

## Guidelines for reviewers

The entire review process is managed through the [ConfTool platform](#). Reviewer accounts are created by the CB, and reviewers will be notified via email once their accounts have been set up. On the platform, reviewers can access the contributions assigned to them, provide comments, and declare any conflicts of interest. The review time starts on **December 23, 2024** (at the latest) and ends on **February 10, 2025**.

If you encounter any issues with the platform, please contact [ciecb@cie.co.at](mailto:ciecb@cie.co.at) for assistance.

## Reviews of the Short Papers:

All Short Papers will be reviewed in a double-blind review process. Therefore, reviewers will not see the name(s) of authors and the authors will not see who reviewed their Short Papers. More information on this can be found in [CIE 2025 author guidelines](#). Some information on Short Papers and guidelines for authors provided in [CIE 2025 author guidelines](#) can be helpful in reviewing the Short Papers. Each Short Paper will be initially assigned to two reviewers. The name of the reviewer of a Short Paper will not be revealed to another reviewer. If the scores of the two reviewers differ significantly, then CIE CB in consultation with VPT may assign a third reviewer.

### Review Criteria:

- Reviewers will evaluate submissions based on the following criteria:
  - **Language:** Is the abstract written in clear and proper English? If the language quality is insufficient, the submission may be recommended as a poster.
  - **Scientific Rigor:** Does the work display sound scientific principles and methodological integrity?
  - **Objectivity:** Are the statements and claims presented objectively?
  - **Description of Work:** Is there a clear description of what was done?
  - **Conclusions:** Are conclusions supported by objective results?
  - **Scientific Value:** Does the work offer meaningful scientific insights?
  - **Originality:** Does the submission present any new or unique ideas?
  - **Clarity:** Is the work presented in a clear and understandable way?
  - **Overall Contribution:** Does the submission add value to the field?
  - **Non-commercial:** Does the submission avoid promotion of specific commercial products?

### Quality Rating and Decision:

- There are two rating scales that the reviewer is required to complete:

- Each Short Paper will be rated on a 1-5 quality scale within the system, where 1 represents the best and 5 represents the worst;
- Each Short Paper will be rated whether to accept the Short Paper; accept with the request for a revision of the Short Paper; or reject the Short Paper.
- Based on the recommendations (i.e. recommendation to accept or reject), the accepted Short Papers will be categorized in the following way:
  - The accepted Short Papers submitted with the preference of an oral presentation will be allocated for a 15-min oral presentation (denoted as OP) or for a poster presentation with a 5-min oral presentation (denoted as PP) or for a poster presentation (denoted as PO) based on their quality scores. The number of Short Papers being allocated as OP and PP will depend on the number of OP and PP timeslots that can be scheduled in the final programme, and they will be allocated in order of quality scale ranking.
  - The accepted Short Papers submitted with the preference of a poster presentation will be allocated for a poster presentation (denoted as PO).

**Training:**

- Reviewers will get an optional tutorial regarding ConfTool and how to use it in Webex on December 16, 2024. The invitation for that will be sent to all reviewers after the Short Paper submission deadline is over. The tutorial will also be available as a recording and shared with all of the reviewers.

**Additional Guidance for Reviewers:**

Reviewers are reminded that the scope of submissions to the CIE includes preliminary work. Authors are encouraged to submit innovative ideas, even if their work does not yet include final results. This approach aims to foster early-stage discussions and collaboration within the CIE community.

