Reviewer Instructions for the European Microwave Week

Introduction

Thank you for volunteering as a reviewer for one of the three conferences within the European Microwave Week: The European Microwave Integrated Circuits Conference (EuMIC), the European Microwave Conference (EuMC), or the European Radar Conference (EuRAD)!

The review process is organized in parallel using the same software.

Code of ethics

Your reviews are the basis of the scientific quality of our conferences. Please note:

- All manuscripts under review must be treated as confidential information. Do not reveal any of the documents to others or use information they provide for your own purposes.
- All manuscripts receive an equal fair review. Please do not review papers in case of a conflict of interest: if you are the author, coauthor, close collaborator, or personally involved in the work or in close relationship with the authors, you need to abstain from the review.

Workflow

1. After the deadline for submission of manuscripts, the general TPC Chair together with the three TPC Chairs of EuMIC, EuMC and EuRAD sort the papers and group them thematically in Subcommittees. Reviewers are also assigned to Subcommittees.
2. Once Papers are assigned to Reviewers, the Review period starts. You are informed of the review period by Email.
   1. In order to keep track of the review process, please log in as early as possible and flag any paper that you will not review (e.g. for a conflict of interest). This helps us to ensure all papers get enough reviews.
   2. Please make sure to enter all your review results prior to the review deadline. Once the system is closed, we can’t feed in single late reviews...
3. After the review period, the Subcommittee Chairs will prepare for the TPC meeting, and the Chairs will check and ensure that all papers received a minimum number of reviews.
4. At the TPC meeting, the (about 90) TPC members will meet, decide on acceptance or rejection and build the sessions.
5. After the TPC meeting, the TPC chairs will finalize the program and send out author notification emails.

Scoring Criteria

You will be asked to enter a number of scores, to indicate how familiar you are with the topic of the manuscript, you also get the possibility to recommend papers for prizes and write comments to the author and to the TPC.

The meaning of the criteria is explained on the scoring page in the software. The marks you give are also spelled out (from “excellent” to “unacceptable”). If you find a point that is not 100% clear please let us know so that we can improve the process.

The Young Engineer’s Prize is available only to eligible authors. Please only nominate papers for this prize if the author chose the presentation format “Oral YEP” or “Poster YEP”.

Writing comments is highly appreciated by the TPC. If you nominate a paper for a prize, please let us know why!
Reviewer Login Procedure

All interaction with the system is performed through your web browser. You will receive an email with your unique login Username and a link to set your password.

**Step 1**
Access the summary review web site:


You should now be at the “Login” screen:

![Login Screen](image)

**Step 2**
Log in using Username and Password.

Please note: **Your Password will not be sent by email for security reasons.** If you don’t (yet) know your password, please enter the Username that we sent you, and click on “Forgot password?”. An email will be sent to the email address connected to the reviewer account that lets you reset your password.

- When we set up your reviewer account, you should receive an email stating your Username and providing the link to set a password.
- If you are also an author, you will get a new reviewer account. We will manually merge author and reviewer accounts that obviously relate to the same person, so that you can access the papers you authored and the papers you are reviewing from either account.

The main screen allows you to perform three actions: Change your personal settings, act as an author or act as a reviewer.

**Step 3**
Click on **“Review assigned abstracts”**.

The paper review overview will be shown. On the top of the page, you can download all PDFs, and apply filters to the papers that are displayed.
The rest of the page shows the papers that are assigned to you.
View Manuscript details
Click on the paper title – a pop-up window opens also providing a link to the manuscript PDF.

Score papers
Click on the paper title on the Version number.
The review criteria are given with explanations.
You will be asked for comments to the authors and comments to the committee on separate pages.

It is not required to finalize your review. All scores entered until the end of the review period will be taken into consideration.

Review your scores
Click on the Review Overview button to see a list of the scores and comments you entered.