



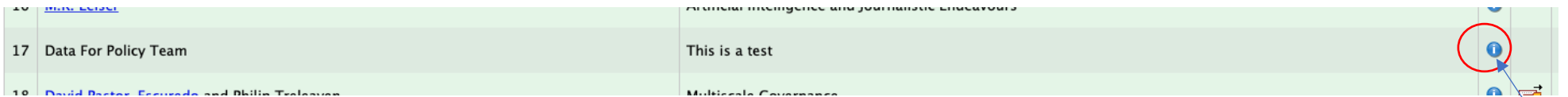
Guidance for using EasyChair to submit reviews for Data for Policy 2021


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

A screenshot of the EasyChair submission list interface. It shows a table with columns for ID, Author, Title, and Content. The second row is highlighted in green and contains the text "Data For Policy Team" and "This is a test". A red circle highlights a blue information icon (an 'i' in a circle) in the right-hand column of this row. A blue arrow points from a text box below to this icon.

16	John Lopez	Artificial Intelligence and Journalistic Endeavour	
17	Data For Policy Team	This is a test	
18	David Bortol Escarado and Philip Telesman	Multiscale Governance	

Click to open submission

2) Select 'add review' from the right hand menu.

The screenshot shows a web interface for managing submissions. At the top is a navigation bar with tabs: Submissions, Reviews, Status, View bids, Assignment, PC, Events, Email, Administration, Data for Policy 2021, Premium, Conference, News, and EasyChair. Below this is a sub-navigation bar with 'previous submission' and 'next submission' buttons. The main content area is titled 'Submission 17' and contains the text 'The submission information is shown below.' Below this is a table with submission details. To the right of the table is a vertical menu with several options, including 'Add review', which is highlighted with a red box. A blue arrow points from a callout box to the 'Add review' option.

Submission 17	
Title:	This is a test
Track:	Other submissions not covered by tracks
Author keywords:	Test Testing Tester
Abstract:	This submission is to help test the peer review system
Submitted:	Mar 12, 10:40 GMT
Last update:	Mar 12, 10:40 GMT
Submission Category	Extended Abstract (1000 words) submission for conference presentation only (for Track Chair's review)

- Update information
- Update authors
- Add file
- Delete the submission
- Email to authors
- Email to reviewers
- Show reviews
- Add review**
- Request review
- Assignment
- Edit note
- Attach document

Click to add review

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.

The image shows a screenshot of a web form for submitting a review. The form is divided into two main sections. The top section is titled "Reviewer's confidence. *" and contains five radio button options: "5: (expert)", "4: (high)", "3: (medium)", "2: (low)", and "1: (none)". A blue arrow points from a callout box on the right to this section. The bottom section is titled "Confidential remarks for the program committee." and contains a paragraph of instructions: "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." Below this text is a large empty text area. A blue arrow points from a second callout box on the right to this text area.

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.

Indicate your confidence

Reviewers of full papers **must declare conflicts of interest here, or state 'none'**. Other comments for the PC are 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