

### Peer Reviewing Step by Step

### **STEP 1: CREATE YOUR ACCOUNT ON THE CONFERENCE WEBSITE**

https://ves.sciencesconf.org/user/createaccount

You will receive a confirmation email shortly. Click on the link in the email to activate your account.

### STEP 2: INFORM THE COORDINATOR THE EMAIL YOU USE TO CREATE YOUR ACCOUNT

Kindly send our coordinators at <u>ves-review@avseglobal.org</u> your email address or username. Our team will assign the paper(s) for you to review.

## STEP 3: LOG OUT OF THE WEBSITE AND LOG IN AGAIN AND GO TO REVIEWING/NEW SUBMISSIONS UNDER MY SPACE

MY SPACE My Space My submissions Reviewing 
New submissions Submissions reviewed

You will see the paper(s) to review.

In case, you want to check/view or revise your reviewed papers, please click "Submission reviewed".

#### STEP 4: CLICK ON THE PEN SYMBOL UNDER ACTIONS TO ACCESS THE FILE

#### **REVIEWING > NEW SUBMISSIONS**

Papers list to review					
Users' list					
Submission typ	Topic filter			~	
PAPER		TYPE	TOPIC	ACTIONS	
PDF	Preparing Critical, Creative, Inquisitive Educators: Social Justice Teacher Preparation in an Era of High Stakes Evaluation fulltext : Full paper Teacher Education and Professional Development <i>sciencesconf.org.</i> ves:355732	Full paper	Teacher Education and Professional Development	ď	

#### STEP 5: DOWNLOAD THE PAPER BY CLICKING ON THE PDF SYMBOL

**REVIEWING > NEW SUBMISSIONS** 



# STEP 6: EVALUATE THE PAPER USING THE RUBRIC PROVIDED ON THE WEB. WRITE YOUR COMMENTS ON THE COMMENT BOX

lotation grid p ill the form to e	proposed by the coordinator evaluate the current submission		
CRITERIA	VALUES	COMMENT	WEIGHTING
Purpose	<ul> <li>1 - This paper's objective is unclear.</li> <li>2 - This paper's objective is too general or too narrow to be useful.</li> <li>3 - This paper's objective is quite clear and may need improvement.</li> <li>4 - This paper's objective is clear.</li> </ul>		0
Relevance	<ul> <li>1 - The topic is not related to VES 2023.</li> <li>2 - The topic is somewhat related to the symposium.</li> <li>3 - The topic is relevant to the symposium.</li> <li>4 - The topic is highly relevant to VES audience.</li> </ul>		0
Timeliness	<ul> <li>1 - This topic has been covered for years and is not current.</li> <li>2 - This topic is not very current but not outdated either.</li> <li>3 - This topic may not be groundbreaking, but it is current and important to the field.</li> <li>4 - This topic is cutting-edge, addresses a current or emerging issue, and/ or is highly significant.</li> </ul>		0

# STEP 7: WRITE COMMENTS FOR THE COORDINATOR/TRACK CHAIR IN INTERNAL COMMENT BOX

Please provide your overall comments and indicate whether the paper can be accepted for conference presentation.

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#### **STEP 8: WRITE COMMENTS FOR THE CONTRIBUTOR (AUTHOR)**

- We appreciate your detailed and constructive comments for the authors to improve their work. If possible, please provide comments on all the sessions of the paper, including the ones not mentioned in the rubric such as abstract, findings, discussion and conclusion.
- If there are spelling or grammatical errors, you may point out some examples and request the author to have their paper proofread.
- If APA 7<sup>th</sup> is not observed for both in-text citations and reference list, kindly direct the author to the following website for guidance: <u>https://libraryguides.vu.edu.au/apa-referencing</u>.
- You may also check this document for further reviewing tips: <u>https://editorresources.taylorandfrancis.com/wp-content/uploads/2020/11/ARN0151\_excellence-in-peer-review-checklist\_final.pdf</u>

#### **Comment for contributor**

Suggested comments for the author. No email will be sent

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#### **STEP 9: SAVE YOUR COMMENTS**

If there is a need for the paper to be allocated in another topic of the conference, please indicate. Otherwise, press Save button.

Change the type of document		
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Comment on the change of type of submission		
Change the topic		
Select the topic held for this document		
		~
Comment on the change of topic		
		1.
	Save	

Your review has now been saved. If you have any questions regarding the reviewing process or encounter technical problems, kindly contact our coordinators at <u>ves-review@avseglobal.org</u>.

Thank you very much for your invaluable contribution to the success of VES 2023!