**Timeline:**

<b>Deadline</b>	<b>Action item</b>
December 10, 2024	Submission of Short Papers
December 11, 2024	All reviewers must be registered to ConfTool by CIE CB
December 16, 2024	Tutorial for ConfTool for reviewers
December 23, 2024	Assigning Short Papers to reviewers
January 10, 2025	Reviewers to inform if they have a conflict of interest or if they think that they cannot review one or more of the Short Papers assigned to them



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Internationale Beleuchtungskommission

February 10, 2025	Submitting review results
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## Ethical guidelines for Reviewers

As part of our commitment to maintaining the highest standards of scientific integrity, the CIE adheres to the ethical principles outlined by the Committee on Publication Ethics ([COPE](#)). These guidelines apply to all CIE publications, including conference proceedings. CIE members also maintain professional conduct according to the CIE [Code of Ethics](#). Standards of scientific integrity must be adhered to as requested by this. Please note that authors were also informed about maintaining standards of scientific integrity in [CIE 2025 author guidelines](#), e.g. [ÖAWI Guidelines for Good Scientific Practice](#).

Reviewers are essential to safeguarding the quality and reputation of CIE's contributions to science, and as such, must adhere to the following ethical guidelines:

### PROFESSIONAL CONDUCT

- **Integrity:** Reviewers must maintain the highest standards of personal and scientific integrity. They should conduct reviews with honesty, fairness, and impartiality, ensuring that their assessments are based solely on the content of the submission.
- **Competence:** Reviewers should only accept assignments for which they have the appropriate expertise. If they feel unqualified to review a paper or recognize a conflict of interest, they must notify the CIE CB immediately or by the deadline of January 10, 2025 so that the Short Paper can be assigned to another reviewer.

### CONFIDENTIALITY

- Reviewers are expected to treat all materials related to the review process as confidential. They must not share or discuss any part of the submission with others unless explicitly authorized by the CIE. Additionally, reviewers should not use any information obtained during the review process for personal gain or to disadvantage others.

### OBJECTIVITY AND FAIRNESS

- Reviews should be conducted objectively, with a focus on the content rather than the authors' identities (in the case where information on author/affiliation is somehow (accidentally) found out from the Short Paper). In such a case, reviewers should avoid any bias related to their personal knowledge of the author, or related to the author's nationality, religion, gender, or other personal characteristics. The evaluation should be based on the relevance, substance, and scientific rigor of the work.

### CONFLICTS OF INTEREST

- Reviewers must disclose any potential conflicts of interest that could influence their judgment. This includes personal, financial, intellectual, or professional relationships with the authors or their institutions. If a conflict of interest is identified for a Short Paper, the reviewer should excuse themselves from the review process for that paper. In such a case, the reviewer must notify the CIE CB immediately or by the deadline of January 10, 2025 so that the Short Paper can be assigned to another reviewer.



## TIMELINESS

- Reviewers are expected to complete their reviews within the agreed-upon timeframe (February 10, 2025 is the deadline). If unforeseen circumstances prevent timely completion, reviewers should inform the CIE CB as soon as possible and, if appropriate, suggest alternative reviewer(s).

## CONSTRUCTIVE FEEDBACK

- Feedback should be constructive and aimed at helping authors improve their work. Criticism should be specific, supported by evidence, and focused solely on the content of the Short Paper. Reviewers must avoid personal attacks or derogatory comments at all costs.

## ETHICAL CONCERNS

- If a reviewer suspects any ethical violations, such as plagiarism or data fabrication, they should report these concerns to the CIE CB immediately. Reviewers should not investigate these concerns independently but should cooperate with the CIE CB in addressing them.

## REVISION PROCESS

- In cases where revisions of the accepted Short Paper(s) are requested, reviewers may be asked to re-evaluate the revised Short Paper(s).

By adhering to these guidelines, reviewers play a critical role in ensuring the integrity and quality of CIE's scientific publications. The CIE takes any breach of these ethical standards seriously, with appropriate consequences for misconduct. For more detailed guidance, reviewers are encouraged to refer to the COPE Ethical Guidelines for Peer Reviewers available [here](#) and our CIE [Code of Ethics](#) as well as [CIE 2025 author guidelines](#).

Please submit your review results to the [ConfTool platform](#), not later than February 10, 2024.

In case of any questions or any issues, please contact Chair of ISPC, [Tony Bergen](#), and/or CIE Events and Science Programme Manager, [Noemi Kolloch](#).