Guidance for using EasyChair to submit reviews for Data for Policy 2021

Thank you for agreeing to review submissions to Data for Policy 2021. We hope that this will be a straightforward and rewarding process.

Before submitting your review on EasyChair, please make sure you have read the process for review and assessment on our website.

These instructions are to assist you in submitting your review on EasyChair. For additional information on how to use the system, there are information pages on EasyChair (login required), and a series of tutorials on YouTube.

1) On EasyChair, find the submission to review

Click to open submission
2) Select ‘add review’ from the right hand menu.

Submission 17

The submission information is shown below.

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<th>Submission 17</th>
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<tr>
<td><strong>Title:</strong></td>
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<td><strong>Track:</strong></td>
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<td><strong>Author keywords:</strong></td>
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<td><strong>Abstract:</strong></td>
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<td><strong>Submitted:</strong></td>
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<td><strong>Last update:</strong></td>
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<td><strong>Submission Category</strong></td>
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If you are the reviewer, ignore the top part of the form. If you are a Programme Committee member and you want to invite a reviewer, you can use this form.

Title: This is a test
Authors: Data For Policy Team
PC member: Emily Gardner

Enter subreviewer information. Leave these fields empty if reviewed by yourself.
Click on "Add associate" in the context menu to add your associate as a reviewer:
First name: *
Last name: *
Email: *

If you are the reviewer, the top part of the form is left blank. The programme committee can invite reviewers using this form.
3) Enter your score and comments against the assessment criteria (see https://dataforpolicy.org/data-fof-policy-2021/#review-assessment-and-Post-Acceptance). Please ensure that you are using the appropriate assessment criteria for full paper, extended abstract or group/panel. For acceptance, you must make sure you select the correct option according to the type of submission you are reviewing.

Scores 2-4 indicate that the submission is suitable for the conference. Scores of 1 and 0 indicate that the submission might be suitable for the conference. Scores of -1 and less indicate that the submission is not suitable. Full papers that score below 3 will not be invited to submit full papers to Data & Policy.

**Evaluation**

- **Overall evaluation.** The review process depends on the type of submission. Please read the guidelines on the conference website before completing this review [link].
  - 4: Accept Group/Panel submission
  - 3: Full-papers only: Accept for conference presentation and also invite full paper submission to the Data & Policy Journal
  - 2: Accept for conference presentation only (for extended abstracts and full-papers not ready for journal submission)
  - 1: weak accept
  - 0: borderline paper/ group proposal
  - -1: weak reject
  - -2: reject
  - -3: strong reject

Provide the score as appropriate. One score per submission.

Provide your comments in the box below the scores.
Indicate your confidence in reviewing the submission. If you are reviewing a full paper, you must provide declare any conflicts of interest, or state ‘none’. Other submissions do not require this declaration. For any type of submission, you may provide comments in confidence to the Programme Committee in this box.

**Reviewer’s confidence.**

- 5: (expert)
- 4: (high)
- 3: (medium)
- 2: (low)
- 1: (none)

**Confidential remarks for the program committee.** Full papers: In 'Confidential Comments to PC', you should provide a statement about any conflicts of interest that have the potential to bias or perceive to bias the review, or state: 'None'; you may also add remarks intended for PC members only. This field is not optional. Abstracts and sessions: If you wish to add any remarks intended only for PC members please write them below. These remarks will only be seen by the PC members having access to reviews for this submission. They will not be sent to the authors. This field is optional.

Now **SUBMIT** your review

**Thank you for acting as a reviewer for Data for Policy 2021!**

Emily Gardner
Data for Policy Community Manager
March 2021