

Reviewer Instructions for the European Microwave Week 2020

Introduction

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

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 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 and 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 in the table on the next page. The marks you give are also spelled out (from "excellent" to "unacceptable"). Corresponding values are indicated between brackets.

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, by using the "message to scientific committee" field.

Scoring criteria	Description
Originality/Novelty unacceptable...excellent	Does the work present a new idea or development of technical or scientific interest to the microwave community which has not been published previously (scientific paper)? Does the work describe a new concept in the industrial application of components, sub-assemblies or subsystems, which is useful to support future microwave and millimeter-wave developments (application-oriented paper)?
Clarity and completeness for understanding unacceptable...excellent	Is the summary within the 4 page limit and well presented? Does it clearly state what results have been obtained and what is original? Is the bibliography sufficient? Are figures and tables understandable and readable as submitted, including all captions and labels?
Fundamental or Applied value unacceptable...excellent	Is the work of technical or scientific interest? For example, does it provide a better understanding of physical phenomena? Does the work have significant application? Does the work present an important step in the process of going from an idea or concept into an industrial product?
Relevant to the Community interesting to none... interesting to all	Is the work relevant for the conference, and the subject of interest to attendees to European Microwave Week? Rank the level of relevance in this subject material and topic area.
Reviewer Self-rating Expert in the field / Specialized Knowledge / General Knowledge	Indicate our own level of expertise on the topic of the paper
Affiliation first author Academic / Industrial/ R&D and government research	Please indicate what type of affiliation this paper is originating from.
Suggested Disposition accept / reject / accept if room / abstain	In case of abstain, please also fill out the other fields even though these scores are not used
Suggested Presentation Format Oral / Poster / N/A -- or no preference	Please check if the suggested presentation format selected by the author fits with your own expectation
Invite for IJMWT (default) no invitation / Invite extended paper / Maybe invite extended paper	Would you like to nominate this paper for an invitation to submit an extended version of the paper to the EuMA International Journal of Microwave and Wireless Technologies?
Young engineer prize nomination no nomination / I am nominating this paper	Please nominate contributions that seem suited for the YEP. Eligibility of the contributors is claimed by the author upon submission ("Oral YEP" or "Poster YEP") and will be checked a
Nomination for conference prize no nomination / I am nominating this paper	If you nominate this contribution, we appreciate if you motivate your nomination on the last page "message to the scientific committee".

Reviewer Login Procedure

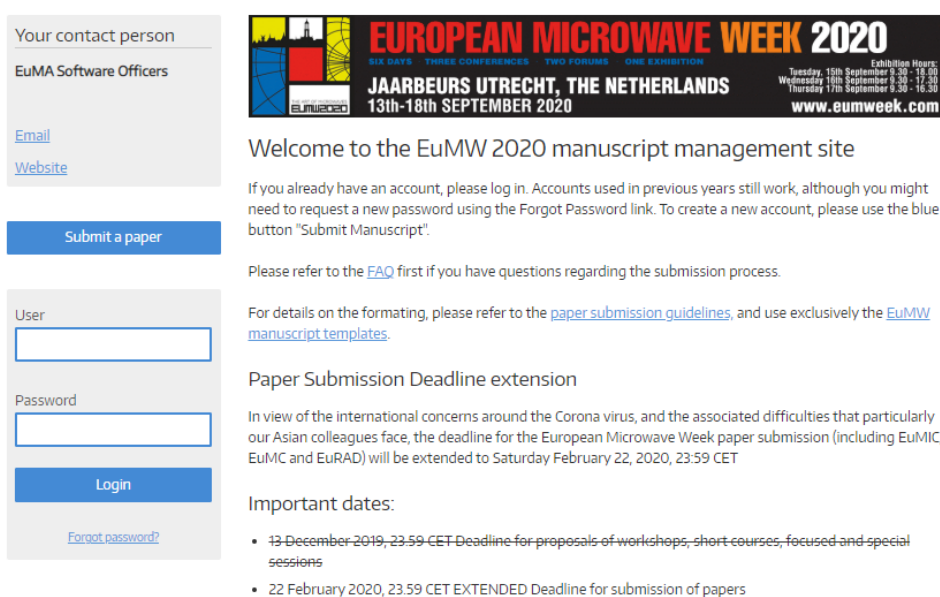
All interaction with the system is performed through your web browser. You will receive an email with your unique login Username and a link to set your password.

Step 1

Access the summary review web site:

<https://manuscripts.eumwa.org/frontend/index.php?sub=22>

You should now be at the “Login” screen:



Welcome to the EuMW 2020 manuscript management site

If you already have an account, please log in. Accounts used in previous years still work, although you might need to request a new password using the Forgot Password link. To create a new account, please use the blue button "Submit Manuscript".

Please refer to the [FAQ](#) first if you have questions regarding the submission process.

For details on the formatting, please refer to the [paper submission guidelines](#), and use exclusively the [EuMW manuscript templates](#).

Paper Submission Deadline extension

In view of the international concerns around the Corona virus, and the associated difficulties that particularly our Asian colleagues face, the deadline for the European Microwave Week paper submission (including EuMIC, EuMC and EuRAD) will be extended to Saturday February 22, 2020, 23:59 CET

Important dates:

- 13-December-2019, 23:59 CET Deadline for proposals of workshops, short courses, focused and special sessions
- 22 February 2020, 23:59 CET EXTENDED Deadline for submission of papers

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:

ID	Paper title	Type	A	SC	Review
5946	Realization of Dual-band Machine Networks Using Coupled Filters	Abstract	✉	✉	Version: 2

View Manuscript details

Click on the paper title – a pop-up window opens also providing a link to the manuscript PDF (“View abstract file”).

Score papers

Click on the Version number of the paper. A page will open with the review criteria:

Please answer all questions and press “Save review”.

In case you are unable to perform a review of the assigned paper, please select “abstain” from the “Suggested Disposition”. Please do this in an early stage of the review period so that your Subcommittee chairman can assign other reviewer to that particular paper. When selecting “abstain” it might be necessary to complete the other questions, but the scores are not relevant in that case.

Comments to the author (A) and to the TPC members (SC = Scientific Committee)

Please provide comments to the authors and comments to the scientific committee. This can be done by clicking on the envelope symbol in the column “A” and “SC”.