WM2024 Paper Reviewer Instructions

Thank you for volunteering to review Papers for the WM Conference. You perform a key and vital role in setting our quality standards and making the Conference successful. We will acknowledge your contribution in our WMS Technical Program. Please confirm you are available and are willing to complete the reviews in a timely fashion according to the deadline schedule.

Paper Reviewer’s Purpose

A compulsory review of the Draft Paper is required early enough to allow for corrections before the Final Paper deadline. You will be notified by email when your Authors have uploaded their Draft Papers. Please contact the Session Lead Organizer and WMS Staff if you encounter any major problems with any Author or if an extension is requested. Please note your Session # and the Abstract/Paper # in the subject line of any correspondence.

Please review the Paper preparation and the Oral Presentation & PowerPoint Guidelines on the resources and forms page of our website at www.wmsym.org Log in to the paper review site through your Profile Homepage to access the submitted papers. If you have problems, let us know as soon as possible and we will try to resolve. To access reviews:

- Once logged into the review site, you will use the drop down to choose your session to review (must be marked as a paper reviewer to access).
- After you select the session, click the blue button that contains the paper number.
- Answer all of the review questions, at the end of the review you will have the ability to add comments and also upload a “marked up” version of the paper for the author to review.
- Be sure to click the button at the bottom of the page to submit review.

Important Dates

| Draft of Paper due to Reviewers | November 10, 2023 |
| Reviewer comments back to Authors | December 15, 2023 |
| Final Approved Paper Due | January 12, 2024 |
| Power Point Presentation due to WMS website for review | February 9, 2024 |

Procedures

- WMS Staff will be tracking all submissions and reviews, so the Paper Reviewer must complete all reviews through the Paper Review site and must notify Staff of any deadline extensions or exceptions given directly to the Author.
- Review the technical content for significance, originality, conclusions, validity and compliance to the WMS paper format and instructions.
- Review the Paper to ensure it meets the goals of the accepted Abstract with any noted revisions.
- Review the organization of the Paper for logical development and ease of understanding and suggest grammar and spelling improvements to authors.

- Compare the Paper to the evaluation criteria that will be used during the session presentation (WM57) Oral Session Co-Chair Report and make necessary recommendations for improvement.

- If you think the Paper is worthy of a Superior Paper and should receive a post conference WMS acknowledgement letter, please note this when completing the online review. Please limit your recommendations to a maximum of two papers per full session and one paper per half session. For Superior Papers, we will recognize the Authors and Co-Authors by giving them a letter of recognition. The Best of Conference Paper Judges will be notified of your recommendation.

- We will also need your acceptance before the Paper can be presented and published.

Please retain records of all communications until the Proceedings are complete. Again, thank you for your effort and support.