



PEER REVIEW STANDARD FOR CONFERENCE PAPERS POLICY

Approved by Council September 26, 2017

ION's CONFERENCE PEER REVIEW STANDARD SHALL BE:

1. The review criteria should not be as high as for a journal paper.
 - a) The majority of the papers will fall into the “endorse paper as is” with some requiring “minor non-technical revisions” (typically English edits).
 - b) Only in rare occasions can a paper not be endorsed.
 - c) Non-endorsed papers will still be included in the conference proceedings; they simply will not carry a “peer reviewed” designation.
2. Exceptional papers will be endorsed/identified for the ION Journal, *NAVIGATION*. The ION National Office follows up with these and asks the authors to submit through the formal process <https://mc.manuscriptcentral.com/navigation>
3. If reviewers are in doubt about a decision, they should contact the Program Committee/Publication Committee Chair.
4. Additional Peer Review Policies.
 - a) Each paper will be sent to a minimum of two peer reviewers.
 - b) A paper may be passed with one “passed” review.
 - c) A paper failing peer review by one reviewer will be required to be reviewed by a second reviewer.
 - d) A paper will only go through the formal process once. Any conflicts between pass/fail will be resolved by the Conference’s Program/Publications Committee. A paper will not be re-reviewed after it has been revised. **Authors may revise papers based on comments and suggestions made by reviewers before the final paper is submitted for publication in the proceedings; but only those papers that pass peer review the first time will be designated as peer reviewed in the proceedings.**
5. The Conference Program/Publications Committee and/or the National Office are authorized to make final decisions regarding the final designation of conference papers as peer reviewed in conference proceedings.

SESSION CHAIR RESPONSIBILITIES FOR PEER REVIEW:

Session Chairs shall be informed of the following peer review responsibilities at the time they are invited to chair a session with a peer review requirement:

- Session Chairs will be provided with online access and asked to provide a peer review of the technical papers submitted for their session.
- While the peer review does not need to be done Session Chairs personally, they can delegate it to another, Session Chairs will be responsible for the quality of the review and to ensure the review is done on a timely basis.
- Peer review will require Session Chairs respond to some simple yes or no questions to ensure a minimal quality standard for a conference paper is met; and ensure papers contain new and significant information to justify publication.