

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 Technical Program. Please confirm you are available and are willing to complete the reviews in a timely fashion according to the deadline schedule. Typically, there is only a single designated **Lead** WM Symposia paper reviewer assigned that will perform the electronic evaluation/comments of the paper that will be transmitted to the author. If for some reason, multiple reviewers are identified, the designated Lead WM Symposia reviewer shall coordinate all reviews into a single electronic evaluation to be transmitted to the author and determine if the author complied.

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 WM Staff if you encounter any major problems with an Author or if an extension is requested. **We issue 600+ abstracts numbers so please state the Session number and the Abstract number in the subject line of any correspondence with requested action.**

Please review the Paper preparation, Oral Presentation & PowerPoint Guidelines on [Technical Program and Resources](#) page on our website. You can access the paper review site from your profile home page after you [Log in](#). If you have a problem logging in, 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 appropriate session for review (you must be marked as a paper reviewer to access).
- After you select the session, click the blue button that contains the abstract number.
- Answer all 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	30 November
Reviewer comments back to Authors	31 December
Final Approved Paper Due	22 January
PowerPoint Presentation due to WM for review	26 February

Procedures

- WM Staff will track all submissions and reviews. Thus, the Paper Reviewer must complete all reviews through the Paper Review site and notify Staff of any deadline extensions or exceptions given directly to the Author.
- Review the technical content for significance, originality, conclusions, validity and compliance with the WM 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, 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 any necessary recommendations for improvement.
- If you think the Paper is worthy of a Superior Paper and should receive a post conference WM acknowledgement letter, please note this when completing the online review. **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 any Paper can be presented and published.

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

SUMMARY CHECK-LIST OF PAPER PREPARATION REQUIREMENTS (COMPLIANCE)

Summarized below are the Primary Paper requirements. This check list is intended to aid Authors and Reviewers.

	File and extension correctly named	Correct REFERENCE section format and placement	
	Page Header on all pages	Correct text spacing throughout the Paper	
	Correct Title placement & Format	Correct text spacing throughout the Paper	
	Correct Author names(s) & placement	Correct referencing of Isotopes	
	Has correct ABSTRACT placement	Correct Figure placement and size(s)	
	Has correct INTRODUCTION placement followed by "descriptive" section(s)	Correct Figure/Picture file(s) provided (if not included in text)	
	Paper is a minimum of 4 pages. More than 15 pages needs approval	Correct numbering & placement of Figure caption(s)	
	Pages are in US letter size with page numbers in bottom righthand corner,	Correct placement & numbering of Table(s)	
	All margins 2.54 cm (1 inch)	Correct Table format	
	All units are in SI units	Correct Table footnote placement	
	All text is in one font size (Times New Roman 11)	Correct Equation format	
	All terms, images, logos, software, services, or any other articles or items that are trademarked, registered trademarks, or copyrighted are identified	Correct use of Acronyms	
		Correct CONCLUSION section placement	