

## Instructions for reviewers

Dear Reviewer, please follow the instructions below to review the papers assigned to you:

- Access to the 29<sup>th</sup> ISDEIV webpage at <https://indico.cern.ch/event/784469/> and log in with your Indico account username and password
- On the menu on the left, find the item “Paper Peer Reviewing” and enter in the “Reviewing Area”



The screenshot shows the left-hand navigation menu of the Indico website. The menu items are: Overview, IMPORTANT NEWS !, Venue, Key dates, Topics, Invited speakers, Committees, Presentations guidelines, Flyer - Call for Papers, Special Issue, Paper submission, Paper Peer Reviewing (highlighted with a red box and a red arrow pointing to it), and Reviewing Area. To the right of the menu is a banner for ISDEIV 2021 Padova, featuring a stylized cityscape and a lightning bolt. Below the banner, there is a paragraph of text: "The International Symposium on Discharge and Electrical Insulation in Vacuum (ISDEIV) is a non-profit, international organization whose purpose is to encourage the advancement of the science and application of electrical insulation and discharges in vacuum, primarily by conducting symposia for the exchange of scientific information. The Symposia are held biennially. They are interdisciplinary meetings for the exchange of results,"

- In the “Reviewing Area”, you will find two sections: “Papers to Review”, with your list of papers to review, and “Reviewed Papers”, where papers already reviewed are automatically moved after the review process.
- When you click on a paper title, an associated page opens where you will find the paper file you are asked to download. Please, during your review, take into account that it is not possible to upload any reviewed paper file, but only insert comments “online”.
- On the underneath box, you can proceed with the review, clicking on the word “Review” on the right.



The screenshot shows the 'Paper Peer Reviewing' page for 'abstract prova #303'. The left-hand navigation menu is visible, with 'Paper Peer Reviewing' and 'Reviewing Area' highlighted. The main content area shows the paper title 'abstract prova #303', a 'Submitted' status, and a list of paper files including 'paper corretto.odt'. Below the files, there are two revision entries: 'submitted paper revision #1 - April 30, 2021' and 'submitted paper revision #2 - May 6, 2021'. At the bottom, there is a comment box with the text 'Leave a comment...' and a 'Review' button highlighted with a red box and a red arrow pointing to it.

- Review:
  - You must give a score to the paper: please, if corrections on the paper are mandatory, gives 1 star score (it will be possible to indicate a new score on the revised paper).
  - Then you must propose an action to the judge: accept, reject, or to be corrected.
  - Finally, you can leave any comment with indications for the paper revision, visible only to the judge

**Submitted** [redacted] submitted for the contribution [abstract prova](#)

Paper files paper corretto.odt

Submitted on May 6, 2021 by [silvia spagnolo](#)

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**S** [redacted] submitted paper revision #1 - April 30, 2021 [Show old revision](#)

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**S** [redacted] submitted paper revision #2 - May 6, 2021

paper corretto.odt

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**T** [redacted] left a review - May 7, 2021 [Content](#)

**1** Overall score \* ★★★★★★★☆☆ 7

Proposal

To be corrected ▼

Good but many typos

[Change review](#) [Cancel](#)

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**T**  or [Change review](#)

- If you deem it necessary, you can leave extra comments, but they must be visible only to the judge, thus please do NOT change the default indication “VISIBLE ONLY TO REVIEWERS AND JUDGES” on the drop-down menu.

S [redacted] submitted paper revision #2 · May 6, 2021

paper corretto.odt

T [redacted] left a review · May 7, 2021 Content

Proposed to **correct** · score **7.00** (show ratings)

Good but many typos

T

Leave a comment...

Visible to reviewers and judges

Comment Cancel

- Finally, click on “Submit review” to send your comments to the judge, who will then have care to send them to the authors.