organization:* Although the organization of a paper is also a style issue, the paper content should be presented in a manner that is easy for the reader to follow.
- *Completeness:* It is important to ensure that all material necessary for the overall presentation of the paper is included, i.e., appropriate citations in the reference list, descriptive captions on all figures and tables, and conclusions substantiated by statements within the previous text.

Recommendations

Your online evaluation should include detailed comments to the author describing any shortcomings of the paper and recommending changes that will address these shortcomings. If the reviewer finds it absolutely necessary to mark up the PDF copy of the paper in order to illustrate to the author the recommendations for improvement, the marked up paper will need to be emailed to the DFI event coordinator at events@dfi.org. The coordinator will forward the marked up copy to the author under separate cover. **This is not the preferred method of evaluation.** Reviewers are encouraged to address all concerns as comments within the online evaluation form; however, we realize there are exceptions which require other methods of communication.

Additionally, the reviewer must make a recommendation to the chairs on the evaluation form indicating if the paper is 1) acceptable for verbal presentation; 2) acceptable for poster presentation; 3) acceptable for publication only or 4) not acceptable.

****Reviewers should not concern themselves with the format of the paper as the site administrators will ensure that the papers conform to the paper formatting guidelines.****



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Paper Review Criteria

1. Abstract clearly conveys the meaning of the paper.
2. Content of the paper is a valuable contribution to the professional literature on soil mixing.
3. The subject material is timely and will likely have significant reader interest.
4. Background information is adequately covered and referenced.
5. The paper is well organized and the material is clearly presented.
6. Figures and tables are of suitable quality and clarity and enhance the understanding of the information being presented.
7. Conclusions follow logically from the text and are supported by the information presented.
8. Text is edited to acceptable standards, i.e. proper grammar, spelling, etc.
9. Use of references, symbols and units is consistent throughout the paper.
10. Material is not presented for commercial or private advantage and is free of advertising, speculation, or statements advocating special interests.