- CONFERENCE PAPER REVIEWER GUIDELINES -

Thank you for agreeing to serve as a Reviewer for DFI51. The following are guidelines and criteria to be taken into consideration as you evaluate a paper. Your recommendations will be used by the Program Committee to make final decisions. The Conference Co-Chairs will decide whether a paper will be published in the Conference Proceedings and whether it will be presented verbally 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 Chairs' consideration.

PURPOSE OF REVIEW

The primary purposes of your review are to improve the technical quality of the submission and provide a recommendation on whether the paper would make an interesting contribution to a high-quality technical program.

REVIEW PROCESS

Once you are chosen to serve as a Reviewer, you will receive an email instructing you to log-on to your reviewer account. Once logged-on, you will see the list of papers to which you have been assigned. To access the paper, click on the paper ID number. You will see the details of the paper, a link to download the paper, and the paper evaluation form. *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, enter your evaluation in the "Submit Review Form" below the general information of the paper. 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. For reference, the evaluation questions are listed at the end of this document. Please view these questions prior to reading the paper. The Review Form also includes separate spaces for you to enter comments to the Authors and the Program Committee. Your ranking and comments to the Author will be visible to the Author and the Program Committee. Your comments to Program Committee will not be transmitted to the Author.

A deadline to complete the review will be provided in your emailed instructions. We will request that you provide a re-review of the paper if Mandatory or Suggested changes are made by the author. If you are unable to meet the deadline for any reason, please advise the Conference Organizing Committee or decline the review immediately so another Reviewer can be identified.

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 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 that 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, please let the Chair know this in your comments.

- *Commercial Content:* Papers written for commercial or private advantage are not acceptable. Submissions should **not** be written to promote or disparage a specific product, service or company but rather provide valuable information on techniques.

2. Subject Treatment

This portion refers to the technical content of the paper and although there is no simple formula for 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. The paper should provide international exchange on important advances in deep foundation design and construction in the conference themes.

- *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 unless supported by evidence.

- *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 be properly referenced within the text. Use of computer-generated graphs or figures should be encouraged rather than scans or handwritten copies.

- *Quality of English Language Use:* English is the official conference language. It is important that the paper exhibit acceptable spelling, grammar, word usage, punctuation, etc. If the Reviewer feels the paper is not understandable, the Reviewer should advise the Author that the text must be rewritten and reviewed by an English-speaking editor, and it should be commented to the Chair that if chosen for verbal presentation, the Presenter's English proficiency should be assessed 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 necessary to mark up the PDF copy of the paper to illustrate to the Author the recommendations for improvement, a marked-up paper may be uploaded through the Submit Review Form.

So that your reviewer identity remains anonymous, please be sure to adjust the settings in your Word or PDF-editor to not include your name as the commenter. In Adobe Acrobat you can select all comments in the comment list, then right-click, select "Properties", and then change the Author Name on the General tab. this will change the author information in all selected comments.

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. ****

PAPER REVIEW CRITERIA – each rated on scale of 1 (unacceptable) to 5 (acceptable)

General (max total 15)

1. Content of the paper is a valuable contribution to the professional literature on the topics chosen for this conference.
2. The subject material is timely and will likely have significant reader interest.
3. Material is not presented for commercial or private advantage and is free of advertising, speculation, disparagement or statements advocating special interests.

Subject Treatment (max total 15)

1. Abstract clearly conveys the meaning of the paper.
2. Background information is adequately covered and referenced.
3. Conclusions follow logically from the text and are supported by the information presented.

Presentation (max total 20)

1. The paper is well organized, and the material is clearly presented.
2. Figures and tables are of suitable quality and clarity and enhance the understanding of the information being presented.
3. Text is edited to acceptable standards, i.e. proper grammar, spelling, etc.
4. Use of references, symbols and units is consistent throughout the paper.