

Guidelines for Reviewers of Scientific Papers

1. Introduction: Reviewing scientific papers is a critical process to ensure the quality and credibility of research presented at the International Water Conference. The role as a reviewer is to objectively evaluate the content, ensuring it meets the highest standards of scientific rigor.

Explanation: The introduction sets the stage for the importance of the review process. Reviewers play a vital role in ensuring that the quality of research presented is top-notch. Their primary responsibility is to objectively assess and evaluate the scientific rigor and relevance of the paper.

2. Confidentiality:

- Maintaining the confidentiality of the manuscript. Do not discuss or share it with anyone outside the review process.
- If there's a potential conflict of interest, notifying the conference organizers immediately.

Explanation: This ensures the privacy and integrity of the submission process. Reviewers must not disclose, discuss, or share any details of the manuscript. This prevents any biases or external influences. Conflicts of interest can compromise the review's objectivity, so they must be addressed immediately.

3. Initial Assessment:

- Check if the paper aligns with the conference's theme and topics.
- Ensure the paper meets the minimum length and format requirements.

Explanation: Before delving into the paper's content, reviewers should ensure it aligns with the conference's focus and adheres to basic submission criteria, ensuring that only relevant and properly formatted papers are evaluated in depth.

4. Content Evaluation:

- **Originality:** Ensure the research is original and hasn't been plagiarized.
- **Relevance:** The research should be pertinent to current issues in the water sector.
- **Methodology:** The methods used should be appropriate, detailed, and reproducible.
- **Data Analysis:** Check for the proper use of statistical tools and the validity of the results.
- **Conclusions:** Ensure they are supported by the data and analysis.

Explanation: This is the crux of the review. Reviewers must assess the paper's scientific merit, from its originality to its conclusions. Every aspect, including the research methods, data analysis, and conclusions, should be scrutinized for validity and credibility.

5. Structure and Organization:

- **Title:** Should reflect the content accurately.
- **Abstract:** Must provide a concise overview of the research.
- **Introduction:** Should set the context and state the objectives clearly.
- **Literature Review:** Must be up-to-date, relevant, and properly cited.
- **Results and Discussion:** Should be clearly presented and logically organized.
- **Conclusions:** Must summarize the key findings.
- **References:** Ensure they are relevant, recent, and correctly formatted.

Explanation: A well-structured paper aids understanding and clarity. Reviewers should ensure that the paper follows a logical flow, with each section serving its purpose and contributing to the overall narrative.

6. Language and Clarity:

- The paper should be written in clear, concise English.
- Check for grammatical and typographical errors.
- Technical jargon should be minimized or explained.

Explanation: Clear communication is crucial in scientific papers. Reviewers should check for clarity in expression, proper grammar, and the appropriate use of technical terms. This ensures the paper is accessible and understandable to the audience.

7. Ethical Considerations:

- Ensure there's no evidence of data manipulation or fabrication.
- If human subjects are involved, check for ethics committee approval.
- Make sure proper citations are given, and there's no evidence of plagiarism.

Explanation: Upholding ethical standards is paramount in research. Reviewers should be vigilant for any signs of misconduct, like data fabrication or plagiarism. They also need to ensure that research involving human subjects followed ethical guidelines.

8. Constructive Feedback:

- Provide specific feedback for authors, both positive and areas for improvement.
- Avoid using overly critical or offensive language.
- Offer suggestions for revisions where necessary.

Explanation: Feedback should be beneficial to authors. While pointing out flaws, reviewers should also provide guidance on rectifying them. The tone should be professional, aiming to uplift the quality of the paper rather than demoralize the authors.

9. Final Recommendation:

- **Accept without revisions:** The paper meets all the standards and requires no changes.
- **Accept with minor revisions:** The paper is of high quality but needs minor corrections.
- **Major revisions required:** The paper has potential but requires significant changes.
- **Reject:** The paper does not meet the standards or is not suitable for the conference.

Explanation: After a thorough review, the reviewer must make a recommendation about the paper's suitability for the conference. This recommendation should be based on the paper's quality, relevance, and the extent of revisions required.

10. Timeliness:

- Adhere to the review deadlines set by the conference organizers.
- If unable to complete the review within the stipulated time, inform the organizers promptly.

Explanation: Reviews should be completed within the given timeframe. This ensures the smooth functioning of the conference's editorial process and respects the efforts of the authors, who eagerly await feedback.

11. Post-Review Process:

- Do not keep copies of the paper after the review is complete.
- Be prepared to re-review the paper if the authors make revisions.

Explanation: After submitting the review, the reviewer's responsibility doesn't end. They should dispose of all copies of the manuscript to maintain confidentiality. If the authors make revisions, reviewers might be asked to re-evaluate the paper.

12. Conclusion: Your unbiased, thorough review ensures the quality and success of the International Water Conference. We appreciate your commitment to advancing knowledge in the water sector.

Explanation: This section reiterates the importance of the reviewer's role and expresses gratitude for their contribution. Their dedication ensures that the conference maintains its reputation for showcasing high-quality research.

Each of these topics is essential to ensure a thorough, fair, and constructive review process, upholding the standards and integrity of the International Water Conference.

